

State of Illinois  
Pat Quinn, Governor

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



# Literary Awards Program

**GUIDELINES**

**Fiscal Year 2015**

**Deadline: February 9, 2015**

**Illinois Arts Council Agency – Literary Awards Program Guidelines**  
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## **PROGRAM DESCRIPTION**

The Literary Awards Program recognizes Illinois writers and promotes greater awareness of non-commercial publishing in the state. The award encourages Illinois not-for-profit literary magazines to publish and disseminate new work by living Illinois writers and poets. Awards are given to both the selected writers and to the magazines (print or web-based) that published their work.

### **Award Amount**

Companion awards of \$1,000 will be given to selected Illinois writers and to the publications that nominated their work.

## **GUIDELINES**

### **Eligibility Requirements**

All 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.
- Submit an application utilizing a SlideRoom account registered to the applicant organization or publication.
- Submit all requested application materials by the deadline.

The following magazines are not eligible to apply:

- Magazines which are primarily a vehicle for the publication of work by K-12 students.
- Magazines associated with colleges or universities which are primarily a vehicle for the publication of work by faculty or students.

### **Program Restrictions**

- Literary Awards are given to those publications whose primary mission is to publish contemporary poetry, fiction, and creative non-fiction. Creative non-fiction (CNF) is distinguished from non-fiction by its strong narrative and literary quality as found in personal essays or memoirs. CNF does not include work that is predominately analytical, scholarly, or journalistic.
- Applicant's editorial offices must be based in Illinois.
- Applicant must have produced and distributed at least one literary publication in the eighteen months preceding the deadline date.

- At the application deadline, nominated writers must:
  - Be living Illinois residents.
  - Have been a legal resident of the state of Illinois for the twelve month period prior to the application deadline.

### **Nominations**

- Nominated pieces must have been published during the period of April 1, 2013 – September 30, 2014.
- Nominations must be previously unpublished works of fiction, poetry, and creative non-fiction.
- Nominated works cannot:
  - Be collaborative pieces.
  - Consist of interviews, reviews, or literary translations.
  - Have been previously published.
- Nominations must be made by the editorial staff of the applicant magazine.
- Editorial staff may not nominate their own work.
- A maximum of ten pieces can be nominated by any one applicant.
- Nominations can include a combination of poetry, fiction, and creative non-fiction pieces.
- More than one piece by the same writer can be nominated, but each piece will count toward the maximum of ten.
- The nominated work must be available for review by PDF document or via a direct link on the publication's website.
- Only whole pieces, as published, will be reviewed.

### **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](#).
- Select Illinois writers and their individual works for nomination.
- Verify eligibility of nominated writers.
- Register for an account with or login to the IACA SlideRoom system (<https://illinoisarts.slideroom.com/#/Login>)
- Complete the electronic application form and upload attachments and work sample material in the IACA SlideRoom system.
- Successfully submit the online application to SlideRoom by the deadline.

### **Deadline**

The FY15 deadline for Literary Awards is Monday, February 9, 2015. Applications must be successfully submitted to the IACA SlideRoom system by 11:59pm on the deadline date.

## **Application Components**

The Literary Awards Program application consists of an electronic application form, required attachments, and work samples. All application components must be completed in full and submitted in the format outlined in these guidelines by the application deadline.

## **Electronic Application**

The electronic application includes the following sections:

- Forms
- Attachments
- Media
- Submit

See below for an overview of the information required for each section.

## **Forms**

The Forms is broken up into the following subsections:

- ***Applicant Contact Information***  
In this section provide:
  - Name of applicant organization
  - Contact information
  - DUNS and FEIN numbers
- ***Publication Information***  
In this section provide:
  - Publication Name
  - Number of issues published in the last full calendar year
  - A brief description of the publication's editorial direction.
- ***Nominator Information***  
In this section provide:
  - Name of Nominator
  - Nominator's Role with Publication
  - Nominator's contact information
- ***Nominated Works Summary***  
In this section provide:
  - Number of Works Nominated
  - Number of Writers Nominated
- ***Eligibility Certification***  
In this section certify eligibility and application content

## **Attachments**

In this section upload the following attachments:

- ***Index of Nominations***

Create one PDF document listing all nominations. Provide the following information, in order listed, for each nominated work and its author:

- Publication name, volume and/or issue number
- Title of nominated work
- Type (poetry, fiction, non-fiction)
- Page total of nominated work *as submitted* with this application.
- Submission format (indicate either “Link” or “PDF”)
- Writer’s name and contact information which must include;
  - Home address, including street, city, zip code (business addresses and PO Boxes will not be acceptable)
  - Home Phone and/or Cell Phone number
  - Email address

If the Index of Nominations includes multiple selections from a single nominated writer, include nominated writer’s contact information on the first entry only. For their subsequent entries, indicate “See # \_ above” or “See Writer X above”.

Submit this document as a PDF file and labeled: Publication name\_LIA\_Index

- ***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\_LIA\_NFP

## **Media**

Upload each work sample as a separate PDF document. *This document must be made from the original source publication.* Work Samples must be uploaded in the same order as the

**Nominations Index.**

In the ***Label Media*** Section provide the following:

- Title of work
- Writer’s name
- Page total of nominated work as submitted with this application
- Publication Name
- Volume and/or Issue Number
- Additional Details (identify the type of work – creative non-fiction, fiction, poetry)

### **Submit**

In this section you will submit the application to the IACA SlideRoom system.

## **REVIEW CRITERIA AND PROCESS**

### **Evaluation Criteria**

Artistic quality of each nominated work is the sole criterion for review.

### **Review Process**

The electronic portion of the application is received by the IACA from the IACA SlideRoom system and is assigned an application number. The IACA Grants Office will send acknowledgment of receipt of the application by email. Acknowledgment will include an IACA application number to be used in future inquiries regarding that application. Applications which have been ruled ineligible or incomplete will not be reviewed.

Applications are reviewed based on the evaluation criteria by advisory juries comprised of literary arts professionals. The jury will meet via conference call to discuss the nominated works and make final recommendations for the awards. The jury's recommendations are presented to the IACA Board for its consideration and approval.

## **NOTIFICATION & COMPLIANCE**

### **Notification**

Applicants will be notified of the Council's decision on their application via email. If funded, this notification will include required materials, which must be completed and returned to authorize payment. Once these documents and copies of other requested materials 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.

Before funds are released, residency verification must be received from the awarded artists. This verification must show that the artist was a legal resident of the state of Illinois for the twelve month period prior to the application deadline.

### **Taxability of Awards**

The Internal Revenue Code provides that the full amount of a Literary Award is taxable to its recipient. For questions regarding income-tax liability, contact the Internal Revenue Service or a personal tax advisor.

**Pat Quinn**

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**Shirley R. Madigan**

*Chairman*

**Tatiana Gant**

*Executive Director*

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*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](mailto: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](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.

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](mailto:Encarnacion.Teruel@illinois.gov)**  
**TTY: (888) 261-7957**