Illinois ARTS Council

Creative Projects Grant

State of Illinois
JB Pritzker, Governor

Illinois Arts Council
Nora Daley, Board Chair

Joshua Davis-Ruperto,
Executive Director

Creative Projects Grant

Fiscal Year 2027
Opens: July 1, 2026
Open Deadline

Table of Contents

Illinois Arts Council Staff Contacts....3
Creative Projects Grant Summary....4
Creative Projects Grant Details....5
Creative Projects Grant Review Criteria....9
CPG Process, Notification, and Compliance....10
Grant Portal Overview & Applicant Information....12
Application Overview....16
Supporting Documents....18
CPG INDIVDUAL Applicant Worksheet....20
CPG ORGANIZATIONAL Applicant Worksheet....21

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

Accessible Guidelines

To obtain accessibility information regarding applications and written materials contact the Illinois Arts Council'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.

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

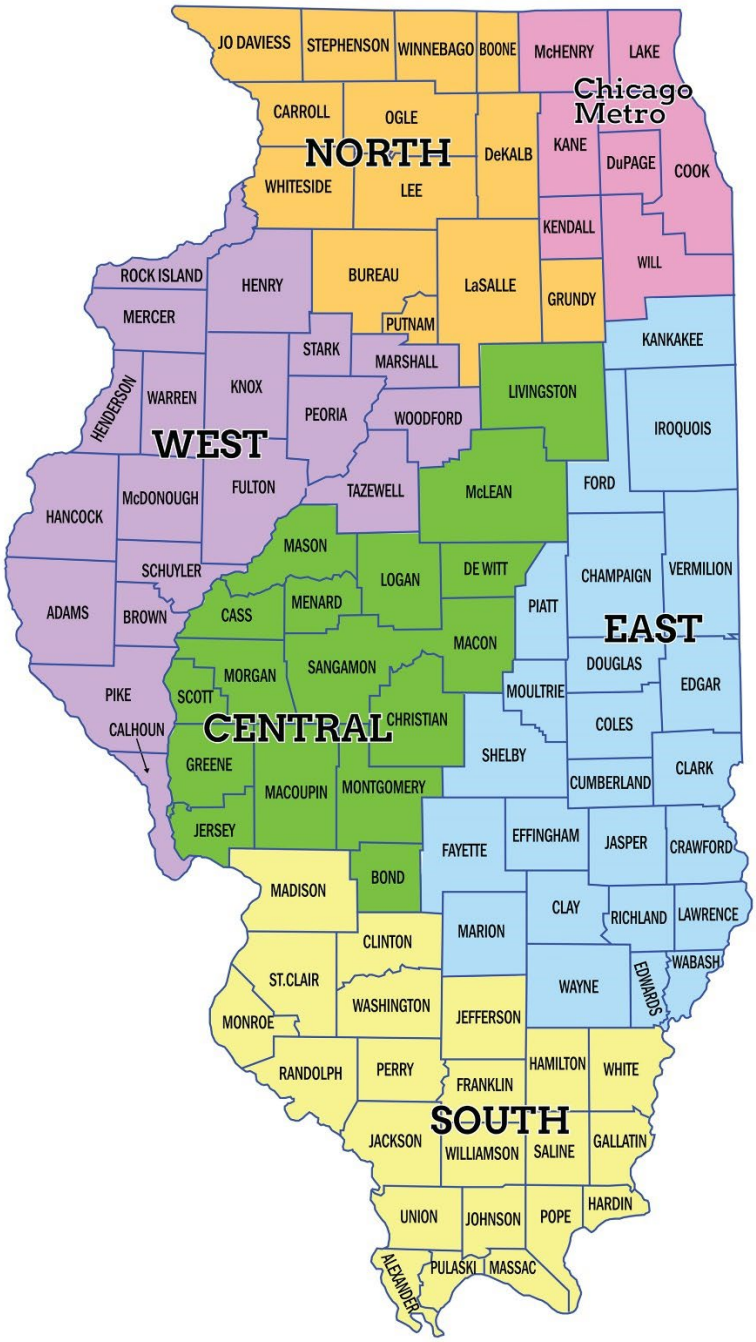
John Gawlik
Program Director
Southern Region / Chicago Metro 2
Phone: +1 (312) 793-1043
Email: John.Gawlik@Illinois.gov

