Illinois ARTS Council

State of Illinois
JB Pritzker, Governor

Illinois Arts Council
Nora Daley, Board Chair

Joshua Davis-Ruperto,
Executive Director

General Operating Support

with Youth Employment in the Arts

Fiscal Year 2027
Opens: February 3, 2026
Deadline: March 18, 2026

Table of Contents

Online information about the Illinois Arts Council:

[About the Illinois Arts Council](#)

[IAC Salesforce Grant Portal](#)

[IAC Accessibility Resources](#)

[IAC Glossary](#)

Accessible Guidelines

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

IAC 504/ADA Coordinator
Danielle Heal
Email: Danielle.Heal@illinois.gov
Tel. 312-793-1060
TTY 888-261-7957

Illinois Arts Council Staff Contacts

For specific information on this grant, contact the appropriate program staff. Please be aware staff are working a hybrid model and it is recommended to reach out to them via email. If you prefer more direct communications send an email that contains your preferred contact telephone number and general timeline of when you are available. To determine your Program Director please visit IAC's Program Director finder tool: https://arts.illinois.gov/about-iac/staff/grant-staff-locator.html

Jackie Banks-Mahlum
Director of Programs
Phone: +1 (312) 814-4990
Email: Jackie.Banks-Mahlum@illinois.gov

Susan Dickson
Program Director
Eastern Region / Chicago Metro 3
Phone: +1 (312) 814-6740
Email: Susan.Dickson@illinois.gov

John Gawlik
Program Director
Southern Region / Chicago Metro 2
Phone: +1 (312) 793-1043
Email: John.Gawlik@Illinois.gov

Jerome Grand
Program Director
Western Region / Chicago Metro 4
Phone: +1 (312) 814-6766
Email: Jerome.Grand@illinois.gov

Angelique Grandone
Program Director
Central Region / Chicago Metro 5
Phone: +1 (312) 814-4991
Email: Angelique.Grandone@illinois.gov

Danielle Heal
Program Director
Northern Region / Chicago Metro 1
Phone: +1 (312) 793-1060
Email: Danielle.Heal@Illinois.gov

Jasmine Roberson
Program Representative / Technical Assistance
Phone: +1 (312) 814-2178
Email: Jasmine.Roberson@Illinois.gov

General Operating Support Grant Summary

The Illinois Arts Council's (IAC) General Operating Support (GOS) Grants are offered to eligible not-for-profit organizations that provide arts programming to their defined communities in a manner that supports the mission of the organization. Successful applicants demonstrate ongoing arts programs and a strong commitment to making artistic programs accessible and relevant to a diverse range of participants. GOS is a non-competitive grant program that funds eligible applicants that meet the review criteria dependent on available funds.

Funding is always contingent upon a sufficient appropriation for the grant program by the General Assembly and satisfactory reporting and re-application by the applicant. At the time of application IAC's FY27 budget will not be confirmed yet. While the Council recognizes the need of arts organizations for financial support, grant funds from the Council should be considered supplemental. No guarantee can be made for support for more than one year.

Who's Eligible
- Registered 501(c)(3) Not-For-Profit Organizations in good standing with the Office of the Illinois Secretary of State
- Branches of Government (e.g., Municipalities, Counties, Universities, Libraries, Park Districts, etc.)

Award Amount
- Applicants do not request a specific amount. Awards are determined by a formula that considers IAC's appropriation, the number of eligible applicants, and the applicant's expenses.
- For reference, in FY26 the minimum award amount was $2,500.

Application Information
- This is a reporting application, materials submitted should reflect the work done by the organization over the previous 12-months. The application consists of form fields to complete and attachment uploads.

Connect with IAC
- Mark all IAC emails address as "safe" to ensure delivery to your inbox rather than spam/junk. This includes systems emails listed on page 14.
- A pre-recorded webinar to walkthrough the full GOS application is available on IAC's website.
- Throughout the guidelines are links to specific timestamps within the webinar that address some of the frequently asked questions.
- There will be 5 Drop-In meetings offered during the weeks the application is open. Drop-in sessions are one-hour sessions for Q&A. Click on the link on the website at the time of the meeting to join.
- You can also contact your Program Director with any questions. This video link will walk you through how to use the online tool.

