State of Illinois
JB Pritzker, Governor

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

Program
Grant

Guidelines
Fiscal Year 2021
Deadline: March 16, 2020

building a strong,

creative, and

connected Illinois

through the arts

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The Illinois Arts Council Agency logo is a stylized version of a cast bronze sculpture *Hybrid Muse* (above) created by Illinois' renowned artist Richard Hunt. The work was commissioned in 1985 by the Illinois Arts Council Foundation to honor the 20th anniversaries of the Illinois Arts Council and the National Endowment for the Arts.

Program Contact

For specific information on this program, contact appropriate program staff:

Dance, Ethnic & Folk Arts, Literature, Theatre:
Susan Dickson
Program Director
Phone: +1 (312) 814-6740
Email: susan.dickson@illinois.gov

Arts-in-Education, Visual Arts:
Jerome Grand
Program Director
Phone: +1 (312) 814-6766
Email: jerome.grand@illinois.gov

Multidisciplinary, Music, Presenters Development:
George Tarasuk
Program Director
Phone: +1 (312) 814-3916
Email: george.tarasuk@illinois.gov

Local Arts Agencies, Media Arts:
Encarnacion Teruel
Deputy Director, ADA/504
Phone: +1 (312) 814-4991
Email: encarnacion.teruel@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) 814-4991

TTY: +1 (888) 261-7957

Email: Encarnacion.Teruel@illinois.gov

Program Grant Description

Program Grant funds provide support to established not-for-profit organizations that make a significant local, regional, or statewide impact on the quality of life in Illinois. Grants recognize arts programming of high quality that is appropriate to and reflective of the communities served and that broaden opportunities for the public to participate in the arts.

Successful applicants demonstrate strong operations, stable management, ongoing assessment and evaluation, as well as a strong commitment to making artistic programs accessible and relevant to a diverse range of participants. Organizations must also show that their programs and activities have artistic, educational, and cultural value.

Program Areas
Program Grant applicants must select one of the following Program Areas in which to apply. Application materials are tailored to each area.
  – Arts-in-Education
  – Dance
  – Ethnic & Folk Arts
  – Literature
  – Local Arts Agencies
  – Media Arts
  – Multidisciplinary
  – Music
  – Presenters Development
  – Theatre
  – Visual Arts

Arts Service Organizations and Partners in Excellence applicants refer to different guidelines that are unique to their respective grant programs.

Eligibility Requirements
  – Applicants must be tax exempt (501c3) organizations registered as not-for-profit corporations in good standing with the Illinois Secretary of State, or units of government (i.e., school, school district, park district, library district), or institutions of higher education. Refer to the Proof of Eligibility page on the IACA website for specific details.
  – Applicants must have been providing public arts programming for at least one year prior to the date of application.
  – Applicants must submit all required application materials by the deadline.

Making the Project Accessible to All
According to state and federal law, every organization receiving public funding must ensure that it is in a position to provide accommodations when persons with disabilities make requests for services. Accessibility involves both the location (the facility) and the content (the activity or product) of the program. Thinking about accessibility issues, e.g., sign language interpreters, audio recordings of printed materials, audio-description describers or large-print labeling, in the early planning stages of a project, is the key to ensuring that persons with disabilities will be able to participate in the program.

For further information and resources see the ADA Compliance page on the IACA website.

Illinois Grant Accountability and Transparency Act
  – Before submitting an application through the Illinois Arts Council Agency's eGrant system, applicants must first complete a validation process through the State of Illinois's Grantee Portal to obtain a pre-qualification status. The IACA will not be able to consider an application for funding until the applicant has completed this step.
  – 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 IACA.
  – To obtain a pre-qualification status, go to the Grantee Portal (https://grants.illinois.gov/portal).
  – Refer to the Grant Accountability and Transparency Act page on the IACA website for specific details.

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.
- With the exception of colleges and universities, multiple applications are not accepted from an organization for the Program Grant and Grants to Arts Service Organizations programs. Organizations must choose to apply in one program or the other. This does not preclude an organization from applying to other IACA grant programs.
- Organizations with which advisory panelists or IACA Board members are affiliated are eligible to apply. However, a panelist or Board member may not be the authorizing official signing any documents relating to an application or grant award.

