

State of Illinois  
Bruce Rauner, Governor

Illinois Arts Council Agency  
Shirley R. Madigan,  
Chairman Tatiana Gant, Executive Director



# StARTS Program

Short-term Artists Residencies for non-profit organizations,  
schools, and school districts

**GUIDELINES**  
**Fiscal Year 2015**

**Illinois Arts Council Agency – StARTS Program Guidelines**  
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## **PROGRAM DESCRIPTION**

The StARTS Program provides support of up to \$2,000 to eligible Illinois not-for-profit organizations, schools, and school districts for short term residencies focused on hands-on learning experiences conducted by Illinois artists, companies, or ensembles.

### **Examples of programs:**

- An elementary school engages a dance artist for four weeks to conduct 45 minute weekly sessions with each third grade classroom to integrate movement with their study of migration.
- A theater artist works after school for two hours twice a week over five weeks with a language arts teacher to rehearse and direct a community performance of a one-act play written by students.
- A public librarian engages a poet for six weeks to conduct a weekly writing workshop for senior adults which culminates in a public reading of their work.
- A visual artist is brought in by a community center to work with a group of local teenagers for a total of 30 hours over a five-week period to research and design a mural to celebrate the town's history.

Grant requests for fiscal year 2015 are for residencies occurring by November 30, 2015.

## **GUIDELINES**

### **ELIGIBILITY REQUIREMENTS**

- Applicants must be tax exempt (501c3) organizations registered as not-for-profit corporations in good standing with the Illinois Secretary of State, or units of government (i.e., school, school district, park district, library district), or institutions of higher education. Refer to the [Proof of Eligibility page](#) on the IACA website for specific details and verification requirements.
- The artist, company or ensemble selected must be currently based in Illinois. Individual artists must be current residents; Companies and ensembles must be based in Illinois.
- Applicant must submit all requested application materials no less than eight weeks before the program begins.

### **PROJECT REQUIREMENTS**

- Proposed residency must provide a creative, hands-on learning experience that meets an identified need and expands the artistic opportunities for the targeted core group of participants.

- Activities are limited to hands-on workshops, classes, demonstrations, and lectures.
- Performances for large audiences must be linked with specific activities for the smaller core group of participants.
- Every participant must have at least five hours of contact time with the artist-in-residence.
- Applicants must document the funded residency. This documentation must be made available to the IACA upon request.
- The IACA grant is awarded to the applicant organization, school or school district which is responsible for paying the artist.

### **PROGRAM RESTRICTIONS**

- Artists currently employed by the applicant in any capacity are not eligible to be the project artists.
- The proposed project cannot fulfill credit requirements for a residency artist currently enrolled in a degree seeking program
- Funds cannot be requested for on-going projects.

### **REQUEST AMOUNT**

- Applicants may request up to 50% of total cash project costs not to exceed \$2,000.
- The project request may reflect between five and thirty contact hours over no more than a six week period.
- The artist's fee must be prorated at no less than \$50 per hour.
- If the residency artist must travel more than 50 miles one way to the residency site then reasonable travel expenses and lodging may be included. As a guide, the State of Illinois currently reimburses mileage at 56 cents per mile.
- Other project expenses (materials, documentation, and promotion) may be included as needed.
- Administrative expenses and overhead may not be included.
- IACA funds cannot be used for:
  - Capital expenditures
  - The purchase of equipment or tools valued at \$500 or more.
  - Refreshments

### **CASH MATCH REQUIREMENT**

The applicant must provide a cash match equal to the IACA request. If the project's budget is greater than the request, the applicant must demonstrate that sufficient resources are available to complete the project.

