Illinois ARTS Council

General Operating Support Grant

with Youth Employment in the Arts

Guidelines for Fiscal Year 2025
Deadline: Friday, July 19, 2024

State of Illinois
JB Pritzker, Governor

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

Table of Contents

Link	About the Illinois Arts Council
Link	IAC Salesforce Grant Portal
Link	IAC Accessibility Resources
Link	IAC Glossary

Accessible Guidelines

To obtain accessibility information regarding applications and written materials contact IAC's ADA/504 Access Coordinator. Please be aware staff is 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.

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Cover artwork by Margaret Gonzales

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. For technical assistance contact the Program Representative listed at the bottom.

Please visit IAC's Workshops & Webinars page for information on Webinars, Drop-ins, and in-person Informational Sessions with Q & A.

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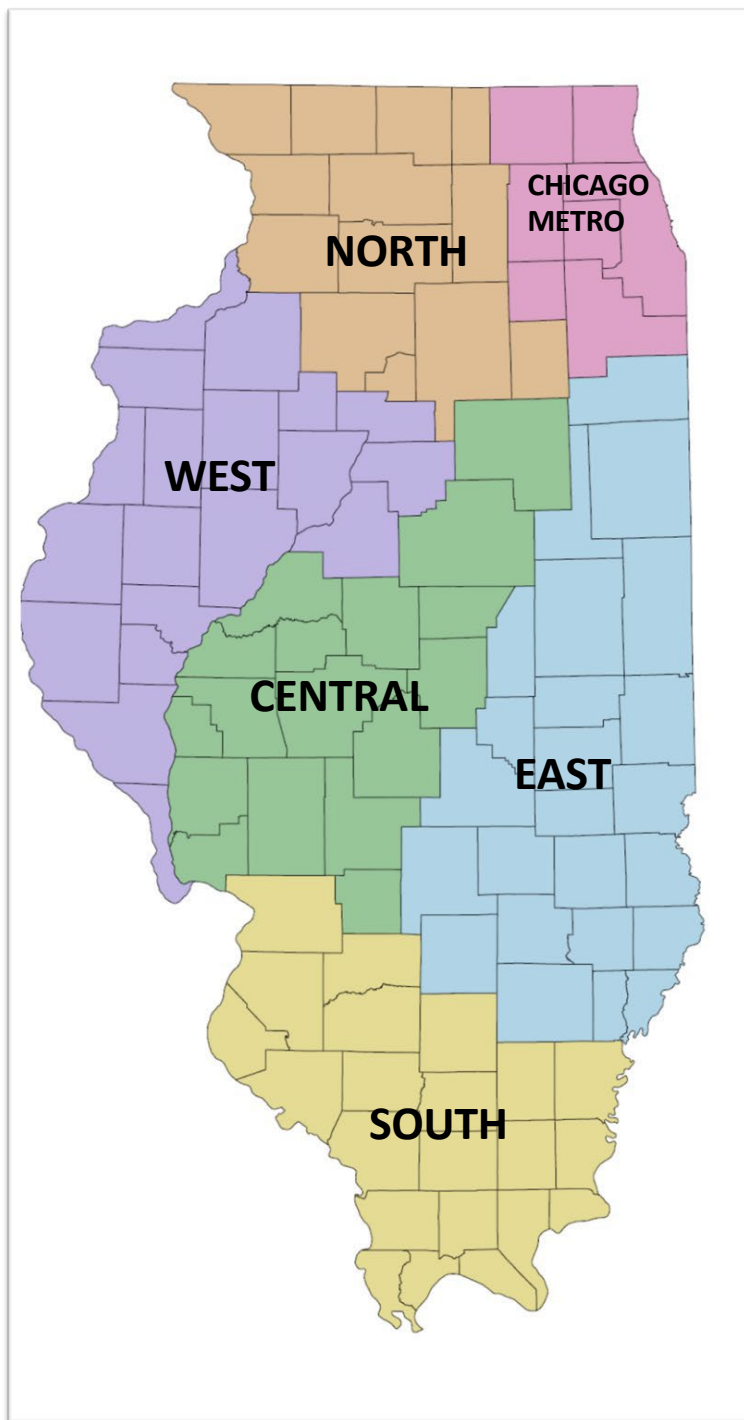
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To determine your Program Director please visit IAC's
Program Director finder tool:
https://arts.illinois.gov/about-iac/staff/grant-staff-locator.html

