

State of Illinois
JB Pritzker, Governor

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

STARTS: Short-term Teaching Artist Residency Program

Guidelines for
Fiscal Year 2024

Open Deadline

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



ILLINOIS
ARTS
COUNCIL
AGENCY

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Illinois Arts Council Agency Contacts

Please be aware staff is working remotely and it is recommended to reach out to them via email for more direct communications. For specific information on this grant contact:

Jerome Grand

Program Director

Phone: +1 (312) 814-6766

Email: Jerome.Grand@illinois.gov

Accessible Guidelines

To obtain accessibility information regarding applications and written materials contact the Agency's ADA/504 Access Coordinator. Please be aware staff is working remotely and it is recommended to reach out to them via email for more direct communications; send an email that contains your preferred contact telephone number and general timeline of when you are available.

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Cover artwork by Margaret Gonzalez



UPDATES AND SPECIAL NOTES

The Illinois Arts Council Agency (IACA) has made several changes to this grant program for Fiscal Year 2024 (FY24). Please read the guidelines carefully to learn the full details, here is a summary of what to watch for.

Updates

Precisions included for applicable residency costs and the residency contract (pages 6 and 13).

Webinar and Drop Ins

Opportunities to connect with IACA staff for questions:

- [Short-term Teaching Artist Residency Grant](#) Webinar (pre-recorded)
- Drop-in session for questions, pre-registration is not available. To join click on the link at the meeting time:
 - Friday, August 18, 2023, at 1:00pm
[Meeting link](#)
 - Friday, October 27, 2023, at 1:00pm
[Meeting link](#)

COVID-19

All projects must be completed while following the [Illinois Department of Public Health](#) (IDPH) health and safety guidelines related to the COVID-19 pandemic. Proposals will not be accepted that would put artists and/or community members at risk of contracting or spreading COVID-19.

Despite any COVID-19 restrictions, all grant funds must be expended by the end of the grant period.

For more information or for specific questions and concerns, please email Jerome Grand, Program Director, at: Jerome.Grand@Illinois.gov

STARTS: Short-term Teaching Artist Residency Program

The Illinois Arts Council Agency's Arts-in-Education Short-term Teaching Artist Residency program (STARTS) provides support to eligible Illinois not-for-profit organizations, schools, and school districts for short-term residencies focused on hands-on learning experiences (in-person or virtual) conducted by Illinois artists, companies, or ensembles.

Program Priorities

The IACA is committed to advancing equity and access in the arts, through programming and grant opportunities for all Illinoisans, and programming that makes special efforts to reach statewide underserved audiences including but not limited to BIPOC (Black, Indigenous, and people of color) and rural communities, persons with physical and intellectual disabilities, persons with limited access to the arts, older individuals, and persons with low income.

Eligibility Requirements

- 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., a school, school district, park district, library, etc.) or institutions of higher education. (The Council supports college and university arts programs if they benefit and are accessible to the public. Those events which are normally considered a part of regular or academic programs will not be funded.) Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.
- The artist, ensemble, or company selected to conduct the residency must be based in Illinois; individual artists must be Illinois residents; companies and ensembles must claim Illinois as their home base of operations with most of its members residing in Illinois.
- Applicant must submit all requested application materials a minimum of eight weeks before the project start date as identified in the application.

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, captioning 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 [ADA Compliance](#) page on the IACA website.

DUNS to Unique Entity ID (UEI) Transition

For all applicants with an established SAM.gov account (active or inactive) the UEI number can be found by logging into your SAM.gov account. All applicants must enter their new UEI number in the Applicant Information tab during the application process.

For more information on the UEI transition, please visit GSA's DUNS to [Unique Entity ID \(SAM\) Transition resource page](#).

Deadline

This program has an open deadline. Applications must be submitted a minimum of eight weeks before the project start date as identified in the application. Applications are reviewed in the order in which they are received and will be accepted until the funds are fully committed or by May 15, 2024. In recent years, funds have been expended by or before January. Applicants are encouraged to apply as soon as possible.

