

State of Illinois  
JB Pritzker, Governor

Illinois Arts Council Agency  
Nora Daley, Board Chair  
Joshua Davis-Ruperto, Executive Director

# Artist Fellowship Program

Guidelines for Fiscal Year 2024  
Deadline: November 3, 2023

*building a strong, creative and  
connected Illinois through the arts*



ILLINOIS  
**ARTS**  
COUNCIL  
AGENCY

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# Illinois Arts Council Agency Contacts

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For specific information on this grant contact:

*Digital Arts, Visual Arts:*

**Danielle Heal**

Program Director

Email: [Danielle.Heal@illinois.gov](mailto:Danielle.Heal@illinois.gov)

*Contemporary Crafts, Ethnic & Folk Arts, and New Art Forms (non-performative):*

**Susan Dickson**

Director of Programs

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*Photography and Sculpture:*

**Jackie Banks-Mahlum**

Program Director

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## Accessible Guidelines

To obtain assistance regarding applications and written materials, contact the agency's

ADA/504 Access Coordinator:

Teresa Davis

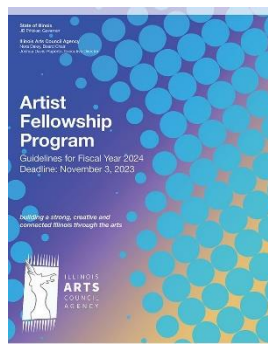
Phone: +1 (312) 814-6753

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Cover artwork by Margaret Gonzalez



# Webinar & Drop-in Sessions

We have several opportunities for you to connect with IACA Programs staff for questions on the Artist Fellowship Program.

During the Artist Fellowship webinar, we will discuss best practices and how to use the agency's online Salesforce grant platform. The webinar will be recorded, posted to the agency's website, and be available for download.

## **Artist Fellowship Program Application Webinar, pre-registration is required:**

- Friday, September 22, 1:00 PM
  - [Click Here to Register](#)

Drop-in sessions are one-hour sessions that have no agenda. Participants may ask questions of the participating Programs staff and get answers in real time. Pre-registration is not available.

## **To join click on the link at the meeting time:**

- **Drop-In #1 - Friday, September 29, 1:00 PM**
  - [Click Here to Join](#)
- **Drop-In #2 – Wednesday, October 11, 1:00 PM**
  - [Click Here to Join](#)
- **Drop-In #3 – Wednesday, October 25, 3:00 PM**
  - [Click Here to Join](#)

# Artist Fellowship Program

The Artist Fellowship Program's intent is to enrich and strengthen the state of Illinois by supporting accomplished Illinois artists who are the foundation of Illinois' creative environment. The Artist Fellowship Program recognizes exceptional artists who are at a career stage beyond emerging and have created a substantial body of work throughout their career.

The Artist Fellowship Program does not support an artist's project, but rather it is a program that provides monetary awards to support an artist's continued artistic growth and exploration.

## **Fellowship Awards**

The IACA will provide a limited number of \$15,000 awards across the following discipline categories:

- Contemporary Crafts (category includes) \*
  - Clay
  - Fiber
  - Glass
  - Jewelry
  - Leather
  - Metal
  - Paper
  - Plastic
  - Textiles
  - Wood
  - Mixed Media
  
- Digital Arts (category includes) \*
  - Computer/game art
  - Immersive virtual environments
  - Internet art
  - Interactive art
  - Virtual art
  - Software art
  
- Ethnic & Folk Arts (category includes) \*
  - Material culture (traditional crafts/objects)
  - Oral traditions
  - Ethnic, folk, traditional dance & music
  
- New Art Forms non-performative (category includes) \*
  - Conceptual arts
  - Community engaged work
  - Experimental arts
  - Interdisciplinary arts

- Visual Based Arts (includes sub-categories)
  - Photography \*
  - Sculpture \*
    - (3-dimensional/Environmental/ Installation/Kinetic/Public art)
  - Visual Arts \*
    - (2-dimensional/Drawing/ Graphics/Painting/Printmaking)

### **Finalist Awards**

A limited number of \$1,500 Finalist Awards will also be given. Recommendation for a Finalist Award has no bearing on an applicant's opportunity to receive an Artist Fellowship Award.

