

State of Illinois
JB Pritzker, Governor

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

Illinois Arts Council Agency Emergency Relief Fund

Guidelines:
Fiscal Year 2020

Deadline:
May 15, 2020

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

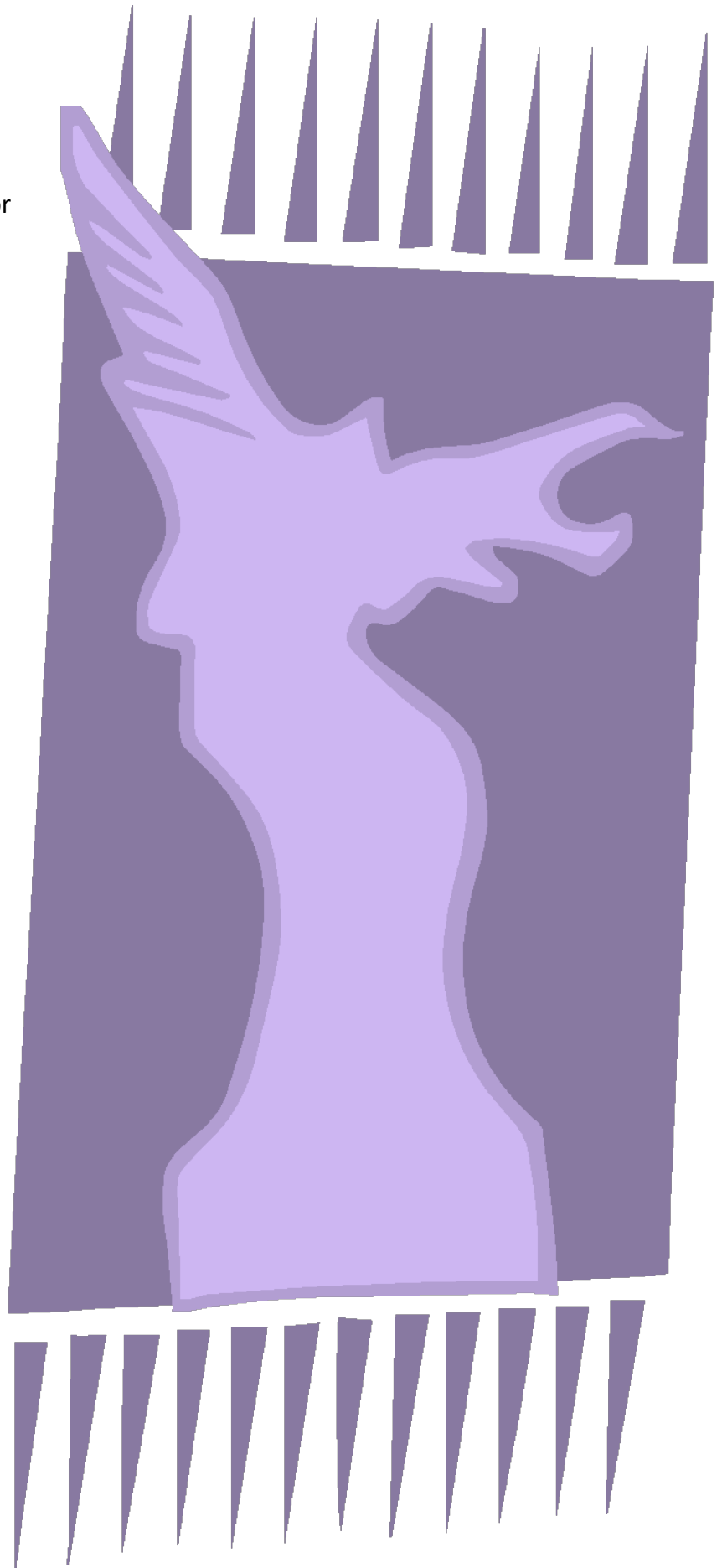


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The Illinois Arts Council Agency logo and cover image are a stylized version of a cast bronze sculpture, *Hybrid Muse*, created by Illinois' renowned artist Richard Hunt.

Program Contact

For specific information on this program contact:

Teresa Davis
Program Director
Phone: +1 (312) 814-6753
Email: Teresa.N.Davis@illinois.gov

Danielle Heal
Interim Program Director
Phone: +1 (312) 814-6766
Email: Danielle.Heal@illinois.gov

Jackie Banks-Mahlum
Program Representative
Phone: +1 (312) 814-4990
Email: Jackie.Banks-Mahlum@illinois.gov

Accessible Guidelines

To obtain assistance regarding applications and written materials, contact the agency's ADA/504 Access Coordinator:

Encarnación M. Teruel
Phone: +1 (312) 814-6753
TTY: +1 (888) 261-7957
Email: Encarnacion.Teruel@illinois.gov

Illinois Arts Council Agency Emergency Relief Fund

Through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Illinois Arts Council Agency (IACA), with support from the National Endowment for the Arts (NEA) and Arts Midwest, has developed a program to help secure jobs and keep the doors open for vital arts and culture organizations in Illinois. These organizations add value to the state's economy and bolster the creative life of our communities. These funds will be dedicated to organizations throughout Illinois with budgets of less than \$500,000. The IACA recognizes that organizations at this level are often in underserved communities and may be most challenged in their sustainability for vital services.

