

State of Illinois
Bruce Rauner, Governor

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

Literary Awards Program

Guidelines
Fiscal Year 2019
Deadline: October 15, 2018

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



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Program Contact

For specific information on this program contact:

Susan Dickson
Program Director
Phone: +1 (312) 814-6740
Email: Susan.Dickson@illinois.gov

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



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.

Literary Awards Program

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 publications to publish and disseminate new work by living Illinois writers and poets. Awards are given to both the selected writers and to the publications (print or web-based) that released work to the public.

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.

Deadline

The FY19 deadline for Literary Awards is Monday, October 15, 2018. Applications must be successfully submitted to the IACA SlideRoom system by 11:59pm on the deadline date.

Award Amount

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

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. Proof of Illinois residency will be required prior to receiving the award.

Nominations

- Nominated pieces must have been published during the period of April 15, 2017 – October 15, 2018.
- 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.
- 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 publication/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.

Application Overview

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.

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.
- 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.

Application Components

1. Forms

Refer to the description for each of the following forms:

- Applicant Contact Information
- Publication Information
- Nominator Information
- Nominated Works Summary
- Eligibility Certification

2. Attachments

Refer to the description for each of the following attachments:

- Index of Nominations
- Proof of Illinois Not-for-Profit Eligibility

3. Media

Refer to the description for uploading work samples.

4. Submit

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

Application Forms, Attachments and Media

Forms

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

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 named: PublicationName_LIA_Index.pdf

Proof of 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 named: OrgName_LIA_NFP.pdf

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 Index of Nominations.

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)

Review Criteria and Process

Evaluation Criteria

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

Review Process

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 by an advisory jury comprised of literary arts professionals. Each nominated selection is evaluated solely on artistic merit independent of all other nominated pieces. The jury will meet via conference call to discuss the nominated selections and make final recommendations for the awards. The jury's recommendations are presented to the IACA Board for its consideration and approval.

Notification and Compliance

Notification

Applicants/nominators and the awarded writers 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 the in order for payment to be authorized and processed. Once these documents and copies of other requested materials are returned to the IACA, it will take up to six months for payment to be issued by the State Comptroller.

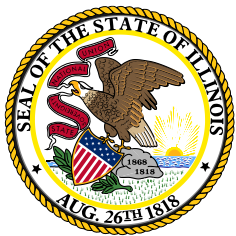
Before funds are released, residency verification must be received from the awarded artists. This verification must show that the artist was a legal resident of the state of Illinois for the twelve month period prior to the application deadline.

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.

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
Web site: 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.