A New Agency…

In 2023, the Illinois Arts Council (IAC) and the National Assembly of State Arts Agencies (NASAA) embarked on the Equitable Grant Making Assessment Initiative (EGAIN). EGAIN was a collaborative effort to examine the agency's grantmaking through an equity lens, to identify funding gaps, and recommend strategies that the agency can pursue to reduce barriers to arts support.

The aims of the initiative were to:
- Analyze the demographic distribution of IAC's general operating support awards.
- Engage IAC constituents in providing feedback about their needs, experiences, and perceptions.
- Identify equity strengths and weaknesses in the IAC's approach to general operating support funding.
- Recommend applied actions the IAC can take to work toward greater grant making equity.
- Serve as an evidence base in IAC's case for the resources needed to reach more Illinois communities with state support.

As a result of this equity initiative the significant changes to the General Operating Support (GOS) grant program are:
- Full application submission every three years, with minimal information collected in continuing applications in interim years.
- Streamlined application processes
- The creation of six distinct regions within the state for equitable funding across the Illinois' communities.
    - Chicago Metro Region
    - Northern Region
    - Central Region
    - Eastern Region
    - Southern Region
    - Western Region
- Applications will be reviewed by regions and will no longer be submitted by discipline categories.
- Applications will be reviewed in a reader model rather than in panels.
- The introduction of new criteria factoring in historically under-resourced communities of rural, high-poverty, BIPOC (Black, Indigenous, and People of Color), and disability will contribute to the calculation of the grant determination formula.
- Option to request Youth Employment in the Arts funding within the same application. This replaces the Summer Youth Employment grant program that was previously a separate application process.

What does this mean for current GOS grantees?
Starting with the Fiscal Year 2025 all organizations will complete the new, full GOS application. There are no longer separate Partners in Excellence or Arts Service Organization applications.

As in the past, this program remains non-competitive, and IAC remains committed to funding critical arts programming across the state.

We recognize that this is a significant change to the program, but we are excited by the possibility of serving and supporting more cultural organizations through the reimagined General Operating Support grant program. We are proud that the Illinois Arts Council has been able to provide ongoing unrestricted operating support to so many Illinois cultural organizations over the past 59 years.

General Operating Support Grant Summary

The Illinois Arts Council's (IAC) General Operating Support (GOS) Grants are offered to 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.

ⓘ 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., Municipal, County, Libraries, Park Districts, etc.)
- Charitable Trusts
- Institutions of higher education and Religious Organizations
- PTOs, PTAs and other School Affiliate Organizations

$ Award Amount

- Applicants do not request a specific amount. The IAC anticipates that the minimum award will be $1,000.

✉ 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.

✓✓ Matching Requirement:

- None

Key Dates:

Application Deadline:
- Friday, July 19, 2024, at 11:59pm

Grant Period:
- No sooner than November 1, 2024, to August 31, 2025

General Operating Support Grant Details

Applicants must:
- Have been providing public arts programming and are able to provide operational financial information for at least one full fiscal year prior to the date of application.
- Apply utilizing a Salesforce account registered to the organizational applicant.
- Have a valid FEIN and UEI number entered in the IAC grant portal
- Submit all required application materials by the deadline.
- Be pre-qualified in the state's Grant Accountability and Transparency Act (GATA) system:
    - Applicants must complete a validation process through the State of Illinois' Grantee Portal to obtain a GATA pre-qualification status. The IAC will not be able to consider an application for funding until the applicant has completed this step.
    - Please note that GATA must be renewed annually. It is your organization's responsibility to maintain an active GATA registration.
    - Refer to the Grant Accountability and Transparency Act page on the IAC website for specific details.