## HOW TO APPLY

- Read the IACA [Policies and Priorities](#) and the guidelines carefully and contact IACA staff for clarification. It is the responsibility of the applicant to be familiar with IACA [policies, priorities](#), and [grantee requirements](#).
- Identify the core group of participants and the type of project to be developed, including the desired art form.
- Contact potential artists locally or from other areas of the state to discuss availability. Applicants may consult the Illinois Arts Council Agency's [Arts-in-Education Artists Roster](#) or the [Artstour Roster](#) but are not limited to selecting an artist from these listings.
- After selecting the appropriate artist, work together to design the project activities and determine a schedule of dates. Once the project is designed, it is suggested that the sponsoring organization draft a letter of agreement with the artist.
- Identify an individual affiliated with the organization/school that will serve as a project supervisor and act as the liaison between the artist and the organization/school.
- Develop a plan to evaluate the residency's impact on the core group and community at large.
- Complete the online application and upload the required [attachments](#).
- Successfully submit the online application to [Illinois eGrant](#) by the deadline.

## DEADLINE

This program has an open deadline and will support activities that occur by November 30, 2015. Applications must be received no less than eight weeks before the project start date as identified in the application. Applications are reviewed in the order in which they are received and will be accepted until the funds are fully committed or by May 15, 2015.

## APPLICATION COMPONENTS

The IACA utilizes [eGrant](#), an online application submission system. It consists of form field components and the uploading of required documents. Each component must be complete and submitted in the required format by the deadline. For complete [Illinois eGrant](#) instructions go to the [Using Illinois eGrant section](#) of the IACA website (<http://www.arts.illinois.gov/Using%20Illinois%20eGrant>).

The electronic form includes:

### **Applicant Information**

Under this tab provide contact information for applicant organization.

## **Application Details**

Under this tab provide:

- Name and contact information of artist, company, or ensemble contracted
- Proposed project dates
- Application attachments

All attachments for which a template is not provided must:

- Not be handwritten
- Have at least a 1" margin
- Use black, 12-point or larger font size
- Have sequentially numbered pages
- Not be typed in all capital letters
- Not be photo reduced
- Have the applicant organization's name and the attachment title (e.g. Narrative) on the top of each page, right corner
- Adhere to page limits
- Be saved as PDF files

There are many PDF converter options available for free or purchase on-line, including:

- [Adobe PDF Pack](#) (web-based subscription service)
- [CutePDF](#) (free download)
- [PDFcreator](#) (free Web-based converter)

The IACA does not endorse any particular software. Consult the vendor websites for more information.

The following attachments must be uploaded:

### ***Application Narrative***

Create an Application Narrative of no more than three pages that addresses the following topics. In the narrative, clearly indicate each topic with a bold heading, addressing the bullet points below.

- **Applicant Organization:**
  - Describe the organization, school or school district and the community being served by this residency.
  - Provide information on the applicant's current cultural resources or ongoing arts-related programs.
- **Proposed Residency:**
  - Summarize the residency and where it will take place.
  - Identify the core group of participants, its size and how participants will be selected.
  - Discuss how the proposed residency activities will enhance current programs and create new learning opportunities for the participants.

- Proposed Artist:
  - Identify the artist selected and the rationale for selection.
  - Describe plans to support the work of the artist. This could include promotional efforts, planning time, and space availability.
- Promotion, Documentation, and Evaluation:
  - Include plans to share the project with the broader community.
  - Outline plans to document the residency.
  - Describe how the residency will be evaluated and how this evaluation will be used to measure the impact of the residency on participants.
- Proposed Residency Schedule:
  - Describe the proposed schedule of activities.
  - List each proposed residency session indicating:
    - The date
    - The length of session
    - A brief description of activities to be presented

Submit this document as a PDF file and labeled: Organization name\_StARTS\_Narrative

***Proposed Budget***

Provide the anticipated residency budget using the [template](#) provided.

Submit this document as a PDF file and labeled: Organization name\_StARTS\_Budget

***Artist Information***

Attach or provide a link to information detailing the professional background and experience (resume/bio or website) of the proposed residency artist, company or ensemble.

Submit this document as a PDF file and labeled: Organization name\_StARTS\_Artist

***Proof of Illinois Not-for-Profit Eligibility***

Submit a copy of proof of Illinois Not-for-Profit Eligibility. Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.