Deadline
The FY21 Program Grant deadline is March 16, 2020. The eGrant application must be successfully submitted by 11:59 PM CST.

Grant Period
Fiscal Year 2021 Program Grant funds support activities occurring between September 1, 2020 and August 31, 2021.

Award Amount
Applicants do not request a specific amount. Grant amounts will be determined by the FY21 State of Illinois budget. The IACA anticipates that awards will range from $900 to $25,000. Grants will be based on these factors:
- The IACA FY21 budget allocation
- The organization's most recently completed fiscal year's cash expenses
- The review score given to the application

Cash Match Requirements
Program Grant recipients must meet all Grantee Requirements as well as the following cash match requirements:
- All matching funds must be from non-state sources.
- A cash match equal to 70% of the grant amount is required from organizations whose last completed fiscal year's cash operating expenses for public arts programming were $50,000 or less, e.g. a $5,000 grant requires a $3,500 grantee cash match.
- A cash match equal to 100% of the grant amount is required from organizations whose last completed fiscal year's cash operating expenses for public arts programming were over $50,000, e.g. a $5,000 grant requires $5,000 grantee cash match.
- College and university applicants must provide a cash match that is raised from outside sources. A match must be provided beyond staff time, required student fees and overhead provided by the college/university.

Application Overview

The IACA utilizes eGrant, an online application submission system. It consists of form field components and the uploading of required documents. Each component must be complete and submitted in the required format by the deadline. **Review the guidelines carefully, not all components are required for every Program Area and some Program Areas require additional information.** For complete Illinois eGrant instructions go to the Using Illinois eGrant section of the IACA website.

How to Apply
First:
- Gather three consecutive years of complete financial data (FY18 required)
- Prepare all required attachments, including any specific to chosen program area, and save them as PDFs

Next:
- Log into Illinois eGrant
- Complete the electronic application in the eGrant system
- Upload all attachments required to the electronic application
- Successfully submit the electronic application to the eGrant system

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Application Components

1. Organization Information
Under this tab provide Contact information for applicant organization. The IACA recommends making Contact Person different from Notification Official.

Provide Americans with Disabilities Act (ADA) Compliance information (the name of the accessibility coordinator [a designated staff member responsible for overseeing accessibility] and certify the completion of the Section 504 Self-Evaluation Workbook). For further information and resources refer to the ADA Compliance page.

Determine whether your organization would like to be considered for inclusion to the ArtsTour Roster. This is a first step in the IACA's efforts to re-establish and promote the ArtsTour Roster as a resource to Illinois Presenters. The roster allows Illinois artists to increase their visibility to Illinois presenters and expand their opportunities to tour throughout the state. Should you choose to be considered for inclusion to the ArtsTour Roster, more information will be emailed to you in the coming year. This roster will replace the existing, outdated ArtsTour Roster.

2. Application Details
Under this tab, provide:
- Program (Select *Program Grants*)
- Program area

3. Financial Data
Under this tab, provide a summary of the total public arts programming budget for three consecutive years (must include FY18): Revenue, Expenses, and Additional Financial Data. For further information refer to the Financial Glossary.

4. Attachments
The attachments to be uploaded are:
- Application Narrative
- Budget Explanation
- Personnel and Board Listing
- Schedule
- Program Specific Attachment (Arts-in-Education, Literature, and Media Arts only)
- Promotional Materials
- Work Sample
- Proof of Not-for-Profit Status

5. Certification
Under this tab certify eligibility and application content.

6. Submit
This tab enables the submission of the completed application to the Illinois eGrant system.

Application Attachments

Refer to the description for each of the following attachments:
– Application Narrative
– Budget Explanation
– Personnel and Board Listing
– Schedule
– Program Specific Attachment (for Arts-in-Education, Literature, Media Arts only)
– Promotional Materials
– Work Sample
– Proof of Not-for-Profit Status

Formatting attachments
With the exception of Promotional Materials, all attachments for which a template is not provided, must:
– Be saved as PDF files
– Be 8 ½ " x 11" with at least a 1" margin
– Use a 12-point or larger black type on a white background
– Have sequentially numbered pages with the applicant organization's name and attachment title on the top of each page
– Be organized using the headings listed for each attachment
– Be named as follows: organization name, shortened if needed, or acronym, with name of attachment. Example: IllinoisArtsOrg_Narrative.pdf or IAO_Narrative.pdf

Application Narrative

The narrative is limited to four pages and must focus on the current and most recently completed fiscal year. The narrative must be organized using the headings in the order they appear below. Sub-bullets are suggested guides for completing the narrative.