Making Programs Accessible to All
Recipients of public funding are required to make reasonable efforts for programs to be accessible to the public. For further information and resources 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.
- 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 FY25 General Operating Support Grant deadline is Friday, July 19, 2024. 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.

Three-year Application Cycle
Beginning this funding cycle (FY25) IAC is moving to a staggered, multi-year application cycle for General Operating Support. Organizations seeking General Operating Support must submit a Full Application once every three years and simplified Continuing Applications in interim years. Grant awards for the second and third years will be determined by applying a funding formula to updated information submitted in the Continuing Application.

The GOS application will follow a three-year cycle. A multi-year application cycle permits grantees, as well as the IAC, to focus more attention on the delivery of programs and services and less on the preparation,

processing, and review of grant applications. Organizations approved for GOS demonstrate a history of programming, service to their community, and management of their operations that provides confidence that a similar level of service or activity may be sustained over a three-year period without requiring a full application and review each year.

The three-year application cycle begins with alternating years for Chicago-metro with the rest of the state. This will allow IAC program staff to concentrate workshops and services in the area of the state scheduled to submit a Full Application in that fiscal year.

IAC is planning on the schedule below:

Fiscal Year	Chicago Metro Region	North, West, East, Central & South Regions
FY25 (current application)	Full Application	Full Application
FY26	Continuing Application	Continuing Application
FY27	Continuing Application	Full Application
FY28	Full Application	Continuing Application
FY29	Continuing Application	Continuing Application
FY30	Continuing Application	Full Application

Funding in the subsequent years will be contingent upon a sufficient appropriation for the program by the General Assembly and satisfactory reporting and re-application by the applicant.

New applicants can apply any year with a full application. Please contact your Program Director for more information on how to apply as a new applicant.

Grant Period
FY25 General Operating Support Grant supports activities occurring no sooner than November 1, 2024, and extending until August 31, 2025.

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 GOS funds may be used to support any eligible expenses associated with the general operations of an arts or cultural organization, including but not limited to rent, utilities, and staff salaries.

Detailed 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)

Detailed Unallowable Expenses, not limited to:

- Council funds may not be used for re-granting.
- 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.
- Council 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.

GOS Grant Review Criteria

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

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

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

3. **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.

Grant amounts may increase based on successful evidence of commitment to inclusivity and access for the following historically under-resourced communities:

1. **Rural**: Rural is defined as counties 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.

2. **High poverty**: "High poverty" is defined as an areawide poverty rate of 20 percent or more, based on the U.S. Department of Commerce, Bureau of the Census's Official Poverty Measure (OPM).

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

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

Please note that Colleges and Universities are exempt from under-resourced assessments.

Youth Employment in the Arts Grant Summary

IAC's Youth Employment in the Arts (YEA) program may provide funds to organization who are awarded the GOS grant to support employment opportunities for youth (ages 14-22). Jobs may be administrative or artistic in nature, or a combination of both.

This program 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.

YEA is an optional additional grant that may be applied for as part of IAC's GOS application process. Please note YEA is not on the three-year application cycle. Applicants wishing to apply again for a subsequent year will need to apply as part of their continuing GOS application again in FY26.

ⓘ Who's Eligible

- Successful FY25 GOS recipients

$ Award Amount

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

✉ Application Information

- This application is included within the FY25 GOS application. It includes form fields to fill out. The YEA application requests information on activities that will take place during the grant period.

✓✓ Matching Requirement

- None

Key Dates:

Application Deadline:
- Friday, July 19, 2024, at 11:59pm

Grant Period:
- No sooner than November 1, 2024, to August 31, 2025

Youth Employment in the Arts Grant Details

Eligibility Requirements
To be eligible applicants must:
- Be approved for IAC FY25 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.