Grant Period

Fiscal Year 2024 STARTS funds support activities occurring by August 31, 2024.

Artstour Roster

The [Artstour Roster of Artists](#) is intended as a resource and is not a requirement to receive STARTS support. The Roster features Illinois touring artists, companies, and groups working in dance, mime, interdisciplinary performance, music, performance poetry, spoken word, storytelling, and theater. The online Artstour Roster of Artists is a collaboration between IACA and the Illinois Presenters Network. Artists/arts organizations interested in being listed on the Artstour Roster should contact: illinoispresenters@gmail.com.

Project Requirements

- Proposed residency project must meet an identified educational need and expand the artistic opportunities for the selected core group of learners.
- Proposed residency project requires a minimum of five hours, up to a maximum of thirty hours of artist time (in-person or virtual) with the core group of learners.
- Minimum hourly wage for an individual residency artist is \$50 per contact hour. Artists may negotiate higher hourly fees. Companies and ensembles should negotiate fees appropriate for the art form and the number of artists participating, at no less than \$50 per contact hour.
- Residency artist must provide the residency site with a reasonable list of supplies, tools, equipment, and materials needed for the residency.
- Proposed residency must be documented in a manner that can be made available for public review/viewing.

Program Restrictions

- Artists currently employed by the applicant/residency site in any capacity are not eligible to be the residency artist.
- Residency artists cannot be enrolled in any degree or certificate-granting programs.
- Funds cannot be requested for ongoing projects, workshops, or classes.
- Participants may not be charged for any activity related to the residency program.

Examples of programs:

- A public librarian engages a poet for six weeks to conduct a weekly writing workshop for senior adults that will culminate in a public reading of their work.
- A schoolteacher engages a visual artist to work daily with her third-grade classroom for three weeks during their two-hour science block on the study of the planetary system.
- A park district engages two theater artists to work for six weeks during the summer to present a play with community members with disabilities.

Request Amount

Request amounts are calculated based on the information entered in the Budget form of the application. Minimum request amount is \$250 for any type of residency. Maximum total request amount is \$4,500 for any type of residency.

All applicants are eligible to request **75%** of the *applicable residency costs* and may increase that percentage when the following conditions are met:

- **Add 5%** if it is the first time the applicant has worked with the artist, company, or group.
- **Add 5%** if the artist will provide a professional development or teacher training session for residency staff and/or community members. This item must be listed as part of the artist contract.
- **Add 5%** if the artist's home-base is at least 100 miles from the residency site.

Additional percentages can be added up to, but not exceed, the \$4,500 request limit.

Applicable residency costs include teaching artist fees (no less than \$50 per contact hour), reasonable teaching artist travel and lodging (if teaching artist is over 50 miles from residency site), and other residency expenses (materials, documentation, and promotion) may be included as needed. Applicant organization's administrative expenses and overhead may not be included.

Cash Match Requirements

Applicants must secure a cash match to cover the remaining portion of the applicable residency costs from sources other than the State of Illinois, including the Illinois Arts Council Agency.

Multiple Applications

- Applicants may submit requests for up to two projects within the designated IACA funding period.
- Each residency project requires a separate application.
- Applications must involve different residency artists and different groups of learners.
- Priority will be given to the first application received and subsequent applications will be considered as funding allows.

Appeals

An appeal of the IACA'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 made within the [IACA online grant system](#) and be addressed to the IACA Executive Director.

Process, Notification, and Compliance

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. Applications are reviewed based on the evaluation criteria (*see page 11*).

The final recommendations are presented to the IACA board for their consideration and approval.

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

All applicants will be notified of funding decisions once the IACA has reviewed and approved funding recommendations. Applicants approved for funding will receive, via email, instructions regarding requirements to accept and claim the grant (see Grant Acceptance section below). **Once these documents are returned to the IACA, and all requirements met, including the completion, and filing of all previous fiscal year Final Reports, the grant will be processed, and the payment voucher will be sent to the office of the State Comptroller. It will take at least two months and up to six months for payment to be issued by the State Comptroller.**

Grantees can check the status of the grant payment through the [Comptroller's vendor website](#), or sign-up to be notified about the payment via email, text or both. Grantees can also [sign up for direct deposit](#) from the Illinois Comptroller. If you have questions about direct deposit you will need to contact the Illinois Comptroller's office as the IACA cannot answer questions about direct deposit.