Organizations whose primary mission is not arts-related must provide detailed information on the arts and cultural programming component of the organization and indicate how professional artistic input is used in their arts activities.

Organization Mission and History
– Clearly state the organization's mission
– Briefly describe the organization's history

Pursuit of Excellence
– State the organization's current goals
– Indicate current programming objectives and describe the programming process
– Describe the type of artists and art forms represented in the past and some of the arts activities that took place
– Discuss new and expanded activities undertaken in the past year

Organizational Capability
– Explain the organization's administrative and financial structure
– Outline program operations
– Discuss any major issues the organization has faced in the past year, if they were resolved, and how they were resolved.
– Describe the organization's ongoing assessment and evaluation
– Describe the organization's facility or space and its appropriateness and adequacy

Community Involvement
– Describe the community served and provide its demographic characteristics; include specific numbers where appropriate
– Identify the community's cultural climate, needs and interests

- Discuss how current programming is relevant and reflective of the community served
- Describe how the organization engages with the greater community
- Note any collaborations, new or expanded
- Describe the impact of the organization on the well-being of its community
- Outline the organization's publicity and promotional efforts to reach its community including social media engagement

Serving Illinois Artists
- Discuss the current programs and services provided by the organization that support Illinois artists
- Provide number of artists employed or contracted by the organization in the past year
- Describe the work environment provided for Illinois artists, include information on training, professional development, and benefits when appropriate

Evidence of Community Support
- Describe how the community served supports the organization's mission
- Discuss how the board reflects the needs of the organization and community it serves
- Outline the role that volunteers play in the organization
- Explain the impact of in-kind contributions on the organization

Applicants in the following areas should refer to their Program Area for additional information required for Application Narrative:
- Ethnic and Folk Arts
- Literature
- Local Arts Agencies
- Media Arts

Submit this document as a PDF file named: OrgName_Narrative

Budget Explanation

The Budget Explanation, not to exceed two pages, should refer to the Financial Data tab and provide the following:
- Explain any surplus or deficit between any of the three fiscal years
- Describe plans to reduce any accumulated deficit and include a timeline
- Explain changes of 25% or more in any budget line between any of the three fiscal years
- Provide a detailed listing of corporate and foundation support (include name and amount) from the FY18 column
- Explain how in-kind amount listed was determined
- When applicable, include an hourly pay scale for contracted artists

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.

Submit this document as a PDF file named: OrgName_BudgetExplanation

Personnel and Board Listing

Create a two-page document that includes the following:

Key personnel and staff and include:
- Job title
- Position status, e.g. full-time, part-time, or volunteer

List current board of directors and include:
- Professional affiliation
- The city or town in which they reside

Applicants, whose primary services are not arts-related, 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.

Submit this document as a PDF file named: OrgName_Personnel

Schedule

Required for all Program Grant applicants with the exception of Local Arts Agencies. On no more than four pages, list significant activities from most recently completed and current program years. Include the following information, *when applicable:*
– Event or class title
– Date(s) and hours
– Total number of occurrences or performances
– Location
– Type, e.g. exhibition, performance, workshop, screenings, etc.
– Targeted audience, e.g. K-3, general, teachers, etc.
– Genre, e.g. fiction, narrative film, jazz dance, etc.
– Attendance figures: Actual (ac), Paid (pd), Complimentary (comp)
– Indicate with a plus sign (+) activities intended to engage new audiences
– Indicate with an asterisk (*) activities featuring Illinois artists
– Provide name of Illinois artist, composer, choreographer, writer, filmmaker, director, workshop leader, etc. and city of residence

Arts-in-Education applicants should refer to their Program Area for additional information required for the Schedule Attachment.