Applicant Restrictions
- Colleges and universities are not eligible for the YEA grant program.

Grant Period
FY25 Youth Employment in the Arts supports activities occurring no sooner than November 1, 2024, and extending until August 31, 2025.

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

General Information
- Applicants may request up to $4,500 for up to four youth employees (ages 14-22 at the time of hiring) per year.
- The stipend offered must be no less than the Illinois minimum wage (see the Resources section below).
- Youth employees may only participate in one IAC supported position per year.
- Youth employment must be contained within the activities described in the GOS application and must have appropriate supervision by staff of the applicant organization.
- Grant recipients must 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](#)

YEA Grant Review Criteria

The review of the *Youth Employment in the Arts* grant applications is based on successful evidence of the answers to the following application requirements:

1. Application is Complete
- All requirements have been met for the application.

2. Appropriate Supervision
- Evidence of appropriate supervision in the applicant organization.

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

YEA funding is contingent on sufficient appropriation. Priority will be given to organizations that demonstrated successful evidence of commitment to inclusivity and access for the following historically under-resourced communities: rural, high poverty, BIPOC, and disability. Please see page 8 for definitions.

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.
- Applications which have been ruled ineligible or incomplete will not be reviewed.
- Applications are reviewed based on the review criteria (see pages 8 and 11).
- 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). 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. 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.

Please note that while full applications will be submitted once every three years, grant agreements will still be issued for a single year. Grantees will need to claim their funds via the grant acceptance process described here every year.

Quarterly Report
Any grant award over $25,000 requires a quarterly report to be submitted. The grant agreement will detail out quarterly reporting periods and deadlines. Quarterly reports list the grant amount spent during the quarter.

Final Report
All FY25 GOS and YEA grantees will be required to complete and submit a final report no later than September 30, 2025, as stated on the grant agreement.

FY25 GOS and YEA grantees will be required to have submitted complete final reports for all grants awarded to them in FY24. The deadline to submit final reports for most grants awarded in FY24 is September 30, 2024.

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 grant activity
- 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 9.
- 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.

Application Overview

IAC utilizes an online grant portal, powered by Salesforce, to accept applications. The IAC GOS & YEA 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 IAC website. There is also a user manual for the online grant portal on our website to help guide the application process. Please review this carefully and use as a reference.

If your organization has a new individual managing grants, they must make a new user account here: https://arts-illinois.my.site.com/. Notify your IAC Program Director when that is complete, and the new user will be assigned as the owner of the organizational account and past applications.

How to Apply
First:
- Verify eligibility including GATA prequalification (see page 5)
- Prepare all required supporting documents (see page 16) and save them as PDFs.

Next:
- Log into IAC Salesforce grant portal
- Click on the Applicant Information tab
  - New Applicants should add an organizational applicant account and fill in all required form fields
  - Returning Applicants should make sure all information is up to date
- Click on the Grant Programs tab
- Select the "General Operating Support & Youth Employment – 2025" grant program
  - Complete the form fields in the application.
  - Upload all required attachments.
- Successfully submit the application to IAC Salesforce grant portal.

Application Components

1. Applicant Information
Under this tab, please create or update the entity applying for the grant. **For the GOS & YEA grant this must be an organization**.

This tab requires the following information:

- Organization Name and General Contact Information
- Year Founded or year organization began arts programming
- Organization Mission
- Primary Discipline Selection – select one
  - Colleges and Universities with multiple applications – please select multidisciplinary as the primary discipline and the specific applicant disciplines as the additional disciplines.
- Any additional disciplines reflected in programming – select as many as applicable
- Staff and Board overall demographic information. Note that staff is considered to be those individuals the organization requires to maintain daily operations. Staff is not necessarily defined as paid positions.