Key Dates
- Application Deadline: Wednesday, March 18, 2026 at 11:59pm
- Grant Period: September 1, 2026, to August 31, 2027

General Operating Support Grant Details

Applicants must:

- Have been providing public arts programming for at least the past 12 months and are able to provide operational financial information for at least one full fiscal year prior to the date of application. The full fiscal year details need to be for the applicant's defined fiscal year.
- Apply utilizing a Salesforce account registered to the organizational applicant.
- Have a valid FEIN and UEI number entered in the IAC grant portal's applicant information tab. 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.
- Submit all required application materials by the deadline.
- Be pre-qualified in the state's Grant Accountability and Transparency Act (GATA) system (see below) a minimum of 30 days after the deadline.

GATA (Grant Accountability and Transparency Act):

Applicants must complete a validation process through the State of Illinois' Grantee Portal to obtain a GATA pre-qualification status. Pre-qualification through the Grantee Portal is required for all organizations, units of government, and schools and school-affiliate organizations applying for grant funding from the IAC. The IAC will not be able to consider an application for funding until the applicant has completed this step.

Pre-qualification means that all of the registration steps have been met and that the status for the grantee is "Good" relative to an active SAM.gov registration, the Federal Excluded Parties List, Stop Payment List, the Secretary of State registration (if required) and the DHFS Sanctions List (also known as the Illinois Medicaid Sanctions List).

GATA tips:

- GATA qualification can take time, please start this process as soon as possible.
- GATA must be renewed annually. It is your organization's responsibility to maintain an active GATA registration. An organization must be in good standing with GATA through the entirety of the application and grant period.
- GATA requires an active SAM.gov account. SAM.gov must also be renewed annually. SAM.gov is a free site, if you receive emails noting a cost to renew your SAM.gov account they are being sent from a third-party solicitor.
- Applicants may submit an application while still working toward GATA pre-qualification status, however, if an applicant is not in pre-qualification status 30 days after the deadline the application will be made ineligible.

GATA resources:

- IAC Grant Accountability and Transparency Act webpage
- State of Illinois GATA New User Guide
- These videos from IAC's sister state agency, Department of Commerce and Economic Opportunity (DCEO) are a great resource. Please note that DCEO cannot answer any questions pertaining to IAC grant opportunities, but their videos may clarify the GATA process:
  - Pre-Qualification
  - Registering with SAM.gov
  - Creating a GATA Account

Is your mission dedicated to the arts? How to know?
A key question in the GOS application is if your mission is dedicated to the arts. For the purposes of the IAC GOS application, IAC defines this as organizations with *all* organizational activities focused on arts in some form. If this is applicable for your entity, then your answer is "Yes."

If your organization includes art programs amongst other priorities such as broadcasting, higher education, sports leagues, park districts, historical preservation, social services, religious activities, library services, arboretums, journalism, and city services, then your answer is "No."

If the answer is "No" you will need to provide a revenue and expense budget specific to the arts programming in the most recently completed fiscal year for which you have closed book financials. Some examples of eligible expenses include: payment to the staff or contractors responsible for arts programs; supplies utilized for arts programs; space rental, utilities, and insurance required for arts programs; marketing for arts programs; etc. For applicants that provide broadcasting services, the applicable expenses for arts programing, as defined by IAC for the GOS application, must be related to locally produced arts programming.

IAC reserves the right to request an arts-specific budget breakout, or additional budget details, for all applications. This [video link](#) is available to review this GOS application question.

Making Programs Accessible to All
Accessibility in the arts provides inclusive participation of people with disabilities in all cultural and creative spaces. Recipients of IAC funds are legally required to make reasonable efforts for any public art activities and programs to be as accessible as possible. For further information and resources on how to do this please see the [Accessibility Resources](#) page on the IAC website.

Applicant Restrictions
- Colleges, universities, and organizations whose primary services are not arts-related, may only apply for costs related to public arts programming activities. College and university arts programs and projects must involve the general community beyond college or university students, faculty, and staff.
- Multiple applications are not accepted from an organization for General Operating Support Grant except for colleges and universities. This does not preclude an organization from applying to other IAC grant programs.
- K-12 schools are not eligible to apply.
- Organizations with which application readers or IAC Board members are affiliated are eligible to apply. However, a reader or Board member may not be the authorizing official signing any documents relating to an application or grant award.

Deadline
The FY27 General Operating Support Grant deadline is Wednesday, March 18, 2026. The application must be successfully submitted by 11:59 PM CST to the [IAC's Salesforce grant portal](#).

Please note that all applications still in-progress will be removed from the IAC system 30 days after the deadline.

Grant Period
FY27 General Operating Support grants support activities occurring no sooner than September 1, 2026, and extending until August 31, 2027.

Please note the grant period start date may change depending on the review process and/or the applicant's timeliness in grant acceptance.

