

**State of Illinois
Bruce Rauner, Governor**

**Illinois Arts Council Agency
Shirley R. Madigan, Chairman
Rhoda A. Pierce, Vice-Chairman
Tatiana Gant, Executive Director**



Community Arts Access Program Guidelines

Fiscal Year 2017

Deadline: June 1, 2016

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PROGRAM DESCRIPTION

The IACA recognizes that funding requests from regionally-specific or neighborhood-based groups are often more appropriately identified and supported at the local level. The Community Arts Access (CAA) Program creates a partnership between the Illinois Arts Council Agency (IACA) and IACA-designated organizations by providing funds to expand local mechanisms that encourage and support developing arts programs throughout the organization's service area. Based on the assessment and perception of local needs, the CAA Program's regranting funds make it possible for designated CAA partners to develop grantsmaking processes that are responsive to individuals and organizations within their service area.

GUIDELINES

Eligibility Requirements

Organizations eligible for consideration under the CAA Program are pre-selected by the IACA and must meet the following requirements:

- Be tax exempt (501c3) organizations registered as not-for-profit corporations in good standing with the Illinois Secretary of State, or units of government, or institutions of higher education. Refer to the [Proof of Eligibility page](#) on the IACA website for specific details and verification requirements.
- Have successfully submitted final reports for all awarded IACA grants and have no record of penalties or forfeiture in Fiscal Years 2014 and 2015.
- Submit all required application materials by the deadline.

Program Requirements

The regranting agency must:

- Adhere to the IACA's [Policies and Priorities](#).
- Design a program that is open to applicants beyond the regranting agency's members.
- Earmark at least 30% of the total regranting allocation to foster the cultural development of underserved populations in the identified service area, as determined by the regranting agency.
- Publically release guidelines that clearly state the review criteria for the re-granting program and a definition of the geographic area served.
- Require all subgrantees to adhere to the regranting agency's criteria as well as the IACA's [Policies and Priorities](#).
- Require all subgrantees to disclose if they have applied to the IACA or another regranting agency for funds for the same project.
- Require subgrantee projects to have a public presentation or community service component.

- Require a cash match of all subgrantees.
- Have a written conflict of interest policy for panelists.
- Expend all IACA CAA-designated funds following notification and prior to May 31, 2017.
- Require all subgrantee projects to be completed by August 31, 2017.

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.

Program Restrictions

- Organizations with which advisory panelists or IACA Board members are affiliated are eligible to apply. However, a panelist or Board member may not be the authorizing official signing any documents relating to an application or grant award.
- Regranting agencies may not charge an application fee to programs supported by CAA funding.
- Up to 10% of the CAA partner's total project budget may be allocated for administrative costs to administer the CAA supported program. If the CAA partner's cash match exceeds the minimum 25%, administration may exceed 10% and must come from the local cash match.

Matching Requirements

IACA funds must be matched by the regranting agency with a 25% cash match secured from local resources within the identified service area.

How to Apply

- Read the IACA [Policies and Priorities](#) and program 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](#).
- Prepare all [required attachments](#) and save them as PDFs.

- Successfully submit the online application to the IACA [eGrant](#) system by the deadline.

Deadline

The FY17 deadline is June 1, 2016. The eGrant application must be successfully submitted by 11:59 PM CST.

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 [eGrant](#) instructions go to the [Using eGrant section](#) of the IACA website.

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 electronic form includes:

Applicant information

Under this tab provide contact information for applicant organization. The IACA recommends making the Contact Person different from the Notification Official.

Application Details

Under this tab provide:

- The FY16 IACA CAA grant amount received
- The FY16 CAA cash match secured

- The total FY16 amount distributed with CAA and cash match
- The total population of the area served by CAA program
- The geographic area served by CAA program

Required Attachments

Under this tab provide the following attachments:

- Application Narrative
- Projected Budget
- Summary of Applications
- Program Timetable
- Program Materials
- Proof of Not-for-Profit Status

Application Narrative

The narrative is limited to four pages and must address each of the numbered topics below.