Submit this document as a PDF file named:
OrgName_Schedule

Program Specific Attachment

Required only of applicants in the following Program Areas:
– Arts-in-Education
– Literature
– Media Arts
Refer to each Program Area for additional information.

Submit this document as a PDF file named:
Orgname_ProgramSpecific

Promotional Materials

Submit up to but no more than three samples of promotional materials which demonstrate the applicant's current programming. Samples in excess will not be reviewed. If an applicant currently receives IACA funding, examples acknowledging IACA support are encouraged.

Materials should be uploaded into the Illinois eGrant system in the following formats:
– PDFs of promotional materials
– A single PDF that contains links to web-based promotional materials

Submit this document as a PDF file named:
OrgName_Promotional

Work Samples

Required for the following Program Areas:
– Dance
– Ethnic & Folk Arts
– Literature
– Media Arts
– Multi-Disciplinary (for orgs that create and produce performance-based work only)
– Music
– Visual Arts
Refer to each Program Area for additional information.

Submit this document as a PDF file named:
Orgname_WorkSamples

Proof of Not-for-Profit Status

Submit a copy of proof of Illinois Not-for-Profit Eligibility. Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.

Submit this document as a PDF file named:
OrgName_NFP

Program Area Specifics

Program Grant applicants must select one of the following Program Areas in which to apply. Application materials are tailored to each area.
  – Arts-in-Education
  – Dance
  – Ethnic & Folk Arts
  – Literature
  – Local Arts Agencies
  – Media Arts
  – Multi-Disciplinary
  – Music
  – Presenters Development
  – Theatre
  – Visual Arts

Program Specific Attachment:
Evaluation Plan and Evaluation Instrument
Create a document that consists of two sections and includes the following:
  – Evaluation Plan: a one page plan to evaluate the impact and outcomes of the activities.
  – Evaluation Instrument: an example of one evaluation instrument not to exceed three pages.

Do not submit Work Sample materials. They will not be reviewed.

Refer questions in this area to Program Director, Jerome Grand.

Arts-in-Education

Arts-in-Education Program Grant funds support programming and operational support for community organizations and arts organizations providing arts learning opportunities. Programs may take place during school and after school hours. Public and private K-12 schools are ineligible to apply.

Eligible applicants include:
  – Organizations whose major activity is to involve professional artists with a target group of learners
  – Arts producing organizations that place significant emphasis on an educational program
  – Community schools that are not part of the public, parochial, or private not-for-profit school system
  – College or university applicants must describe the school district and community's specific level of support for the proposed project.

In addition to the general guidelines for application attachments, applicants in Arts-in-Education must include information listed below.

Schedule
Include the following:
  – Schools served
  – Number of students and educators involved per activity
  – Number of teaching artists involved.

Dance

Dance Program Grant funds support pre-professional, professional, regional, and community companies, groups, and organizations working in dance. This includes ballet, ethnic, historical, jazz, mime, modern, and tap dance forms.

In addition to the general guidelines for application attachments, applicants in Dance must include information listed below.

Work Sample
Submit a PDF of no more than one page in length which includes a link to a video work sample.
  – Include title of work, length and date of performance
  – Indicate what portion of the work sample should be reviewed, up to 10 minutes
  – Still photography will not be accepted

Refer questions in this area to Program Director, Susan Dickson.

Ethnic & Folk Arts

Ethnic & Folk Arts Program Grant funds serve to strengthen traditions within a community and educate people outside of a particular community about ethnic or folk art and its significance.

Ethnic and Folk Arts Program Grant funds support projects and programs that encourage, promote, conserve, and

honor the diverse ethnic, folk, and community-based art forms that are practiced in Illinois. Ethnic and Folk Arts contribute to and enrich the identity of a particular group that shares a common ethnic background, language, religion, region, tribe, or occupation which has endured through generations. The art forms and practices reflect the community's values, aesthetics, and experiences. In addition to the general guidelines for application attachments, applicants in Ethnic and Folk Arts must include information listed below.

Application Narrative
Incorporate the following information into the narrative:
– Describe the traditional arts components and explain their significance within their specific community and to the broader audience.
– Explain how traditional arts activities assist in fulfilling the organization's mission.
– Indicate how these activities strengthen the understanding and preservation of Illinois' cultural heritage.
– Discuss the ethnic groups represented in past programs and some of the arts activities that took place.

