

**State of Illinois**  
Bruce Rauner, Governor

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

# **Individual Artist Support Professional Development**

Guidelines  
Fiscal Year 2019  
Open Deadline

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



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## Program Contact

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For specific information on this program contact:

Encarnación Teruel  
Program Director  
Phone: +1 (312) 814-6753  
Email: [Encarnacion.Teruel@illinois.gov](mailto:Encarnacion.Teruel@illinois.gov)

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## Accessible Guidelines

To obtain assistance regarding applications and written materials, contact the agency's ADA/504 Access Coordinator:

Encarnación M. Teruel  
Phone: +1 (312) 814-6753  
TTY: +1 (888) 261-7957  
Email: [Encarnacion.Teruel@illinois.gov](mailto:Encarnacion.Teruel@illinois.gov)

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The Illinois Arts Council Agency logo and cover image are a stylized version of a cast bronze sculpture, *Hybrid Muse*, created by Illinois' renowned artist Richard Hunt.

# Individual Artist Support Professional Development Track

The Individual Artist Support Professional Development Track (IAS/PD) supports the development of skills, tools, and resources to advance an individual artist's career.

Support for the production and presentation of an artistic project is available through the [IAS Artist Project Track](#).

## **Examples of activities IAS/PD will support:**

- Artist residency, writers retreats, or workshops
- Professional teaching artist development residencies, retreats, or workshops
- Attendance at conferences or symposia
- Production of a demo reel
- Documentation of artwork
- Duplication of manuscripts or media (film, video, audio, etc.)
- Website development for individual artist
- Marketing, e.g. artist brochures, actors' headshots

## **Examples of activities IAS/PD will not support:**

- Applicant compensation (payment to oneself)
- Expenses outside the project timeline
- Apprenticeships or mentorships
- Capital purchases, capital improvements, construction, or purchase of permanent equipment
- Enrollment in higher education classes or programs
- Presentation of classes or workshops
- Projects and activities which take place outside the United States
- Collaborative projects

## **Making the Project Accessible to All**

Recipients of public funding are required to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product.) Thinking about accessibility issues (e.g., accessible websites, sign language interpreters, 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. For further information and resources see the [Grantee Requirements page](#) on the IACA website.

## **Deadline**

IAS/PD has an open deadline. Applications must be received 8 weeks prior to any expenditure included in the Project Budget. Applications are reviewed in the order in which they are received and will be accepted until funds are fully committed or by May 15, 2019.

## **Grant Period**

Fiscal Year 2019 IAS/PD funds support activities occurring by August 31, 2019.

## **Request Amounts**

Applicants may request between \$500 and \$1,500. All requests should be rounded-down to the nearest five or ten. Grant amounts awarded are based on eligible expenses outlined in the Project Budget.

## **Cash Match**

There is no cash match required. If the project's budget is greater than the IAS/PD request, the applicant must demonstrate that sufficient resources are available to complete the project.

## 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 and throughout the grant period.
- Be at least 18 years of age.
- Submit an application utilizing an eGrant account registered to the applicant.
- Submit all requested application materials by the deadline.

Refer to the [Proof of Eligibility](#) page 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 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 Individual Artist Support Professional Development or Artist Project grant in the previous fiscal year.

## Artistic Disciplines

Artists will select one Discipline Category to apply in.

- **Crafts**  
Includes Clay, Fiber, Glass, Leather, Metal, Paper, Plastic, Wood
- **Dance**
- **Design Arts**  
Includes Architecture, Fashion, Graphic, Industrial, Interior, Landscape Architecture
- **Ethnic & Folk Arts**  
Includes those artistic practices which have a community or family base; express that community's aesthetic, heritage, or tradition; and have endured through generations. These art forms reflect the particular culture of the regional language, tribal, or nationality group from which they spring. Preference will be given to those artists whose work reflects their own heritage.
- **Interdisciplinary**  
Incorporates at least one discipline outside the visual arts.
- **Literature**  
Includes Creative Non-fiction, Fiction, Poetry, and Scriptworks. Creative non-fiction is distinguished from analytical, journalistic, technical, and scholarly/academic writing by its strong narrative literary quality as found in personal essays and memoirs.
- **Media Arts**  
Includes Film, Video, Audio, and Digital Art.
- **Music**
- **New Performance Forms**  
Includes work from Performance Artists, Solo Theatre Artists, Movement-based Artists, and Performance Poets.
- **Photography**
- **Theatre**
- **Visual Arts**  
Includes Experimental, Graphics, Mixed Media, Painting, and Sculpture. Experimental includes Conceptual, Installations, New Materials. Graphics includes Works on Paper, Drawing, Printmaking, and Artists Books.