Submit this document as a PDF file and labeled: Organization name\_StARTS\_NFP

**Certification**

Under this tab certify eligibility and application content.

**Submit**

Under this tab submit application to the Illinois eGrant system

## **REVIEW CRITERIA AND PROCESS**

### **EVALUATION CRITERIA**

- Artistic quality and professionalism of the artist selected;
- Quality and appropriateness of activities planned;
- Clearly identified, consistent core group;
- Promotion of the project activities to the wider community; and
- Evidence of an effective plan to measure the impact of programming on the core group.

### **REVIEW PROCESS**

The application is received and assigned an application number that will be used in future communication regarding that application.

The IACA staff reviews the application based on the review criteria with advisory panelist expertise when necessary. Applications which have been ruled ineligible or incomplete will not be reviewed. The applicant may be asked to answer questions or submit further written information. A record of the review process is maintained for all reviewed applications, applicants are encouraged to call for review feedback after receiving funding notification. Funding recommendations are presented to the Executive Director and the IACA board of directors for approval

## **NOTIFICATION AND COMPLIANCE**

### **NOTIFICATION**

Notification of funding will be sent approximately four weeks after IACA receipt of application. If funded, this notification will include grant agreement and other required materials which must be completed and returned to authorize payment. Once these documents are returned to the IACA, it will take at least two months and up to six months for a check to be issued by the State Comptroller.

### **FINAL REPORT**

All grantees are required to complete and submit a final report no later than 30 days after the completion of the project as stated in the grant agreement. Failure to submit a final report jeopardizes the receipt of future IACA funding.

### **DOCUMENTATION**

Documentation of this project is important and may be helpful for program evaluation and building wider community support for future arts initiatives. Submit press releases, flyers, copies of participant-produced artwork or media from presentations as part of your final report.

## CREDITING REQUIREMENTS

Grant recipients must credit the IACA in all promotional material and public notices in the following manner:

*This program is partially supported by a grant from the Illinois Arts Council Agency.*



For further information regarding usage of the logo and to download a copy, go to the [logo page](#) of the [IACA website](#).

## MAKING THE PROJECT ACCESSIBLE TO ALL

According to state and federal law, every organization receiving public funding must ensure that it is in a position to provide accommodations when persons with disabilities make requests for services. Accessibility involves both the location (the facility) and the content (the activity or product) of the program. Thinking about accessibility issues, e.g., sign language interpreters, cassette recordings of printed materials, audio-description describers or large-print labeling, in the early planning stages of a project, is the key to ensuring that persons with disabilities will be able to participate in the program.

For further information and resources see the [Grantee Requirements page](#) on the IACA website.

**Bruce Rauner**

*Governor*

**Shirley R. Madigan**

*Chairman Tatiana*

**Gant Executive**

*Director*

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**Howard A. Tullman**

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**Donald Wiener**

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For specific information on this program contact:

**Susan Dickson, Director of Arts-in-Education, Ethnic and Folk Arts and Literature Programs**

**Phone: 312-814-6740, Email: [Susan.Dickson@illinois.gov](mailto:Susan.Dickson@illinois.gov)**

For general information about the Illinois Arts Council Agency contact:

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100 West Randolph, Suite 10-500

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1/800/237-6994 Toll-free in Illinois

Email: [iac.info@illinois.gov](mailto:iac.info@illinois.gov)

Web site: [www.arts.illinois.gov](http://www.arts.illinois.gov)

The Illinois Arts Council Agency acknowledges continuous support from the National Endowment for the Arts.

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**Individuals who are blind or have low vision or have learning impairments, may obtain assistance regarding Illinois Arts Council Agency applications and written materials by contacting the ADA/504 Access Coordinator at the IACA office:**  
**Encarnación M. Teruel**  
**(312) 814-6753**  
**[Encarnacion.Teruel@illinois.gov](mailto:Encarnacion.Teruel@illinois.gov)**  
**TTY: (888) 261-7957**