

State of Illinois
Bruce Rauner, Governor

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



ILLINOIS
ARTS
COUNCIL
AGENCY

StARTS Program

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

GUIDELINES
Fiscal Year 2018

Illinois Arts Council Agency – StARTS Program Guidelines
Table of Contents

ABOUT THE ILLINOIS ARTS COUNCIL..... [Link to webpage](#)

POLICIES AND PRIORITIES..... [Link to webpage](#)

PROGRAM DESCRIPTION 3

GUIDELINES..... 3

 ELIGIBILITY REQUIREMENTS..... 3

 PROJECT REQUIREMENTS 3

 PROGRAM RESTRICTIONS 4

 MULTIPLE APPLICATIONS..... 4

 REQUEST AMOUNT..... 4

 CASH MATCH REQUIREMENT..... 5

 HOW TO APPLY..... 5

 DEADLINE 5

APPLICATION COMPONENTS 5

 Applicant Information..... 6

 Project Description 6

 Budget..... 8

 Certification..... 9

 Submit..... 9

REVIEW CRITERIA AND PROCESS..... 9

 EVALUATION CRITERIA..... 9

 REVIEW PROCESS..... 9

NOTIFICATION AND COMPLIANCE 9

 NOTIFICATION 9

 FINAL REPORT..... 9

 DOCUMENTATION 10

 CREDITING REQUIREMENTS..... 10

 MAKING THE PROJECT ACCESSIBLE TO ALL..... 10

PROGRAM DESCRIPTION

The Illinois Arts Council Agency’s Arts-in-Education Short Term Artists Residency program (StARTS) provides support for a professional Illinois artist, ensemble, or company to provide hands-on, arts-focused learning in schools and communities.

Examples of programs:

- A public librarian engages a poet for six weeks to conduct a weekly writing workshop for senior adults that will culminate in a public reading of their work.
- A school teacher engages a visual artist to work daily with her third grade classroom for three weeks during their two hour science block on the study of the planetary system.
- A park district engages two theater artists to work for six weeks during the summer with a group of differently-abled community members to present a play.

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. a school, school district, park district, library, etc.) or institutions of higher education. Refer to the [Proof of Eligibility page](#) on the IACA website for specific details and verification requirements.
- The artist, ensemble, or company selected to conduct the residency must be based in Illinois; individual artists must be Illinois residents; companies and ensembles must claim Illinois as their home base of operations with the majority of its members residing in Illinois.
- All required application materials must be submitted no less than eight weeks prior to the residency start date.

PROJECT REQUIREMENTS

- Proposed residency project must meet an identified educational need and expand the artistic opportunities for the selected core group of learners.
- Proposed residency project requires a minimum of five hours, up to a maximum of thirty hours of artist contact time with the core group of learners.
- Minimum hourly wage for an individual residency artist is \$50 per contact hour. Artists may negotiate higher hourly fees. Companies and ensembles should negotiate fees

appropriate for the art form and the number of artists participating, at no less than \$50 per contact hour.

- Residency artist must provide the residency site with a reasonable list of supplies, tools, equipment, and materials needed for the residency.
- Proposed residency must be documented in a manner that can be made available for public review/viewing.

PROGRAM RESTRICTIONS

- Artists currently employed by the applicant/residency site in any capacity are not eligible to be the residency artist.
- Residency artists cannot be enrolled in any degree or certificate-granting programs.
- Funds cannot be requested for ongoing projects, workshops, or classes.
- Participants may not be charged for any activity related to the residency program.
- Applicants affiliated with IACA board members or advisory panelists 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.

MULTIPLE APPLICATIONS

- Applicants may submit requests for up to two projects within the designated IACA funding period.
- Each residency project requires a separate application.
- Applications must involve different residency artists and different groups of learners.
- Priority will be given to the first application received and subsequent applications will be considered as IACA funding allows.

REQUEST AMOUNT

Request amounts are calculated based on the information entered in the Budget form of the application. Minimum request amount is **\$250** for any type of residency. Maximum total request amount is **\$4,000** for any type of residency.

All applicants are eligible to request **75%** of the contracted artist fee. Using the artist fee as the base amount, applicants may increase that percentage 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 will provide a professional development/teacher training session for residency staff and/or community members. This item must be listed as part of the artist contract.
- **Add 5%** if expenses for project supplies and documentation are required.

Additional percentages can be added up to, but not exceed, the \$4,000 request limit.

CASH MATCH REQUIREMENT

The applicant must provide a cash match that is equal to all remaining residency costs not covered by the IACA request amount, including any remaining artist fee(s), as outlined within artist contract.