Allowable and Unallowable Expenses

For an organization with a mission dedicated to the arts IAC GOS funds may be used to support any eligible expenses associated with the general operations, including but not limited to rent, utilities, and staff salaries.

For organizations that have ongoing arts programming, but do not have a mission dedicated to the arts, IAC GOS funds must be used to directly support the ongoing arts programs.

Allowable Expenses, not limited to:
- Fees for artists and contractual personnel
- Position support / salaries
- Facilities costs, such as rent and utilities
- Supply costs, office supplies, printing, art supplies, etc.
- Generally, equipment costs. For durable equipment with a useful life of more than one-year equipment may not exceed $5,000 per unit.
- Information Technology (e.g., computer software/hardware, captioning, streaming - including increased bandwidth, hardware, specialized audio-visual equipment, etc.)
- Marketing and promotion costs
- General overhead/administrative costs
- Building maintenance, cleaning services, security, personal protective equipment
- Indirect costs (general overhead/administrative costs may not be claimed as direct AND indirect costs)
- General overhead/administrative costs

Unallowable Expenses, not limited to:
- IAC GOS funds may not be used for re-granting or competitions.
- The Council will not support subsidizing an individual's academic study.
- The Council will not support out-of-state touring.
- Council funds may not be used for the purchase of alcoholic beverages.
- IAC GOS funds may not be used for capital improvements, construction, or for the purchase of permanent equipment unless the purchase falls under the $5,000 cap noted under allowable expenses.
- Council funds may not be used to pay the balance of an organization's previous year's operating deficit.
- Except for state colleges/ universities, state agencies and their affiliates are ineligible to receive funds from the IAC. State agencies are those entities defined by the Office of the Comptroller in Procedure 27.50.10 in the SAMS manual.
- The Council will not support fundraisers or benefits.
- Council funds may not be used for political activities such as contributions, lobbying, or fundraisers.
- Colleges and University advancement offices may not bill university grantees for indirect costs.

GOS Grant Review Criteria

The review of GOS grant applications is based on successful evidence to the following application requirements:

1. **Eligible to Receive Funds from the State of Illinois**
   - Applicant is pre-qualified in the State's GATA system (see page 5.)
   - Applicant is compliant with IAC requirements.
   - Applicant is not on the Illinois Stop Payment List. Organizations may be placed on the Illinois Stop Payment List for not being in compliance with all state agencies. Examples include owing money to another state agency or not being up to date with reporting on state grants.

2. **Application Completeness**
   - All required fields and attachments have been correctly completed and are in the requested format.

3. **Arts Activities Clearly Serve Mission**
   - Clear mission
   - Programming aligns with mission and has a dedicated focus on the arts in Illinois.

Three-year Application Cycle

In FY25 IAC moved to a staggered, multi-year application cycle for General Operating Support. This will be slightly adjusted moving forward and all applicants will submit the same application. However, we will maintain a three-year cycle for applications going through a full reader review, or a continuing internal compliance review.

IAC is planning on the schedule below:

Fiscal Year	Chicago Metro Region	North, West, East, Central & South Regions
FY25	Reader Review	Reader Review
FY26	Internal Review	Internal Review
FY27 (current application)	Internal Review	Reader Review
FY28	Reader Review	Internal Review
FY29	Internal Review	Internal Review
FY30	Internal Review	Reader Review

Youth Employment in the Arts Grant Summary

IAC's Youth Employment in the Arts (YEA) program is an optional additional grant that may be applied for yearly as part of IAC's GOS application process. The YEA grant program may provide funds to organizations who are awarded the GOS grant to support employment opportunities for Illinois youth (ages 14-22). Jobs may be administrative or artistic in nature, or a combination of both. YEA is not intended to support ongoing employees at organizations. The grant is intended to support temporary, intern-style opportunities for youth across Illinois. Due to limitation of funds YEA is a competitive grant program and not all applicants will receive funding.

Funding is always contingent upon a sufficient appropriation for the program by the General Assembly and satisfactory reporting and re-application by the applicant. While the Council recognizes the need of arts organizations for financial support, grant funds from the Council should be considered supplemental. No guarantee can be made for support for more than one year.

Who's Eligible
- IAC applicants that are currently receiving GOS grants AND will be approved for the next GOS fiscal year. Meaning, an applicant must receive a GOS grant in both FY26 and FY27 to be eligible for FY27 YEA support.

Award Amount
- Applicants may request up to $4,500 for up to 4 youth employees.