Finalist Award recommendations are made only after all Artist Fellowship recommendations have been completed in each category. The applicant will need to select whether they would like to be considered for a Finalist Award within the Salesforce application.

\* Indicates the areas that Fellowship and Finalist awards will be distributed.

### **Eligibility Requirements**

All applicants must:

- Be citizens of the United States or holders of permanent resident alien status
- Be legal residents of the state of Illinois for the twelve months prior to the application deadline
- Except for Ethnic and Folk Art applicants, be an originating artist (i.e., the creator of original artwork)
- Submit no more than one application to the Artists Fellowship Program per fiscal year individually or collaboratively
- Apply utilizing a Salesforce account registered to the applicant
- Submit all requested application materials
- Due to the high number of anticipated applications, the initial review of the application's eligibility will be strictly enforced.

Refer to the [Proof of Eligibility](#) page (INDIVIDUALS section) on the IACA website for specific details and verification requirements.

The following individuals are not eligible to apply:

- Individuals enrolled in any degree or certificate granting program (including high school, bachelor, or master's degree programs) at the time of application or during the award period. Ph.D. candidates need to have completed their course work by the application deadline to be eligible.
- Recipients of an IACA Artist Fellowship Award in FY2023 or FY2022.

To be considered applicants must:

- Have created a substantial, independent body of work over at least a five-year professional arts career.
- Have made a recognized contribution to their discipline through public presentation of their work.
- Demonstrate a consistent high-aesthetic level of artistic ability throughout their professional arts career.
- Provide evidence of continued commitment to serious and exceptional aesthetic investigation in his or her chosen medium.

Successful applicants should demonstrate any record of regional, national, or international public presentations (i.e., exhibitions, festivals, performances, screenings, broadcasts, publications, etc.), grants, awards, fellowships, residencies, or other recognition within a discipline. Work produced within an accredited degree program is not applicable toward the five-year period of professional accomplishment.

### **Collaborative Applications**

Collaborating artists may submit one application that involves the joint creation of a body of work of art by the applicant and up to two other artists.

- Only one artist of the collaborative team may be the applicant.
- The applicant must play a principal artistic role in the overall body of work and is responsible for all legal and contractual issues related to the grant, including taxes.
- Any artist who indicates they are part of a collaborative team must demonstrate an ongoing record of collaborative work with the collaborating artists as named in the application.
- All collaborating artists must meet the “Eligibility” requirements listed in the guidelines including providing Proof of Residency.

### **Deadline**

The deadline for the FY24 Artist Fellowship Program is Friday, November 3, 2023. Applications must be successfully submitted to the [IACA Salesforce system](#) by 11:59 pm Central Time on the deadline date.

Please note - 30 days after the deadline all draft applications will be removed from the IACA Salesforce system.

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### **Artistic Disciplines**

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Artists will select one discipline category to apply in. Each discipline category has a specific application form and requirements. Within some discipline categories, applicants will need to select a subcategory.

#### **Contemporary Crafts**

Contemporary Crafts is defined by its approach to object making with a strong connection to materials, skill, process and making things by hand. Contemporary Crafts within the decorative arts traditionally has a relationship to functional or utilitarian products (such as sculptural forms in the vessel tradition) or by their use of such natural media as wood, clay, ceramics, glass, textiles, and metal.

#### **Digital Arts**

Digital Art is defined as computer or web-based work in which the computer is central to the work’s creation, presentation, or understanding. Digital Art can incorporate virtual, immersive, interactive, or multi-media installations/works.

#### **Ethnic and Folk Arts**

Ethnic and Folk Arts are defined as those artistic practices which have a community or family base, express that community’s aesthetic, heritage, and tradition, and have endured through several generations. These art forms reflect the culture of a region, tribe, language, or national group from which they spring. Ethnic and Folk Arts Fellowships honor exemplary artists who have achieved mastery of a folk or traditional ethnic art appropriate to their cultural heritage.

**New Art Forms (non-performative)**

New Art Forms is defined as work which is experimental or conceptually driven. This may include community or time-based work - or be a hybrid of multiple art forms (artists in this genre often have an interdisciplinary approach to their art making).

**Visual Based Arts**

Encompasses three sub-disciplines: Photography, Sculpture and Visual Art (e.g., painting, mixed media, etc.).