Compliance

Grant Acceptance

For awards to be processed all grant acceptance paperwork must be submitted to the IACA grants office. This paperwork should be submitted via the IACA online grant system and include:

- Grant agreement signed and dated by the authorizing official.
- Legal Status Disclosure Certificate (LSDC) signed and dated by the authorizing official.
- Organizations that receive an IACA award are required to notify by letter their state representative, state senator, and the Office of the Governor of the grant amount and the project or program it helps support. Prior to mailing the letters to the legislators, make copies of the letters to include with your grant acceptance materials.

Final Report

All IACA grant recipients are required to complete and submit a final report by September 30, 2024. Notification and instructions for the final report will be sent to grantees in August.

FY24 grantees will be required to have submitted complete final reports for all grants awarded to them in FY23. The deadline to submit final reports for most grants awarded in FY23 is September 30, 2023.

The Final Report will report on the activities that took place during the grant period specified in the Grant Agreement. Failure to submit complete final reports will impact the awarding of any subsequent grant.

Documentation

Documentation of this project is important and may be helpful for program evaluation and building wider community support for future arts initiatives. Submit press releases, flyers, copies of participant-produced artwork or media from presentations as part of your final report.

Crediting Requirements

Grant recipients must credit the IACA in all promotional material and public notices in the following manner:

“<YOUR ORGANIZATION NAME> acknowledges support 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.

Application Overview

IACA utilizes an [online grant system](#) to accept applications. The STARTS 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

First:

- Read the IACA [Policies and Priorities](#) and the STARTS 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.
- Identify the core group of learners.
- Identify educational need and set goals to be achieved within the residency that are aligned with the applicant organization’s mission.
- Identify potential Illinois artists and contact them to discuss their availability, teaching requirements, fees, schedule of activities, etc.
- Once the artist is selected and the residency project has been designed, draft a letter of agreement with the artist.
- Negotiate a contract that includes the dates for the residency, schedule of activities, all fees, technical requirements, travel, etc.
- Identify an individual affiliated with the applicant organization/host residency site that will serve as the residency project supervisor and act as the liaison between the artist and host residency site.
- Prepare all required attachments and save them as PDFs

Next:

- Log into [IACA online grant system](#)
- Review and update the Applicant Information tab
- Complete the electronic application in the IACA online grant system
- Upload all attachments required to the electronic application
- Successfully submit the electronic application to IACA online grant system a minimum of 8 weeks in advance of the project start date or by the deadline

Application Components

1. Applicant Information

Under this tab, please create or update the entity applying for the grant. **For the STARTS grant this must be an organization.**

This tab requires the following information:

- Organization Name and General Contact Information
- UEI number, DUNS number, FEIN number, Fiscal Year Start Date (use format (MM/DD), and Fiscal Year Based On (select Starting Month or Ending Month)

Please note this information may be updated at any time. Please keep this information current to ensure communications from IACA reach the appropriate staff or board members.

2. Grant Programs Selection

Under the Grant Programs tab select the STARTS - 2024 Grant. The system will prompt the selection of the applicant organization to move forward.

On this main section please also provide:

- Appropriate Applicant Institution
- Applicant Discipline
- Grant Notification Official
- Name, discipline, and contact information of artist, company, or ensemble contracted
- Proposed project dates

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.

3. Supporting Documents

Refer to the descriptions for each of the attachments

All attachments must be uploaded as PDFs.

The attachments to be uploaded are:

- Narrative
- Schedule
- Artist Resume
- Residency Contract
- Proof of Illinois Not-for-profit Eligibility

4. Budget

Under this tab provide:

- Cash Match amount and source(s)
- Applicable residency cost amount
- Appropriate checkboxes to calculate percentage of fee allowed for IACA Grant Request

Note the request amount will self-populate as you complete the budget form.