Application Information
- You can only fill out the YEA application by selecting "Yes" when the question is asked. This [video link](#) will demonstrate where to select the YEA application.
- This application is included within the FY27 GOS application. It includes form fields to fill out. The YEA application requests information on activities that will take place during the grant period.

Connect with IAC
- The Webinar and Drop-ins for GOS will also address and YEA information and questions. Links are available on [IAC's website](#).
- You can also contact [your Program Director](#) with any questions.

Key Dates
- Application Deadline: Wednesday, March 18, 2026 at 11:59pm
- Grant Period: September 1, 2026, to August 31, 2027

Youth Employment in the Arts Grant Details

Youth Employment in the Arts intends to provide the following outcomes:

- Positive experiences and training in the arts, arts administration, or cultural production to enhance personal growth.
- Specific skill development to promote career preparation.
- A deeper and broadened connection to community.
- Greater awareness and understanding of the impact and value of art in personal and public life.
- Staffing support to further the mission and goals of the organization.

Applicants must:
- Be approved for IAC FY26 and FY27 GOS funding, be compliant with all IAC requirements, and have no record of penalties or forfeiture of IAC grants in current or previous fiscal year.
- Submit YEA application materials with the GOS application by the deadline.
- Request up to $4,500 for up to four youth employees (ages 14-22 at the time of hiring) per year.
- Offer youth a stipend no less than the Illinois minimum wage (see the Resources section below).
- Ensure that youth employees only participate in one IAC supported position per year.
- Contain youth employee activities within the described GOS application.
- Provide appropriate supervision by staff of the applicant organization. Note that staff is considered to be those individuals the organization requires to maintain daily operations. Staff is not necessarily defined as paid positions.
- Comply with Illinois state employment laws.

Resources
- Minimum wage
- Illinois Child Labor Law (employment of workers under 16 years of age)
- Employment certificates for minors
- Work permits for minors and other FAQ

Making Programs Accessible to All
Accessibility in the arts provides inclusive participation of people with disabilities in all cultural and creative spaces. Recipients of IAC funds are expected to make reasonable efforts for any public art activities and programs to be as accessible as possible. For further information and resources on how to do this please see the Accessibility Resources page on the IAC website.

Applicant Restrictions
- Colleges and universities are not eligible for the YEA grant program.
- Applicants may only submit one application per fiscal year.

Deadline
The FY27 Youth Employment in the Arts deadline is Wednesday, March 18, 2026. The application must be successfully submitted by 11:59 PM CST to the IAC's Salesforce grant portal.

Please note that all draft applications will be removed from the IAC system 30 days after the deadline.

Grant Period
FY27 Youth Employment in the Arts supports activities occurring no sooner than September 1, 2026, and extending until August 31, 2027.

Please note the grant period start date may change depending on the review process and/or the applicant's timeliness in grant acceptance.

Allowable and Unallowable Expenses
IAC YEA funds may only be used directly to support the Youth Employees employment during the grant period.

YEA Grant Review Criteria

The review of the YEA grant applications is based on successful evidence to the following application requirements:

1. Application is Complete
- All requirements have been met for the application. (Yes/No)

2. Appropriate Supervision
- Evidence of appropriate supervision in the applicant organization. (Yes/No)

3. Responsibilities are Meaningful
- Meaningful responsibilities that support growth for the youth employee and the organization. (5 points)

GOS & YEA Process, Notification, and Compliance

Review Process

- When the application is created, the Salesforce grant portal will issue an application number that will be used in future communication regarding that application. GOS and YEA are separate applications and each will have a unique application number.
- Applications which have been ruled ineligible or incomplete will not be reviewed.
- Applications are reviewed based on the review criteria (see pages 8 and 12).
- The final recommendations are presented to the IAC board for their consideration and approval.
- A record of the review process is maintained for all reviewed applications; applicants may reach out for review feedback after receiving decision notification.

Notification

All applicants will be notified of funding decisions once the IAC 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). Please note that some email systems direct IAC notification emails to spam email boxes or quarantine them by the security settings on the organization's server/domain.

We encourage you to mark "no-reply@webmerge.me" and "InsureSign@send.insuresign.com" as safe email addresses in your account.

Once all documents have been returned via the IAC Salesforce grant portal 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. Once the payment voucher has been received by the State Comptroller payments can take two to six months.

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. Grantees are eligible for direct deposits if they have received a payment from The Comptroller's Office within the previous 24 months. Otherwise, the check will be mailed to the address on file in Salesforce for the applicant. Please contact The Comptroller's Office at (217) 557-0930 if you would like to set up direct deposit.