HOW TO APPLY

- Read the IACA [Policies and Priorities](#) and the StARTS 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 learners.
- Identify educational need and set goals to be achieved within the residency that are aligned with the applicant organizations mission.
- Identify potential Illinois artists and contact them to discuss their availability, teaching requirements, fees, schedule of activities, etc.
- Once the artist is selected and the residency project has been designed, draft a letter of agreement with the artist.
- Negotiate a contract that includes the dates for the residency, schedule of activities, all fees, technical requirements, travel, etc.
- Identify an individual affiliated with the applicant organization/host residency site that will serve as the residency project supervisor and act as the liaison between the artist and host residency site.
- Complete the online eGrant application and upload the required attachments.
- Successfully submit the 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 items/documents (Attachments). All application components (electronic application form & required uploaded documents) must be correctly formatted, as outlined in these Guidelines, upon submission.

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

The electronic form includes:

Applicant Information

Under this tab provide contact information for applicant organization.

NOTE: The IACA encourages applicants to provide information for at least two different people within this section of the application.

- The Authorizing Official is the person within your organization who can legally sign documents or contracts, write checks, etc.
- The Contact Person should be the project director, lead teacher, etc. who can respond to IACA questions about the project.
- The Notification Official is the person who can be trusted to respond to communication from the IACA, final report notification, etc.

Project Description

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:

- Be saved as a PDF file.
- List the applicant organization name and attachment title (e.g. Narrative) in the top right corner of each page
- Adhere to the page limits listed in the StARTS guidelines.
- Have at least a 1" margin.
- Use black, 12 point or larger font size.
- Have sequentially numbered pages.

Be consistent when naming all attachments to be uploaded. Either use your organization's full name on each, or use the same recognizable acronym on each.

Do not:

- Photo-reduce any pages.
- Use all capital letters for submitted written materials.
- Submit any scanned handwritten pages.

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

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

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

The following attachments must be uploaded:

Application Narrative (no more than 3 pages)

Within the narrative clearly indicate each topic with a bold heading and address all bullet points listed below.

- Applicant Organization:
 - Briefly describe the applicant organization, its mission, and the community it serves.
 - Provide information on the applicant’s current cultural resources and ongoing arts-related programs.
- Proposed Residency:
 - Summarize the residency and describe where it will take place.
 - Identify the educational need
 - Discuss why the artistic discipline was chosen for the residency
 - Discuss how the proposed residency activities will enhance the applicant organization’s current programming
 - Identify the core group of learners, its size, and why this group was selected for this residency.
 - Consider the following;
 - Is it a one-time event
 - Has the selected core group of learners participated previously in an artist residency
 - If the residency artist selected has previously worked with the proposed core group of learners, describe if and how these residency activities will build on previous learning
 - Summarize the artist’s schedule for the residency.
 - How often they will meet with the core group of learners
 - Duration of each session
 - Indicate if the artist will meet with other groups of learners, outside of the core group
 - Describe any planned community events to showcase the residency activities and outcomes and the intended audience for these events.
- Evaluation
 - Discuss goals and target outcomes for core group.
 - Discuss how the goals and outcomes will be measured and/or evaluated.
 - Describe evaluation tools/instruments to be used
- Documentation
 - Describe how the residency will be documented (e.g. video/audio tape, journals, etc.) and how the documentation will be used in the future.
 - If documentation expenses exceed \$50, provide list of documentation expenses.
- Professional Development Session (if applicable)
 - When it will be scheduled during the residency
 - Participants
 - Duration
 - Frequency

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

Artist Resume (limit: no more than 1 page)

- Identify the artist and discuss the rationale for selection
- Describe any plans to support the work of the artist during their residency. This could include providing an onsite space for them to work on their own during the residency, any efforts to promote the artist’s work in the community, etc.
- Provide a link to the artist’s website, or to documents that list the artist’s professional background, i.e. their resume, bio, or C.V.

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

Artist 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:

- Residency Dates
- Artist Residency Fee (hourly rate, agreed upon total residency hours)
- Fee payment schedule

The contract must show the total amount to be paid to the artist and should equal the total artist fee as listed on the Budget template.

A provision can be added to the contract stating that if the project is not funded by the Illinois Arts Council Agency the contract will be void.

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

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

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)

Certification

Under this tab certify that the information provided is true, accurate, and complete.

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 go to the [Grantee Requirements](#) page on the IACA website.

Bruce Rauner

Governor

Shirley R. Madigan

Chairman

Joshua Davis

Acting Executive Director

COUNCIL MEMBERS

Rhoda A. Pierce, Vice-Chairman

Highland Park

Jill Arena

Chicago

Lisa M. Dent Bielefeldt

St. Charles

Beth Boosalis Davis

Evanston

Richard Daniels

Evergreen Park

Christina Kemper Gidwitz

Chicago

Henry D. Godinez

Evanston

Desiree L. Grode

Chicago

Jodie Shagrin Kavensky

Rock Island

Valerie King

Chicago

Jennifer Levine

Chicago

Gary Matts

Darien

Peggy A. Montes

Chicago

The Honorable Sheila M. O'Brien

Glenview

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:

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

Phone: 312-814-6740, Email: Susan.Dickson@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, including but not limited to, race, color, religion, sex, sexual orientation, 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