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



Creative Projects Grant Summary

The Illinois Arts Council's (IAC) Creative Projects Grant (CPG) supports artists' and organizations' arts projects. A CPG project must include a public release or presentation during the grant period. A CPG grant may only support a single project during the grant period: while the project may have multiple activities (class, performance, etc.), CPG may not be used to bundle multiple projects.

Who's Eligible

- Individual Artists and Arts Educators that are 21 years or older and have been established as an Illinois resident for a minimum of 1-year. Individuals may not be currently enrolled in a degree-obtaining program. Ph.D. candidates need to have completed their coursework by the date of application submission.
- Registered 501(c)(3) Not-For-Profit Organizations in pre-qualification status with the Grant Accountability and Transparency Act (GATA)
- Branches of Government Entities (e.g., Municipalities, Counties, Libraries, Park Districts, etc.)

Who's Ineligible

- Recipients of the FY25 Creative Catalyst Grant
- Recipients of the FY26 Creative Projects Grant
- Public K-12 school districts, schools, and charter schools. (see Creative Learning Grants for funding opportunity)
- With the exception of 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.

Award Amount

- Up to $12,000
- For individual artists this award is taxable income.

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 10.
- A pre-recorded webinar to walkthrough the full CPG 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 a series of Drop-In meetings offered. 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 is a minimum of 8 weeks prior to the project start date. Applications per-region will remain open until funds are fully expended for that region.
- Grant Period is no sooner than 8 weeks from application submission to August 31, 2027

Creative Projects Grant Details

CPG will consider projects in arts, crafts, design, dance, digital media, film/video, literature, music, performance, photography, theater, visual arts, ethnic, folk and traditional arts, or community-based arts that include a public release or presentation during the grant period. Applications should clearly demonstrate meaningful human authorship and creative leadership within any Artificial Intelligence (AI)-assisted work.

Below are examples of both eligible, and ineligible, art practices that would have the potential to create projects funded under CPG. If you have any questions about whether your work is eligible for CPG please contact us (see page 3).

Examples of *eligible* art practices include, but are not limited to:

- ethnic, folk, and traditional arts
- acting
- performance art
- theater design and direction
- puppeteering
- choreography
- dance
- film/video/media arts
- digital media
- music
- composition
- conducting
- creative writing
- visual arts
- murals/public art
- community-based art
- community-based teaching arts

Examples of *ineligible* art practices include, but are not limited to:

- therapeutic arts
- software development
- computer engineering
- culinary
- cosmetology
- fitness
- martial arts

Individual applicants must:

- apply utilizing a Salesforce individual account registered to the applying individual artist.
- submit a valid State ID or Driver's License that is not expired.
- demonstrate a minimum of one year of residency in the State of Illinois.

Organizational applicants must:

- apply utilizing a Salesforce organization account registered to the applying organizational entity.
- 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 the UEI number can be found by logging into your SAM.gov account.
- be pre-qualified in the state's Grant Accountability and Transparency Act (GATA) system (see below) at the time of application. Pre-qualification status means having a GATA registration in good standing.

For Organizations only: GATA (Grant Accountability and Transparency Act):
Organization 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.

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.
- Applications must be in GATA pre-qualification status at the time of application to be eligible.

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

This video link will review the GATA resources details above.

