



Illinois Arts Council

FY13 Community Arts Access Program Guidelines

DEADLINE
JUNE 1, 2012

Illinois Arts Council

Fiscal Year 2013 Community Arts Access Program Guidelines

[About the Illinois Arts Council](#) (IAC website link)

[Policies and Priorities](#) (IAC website link)

Program Description

The Community Arts Access Program (CAA) creates a partnership between the IAC and local arts agencies or other agencies designated by the Illinois Arts Council by providing the means to expand local mechanisms that encourage and support developing arts programs throughout the state. Recognizing that the funding requests from smaller regionally-specific or neighborhood-based groups are more appropriately identified and supported at the local level, this program makes it possible for local arts agencies to develop grantsmaking processes for local arts organizations and individuals at all stages of artistic development.

Eligibility

The Community Arts Access Program is open to local arts agencies and other designated partners which have been in active service to their communities for at least one year prior to the application deadline. The IAC's Community Arts Access Program offers local arts agencies the opportunity to distribute state funds in their specific service areas according to their assessment and perception of local needs.

Program Design

Requirements and Restrictions

When designing a regranting program, the local arts agency must adhere to the following IAC requirements:

- The regranting agency must use written guidelines (including review criteria and a definition of the geographic area served), application forms, contracts and evaluation forms.
- These funds may be given in the form of CAA awards to incorporated not-for-profit organizations or individual artists whose projects adhere to the regranting agency's criteria as well as the IAC's Policies and Priorities criteria.
- At least 30% of the total regranting allocation should be earmarked to foster the cultural development of under-represented populations of the designated service area. This includes projects of artistic merit which are deeply rooted in and reflective of the culture of a specific minority, ethnic, rural, tribal, older adult, people with disabilities or other underserved group and/or individual.

- Projects by individual artists with no proposed public presentation and/or community service component may not be funded. A CAA grantee may choose not to include individuals in its funding strategy.
- All applicants must be asked if they have applied to the IAC or another regranting agency for funds for the same project.
- All applicants must show some cash match.
- Funds may not be awarded for the following:
 - ***capital expenditures, permanent equipment, out-of-state touring, scholarships, deficit funding, fundraisers, benefits, receptions or other social functions.***
- Availability of funds may not be limited to the regranting agency's member organizations.
- The regranting agency must expend its IAC funds between **September 1, 2012 and May 31, 2013**. Organizations that cannot comply with this project timetable are ineligible.

Review Criteria

Without increased funding for the Community Arts Access Program in FY13, we expect funding levels to, at best, remain the same for all of our regranting partners. Applications will be evaluated by the Local Arts Agencies Review Panel according to whether or not they meet the following five criteria:

1. 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 claimed, and includes the growth and development of programs of established organizations/artists as well as new and emerging;
2. 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;
3. Presentation of effective procedures for publicizing the availability of regranting funds and for making the program accessible. Grantswriting assistance provided to new and emerging organizations and/or individuals that do not have direct access to IAC funding and/or have not traditionally made requests for funding is important;
4. Evidence of organizational stability, including financial accountability and demonstrated ability to raise the required level of matching funds;
5. Evidence that the organization has a sound process for evaluating the impact and effectiveness of the program and makes changes to the program accordingly.

If applicants meet all criteria, the panel will make a recommendation for continued funding. Grantees can expect that FY13 awards will not exceed FY12 awards.

Matching Requirements

The intent of the Community Arts Access Program is to encourage the use of local funds as a means to increasing support for the arts at the local level.

- IAC funds must be matched by the local arts agency with no less than 25% locally generated cash match.
- The local cash match for this program must be used for distribution and, as applicable, program administration.

Up to 10% of the total project budget may be allocated to administrative costs incurred by the regrantee organization to administer the project. This may include panel expenses. If applicant's cash match exceeds the minimum 25%, the percentage allotted for administration may exceed the 10% guideline but must come from the local cash match.

Tax-Exempt Status and DUNS Number Requirement

In order to comply with federal funding requirements, all Community Arts Access agencies are required to be 501(c) (3), tax-exempt organizations or units of government. In addition, agencies will need to obtain a DUNS number. The Data Universal Numbering System is Dunn & Bradstreet's copyrighted, proprietary means of identifying business entities on a location-specific basis. Agencies which do not currently have a DUNS number may apply for funding, but funds will not be released until proof of compliance is received by the IAC.

- DUNS Number by Web, visit: <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
- DUNS Number by phone, call: 1-866-705-5711, Monday – Friday 7 a.m. to 8 p.m. CST

Distribution of Funds

Upon review of the panel scores and the current fiscal year allocation, the IAC will determine funding recommendations

The final grant award is determined by the Council with input from the advisory panel and the IAC staff.