Work Sample
Submit a PDF of no more than one page in length which includes a link to a video work sample.
– Include title of work, length and date of completion.
– Indicate what portion of the work sample should be reviewed, up to 10 minutes.
– Still photography will not be accepted.

Refer questions in this area to Program Director, [Susan Dickson](#).

Literature

Literature Program Grant funds offer support to a wide range of organizations that promote the creation, publication, and dissemination of contemporary literary writing and encourage its appreciation by the general public. Literary genres supported include fiction, poetry, and literary non-fiction*. (* Literary (creative) non-fiction is distinguished by its strong narrative and literary quality, as found in personal essays or memoirs. Creative non-fiction does not include writing that is primarily analytical, scholarly, or journalistic.)

Literary publications must principally publish poetry, fiction, or literary (creative) non-fiction.

Literary publications must have produced a minimum of one new publication (not a re-print or re-issue) in print-form or electronically, within the fifteen months prior to the IACA Program Grant application deadline, and have a publication scheduled for the current calendar year.

Priority is given to applicants that demonstrate and describe:
– A consistent policy of payment to writers, including payment of royalties and fees for contributors, panelists or presenters
– An effort to reach a wide audience through creative programming and promotional means.

In addition to the general guidelines for application attachments, applicants in the Literature Program Grant area must include the information listed below.

Application Narrative
Incorporate the following information into the narrative:
– Describe efforts to connect with and nurture Illinois writers and poets
– Describe the intended audience for your activity or publication
– Describe the reading community served locally and nationally
– Describe efforts to more broadly and deeply connect with those communities
– If applying for support of a literary publication, describe the editorial approach, and the system for paying editors, writers, and contributors
– Discuss the use of universal access technologies such as Braille, recorded books, large type, etc.
– Describe the use of technologies such as the Internet, e-books, digital readers, print-on-demand, online social networking, etc., to better reach and serve the public, including artists and audiences with disabilities

Program Specific Attachment: Publication/Distribution List
(Required only of Literature Program Grant applicants with publishing activities)
Provide information as listed below for the fifteen-month period prior to the IACA application deadline. Attachment should not exceed four (4) pages. Include the following:
– # of issues published to date

- # of issues per year, or if online publication, # of times content is refreshed per year
- Binding type
- Print run
- Issue date(s)
- Format
- Cost per unit
- # of paid subscribers
- Cover price
- # of single copies sold
- Name of distributor(s) and distribution process
- Distributors' sales total
- # of complimentary copies
- If online, # of unique visitors per month
- # of writers and editors typically represented in each publication
- # of Illinois writers featured
- $ total paid to all writers and editors
- $ total paid to Illinois writers and editors

Work Sample (for publication support only)
Submit a PDF of no more than one page in length which includes a link to sample publication.

Refer questions in this area to Program Director, [Susan Dickson](#).

Local Arts Agencies

Local Arts Agencies Program Grant funds provide support to community-based organizations or an agency of city or county government that supports the growth and development of all of the arts in their identified area of service. Their primary purpose is to provide a support system and network to develop, deliver and sustain arts activities in the community. These organizations are also commonly known as community arts and/or culture councils or commissions.

In addition to the general guidelines for application attachments, applicants in Local Arts Agencies must include information listed below.

Application Narrative
Under History and Mission indicate whether the organization is a private not-for-profit organization or a unit of government. For both, describe the relationship, formal or informal, between the organization and the local municipality/municipalities within the specified geographic service area.

Discuss how the organization meets each of the standards of performance of a local arts agency:
- Governance by a board which reflects the needs of the organization and community it serves;
- Evidence of ongoing community cultural assessment and planning that involves the diverse population of the community;
- General promotion and encouragement of the public to understand, value and participate in the diverse art forms represented in the region;
- Continuity of professional (paid or volunteer) management and year-round operations;
- Services to a defined geographic area;
- Provision of at least three of the following programs and services in a variety of arts disciplines:
  - Regranting funds to artists and organizations;
  - Producing or presenting programs not otherwise offered within the region (e.g., festivals, public art, exhibitions, concerts, workshops);
  - Providing technical assistance to artists and arts groups;
  - Coordinating arts-in-education programs for schools and the community;
  - Functioning as a cultural advocate in the community;
  - Fund-raising for the benefit of artists and arts groups that provide programming in the service area;
  - Providing or managing facilities for the creation or presentation of the arts.