Making Arts 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

- Applicants may only submit one application per fiscal year, including colleges and universities.
- College and university arts programs may apply for CPG only if the project benefits, and is accessible to, the general public. Those events which are normally considered a part of regular or academic programs will not be funded.
- IAC General Operating Support (GOS) grantees must demonstrate how the project is a unique opportunity outside of their daily operations and programming.
- Collaborative applications from individual artists are acceptable, but the applying artist will be fiscally responsible for the award, including taxes.
- Individuals may not apply on behalf of a 501(c)(3) or branch of government project.
- A project may only be funded once. Multiple applicants may not apply separately for the same projects.

Open Deadline and Regions
CPG is an open deadline grant program. Applications will be accepted until allotted funds have been expended. Each IAC region has its own allocation of funds. Funds will be expended at varying rates and regions will close to new applications at different times. Please check the IAC website before applying to see if funds are available for your region.

Applications must be submitted to the IAC's Salesforce grant portal a minimum of 8 weeks prior to the start date for the arts project being submitted for funding. Please note that all applications still in-progress will be removed from the system 30 days after the grant program closes.

Grant Period
FY27 CPG support activities occurring no sooner than 8 weeks from application submission 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
CPG funds may be used to support eligible expenses associated with the proposed art project. This video link will review the allowable and unallowable expenses listed below.

Detailed Allowable Expenses, not limited to:

- Up to 15% of administrative expenses:
  - Organizational applicants may include staff salaries, rent, etc.
  - Individual applicants may include fees to self, studio rental, etc.
- Fees for artists, teaching artists, and contractual personnel. Artists must be compensated at best practice levels including prep time. All artists, companies, ensembles, etc. that receive money from this grant must be Illinois residents.
- Equipment costs for durable equipment with a useful life of more than one-year equipment. Equipment costs must be a justifiable expense associated with the proposed art project and may not exceed $3,000.
- Consumable supply costs such as office supplies, printing, art supplies, etc. that will be used during the grant period.
- Marketing and promotion costs
- Project documentation expenses
- Travel and lodging should be budgeted for the most cost-effective means allowable by your location in the state of Illinois. If driving, the mileage reimbursement rate must follow federal standards of $0.725 per mile. Lodging expenses may not exceed the allowable federal rates.

Detailed Unallowable Expenses, not limited to:

- Fees or payments to artists, companies, ensembles, etc. that are not based in Illinois.
- Re-granting or cash awards.
- Food or alcoholic beverages, including per diems or receptions.
- Subsidizing an individual's academic study or projects associated with that study.
- Out-of-state project activities or touring.
- Capital improvements or construction.
- Permanent equipment that exceeds the $3,000 cap noted under allowable expenses.
- Laptops, or other personal computers.
- Balance of an organization's previous year's operating deficit.
- Any expenses incurred outside the project timeline.
- Fundraisers or benefits.

- Political activities such as contributions, lobbying, or fundraisers.

Resources

- Freelance Worker Protection Act
- Lawyers for the Creative Arts
- St. Louis Volunteer Lawyers and Accountants for the Arts (VLAA)
- 3Arts
- Cultural Accessibility Collaborative
- Artists with a disability are encouraged to look at services provided by IL ABLE to assist with managing award funds.

Creative Projects Grant Review Criteria

The review of CPG 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. **Eligible arts project**
   - Application describes an eligible arts project.

3. **Confirmation of Project Feasibility**
   - Application provides evidence that the project, including the public presentation or release, can take place as described. This considers necessary resources including artists, place, budget, and location, in the timeline of the designated grant period.

4. **Eligible to receive funds from the State of Illinois**
   - Applicant is compliant with IAC requirements.
   - Applicant is not on the Illinois Stop Payment List. Organizations and individuals 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.
   - Organizational applicants are in good standing with the Secretary of State
   - Individual artists can show proof they have been an Illinois resident for a minimum of 1-year from the date of application.
   - Individual artists have submitted a valid State ID or Driver's License.

CPG 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 page 9).
- 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.

For individual artists this award is taxable income. Individual grantees will be issued a 1099-G from the state comptroller for the year in which the grant funds are received.