Compliance

Grant Acceptance
For awards to be processed all grant acceptance documents must be submitted to the IAC Grants Office. Grant acceptance is a multi-step process that requires uploads to the Salesforce grant portal and email exchanges. It is the responsibility of the applicant to read all emails carefully and follow the instructions.

The documents to be submitted via the IAC Salesforce grant portal include:
- Completed and signed W9 form.
- Copies of letters submitted to legislators. Organizations that receive an IAC 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

electronic copies of the letters to include with your grant acceptance materials.
- Legal Status Disclosure Certificate (LSDC) signed and dated by the authorizing official.
- Grant Agreement signed and dated by the authorizing official.

Applicants approved for funding will be requested to upload a W9 and copies of the legislative letters to IAC's Salesforce grant portal. Following the upload of these documents the Authorizing Official will be sent a link to sign the grant agreement and LSDC via Formstack.

Quarterly Report

Any grant award over $25,000 requires a quarterly report to be submitted through Salesforce. IAC's grants office will send email notices about quarterly report deadlines. Quarterly reports list the grant amount spent during the quarter.

Final Report

All FY27 GOS and YEA grantees will be required to complete and submit a final report no later than September 30, 2027, as stated on the grant agreement. Final reports will be available in Salesforce grant portal 4-6 weeks prior to the deadline date. The IAC Grants Office will notify grantees when final reports have opened in the Salesforce grant portal.

The final report for GOS grants will ask:
- Total operating income and expense with in-kind values listed separately
- Brief explanation if the expense was greater than the income
- Attendance for different activities and events both in-person and online
- Populations benefited by race, age, or distinct group
- Addresses for all activity locations
- One example of published material or news release relating activities funded by this grant that verifies compliance with acknowledging IAC support (see below).
- Optional quote on the impact of the grant and/or photo with photo credit

The final report for YEA grants will ask:
- Funds spent on YEA youth employee wages and supporting expenses
- Youth employees age at the start of employment
- 300–500-word narrative report on if the YEA grant activity achieved any of the intended outcomes listed on page 10.
- Populations benefited by race, age, or distinct group
- Addresses for all activity locations
- Optional quote on the impact of the grant and/or photo with photo credit

Crediting Requirements

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

"<YOUR ORGANIZATION NAME> acknowledges support from the Illinois Arts Council."

For further information regarding usage of the logo and to download a copy, go to the logo page of the IAC website.

Grant Portal Overview & Applicant Information

IAC utilizes an online grant portal, powered by Salesforce, to accept applications. The IAC 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.

This video link will address the most common Salesforce questions and needs. Other resources include the Using Salesforce section of the IAC website and a user manual to help guide the application process.

Accessing Your Account

The online grant system can be accessed at https://arts-illinois.my.site.com/
- If you already have a user account, use your existing account information to login.
- If you do not have a user account, create a new account by clicking "Not a member" and complete the form with name, email and password.

Applicants should use Chrome as the online browser when accessing Salesforce, as the system will not operate properly in other browsers.

If you have difficulties accessing your account (e.g. password reset not working or cannot create an account), email Program Representative, Jasmine Roberson at Jasmine.Roberson@Illinois.gov for assistance.

Applicant Information

Once logged in all applicants should first click on the Applicant Information tab from the top header in Salesforce.
- Returning applicants should make sure all information is saved and is up to date on their individual applicant account.
- New applicants should add an organizational applicant account, complete and save all required form fields.

Information requested for an organizational applicant account includes:
- Organization Name and General Contact Information
- Year Founded or year organization began arts programming
- Organization Mission
- Primary Discipline Selection – select one
- Any additional disciplines reflected in programming – select as many as applicable
- Staff and Board overall demographic information.
  - Number of Board Members
  - Number of Black, indigenous, and/or people of color (BIPOC) Board Members
  - Number of paid, or volunteer, Staff Members
  - Number of paid, or volunteer, BIPOC Staff Members
- Contact information for Authorizing Official, Executive Director, Board President, and Accessibility Coordinator (a designated staff member responsible for overseeing accessibility). We recommend keeping separate persons with separate emails as the different contact officials in the Salesforce grantee portal. This will help us reach out to your organization when personnel or emails change. If your organization does not have ongoing office staff, including individual cell numbers for the listed personnel can also be helpful.

- UEI number (12 characters) and FEIN number (10 characters, including hyphen, e.g., 12-3456789).