Deadline

The deadline for the FY13 Community Arts Access Program is **5:00pm on Friday, June 1, 2012.**

FY2013 COMMUNITY ARTS ACCESS APPLICATION

Application Components

The Community Arts Access Grant application consists of an application form and required attachments which will be submitted electronically through the Illinois [eGrant website](http://Illinoisarts.egrant.net) (<http://Illinoisarts.egrant.net>). The application and required attachments must be completed in full and submitted in the format outlined in these guidelines by the application deadline.

- Application Form
- Required Attachments

For eGrant instructions follow this [link](http://www.arts.illinois.gov/grants-programs/egrant-application/egrant-instructions): (<http://www.arts.illinois.gov/grants-programs/egrant-application/egrant-instructions>)

Application Form:

The electronic application is found on the Illinois [eGrant website](http://Illinoisarts.egrant.net) (<http://Illinoisarts.egrant.net>) and consists of form fields and the uploading of required documents. The **electronic application** must be submitting successfully to eGrant by **5:00pm Friday, June 1, 2012**.

The electronic form includes:

- [Applicant information](#)

Under this tab you will provide:

- information about your organization and contacts.
- FEIN (Federal Identification number)
- DUNS number (Data Universal Numbering System)

- [Application Details](#)

Under this tab, you will provide:

- The Community Arts Access Grant amount you received from the IAC in the last fiscal year (FY12)
- The amount of the Community Arts Access cash match provided in FY12.
- The total amount awarded by your organization through this program in FY12
- The geographic area served by this program
- The total population of the area served by this program

- [Attachments](#)

Under this tab you will upload the following [required attachments](#):

- A. [Narrative](#)
- B. [Budget \(template provided\)](#)

- C. [Summary of Applications \(template provided\)](#)
 - D. [Timetable for next fiscal year](#)
 - E. [Application/grant materials packet](#)
 - F. [Proof of Not-for-Profit Status](#)
- [Finish and Submit](#)
Under this tab you will submit your application to the eGrant system.

Required Attachments

The attachments outlined below are required for all applicants and must be uploaded as part of the eGrant application. The required attachments to be uploaded are:

A. Application Narrative

Create an Application Narrative that addresses the following five topics: In the narrative, clearly indicate each numbered topic with a bold heading and a space between each topic. The narrative is limited to four pages in at least a 12-point font with one inch margins.

1. Briefly describe the philosophy, purpose and goals of your regranting program. How does this program fit into your organization's mission and goals?
2. Provide the demographics of the area this regranting program serves. What percentage of the population of your service area is: Black, not Hispanic; Hispanic; White, not Hispanic; American Indian/Alaskan Native; Asian Pacific Islander; Rural; Urban; Suburban; Under 18; Over 65; Physically disabled; Emotionally disabled; Developmentally disabled; Hearing disabled; Visually impaired. Identify the source of this information. Identify your area's underserved populations.
3. Describe the cultural climate of the area that this regranting program serves. How does this program fill a community need?
4. What is the impact of this program on your grantees, those they serve and the greater community? What is the basis for evaluating your regranting program's effectiveness and impact?
5. Provide a summary of any significant differences in your regranting program for FY13.
 - Are there changes in your process? How were they determined?
 - Are there new opportunities?
 - Are you facing new challenges?
 - Have you made progress in a particular area?

6. Provide a summary of your regrating process planned for FY13:
- Who administers the program?
 - How do you make the public aware of this program?
 - What steps do you take to make the program accessible?
 - How will you identify and address the needs of underserved populations?
 - What criteria and funding formula will be used in the grantsmaking process?
 - Who makes the funding decisions? Please provide a list of your 2012 panelists with their professional affiliation and city/town where they reside. How are these individuals selected? How long is their term? What is your conflict of interest policy?
 - How will you raise the local cash match?

Application Narrative document should be saved as a PDF file and labeled: Organization name_A.pdf

Attachment B: Budget ([template provided](#))

Complete a budget for your FY13 Community Arts Access Program using the [template](#) provided.

Budget document should be saved as a PDF file and labeled: Organization name_B.pdf

Attachment C: Summary of Applications ([template provided](#))

Complete the Summary of FY12 Community Arts Access Program (Applications received/awarded) using the [template](#) provided.

Summary of Applications document should be saved as a PDF file and labeled: Organization name_C.pdf

Attachment D: Timetable for next fiscal year

Provide a one-page timetable for FY2013 include the dates for application deadline(s), application workshops, application review, notification of awards, etc.