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.

Final Report
All FY27 CPG grantees will be required to complete and submit a final report no later than September 30, 2027, as stated on the grant agreement.

The final report for CPG grants will ask:

- Brief narrative response on if the event took place as described in the application and if there were any challenges
- Total project budget income and expense including IAC funds
- Total dollar amount for in-kind support
- Brief explanation if the overall project expense was greater than the project 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
- 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:

"<GRANTEE> acknowledges support from the Illinois Arts Council."

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 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.

- New applicants should add an applicant account, complete, and save all required form fields. If you are applying as an individual artist, please create an individual account. If you are applying on behalf of an organization, please complete an organizational account.
- Returning applicants should make sure all information is saved and is up to date on their applicant account.

Information requested for an **individual** applicant account includes:

- Applicant Name (legal name)
- Artist Name, if applicable
- General Contact Information, including a drop-down selection of zip-code and county.
- Primary Discipline Selection – select one
- Any additional disciplines reflected in artistic practice – select as many as applicable
- Checkboxes if individual identifies as BIPOC (Black, Indigenous, and People of Color) or has a disability.

Information requested for an **organizational** applicant account includes:

- Applicant Name (legal name)
- Doing-Business-As Name, if applicable
- 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.
    - Number of Board Members
    - Number of BIPOC Board Members
    - Number of Staff Members
    - 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). 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 in case any of the emails change. If your organization does not have ongoing office staff, including individual cell numbers 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. Please keep the information current to ensure communications from IAC reach you.

Grant Program Selection and Completion

After the Applicant Information is completed, applicants should click on the Grant Programs tab to access the application.

- Select the "Creative Projects 2027 – Individual Artist Application" or "Creative Projects 2027 – Organization Application" grant program and click apply
    - The system will prompt you to select an applicant.
- Complete the form fields in the application (see page 16) and click save
- Upload all supporting documents (see page 18)
- Complete Financial Information
- 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 **individual** applicants is:

The applicant HEREBY CERTIFIES THAT:

1. I have reviewed the Illinois Arts Council's program guidelines and meets the Illinois Arts Council eligibility requirements.

2. I am legally able to receive taxable income in the U.S.

3. I am currently and have been a resident of the state Illinois for the twelve months prior to the application deadline and intend to remain a resident throughout the grant period.

4. I am at least twenty-one years of age.

5. I am not enrolled in a degree obtaining program nor will I be during the grant period.

6. The figures, facts, and representation in this application, including all exhibits and attachments, are true and correct to the best of my knowledge and belief. Any applications determined to include fraudulent information will be made ineligible.

7. Funds received as a result of this application will be expended solely for the art project for which IAC funds have been requested.

8. The project will follow 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.

9. If any nondisclosed use of AI is determined, the IAC reserves the right to remove the grant from consideration, or if awarded, to cancel the grant and request grant funds be returned to the state.

THIS ASSURANCE is binding on the Applicant.

The certification required for **organizational** applicants 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. Any applications determined to include fraudulent information will be made ineligible.

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

6. Funds received as a result of this application will be expended solely for the art project for which IAC funds have been requested.

7. 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.

8. If any nondisclosed use of AI is determined, the IAC reserves the right to remove the grant from consideration, or if awarded, to cancel the grant and request grant funds be returned to the state.

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.