Please note the information in the Applicant Information tab may be updated at any time, but the details at time of the application deadline will determine data pertaining to rural, high-poverty, BIPOC leadership, and/or a mission to serve the disabled community. These groups are defined as:

- **Rural**: Rural is defined as zip-code areas outside of at least one urbanized area of 50,000 or more population, plus adjacent territory that has a high degree of social and economic integration. Information based on Health Resources and Service Administration (HRSA).

- **High poverty**: "High poverty" is defined as a zip-code area poverty rate of 20 percent or more. Information based on the U.S. Department of Commerce, Bureau of the Census's Official Poverty Measure (OPM).

- **BIPOC** (Black, indigenous, and/or people of color): 50% or more of staff or board identify as BIPOC.

- **Communities with Disabilities:** The mission of the organization is based on serving the disability community.

Please keep the contact information in your Applicant Information tab current to ensure communications from IAC reach your organization.

Grant Program Selection and Completion

After the Applicant Information is updated, or completed, applicants should click on the Grant Programs tab to access the application.
- Select the "General Operating Support – 2027" grant program and click apply.
  - The system will prompt you to select an applicant. For GOS this must be an organization.
- Complete the form fields in the application (see page 18) and click save.
- Upload all supporting documents (see page 20)
- Certify and submit the application to IAC Salesforce grant portal (see below).

Certification and Submission

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. The certification required for GOS is:

The applicant HEREBY CERTIFIES THAT:

1. It has reviewed the Illinois Arts Council's program guidelines and meets the Illinois Arts Council eligibility requirements.

2. Any funds received under this grant shall not be used to supplant funds normally budgeted for services of the same type.

3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200D);and FURTHER AGREES THAT it will comply with Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Employment Opportunities Act of 1972 (Public Law 92-261) and the Americans with Disabilities Act of 1990 (Public Law 101-336), and the Constitution of the State of Illinois (article 1 section 17-19); and FURTHER AGREES THAT it will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706);

and FURTHER AGREES THAT it will comply with Title IX of the Education Amendment of 1972 (20 U.S.C. 1981); and FURTHER AGREES THAT it will comply with the Age Discrimination Act of 1975 (Public Law 94-135, Title III, Article 303).

4. The figures, facts, and representation in this application, including all exhibits and attachments, are true and correct to the best of its knowledge and belief.

5. It has fully reviewed any text generated using AI tools, and staff or board maintain full responsibility for all grant proposals, agreements, and decisions.

6. The filing of this application has been authorized by the governing board of the applicant.

7. Funds received as a result of this application will be expended solely for the continuation and general operations of the applicant organization.

8. The organization follows all recommendations from the Illinois Department of Public Health to protect the health and wellness of the people of Illinois including, but not limited to, the organization's staff, board, artists, and audience.

THIS ASSURANCE is binding on the Applicant, its successors, transferees, and assignees.

After certification of the details above there is a second submit button which must be clicked to complete the application in the IAC Salesforce grant portal. The application will not be successfully submitted until the second submit button is clicked.

If a YEA application was created, it will be auto-submitted and does not require certification.

General Online Application Information
- Please note that after any application is started it will appear on the home screen in the Salesforce grant portal.
- Once the application is started the applicant can revisit the application at any time before the deadline to continue working on the application.
- Within the grant application the requirements/sections will be listed along the left-side of the screen.

Application Overview

Application Components

1. Form Fields
Below are the form fields to complete after clicking Apply for the General Operating Support – 2027 grant program:

- Department - this field is required for all Colleges and Universities
- Applicant or Department's Website, if different than what is submitted on the Applicant Information tab
- Confirmation that the Applicant Information tab has been updated
- GOS Grant Notification Official name and email
- Is your mission dedicated to the arts in Illinois? Please see page 6 for details on this question and watch this [video link](#) for details. If you have questions regarding this, please contact your [regional Program Director.](#)

    - If Yes:
        - Enter the revenue from the most recently filed Federal IRS 990 (this is different than the Illinois 990 AG). On the Federal IRS 990 the revenue can be found on:
            - 990-Line 12 or the
            - 990 EZ-Line 9
        - Enter the expense from the most recently filed Federal IRS 990 (this is different than the Illinois 990 AG). On the Federal IRS 990 the expense can be found on:
            - 990-Line 18
            - 990 EZ Line 17
    - If No:
        - Enter the most recently completed fiscal year's revenue related to the arts programming for which you have closed book financials.
        - Enter the most recently completed fiscal year's expense related to the arts programming for which you have closed book financials.

    You should only fill in one set of numbers, either the 990 information OR recently completed fiscal year revenue and expense. Do not fill out both. This [video link](#) will provide more details.