# Application Overview

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

## 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](#).
- Complete the online application and upload the required attachments.
- Successfully submit the online application to [Illinois eGrant](#) by the deadline.

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## Application Components

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### 1. Applicant Information

Under this tab provide contact information for applicant organization.

### 2. Project Information

- Track (Select IAS/PD)
- Discipline Category
- Request Amount (Between \$500 and \$1000)
- Beginning Project Date (No sooner than 8 weeks from date of submission)
- Ending Project Date (No later than August 31, 2019)

### 3. Attachments

Refer to the description for each of the following attachments:

- Narrative
- Project Budget
- Artist Resume or Bio
- Artist Statement
- Proof of Confirmation
- Work Sample
- Proof of Illinois Residency

### 4. Certification

Under this tab certify eligibility and application content.

### 5. Submit

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

# Application Attachments

Refer to the description for each of the following attachments:

- Narrative (no more than 2 pages)
- Project Budget
- Artist Resume or Bio (no more than 2 pages)
- Artist Statement (no more than 1 page)
- Proof of Confirmation
- Work Sample
- Proof of Illinois Residency

Formatting attachments

With the exception of Promotional Materials, all attachments for which a template is not provided, must:

- Be saved as PDF files
- 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 with the applicant organization's name and attachment title on the top of each page
- Be organized using the headings listed for each attachment
- Be labeled as follows:  
Lastname\_Firstname\_AttachmentName.pdf

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## Narrative

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Address the following areas in no more than two pages:

### Project Description

- Provide a detailed overview of the professional development opportunity.
- Describe the unique and significant gain this opportunity will provide for your work and career.
- If applying as a Teaching Artist, include a brief arts education work history.

### Expenses

- Detail the specific expenses related to this project.
- If project expenses exceed the request, identify additional sources of income that will be used to complete the project.

### Timeline

- Include a timeline for the project.
- If applicable, provide website links for activities for which support is being requested.

Submit this document as a PDF file and named:

Lastname\_Firstname\_Narrative.pdf

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## Project Budget

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Complete a budget for the proposed project outlined in Attachment A: Project Narrative using the template available, providing the following:

### Expenses

List itemized expenses for the project. Be specific about items, amounts, and note whether the expense is actual or anticipated. Do not include expenses prior to the project beginning date.

### Income

Itemize the sources of income both cash and in-kind. Indicate if the source is Confirmed (C) or Anticipated (A). Project income must equal project expenses.

Submit this document as a PDF file and named:

Lastname\_Firstname\_Budget.pdf

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## Artist Resume or Bio

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Submit an artistic resume or bio of no more than two pages. Academic vitae are discouraged.

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

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## Artist Statement

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Submit an artist statement of no more than one page explaining the direction, focus, aesthetic, thematic, content or form of your work.

Ethnic and Folk Arts applicants must also describe:

- Traditional art form practiced and how it was learned (from whom, when, and where it was learned).
- How the art form and personal experience expresses the culture and communities from which it springs.
- How the practice of this traditional art enriches your life and the life of your community.

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

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## Proof of Confirmation

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Submit verification of commitment for activities related to the project. Acceptable formats may include:

- A letter of intent
- A contract
- An application agreement
- A cost estimate from contractors, a conference, or a residency program
- Email

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

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## Work Sample

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This attachment may consist of multiple pages of materials or link(s) to online material. This could include documentation on sites such as VIMEO, YouTube, SoundCloud, Flickr, Dropbox or the artist's own website.

Refer to the Work Samples section of these guidelines for specific discipline requirements.

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

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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)

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

# Work Samples

Artists will select one Discipline Category to apply in:

- **Crafts**
- **Dance**
- **Design Arts**
- **Ethnic & Folk Arts**
- **Interdisciplinary**
- **Literature**
- **Media Arts**
- **Music**
- **New Performance Forms**
- **Photography**
- **Theatre**
- **Visual Arts**

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## Crafts, Design Arts, Photography & Visual Arts

Submit a PDF of no more than four pages in length which includes a link to the work samples or contains up to eight images.