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 submission 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 Creative Projects Grant – 2027 grant program:

- Applicant's Website, if different than what is submitted on the Applicant Information tab
- Confirmation that the Applicant Information tab has been updated
- Grant Notification Official name and email
- Project Start Date
- Project End Date
- Project Location
- **Description of Arts Project**
  - Briefly describe the main activities of the project for which you are requesting funds. (maximum 2,000 characters with spaces)
- **Description of Past Projects**
  - Briefly describe how your past arts practice or activities may inform and support this project. (maximum 1,500 characters with spaces)
- **Timeline**
  - List in chronological order the anticipated dates of the main activities of the project to take place during the grant period (including public release or presentation). The anticipated dates must include month and year, and be within the grant period. (maximum 1,500 characters with spaces)
- **Public Release or Presentation**
  - Briefly summarize the public release or presentation that will take place during this project. (maximum 1,500 characters with spaces)
- **Artist's Involvement**
  - List if Illinois artists will be involved and the anticipated pay. Artists must be compensated at best practice levels including prep time. (maximum 1,500 characters with spaces)
- **Description of any Artificial Intelligence (AI) use**
  - If AI tools are used in the proposed project, artists must detail what AI tools will be used, how they may be applied, and why (for example, ideation, generation, editing, etc.). (maximum 1,500 characters with spaces)

Organizational applicants must provide the following:

- Department, if applicable
- If the organization is an IAC General Operating Support grantee, they must describe how this project is unique and not part of daily operations and programming. (maximum 2,000 characters with spaces)

Individual artist applicants must provide acknowledgement of the following:

- You have been established as an Illinois resident for a minimum of one year.
- You are legally able to receive taxable income in the U.S. (e.g., U.S. citizen, permanent resident, and/or any other person who can provide a W9 and SSN or ITIN).
- You are 21 years of age or older.
- You are not currently enrolled in a degree-obtaining program.

2. Supporting Documents

The supporting documents to be provided are:

1. Proof of Project Feasibility

Individual artist applicants must also submit:

2. Valid Illinois Driver's License or State ID
3. One-year Residency Verification if necessary

Please refer to the "Supporting Documents" section for full descriptions.

3. Budget

Please complete the financial information tab with the details on your project budget. On the first table please fill in IAC expenses up to $12,000:

- Contractual Services
- Space Rental
- Travel & Lodging
- Marketing
- Supplies
- Equipment (Cap of $3,000)
- Up to 15% of administrative expenses:
    - Organizational applicants may include staff salaries, rent, etc.
    - Individual applicants may include fees to self, studio rental, etc.. This is the ONLY budgetary line item allowable for individual applicants to include self-pay.
- Other (please specify)

On the second table please fill in any non-IAC expenses with their cost description and source of income.

Please watch this video link for details on the line-item budget.

Supporting Documents

Supporting Documents submitted via upload:

- May be no larger than 25 MB in size.
- Salesforce will accept the formats listed below:
    - Image Files acceptable formats are: .png, .jpg
    - Document Files acceptable format is: .pdf

1. Proof of Project Feasibility

This supporting document should provide proof that this arts project can take place. No application, when submitted, can be more than an "informed estimate" of activities and costs to occur, but careful planning will ensure that the financial support requested will be adequate to carry out the arts project. This supporting document should demonstrate that this proposed arts project was carefully planned and will have the time, space, people, and funds to take place if IAC funding is provided. Please watch this video link for details on the Proof of Project Feasibility.

On the first page list what is included in this attachment. Include information on:

1. People involved
2. Projected budget costs
3. Planned locations or venues
4. Additional budget support if necessary

On subsequent pages provide Proofs of Project Feasibility, which must include copies of one or more of the following:

- Memo of agreement, contract, or letter of intent
- Email(s) between the mutually involved parties
- Documented price estimates from vendors including screenshots or emails. Expenses over $500 must include documentation from a vendor and not solely cite past experience as cost justification.
- Examples of past work may be added as demonstration of past practice, but do not replace documentation specific to the proposed project.

It is up to the applicant to provide evidence and documentation of feasibility in a clear manner. Projects vary greatly and there is not a singular template.

Submit all documentation compiled into a single PDF file named: Applicant Name_Feasibility

2. INDVIDUAL ARTIST APPLICANTS ONLY: Valid Illinois Driver's License or State ID

CPG is funded by state taxes and therefore requires a minimum of one year of residency in the State of Illinois.