# Process, Notification, and Compliance

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## Review Process

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- When the application is submitted it is 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 by advisory committees comprised of arts professionals.
  - The final recommendations are presented to the Board for their consideration and approval.
  - Awards will be announced in late Spring 2024.
  - A record of the review process is maintained for all reviewed applications, applicants are encouraged to call for review feedback after receiving decision notification.
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## Notification

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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, grantees may be required to provide additional documentation that verifies residency status for at least one year prior to the application deadline. Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.

## Taxability of Grant

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

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## Compliance

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### Work Sample Retention

Work samples of AFA award recipients will be retained or copied by the Illinois Arts Council Agency for its archives or submission to a public-use archive. By submitting work samples, applicants give permission to the IACA to use images and content in IACA produced publications and website.

# Application Overview

IACA utilizes Salesforce, an [online grant system](#) to accept applications. The online application consists of form field components and the uploading of required documents. Each component must be completed and submitted in the required format by the deadline. For complete instructions go to the [Using Salesforce](#) section of the IACA website.

There is also a [user manual for the online platform](#) on our website to help guide the application process. Please review this carefully and use as a reference.

## How to Apply

- Read the AFA guidelines carefully and contact IACA staff for clarification. It is the responsibility of the applicant to be familiar with IACA [policies, priorities](#), and guidelines.
- Identify the discipline category for application.
- Prepare Artistic Resume, Statement, and Awards & Recognition (Note these are required fields to create the application. This text can be edited after creating the application.)
- Select work sample material.
- Register for an account with or login to the [IACA Salesforce](#) system.
- Select and complete the appropriate Discipline Category electronic application form and upload supporting document attachments and work sample material in the IACA Salesforce system.
- Successfully submit the online application by the deadline.

For further guidance on applying to the Artist Fellowship Program, attend or watch our application webinar.

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## Application Components

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### 1. Applicant Information

Under this tab, please create or update the entity applying for the grant. **For the AFA grant this must be an individual.** This tab requires the following information:

- Individual contact information

Please note this information may be updated at any time. Please keep this information current to ensure communications from IACA reach you.

### 2. Grant Programs Selection

Under the Grant Programs tab, select from the following Fellowship applications accordingly:

- Artist Fellowship – Contemporary Crafts – 2024
- Artist Fellowship – Digital Arts – 2024
- Artist Fellowship – Ethnic & Folk Arts – 2024
- Artist Fellowship – New Art Forms (non-performative) 2024
- Artist Fellowship – Visual Based Arts - 2024

The system will prompt the selection of the applicant to move forward.

On this main section please also provide:

- Artistic Discipline & Sub-discipline
- Indication of Finalist Award consideration
- Indication if application is collaborative

Please note that after an application is started it will appear on the home screen in the online grant system. Within the grant application, the requirements/sections will be listed along the left-side of the screen. Please access your draft application from here to avoid starting a duplicate application.

Please also note that once you create your application the system will say your Financial Information records are complete. This is because the AFA application does not have financial data as part of the application.

### **3. Supporting Documents**

All listed attachments are required.

The attachments to be uploaded are:

- Work Samples – may be upload or URL link
- Artistic Resume describing your artistic accomplishments, 2-page limit. Do not include general employment history or other information unless it is pertinent to your artistic career.
- Artist Statement explaining the direction, focus, aesthetic, thematic, content or form of your work, 1-page limit.
- Awards & Other Recognition of significance that you have received throughout your professional career, 1-page limit.
- Proof of Illinois Residency

### **4. Submit / Certification**

Please note this is a two-step process to both certify and submit your application. Once the application is complete click the Submit Button in the lower left-hand corner. A pop-up will require certification of eligibility and application content.

After certification there is another submit button which must be clicked to complete the application in the [IACA online grant system](#). The application will not be successfully submitted until the second submit button is clicked.

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### **Evaluation Criteria**

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- The quality of the applicant's work.
- The applicant's record of professional arts activity and achievement.
- Evidence that the totality of the applicant's submitted material reflects continued, serious and exceptional aesthetic investigation in his or her chosen medium.

Council priorities are to recognize artists geographically across the state and across disciplines.