Timetable document should be saved as a PDF file and labeled: Organization name_D.pdf

Attachment E: Application/Grant Materials Packet

Provide a current set of program's printed materials **saved as one PDF document**.

Include: guidelines, review criteria, application forms, grant agreement/contract, and final report forms.

*Application/Grant Materials Packet document should be saved as a PDF file and labeled:
Organization name_E.pdf*

Attachment F: Proof of Not-for-Profit Status

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

*NFP Status document should be saved as a PDF file and labeled: Organization
name_F.pdf*

All attachments for which a template is not provided must:

- be saved as PDF files and labeled as follows:
Organization name (or a recognizable acronym)_Attachment Letter
Example: 'FamousArtsTheatre_A' or 'FAT_A' = Attachment A
- use the same organization name or acronym for all attachments
- be 8 ½ " x 11" with at least a 1" margin
- use a 12-point or larger black type on a white background
- have sequentially numbered pages
- have the applicant organization's name and the attachment title on the top of each page
- not be typed in all capital letters
- not be photo reduced

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

- [Adobe Acrobat](#) (for purchase)
- [Adobe Acrobat converter Online](#) (web-based subscription service)
- [CutePDF](#) (free download)
- [PDFcreator](#) (free Web-based converter)

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

Notification and disbursement of funds

All applicants will be notified of funding decisions once the Illinois Arts Council 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 IAC and all requirements met, including the completion and filing of all previous fiscal year Final Reports, the grant agreement 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 Council'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 IAC Executive Director.

Grantee Requirements

- [ADA Compliance](#)
- [Grant Notification Requirements](#)
- [Crediting Requirements](#)
- [Reporting Requirements](#)
- [Grants Fund Recovery Act](#)

ADA Compliance

The Illinois Arts Council supports universal access to the arts. The Council abides by state and federal laws that prohibit public support to organizations (people or entities) that discriminate against people with disabilities. Therefore, each grantee is required to assure that they are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

By signing an Illinois Arts Council application or grant agreement, grantees are in effect acknowledging that their programs, services, and facilities are accessible, or a plan to make them accessible is in place and being followed. Funds may not be granted unless applicants are able, if requested, to provide documentation of their efforts to be in compliance.

To help you through these requirements, you can access the National Endowment for the Arts website to download a copy of the ["Section 504 Self Evaluation Workbook"](#)

The Illinois Arts Council provides technical assistance and consultation to organizations seeking assistance in ADA Compliance, contact the **IAC 504/ADA Coordinator**, [Encarnacion Teruel](#) at 312-814-6753 or TTY 888-261-7957.

For additional information and technical assistance the Disability and Business Technical Assistance Center (DBTAC): [Great Lakes ADA Center](#) provides information, materials, technical assistance and training on the Americans with Disabilities Act of 1990 (ADA).

A thorough listing of information on accessibility and the arts is also available through the National Endowment for the Arts [website](#).

For additional information and assistance with accessibility as it relates to the arts and Section 504, you can contact:

NEA Office for AccessAbility: 202-682-5532 voice or 202-682-5496 TDD

ADA hotline at 1-800-949-4232 voice/TDD

[U.S. Department of Justice, Americans with Disabilities Act, ADA Home Page](#)

Grant Notification Requirements

Organizations that receive an IAC grant are required as part of their grant agreement to notify by letter their state representative, state senator, and the Office of the Governor of the IAC grant amount and the project or program it helps support. Copies of these three letters must be submitted to the IAC with the signed grant agreements, cash request, and other required documents before grant funds will be released.

Crediting Requirements

Grant recipients must credit the IAC in all promotional material and public notices following notification of funding through the end of the grant period in the following manner:

This program is partially supported by a grant from the Illinois Arts Council, a state agency.



For further information regarding usage of the logo and to download a copy, go to the [logo page](#) of this website.

Reporting Requirements

Final report forms are due within 30 days following the end of the grant period. Failure to submit a final report jeopardizes the receipt of future Council funding and will cause the following penalties to be imposed:

1. There will be a 25% reduction of all current fiscal year awards for a grantee that is late filing any final reports from the previous year.
2. If the grantee has no current fiscal year grant awards, the grantee will be prohibited from applying for any grants during the following fiscal year.

Grants Fund Recovery Act

Any grant funds determined to have been misspent or improperly held are subject to recovery according to the terms of the Grants Funds Recovery Act of 1984, as amended. Project expenditures are deemed to consist of grant funds in the same proportions as defined by the matching requirement for the project grant.