1. Briefly describe the philosophy, purpose, and goals of the regranting program and how it aligns with the CAA partner's mission and goals.
2. Define the CAA partner's geographic service area and provide population demographics to include economic conditions, ethnic background, age, and disability. Include the source of statistical information.
3. Identify the underserved populations in the service area and describe how these populations will be served by the CAA supported program.
4. Describe the cultural climate of the CAA partner's service area, the cultural needs of the service area, and how the CAA supported program will address current cultural needs.
5. Provide an overview of the process of evaluating the CAA supported programs effectiveness and impact. Summarize the impact of the CAA supported program on the CAA partner's grantees, those they serve, and the greater community. Include examples of funded programs that demonstrate impact and meet the requirement to reach underserved communities.
6. Summarize the regranting process planned for FY17 including administration, program promotion, accessibility, review process, funding formula, and sources of the cash match. Note any anticipated revisions and the basis for the changes.

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

Projected Budget

Complete a budget for the FY17 CAA program using the [template](#) provided.

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

Summary of Applications

Complete the Summary of FY16 CAA program using the [template](#) provided.

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

Program Timetable

Provide a one-page timetable for FY17 include the dates for application deadline(s), application workshops, application review, notification of awards, etc.

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

Program Materials

Submit a current set of the re-granting agency’s printed program materials, saved as one PDF document. PDF document must include:

- guidelines with review criteria
- application forms
- grant agreement or contract
- final report forms
- review panel conflict of interest policy
- review panel terms of service
- list of FY16 review panelists with their professional affiliation, the city/town where they reside

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

Proof of Illinois Not-for-Profit Eligibility

Submit one copy of the organization’s current year's [proof of Illinois not-for-profit eligibility](#).

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

Certification

Under this tab certify eligibility and application content.

Submit

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

REVIEW CRITERIA AND PROCESS

Evaluation Criteria

Proposals are evaluated based on the listed criteria. All required materials are considered in the review of the application. If the proposal meets all criteria, the panel will make a recommendation for continued funding.

- The demonstrated ability to effectively address local needs through the CAA grantsmaking process. This includes evidence that efforts have been made to serve the entire geographic area identified, and serve emerging and established applicants.
- Presentation of clear and equitable procedures for the review of applications that involves a panel with diverse members who are representative of the entire region served.
- Presentation of effective procedures for publicizing the availability of regrantsing funds and for making the program accessible.
- Evidence of organizational stability, including financial accountability and demonstrated ability to raise the required level of matching funds.
- Evidence that the organization has a sound process for evaluating the impact and effectiveness of the program and makes changes to the program accordingly.

Review Process

- The application is received and assigned an application number that will be used in future communication regarding that application.
- Applications which have been ruled ineligible or incomplete will not be reviewed.
- Applications are reviewed based on the evaluation criteria.
- The final recommendations are presented to the Board for their consideration and approval.
- A record of the review process is maintained for all reviewed applications, applicants are encouraged to call for review feedback after receiving decision notification.

NOTIFICATION AND COMPLIANCE

Notification

All applicants will be notified of funding decisions once the IACA has reviewed and approved funding recommendations. Applicants approved for funding will receive a grants packet which includes a grant agreement and instructions regarding requirements for claiming the grant. Once all documents have been returned to the IACA and all requirements met, including the

completion and filing of all previous fiscal year Final Reports, the grant will be processed and sent to the office of the State Comptroller for payment. The process of issuing payments can take up to six months once sent to the State Comptroller.

An appeal of the IACA’s decision must be made in writing within 30 calendar days of the date of the notification letter. Appeals are limited to situations in which incorrect information has been used in the panel process, procedural faults have occurred, or new information not available at the time of the panel meeting which, in the opinion of the panel chair, could significantly influence the recommendation is now available. Appeals should be addressed to the IACA Executive Director.

Final Report

All IACA grant recipients are required to complete and submit a final report no later 30 days after the end date of the grant, as stated on the grant agreement. The Final Report will report on the activities that took place during the grant period specified in the Grant Agreement.

Crediting Requirements

Grant recipients must credit the IACA and the National Endowment for the Arts 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 through federal funds provided by the National Endowment for the Arts"



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

For general information about the IACA, 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: <mailto:iac.info@illinois.gov>
Web site: www.arts.illinois.gov

Visit the [Illinois Arts Council Board Members](#) page on Appointments.Illinois.Gov for a complete list of current board members.

The IACA 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, sexual orientation, sexual harassment, national origin, ancestry, citizenship status, disability, age, order of protection status, marital status, pregnancy, arrest record, military status, and unfavorable discharge from military service. Any individual who has been subject to such discrimination may file a complaint with 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 IACA applications and written materials by contacting the IACA ADA/504 Access Coordinator:

Encarnación M. Teruel

(312) 814-6753

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