Your residency verification requires your valid Illinois Driver's License or Illinois State ID. A valid Illinois Driver's License or Illinois State ID will need to expire on, or after, the date of application submission.

If the Illinois Driver's License or Illinois State ID was issued less than one year prior to the date of application

submission you must also submit One-Year Residency Verification detailed below.

IAC maintains a Personal Identity Protection Policy which can be found on our website: https://arts.illinois.gov/personal-identity-information-protection-policy.html

Submit a picture of the front of your Illinois Driver's License or Illinois State ID as a PDF file named: Applicant Name_Residency

3. INDVIDUAL ARTIST APPLICANTS ONLY: One-Year Residency Verification

If the issue date of your Illinois Driver's License or Illinois State ID is less than one year prior to the date of applications submission, you must also submit one of the following additional pieces of residency verification to show you have lived in Illinois for more than one year:

- Your previous Driver's License or State ID
- A utility bill in your name that is more than one year old
- A W2 or 1099 from 2024

If your application does not meet the residency verification it will be ineligible.

Submit this document as a PDF file named: Applicant Name_Additional Residency

CPG INDIVDUAL Applicant Worksheet

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

I am an individual artist that:

- ☐ has not received FY25 Creative Catalyst or FY26 Creative Projects funding.
- ☐ has an arts project I would like to complete, or in the case of a collaborative application, I am the artist that will be fiscally responsible for this grant.
    - This arts project would not begin for a minimum of 8-weeks from the date I submit the application.
    - This arts project would have a public release or presentation before August 31, 2027.
- ☐ can gather documentation verifying the costs, people, and locations.
- ☐ can provide an Illinois Driver's License or State ID that has not expired at the time I submit my application.
- ☐ can provide additional proof of a minimum of 1-year Illinois residency, if my ID was issued less than 1-year ago.

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

To complete the CPG application in Salesforce I will need:

- ☐ A user account to login to the Salesforce grant platform
- ☐ A current Individual Applicant account in Salesforce to use when applying for CPG (see page 12)
- ☐ The project start date, end date, and address location (see page 16)
- ☐ Brief text to describe the arts project, and applicable past projects, timeline, public release or presentation, artist's involvement, and any use of AI. (see page 16)
- ☐ A single pdf document that provides proof of project feasibility (see page 18)
- ☐ A digital image or pdf of my Illinois Driver's License or State ID that has not expired (see page 18)
- ☐ A digital image or pdf or additional proof of a minimum of 1-year Illinois residency, if my ID was issued less than 1-year ago (see page 18)
- ☐ To submit the complete application in Salesforce a minimum of 8-weeks before the project start date

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

CPG ORGANIZATIONAL Applicant Worksheet

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

I am a 501(c)3 or eligible branch of government that:

- ☐ has not received FY25 Creative Catalyst or FY26 Creative Projects funding.
- ☐ has an arts project we would like to complete.
    - This arts project would not begin for a minimum of 8-weeks from the date we submit the application.
    - This arts project would have a public release or presentation before August 31, 2027.
- ☐ can provide our FEIN and UEI code.
- ☐ will be in GATA pre-qualification status when we submit the application.
- ☐ gather documentation verifying the costs, people, and locations.

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

To complete the CPG application in Salesforce I will need:

- ☐ A user account to login to the Salesforce grant platform
- ☐ My organization's FEIN and UEI code if we are creating a new account in Salesforce
- ☐ A current Organizational Applicant account in Salesforce to use when applying for CPG (see page 12)
- ☐ The project start date, end date, and address location (see page 16)
- ☐ Brief text to describe the arts project, and applicable past projects, timeline, public release or presentation, artist's involvement, and any use of AI. (see page 16)
- ☐ A single pdf document that provides proof of project feasibility (see page 18)
- ☐ To submit the complete application in Salesforce a minimum of 8-weeks before the project start date

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
Web site: www.arts.illinois.gov

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

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