The IACA has designed a grant program to expedite the distribution of these critical funds. The Emergency Relief Funds program will be carried out through one-time grants to eligible nonprofit arts and cultural organizations.

These funds are to be used for three main purposes:

- Salary support (full or partial) for one or more individuals
- Fees for artists and/or contractual personnel
- Facility costs, such as rent and utilities

Organizations will be funded based on the timeliness of the submission and completeness of the application. Funds are limited and will be distributed in a manner that ensures geographical diversity throughout the state.

Deadline

Applications must be received by May 15, 2020 at 5:00pm.

Grant Period

Funds support expenses occurring between June 15 and September 30, 2020.

Request Amounts

Applicants may request up to \$3,000. All requests should be rounded-down to the nearest five or ten. Grant amounts awarded are based on eligible expenses outlined in the Budget.

Cash Match

There is no cash match required.

Eligibility Requirements

The Emergency Relief Fund program provides support exclusively to nonprofit arts and cultural organizations throughout the state of Illinois. These funds will provide support to established nonprofit organizations that make a significant local, regional, or statewide impact on the quality of life in Illinois

All applicants must:

- Have received an IACA Program Grant, Grant to Arts Service Organizations, or Partners in Excellence Grant within one of the last three fiscal years.
- Be tax exempt (501c3) organizations registered as not for-profit corporations in good standing with the Illinois Secretary of State. Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.
- Be registered with the [Illinois Grant Accountability and Transparency Act](#) (GATA).
- Be compliant with all IACA requirements, including no record of penalties or forfeiture for the last three fiscal years.

Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.

The following organizations are not eligible to apply:

- Organizations with last fiscal year operating expenses over \$500,000
- Organizations who have not received general operating support funding from the IACA in the last three fiscal years
- Organizations whose primary mission does not focus on art or culture
- For-profit organizations
- K-12 schools
- Religious organizations
- Individuals
- College/Community College/University
- Federal and State of Illinois agencies, divisions or departments

Application Overview

Each proposal must be submitted using the attached fillable PDF form

How to Apply

- Read the IACA [Policies and Priorities](#) and guidelines carefully and contact IACA staff for clarification. It is the responsibility of the applicant to be familiar with IACA policies, priorities, and [grantee requirements](#).
- Each proposal must be submitted using the fillable pdf [Application Form](#) located on our website.
- Email the completed application to:
Pius Zacharias, pius.zacharias@illinois.gov
cc: Denise Hernandez, denise.hernandez@illinois.gov
Subject line: IACA Emergency Relief Funds

Application Components

1. Organizational Information

In this section provide contact information for applicant organization.

2. Narrative

Explain the type of support being requested. Describe the organization's need for CARES funds and the impact receipt of these funds will have on the organization.

3. Budget

Complete the budget outlining the request.

4. Certification

Signature of the Authorizing Official agreeing to terms of the grant application.

Review Process

Evaluation Criteria

- Clarity of the request
- Impact of the relief funds
- Need

Review Process

The application is received and assigned an application number that will be used in future communication regarding that application.

The IACA staff reviews the application based on the review criteria with advisory panelist expertise when necessary. Applications which have been ruled ineligible or incomplete will not be reviewed. The applicant may be asked to answer questions or submit further written information. Funding recommendations are presented to the Executive Director and the IACA board of directors for approval.

Notification and Compliance

Notification

Applicants will be notified of the Council's decision on their application via email by June 1, 2020. If funded, this notification will include a grant agreement and other required materials, which must be completed and returned to authorize payment. Once these documents and copies of other requested materials are returned to the IACA, a request for payment will be sent to the State Comptroller.

Grantees are legally obligated to complete their project activities within the time frame and by the manner specified in the grantee's application.

Final Report

All IACA grant recipients are required to complete and submit a final report by October 30, 2020. Notification and instructions for the final report will be sent to grantees in September. Failure to submit a final report jeopardizes the receipt of future IACA funding.

Crediting Requirements

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

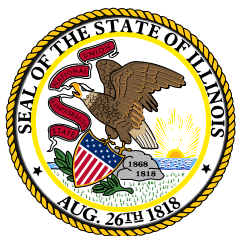
This program is partially supported by a grant from the Illinois Arts Council Agency.



For further information regarding usage of the logo and to download a copy, go to the [logo page](#) of the IACA website.

For general information contact:

Illinois Arts Council Agency
James R. Thompson Center
100 West Randolph, Suite 10-500
Chicago, IL 60601-3230
Phone: +1 (312) 814-6750
Toll-free in Illinois: +1 (800) 237-6994
Email: iac.info@illinois.gov
Web site: www.arts.illinois.gov



Visit the [Illinois Arts Council Board Members](#) page on Appointments.Illinois.Gov for a complete list of current board members.



The IACA acknowledges continuous support from the National Endowment for the Arts and Arts Midwest.

It is illegal for the Illinois Arts Council Agency or anyone receiving assistance from the Illinois Arts Council Agency to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, non-binary and gender non-conforming employees, sexual harassment, national origin, ancestry, citizenship status, physical or mental disability, political affiliation, beliefs, age, order of protection status, any other non-merit status, marital or parental 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