    Note: if your mission is dedicated to the arts in Illinois, but you complete a 990-N or 990 postcard, please select "Yes" and enter your revenue and expense as you have them listed in closed book financials from your most recently completed fiscal year.

- Are you also applying for YEA? Please note that you can only fill out the YEA application by selecting Yes when the question is asked at this stage of the application process. You cannot decide later to go back and change the answer to "Yes" as the application will no longer be available. Please watch this [video link](#) for a demonstration.

    - If No:
        - Continue to GOS Supporting Documents
    - If Yes, please complete the following fields that comprise the YEA application:
        - Department, if applicable
        - Acknowledgement that:

- Youth employees will be between ages 14 and 22.
- Employment opportunities will occur during the grant period.
- Grant recipients must comply with Illinois state employment laws, including minimum wage requirements.
- Youth employment must be contained within the activities described in the GOS application and must be supervised by staff of the applicant organization.
- Applicant can request up to $4,500 for up to 4 Youth Employees.
  - YEA Grant Notification Official name and email.
  - Supervising staff name(s)
  - Supervising staff title(s)
  - Brief description of youth employee's responsibilities and how it fits within your organization (max 250 words).
  - Number of weeks, hours per week, and hourly stipend per youth employee that would be funded by the IAC grant.
    - NOTE: The request amount field will auto-populate with the data from this chart.

NOTE: Once you complete this section and click save, a separate YEA grant application will <u>automatically be created and submitted</u>. You will see the application appear under the "Applications" tab.

Please note that after any application is started it will appear on the home screen in the Salesforce grant portal. Within the grant application the requirements/sections will be listed along the left-side of the screen.

2. GOS Supporting Documents
The GOS supporting documents to be uploaded as attachments are:
1. Application Narrative
2. Arts Activities from the Previous 12 Months
3. Board and Staff Listing
4. Federal IRS 990, 990-EZ, 990 e-postcard (990-N), or other documentation of full organizational budget if a 990 is not filed.
5. Financial Form for organizations that do not have a mission dedicated to the arts
6. Accessibility Self-Assessment Checklist

Please refer to the "Supporting Documents" section for instructions.

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 a submit button which must be clicked to complete the application in the grant portal. The application will not be successfully submitted until the second submit button is clicked. You will receive an email when you begin your application. Please check your spam/junk emails to confirm you have received this email. The email will have the subject line "IAC Application Creation" and "IAC Application Submission."

You can also check the application status on the Salesforce site under "Applications." Once you have submitted the application, this will be reflected there. If you don't see "Submitted" next to the application, please make sure you have officially submitted your application. If you still don't see it, please reach out to your Program Director.

GOS Supporting Documents

Formatting Supporting Documents
Documents should adhere to the following formatting guidelines:
- 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
- Uploaded supporting documents may be no larger than 25MB in size

---

1. Application Narrative

The narrative is limited to one page and must focus on the most recently completed fiscal year. The narrative must be organized using the bold-face headings in the order they appear below.

Mission & Defined Community
- State your mission
- Define your community. Defined Community are those individuals that your artistic programming serves. This can be defined by geography, discipline, race, economic status, ability, or any other criteria.

Programmatic Relevancy
- Describe artistic programs offered and how they support the mission of the organization.
- Describe how the programs offer opportunities to Illinois artists.

Submit this document as a PDF file named: OrgName_Narrative

---

2. Arts Activities from the Previous 12-Months

This supporting document is limited to two-pages and should describe arts activities from the previous 12-months. This can be a detailed listing of programs, performances, exhibits, etc. If there are other completed activities pertinent to your operations, such as developing a strategic plan, or undergoing Inclusion, Diversity, Equity, and Access training, etc. applicants may list those activities as well.

Submit this document as a PDF file named: OrgName_Activities

---

3. Board and Staff Listing

On no more than two pages list the Board and Staff of your organization. Staff is considered to be those individuals the organization requires to maintain daily operations. Staff is not necessarily defined as paid positions. For some applicants the board and staff listings may be the same individuals, please note in the attachment if this is the case.

Applicants whose mission does not have a dedicated focus on the arts in Illinois must provide a list of arts program advisory board or committee members. Colleges and universities must provide a list of arts program advisory board or committee members. Do not provide the institution's board or directors list.

For Board Members please include:
- Names of the current board of directors
- Their professional affiliation
- The city or town in which they reside

For key Staff please include:
- Names
- Title
- Full-time, part-time, or volunteer

If preferred, applicants may utilize an optional template for this supporting document.

