

State of Illinois
Bruce Rauner, Governor

Illinois Arts Council Agency
Shirley R. Madigan, Chairman
Joshua Davis, Acting Executive Director



Artstour & Live Music

GUIDELINES

Fiscal Year 2018

Artstour & Live Music Guidelines - Table of Contents

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PROGRAM DESCRIPTION

Artstour & Live Music provides support to eligible Illinois not-for-profit organizations seeking to present Illinois performing artists, companies, or groups for performances, collaborations, or short residencies held in conjunction with performances.

Examples of programs:

- A library engages a storyteller to present stories during a children’s story festival.
- A school district brings in a theatre company to perform at the local high school. In addition, the company visits the elementary school to work with 3rd and 4th graders involved in the school’s upcoming theatre production.
- A theatre company collaborates with a folk musician in the creation and presentation of a new play.
- The local college brings a jazz orchestra to town to perform. The musicians also give a mini-performance at the local senior center.
- A dance company engages a classical music ensemble to provide live music for a performance.

Grant requests for fiscal year 2018 are for activities occurring by August 31, 2018.

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.
- Artist, company, or group selected to present must be currently based in Illinois. Individual performers must be current residents of Illinois. Companies and groups must be based in Illinois.
- Applicant must submit all requested application materials no less than eight weeks before the program begins.

Request Amount

Request amounts are calculated based on the information entered in the Budget form of the application. All applicants are eligible to request 50% of the contracted fee and may increase their request when the following conditions are met:

- **Add 5%** if it is the first time the applicant has worked with the artist, company, or group.

- **Add 5%** if the artist, company, or group’s home-base is at least 100 miles from the presenting venue.
- **Add 5%** if the artist, company, or group is contracted for between five and ten hours of residency activities in addition to the scheduled performance(s). Residency activities are educational, hands-on activities such as workshops, master classes, lectures, or demonstrations.
- **Add 5%** for block booking (booking with at least one other Illinois presenter while the artist is on tour). A tour is defined as a series of performances on the road, away from the artist, company, or ensemble’s home-base, necessitating overnight accommodations.
- **Add 5%** if project is a collaboration of multiple distinct performers resulting in a live production. Applicants unsure if their project is a collaboration should contact IACA staff prior to submission.

Applicants may request a maximum of 75% of the contracted fee of the artist, company, or group. The minimum request per engagement is \$100. The maximum request per engagement is \$30,000. All requests should be rounded-down to the nearest five or ten.

Cash Match Requirements

Applicants must secure a cash match to cover the remaining portion of the contracted fee from sources other than the State of Illinois, including the Illinois Arts Council Agency. Do not include other project-related costs in the cash match.

Program Restrictions

- Funds cannot be used for performances by artists, companies, or groups affiliated with the applicant organization.
- If multiple performances are proposed, each must take place within a reasonable time frame and adhere to IACA’s [Policies and Priorities](#), and the Artstour & Live Music guidelines.

Multiple Applications

Applicants may submit requests for up to four projects that total no more than \$60,000 of support. Each project requires a separate application. Priority will be given to the first application received and subsequent applications will be considered as funding allows.

How to Apply

- Read the IACA [Policies and Priorities](#) and 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 and contact the artist, company, or group to discuss availability and design the project. Organizations may consult the Illinois Arts Council Agency's [Artstour Roster](#) or the [Arts-in-Education Artists Roster](#) but are not limited to selecting an artist from these listings.
- Negotiate a contract including the dates of performances and activities, fees, technical details, travel, etc.
- 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 August 31, 2018. 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, 2018.

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 of Artist, Company or Group Contracted
- Contact information
- Proposed project dates*
- Number of Performances
- Number of Residency Activities, if applicable

*For collaborations, the start date should be based on the start of the collaboration as outlined in the [contract](#) and not the date of the performance.