5. 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 a 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.

Evaluation Criteria

Proposals are evaluated based on the listed criteria. All required materials are considered in the review of the application.

- Artistic quality and professionalism of the artist selected
- Quality and appropriateness of activities planned
- Clearly identified, consistent core group
- Promotion of the project activities to the wider community and
- Evidence of an effective plan to measure the impact of programming on the core group.

Application Attachments

Refer to the description for each of the following attachments:

- Narrative (no more than 2 pages)
- Schedule (1 page)
- Artist Resume
- Residency Contract
- Proof of Illinois Not-for-profit Eligibility

Formatting attachments

Except for 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. It is suggested to use the header/footer feature and page numbering tool in your word processor software.
- Be organized using the bold-face headings listed for each attachment
- Be named as follows: organization name, shortened if needed, or acronym, with name of attachment.
Example: IllinoisArtsOrg_Narrative.pdf or IAO_Narrative.pdf

Narrative

Address the following areas in no more than 2 pages.

Applicant Information

Briefly describe the applicant organization, its mission, its arts-related programs, and the community it serves.

Proposed Residency

Summarize the residency, its activities, how it will take place, in-person or online, identify the educational need and goals. Discuss how the proposed residency will enhance the applicant organization's current programming. If applicable, describe any planned community events in relation to the residency.

Core Group of Learners

Identify the core group of learners, its size, and why this group was selected. Indicate if the group has previously participated in an artist residency.

Selected Artist

Identify the artist, ensemble or company and discuss the rationale for selection. Describe any plans to support the work of the artist during their residency (this could include providing an onsite space or online platform for them to work on their own during the residency, efforts to promote the artist's work in the community, etc.). Indicate if this is the artist's first residency with the organization.

Evaluation

Discuss goals and target outcomes for core group of learners. Describe how goals and outcomes will be measured and the evaluation instruments to be used.

Documentation

Describe how the residency will be documented (e.g., video/audio tape, journals, etc.) and how the documentation will be used in the future.

Professional Development (if applicable)

Describe the professional development session goals when it will take place and who will participate.

Submit this document as a PDF file named: OrgName_Narrative

Schedule

On one page, provide a schedule for the entire residency with dates, times, and duration of each session of instruction by the artist with the core group of learners. If the residency is with an ensemble or company, indicate who of the group will be present for each session.

Include, as applicable, any dates and times of planned community events and professional development sessions.

Submit this document as a PDF file named: OrgName_Schedule

Artist Resume

Upload the artist's resume or provide a link to the artist's website or other documents that list the artist's professional background.

If uploading, submit this document as a PDF file named: OrgName_Resume

Residency Contract

Submit a copy of the signed contract between the applicant organization and the teaching artist, company, or group. The contract must be signed by both parties and include:

- The dates and hours of activities for the residency
- Itemization of the teaching artist's fee (hourly rate, agreed upon total residency hours) and itemization of other applicable residency costs
- Other technical requirements and expectations such as fee payment schedule

The contract must itemize the total applicable residency costs. It must show the total amount to be paid by the applicant organization to the artist, and as relevant, other applicable residency costs covered by the applicant organization. Applicant organization's administrative expenses and overhead may not be included.

A provision can be added to the contract stating that if the project is not funded by the Illinois Arts Council Agency the contract will be void.

Submit this document as a PDF file named: OrgName_Contract

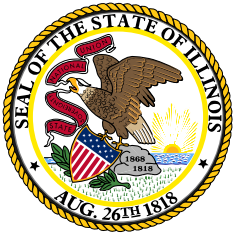
Proof of Not-for-Profit Eligibility

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 named: OrgName_NFP

For general information contact:

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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, gender identity, non-binary and gender non-conforming employees, sexual harassment, national origin, ancestry, citizenship status, physical or mental disability, political affiliation, beliefs, age, order of protection status, any other non-merit status, marital status, pregnancy, arrest record, military status, veterans status or 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.