Submit this document as a PDF file named: OrgName_BoardStaff

4. Federal IRS 990, 990-EZ, or 990 e-postcard (990-N).

All 501c3 applicants must upload their most recently filed Federal IRS 990, 990-EZ, or 990 e-postcard (990-N). IAC expects the most recent 990 would be from FY25 or FY24. If your 990 is prior to FY24 please contact your program director in advance of submitting your application. If you are an emerging organization that does not have a completed 990, please also contact your program director in advance of submitting your application.

Municipality applicants that do not file a 990 should include other documentation of their full budget.

For organizations with a mission dedicated to the arts, the expense and revenue fields populated in the application form fields should match the revenue and expense listed in the 990.

Submit this document as a PDF file named: OrgName_990

5. Financial Form for organizations not dedicated to the arts

If your mission is not dedicated to the arts in Illinois, please upload the required template documenting revenue and expenses for your Illinois arts programming for the fiscal year that matches the fiscal year from the uploaded 990. All colleges and universities must upload this document. Additionally, applicants that have headquarters in multiple states will also need to upload the arts programming budget to detail the revenue and expenses specific to Illinois.

For organizations that do not have a mission dedicated to the arts, the expense and revenue fields populated in the application form fields should match the revenue and expense listed in this financial form.

Submit this document as a PDF file named: OrgName_Financials

6. Accessibility Self-Assessment Checklist

Applicants must upload a completed copy of the required Accessibility Self-Assessment Checklist. This Checklist is intended as a self-assessment tool to encourage organizations to continue thinking about how to expand their accessibility. The Checklist is required for an application to be considered complete, but the answers are not evaluated as part of the review process. The Checklist does not replace the Section 504 which you should complete and keep in your organizational files.

Submit this document as a PDF file named: OrgName_Checklist

GOS & YEA Worksheet

Applicants may use the checklist below as a tool to assist in preparing their GOS, and potentially YEA, application. Applicants should always read the guidelines for full details on the application requirements.

Should my organizational entity apply for GOS?
- ☐ We have been providing arts programming for at least the past 12-months.
- ☐ We can provide closed book financials for our most recent fiscal year.
- ☐ We have an active UEI code through SAM.gov.
- ☐ We can submit an application by March 18, 2026.
- ☐ We have, or will have, GATA pre-qualification status by April 18, 2026.

If all the above are checked, move on to preparing the GOS application materials.

To complete the GOS application in Salesforce I will need:
- ☐ A user account to login to the Salesforce grant platform
- ☐ A current Organizational Applicant account in Salesforce to use when applying for GOS.
- ☐ If we are a college or university, we need to know the Department name to list.
- ☐ To determine if our organization has a mission dedicated to the arts (see page 6)
- ☐ To know our organization's most recent year expenses and revenue (see page 18)
- ☐ A one-page Narrative document (see page 20)
- ☐ A two-page document detailing Arts Activities from the past 12-months (see page 20)
- ☐ A two-page document detailing Board and Staff from the past 12-months (see page 20)
- ☐ Our most recently filed Federal IRS 990 (see page 21)
- ☐ If we do not have a mission dedicated to the arts, we must also provide the required financial application template (see page 21)
- ☐ Accessibility Self-Assessment Checklist (see page 22)
- ☐ To submit the complete application in Salesforce by the deadline: March 18, 2026 at 11:59pm

Should my organizational entity apply for YEA?
- ☐ We received a GOS grant in FY26, and are applying to receive GOS in FY27 as well.
- ☐ We plan to hire an intern-style position for 1-4 youth aged 14-22 to support the GOS related work.
- ☐ We are aware of, and will follow, Illinois employment laws.

To complete the YEA application in Salesforce I will need:
- ☐ To begin the GOS application and select YES when asked if we are applying for YEA.
- ☐ To know the planned number of youth employees, employment weeks, and hourly wage.
- ☐ A description of the youth employee responsibilities, for each youth to be hired, if different.
- ☐ The name and title of the individual serving as the youth employee supervisor, for each youth to be hired, if different.

NOTE: This page is not part of the application. It is intended as an optional tool to prepare for the application.

For general information contact:
Illinois Arts Council
115 S. LaSalle St., Suite 2202
Chicago, IL 60603
312-814-6750
Toll free in Illinois 800-237-6994
TTY 888-261-7957
Email: iac.info@illinois.gov
Website: https://arts.illinois.gov/

Visit the Illinois Arts Council Board Members page for a complete list of current board members.

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

It is illegal for the Illinois Arts Council or anyone receiving assistance from the Illinois Arts Council 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.