# Supporting Documents

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## **Work Samples / Work Sample Description**

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All applicants must submit samples of work completed within the past five years. Artists should consider a consistency in the body of work submitted for review. Hard copy materials of any kind will not be accepted. Each discipline category has specific work sample requirements, which are outlined below. Submitted work samples that do not follow the required format and page limits will not be reviewed.

Outlined below are acceptable formats and size restrictions for work samples.

Each uploaded work sample has a corresponding field to describe it. Each descriptor field has a 1,000-character limit.

Please note – work samples submitted via a link (ex. YouTube, Vimeo, SoundCloud, etc.) must be public and without password protection. There is no size restriction for linked work samples.

Work samples submitted in formats not outlined in these guidelines (e.g., Instagram) are generally not accessible to IACA staff or review panelists. This will affect the review of the application.

### **Audio**

- Uploaded audio work samples may be no larger than 25 MB in size.
- Acceptable formats are: mp3, .wav, .ogg.

### **Digital Images**

- Uploaded digital work samples may be no larger than 25 MB in size. Acceptable formats are: .jpg, .jpeg, .png, .gif, .tif, .tiff, .bmp, .vsd

### **Video**

- Uploaded video work samples may be no larger than 25 MB.
- Acceptable formats are: .vi, .mov, .mpeg, .mpg, .swf

### **PDF**

- Uploaded PDF documents may be no larger than 25 MB in size.

### **Contemporary Crafts**

Upload or link to eight digital images.

In the Work Sample Description field, provide the following for each work:

- Title of work
- Date of completion
- Medium
- Dimensions (height x width x depth)
- Additional details

## **Digital Arts**

Upload or link to two digital work samples.

In the Work Sample Description field, provide the following for each work:

- Title of work
- Date of completion
- Media / Format
- Total length of work
- Indicate what portion of the work sample should be reviewed, up to 10 minutes.
- Additional details

## **Ethnic and Folk Arts**

Applicants with static art forms may upload or link to eight digital images. Other applicants may upload or link to two audio or video samples to show the active nature of the work. Follow the requirements that best capture the work being presented.

In the Work Sample Description field, provide the following for each work:

- Title of work
- Date of completion
- Additional details

## **New Art Forms**

Upload or link to eight digital images. Applicants may substitute up to two digital images with audio or video samples to show the active nature of the work.

In the Work Sample Description field, provide the following for each work:

- Title of work
- Date of completion
- Medium
- Dimensions (height x width x depth)
- Additional details (for applicants with audio or video samples - indicate what portion should be reviewed, up to 5 minutes.)

## **Visual Based Arts**

Upload or link to eight digital images. Applicants with multi-media or kinetic work may substitute up to two digital images with video samples to show the active nature of the work.

In the Work Sample Description field, provide the following for each work:

- Title of work
- Date of completion
- Medium
- Dimensions (height x width x depth)
- Additional details (for applicants with multi-media or kinetic work - indicate what portion of the video should be reviewed, up to 5 minutes.)

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## **Proof of Illinois Residency**

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Applicants must upload one of the following items:

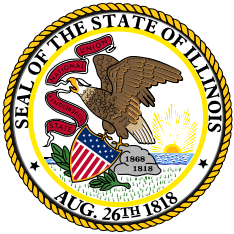
- A valid Illinois driver's license which includes the date issued and expiration date (entire front and back)
- A valid State of Illinois identification card which includes the date issued and expiration date (entire front and back)

If the application is collaborative the pdf must include residency verification for all collaborators. Collaborative applications without all residency documents will be ineligible.

Submit this document as a PDF file and named: Lastname\_Firstname\_Residency.pdf

**For general information contact:**

Illinois Arts Council Agency  
James R. Thompson Center  
100 West Randolph, Suite 10-500  
Chicago, IL 60601-3230  
Phone: +1 (312) 814-6750  
Toll-free in Illinois: +1 (800) 237-6994  
Email: [iac.info@illinois.gov](mailto:iac.info@illinois.gov)  
Web site: [www.arts.illinois.gov](http://www.arts.illinois.gov)



Visit the [Illinois Arts Council Board Members](#) page on [appointments.illinois.gov](http://appointments.illinois.gov) for a complete list of current board members.



The IACA acknowledges continuous support from the National Endowment for the Arts.

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