Budget

Under this tab provide:

- Percentage of Fee allowed for IACA Grant Request

- Contracted Fee Amount
- IACA Grant Request amount
- Cash Match amount and source(s)

Attachments

All attachments 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.

Under this tab upload the following attachments:

Narrative

Address the following areas in no more than one page:

- The project and how it will diversify, and/or expand current arts programming.
- Background of and rationale for the selected artist, company, or group.
- Target audience for the proposed project.
- Plan for informing and engaging the target audience.
- The intended impact on the applicant organization and target audience and how this impact will be measured.

Submit this document as a PDF file and labeled: Organization name_ATNarrative

Contract

Submit a copy of the signed contract between the applicant organization and the artist, company or group. The contract must be signed by both parties and must include at minimum, the following:

- Details on performance(s) and other activities
- Dates
- Fees
- Technical requirements
- Travel

The contract must show the total amount to be paid is equal to the total Contracted Fee on the Budget.

Submit this document as a PDF file and labeled: Organization name_ATContract

Promotional Material

Submit promotional materials for the artist, company, or group. The promotional material must include information on the following:

- Professional background
- Touring history
- Fees
- Services
- Links to video, audio samples, and/ or websites*

This attachment may consist of multiple pages of materials and/or link(s) to online material.

*If the selected artist, company or group is a part of the Illinois Arts Council Agency’s [Artstour Roster](#) no video or audio sample is required.

Submit this document as a PDF file and labeled: Organization name_ATPromotion

Project Schedule

Submit a schedule for the project.

Include the following fields for each activity:

- Activity type (performance, residency activity, collaboration, etc.)
- Date and time of the activity
- Length of the activity
- Activity location (facility name and address)
- Anticipated audience or participant number

Submit this document as a PDF file and labeled: Organization name_ATSchedule

Block-booking information (if applicable)

Submit a list of additional presenters for block booking, if applicable.

Include the following for each presenter:

- Name of Presenter
- Address, City State Zip
- Contact Person
- Email
- Phone
- Website
- Date(s) of performance(s)

Submit this document as a PDF file and labeled: Organization name_ATblock

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_ATNFP

Certification

Under this tab certify the application.

Submit

Under this tab submit application to the [Illinois eGrant](#) system.

REVIEW CRITERIA AND PROCESS

Evaluation Criteria

- Artistic quality and professionalism of the artist, company or group selected;
- Quality of the proposed project;
- Evidence that the proposed project expands or diversifies the applicant’s arts programming; and
- Proposed project’s impact on target audience.

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 will be sent approximately six weeks after IACA receipt of the 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 payment 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.

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](#).

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 student-produced artwork or video/audiotapes of presentations as part of the final report.

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, audio 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

Joshua Davis

Acting Executive Director

COUNCIL MEMBERS

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Gary Matts

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Cecilia Rodhe

Chicago

Gail Shiel

Chicago

Christina Steelman

Bushnell

Tim Touhy

Chicago

Howard A. Tullman

Chicago

Donald Wiener

Chicago

For specific information on this program contact:

Encarnacion Teruel, Program Director

Phone: 312-814-6753, Email: Encarnacion.teruel@illinois.gov

For general information about the Illinois Arts Council Agency contact:

Illinois Arts Council Agency

James R. Thompson Center

100 West Randolph, Suite 10-500

Chicago, IL 60601-3230

312/814-6750

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

Email: iac.info@illinois.gov

Web site: www.arts.illinois.gov

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

It is illegal for the Illinois Arts Council Agency or anyone receiving assistance from the Illinois Arts Council Agency to discriminate on the basis of race, color, religion, sex, national origin/ancestry status, disability, age, marital status, arrest record, military status, unfavorable discharge from military service and citizenship status. Any individual who has been subject to such discrimination may file a complaint. Call the Illinois Arts Council Agency at 312/814-6750 or TTY 1-888-261-7957 and the Illinois Department of Human Rights at 312/814-6200 or TTY 312/263-1570.

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
TTY: (888) 261-7957