Indicate the following for each image:

- Title of work
- Date of execution
- Medium
- Dimensions (height x width x depth)

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## Dance & New Performance Forms

Submit a PDF of no more than one page in length which includes a link to a video work sample.

- Include title of work, length and date of completion.
- Indicate what portion of the work sample should be reviewed, up to 10 minutes.
- If the production of the work involves others, explain your role.
- If performing with others, describe yourself to help with identification. For example, "I am the performer in the green costume".
- Still photography will not be accepted.

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## Ethnic & Folk Arts

Digital images, audio, and video links will be accepted. Follow the formats described for the disciplines that best capture the work being presented.

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## Interdisciplinary

Digital images and video links will be accepted. Follow the formats described for the disciplines that best capture the work being presented.

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## Media Arts (film, video, & audio & digital art)

Submit a PDF of no more than one page in length which includes a link to a video or audio work sample.

- Include title of work and date of completion.
- Indicate what portion of the work sample should be reviewed, up to 10 minutes.
- Indicate your role and the role of others involved (if applicable), in the production of the work.

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## Music

Submit a PDF of no more than one page in length which includes a link to an audio work sample, or if the music has a strong theatrical or operatic component, a link to a video work sample.

For Composers

- Include title of work, length, and date of completion.
- Indicate what portion of the work sample should be reviewed, up to 10 minutes.
- If the production of the work involves others, explain your role.

For Musicians

- Submit a sample of your work as a musician as outlined for Composers.
- If performing with others, describe yourself to help with identification. For example, "I am playing the violin," or "I am the lead singer."

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## Literature

Maximum of eleven pages allowed. The first page must be the work sample inventory listing followed by up to 10 pages of a typed manuscript.

- Pages must have the applicant's first and last name in the top right-hand corner in the top right-hand corner
- Manuscripts must be typed with one-inch margins of all sides
- Font size must be 12 pt. or larger

### For Poetry submissions

Include no more than one poem per page. Submissions may be single-spaced only if double-spacing would impinge on the interpretation or format of the work. The inventory page must indicate the following for each piece submitted in the order it appears in the manuscript.

- Title of poem
- Total page count of each poem submitted (if the page count is different from the poem in its original form, also indicate the original page count)
- The date completed, or if work-in-progress, anticipated date of completion

### For Prose submissions (fiction, creative non-fiction)

Manuscripts must be double spaced. The inventory page must indicate the following:

- Title of work
- Genre (fiction, creative non-fiction)
- Number of pages submitted
- Date completed, or if work-in-progress, anticipated date of completion
- A brief synopsis of the entire work. If the manuscript is an excerpt from a larger work, describe the submitted excerpt's relationship to the entire work.

### For Playwrights/Screenwriters

The first page of the manuscript should indicate the following:

- Title of work
- Title of excerpted scene or act submitted
- Genre (e.g. stage play, screenplay, teleplay, libretto, radio play, audio drama, etc.)
- Total length in pages
- Date completed, or if work in progress, anticipated date of completion
- A brief synopsis of the script including the excerpt and its relationship to the entire work.

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## Theater

Submit a PDF of no more than one page in length which includes a link to a video work sample.

- Include title of work and date of completion.
- Indicate what portion of the work sample should be reviewed, up to 10 minutes.
- If the production of the work involves others, explain your role.
- If performing with others, describe yourself to help with identification. For example, "I am the performer in the green costume".

If a video work sample is not available, the following may be submitted in its place:

- A PDF of no more than four pages in length which includes up to six photographs or digital images of scene(s) from two recent productions, labeled as follows:
  - Name of production.
  - Producing company.
  - Date of production.
  - Name(s) of actors from left to right.
- Program(s) from production(s).
- Published reviews of productions.

# Review Criteria and Process

## **Evaluation Criteria**

- Clarity of project
- Impact of the proposed project to advance the applicant's work and career
- Ability of the applicant to carry out the project
- Quality of the applicant's work.

## **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

Applicants will be notified of the Council's decision on their application via email within eight weeks of [eGRANT](#) submission date. If funded, this notification will include grant agreement and other 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 confirms 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.

Grantees are legally obligated to complete their project activities within the time frame and by the manner specified in the grantee's application.

Grantees should ensure they have access to available resources (monetary and otherwise) with which to fully complete the funded project in the timeframe and manner specified before accepting a grant award.

## Taxability of Grant

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

## 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.

## 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.

**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 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 +1 (312) 814-6200 or TTY +1 (312) 263-1570.