- o Number of Board Members
- o Number of BIPOC Board Members
- o Number of Staff Members
- o Number of BIPOC Staff Members
- Contact information for Authorizing Official, Executive Director, Board President, and Accessibility Coordinator (a designated staff member responsible for overseeing accessibility).
- UEI number (12 characters) and FEIN number (10 characters, including hyphen, e.g., 12-3456789).
  - o 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.
- Accessibility Self-Assessment Checklist
  - o After saving changes, or creation, of an organization account applicants must upload a completed copy of the IAC Self-Assessment Checklist to the Files section on the Applicant Information page. This Checklist should be updated every three years. 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.

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 designations for rural, high-poverty, BIPOC leadership, and/or a mission to serve the disabled community. Please keep the contacts current to ensure communications from IAC reach the appropriate staff or board members.

2. Grant Programs Selection
Under the Grant Programs tab select the "General Operating Support & Youth Employment – 2025." If the user has multiple applicants set up, the system will prompt the selection of the applicant organization to move forward.

On this main section please also provide:
- Department, if applicable
- Applicant'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? (Colleges and Universities must select No to this question.)

  - o If Yes:
    - Enter the revenue from the most recently filed 990. This can be found on:
      - 990-Line 12 or the
      - 990 EZ-Line 9
    - Enter the expense from the most recently filed 990. This can be found on:
      - 990-Line 18
      - 990 EZ Line 17
  - o If No:
    - Enter the most recently completed fiscal year's revenue related to the arts programming.
    - Enter the most recently completed fiscal year's expense related to the arts programming.

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

- Are you also applying for YEA?

    - If No:
        - Continue to GOS Supporting Documents

    - If Yes, please complete:
        - 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.
            - Youth employment must be contained within the activities described in the GOS application and must be supervised by employee(s) of the applicant organization.
            - Applicant can request up to $4,500 for up to 4 Student Employees.
        - YEA Grant Notification Official name and email.
        - 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.
        - Supervising staff name and title
        - Brief description of youth employee's responsibilities (max 250 words).

Once you complete this section, a separate YEA grant application will automatically be created and submitted. 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.

3. Supporting Documents
The supporting documents to be uploaded as attachments are:
1. Application Narrative
2. Arts Activities from the Previous 12 Months
3. 990 or Financial Form
4. Financial Explanation (optional)
5. Board and Staff Listing

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

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

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 IAC Salesforce grant portal. The application will not be successfully submitted until the second submit button is clicked.

Supporting Documents

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. 990 or Financial Form

If your mission is dedicated to the arts in Illinois attach the organization's most recently filed 990.

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 from your most recently completed fiscal year. This includes all colleges and universities.

Organizations that complete a 990-N must also use the [required template](#) to document revenue and expense from your most recently completed fiscal year.

The expense and revenue fields populated in the application should match the revenue and expense listed in the 990 or uploaded template.

Submit this document as a PDF file named: OrgName_Financials

4. Financial Explanation (optional)

If your organization shows a deficit on the IRS 990 submit a Financial Explanation, not to exceed one page, that should detail the following information:

- Explanation of deficit
- Plans to reduce any accumulated deficit and include a timeline
- Details on in-kind donations
- Any additional information that will provide understanding of applicant's overall financial health

College and university applicants must provide information on what income the college or university provides to the applicant, expenses the college/university support covers, and what restrictions the applicant has in allocating its share of university support and in seeking outside support.

Applicants with a surplus may submit a Financial Explanation if there are details on finances that may provide a better understanding of the operations, but it is not required.

Submit this document as a PDF file named: OrgName_FinancialExplanation

5. 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 current board of directors
- Their professional affiliation
- The city or town in which they reside

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

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

this document as a PDF file named: OrgName_BoardStaff

For general information contact:
Illinois Arts Council
115 S. LaSalle St., Suite 2202
Chicago, IL 60603
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Visit the Illinois Arts Council Board Members page for a complete list of current board members.

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