Do not submit Schedule. It will not be reviewed.

Do not submit Work Sample materials. They will not be reviewed.

Refer questions in this area to Program Director, [Encarnacion Teruel](#).

Media Arts

Media Arts Program Grant funds support the creation, promotion, distribution and broadcast of artworks created using film, video, digital, and audio as the primary media. This includes documentary, experimental, animated, narrative works, and programming about the arts. This does not include work that is primarily instructional, journalistic, archival, or promotional.

A higher priority will be given to locally-produced programs and applicants who have a commitment to advancing the field.

In addition to the general guidelines for application attachments, applicants in Media Arts must include information listed below.

Application Narrative

Under Community Involvement organizations should provide, when applicable, information and figures on any accessibility services e.g. CHRIS Radio, Radio Reading Service, captioning, or video description.

Program Specific Attachment: Distribution List

(Required only if applicant's programming includes distribution) Provide a detailed distribution listing for the last completed year and the current year not to exceed four pages. The listing should include:
  – Titles
  – Format
  – Pricing
  – Number of works sold or rented
  – The distribution process

Program Specific Attachment: Exhibition and Broadcast Schedule

(Required only for broadcasting organizations) Provide Nielsen or Arbitron weekly cumulative or weekly households' figures and information.

Work Sample

Submit a PDF of no more than one page in length which includes a link to a media work sample. The sample should:
  – Be related to the program for which funds are being requested
  – Demonstrate production values
  – Emphasize creative use of the medium

Radio applicant's Work Sample should feature work previously broadcast with no promotional voice over.

If the applicant broadcasts a diverse range of programs, provide a Work Sample of the strongest work.

Refer questions in this area to Program Director, Encarnacion Teruel.

Multi-Disciplinary

Multi-Disciplinary Program Grant funds support programming that involves two or more artistic disciplines. Programs should be distinct, not supplemental in nature, and must integrally involve each of the participating art forms rather than be in service to a single art form.

In addition to the general guidelines for application attachments, applicants in Multidisciplinary Arts must include information listed below.

Work Sample

(Required only for organizations that create performance-based work)

Submit a PDF of no more than one page in length which includes a link to a video work sample.

Refer questions in this area to Program Director, George Tarasuk.

Music

Music Program Grant funds support professional, regional, and community companies. This includes chamber, concert, contemporary, early, jazz, opera, orchestral, and vocal music.

In addition to the general guidelines for application attachments, applicants in Music must include information listed below.

Work Sample
Submit a PDF of no more than one page in length which includes a link to a media work sample.
- Include title of work, length and date of performance.
- Indicate what portion of the work sample should be reviewed, up to 10 minutes.

Refer questions in this area to Program Director, George Tarasuk.

Presenters Development

Presenters Development Program Grant funds support programs that facilitate exchanges between professional artists and audiences through performance opportunities. A presenter exercises responsibility over an ongoing schedule of work prepared or created outside the presenting organization.

Do not submit Work Sample materials. They will not be reviewed.

Refer questions in this area to Program Director, George Tarasuk.

Theatre

Theatre Program Grant funds support professional, regional, and community companies. This includes experimental, musical theatre, street performance, and theatre for young audiences.

Do not submit Work Sample materials. They will not be reviewed.

Refer questions in this area to Program Director, Susan Dickson.

Visual Arts

Visual Arts Program Grant funds support exhibitions, performance art events, promotional activities, publications, seminars, workshops, classes and projects in the service of visual arts.

In addition to the general guidelines for application attachments, applicants in Visual Arts must include information listed below.

Work Sample
Submit either *Organizational Images* or *Publication.*
- *Organizational images*: A PDF that includes up to 5 captioned images that depict organizational activities and/or space (e.g. installation views, gallery spaces, events, classes, building, etc.)
- *Publications*: A PDF of up to two different books or exhibition catalogues.

Refer questions in this area to Program Director, Jerome Grand.

Review Criteria and Process

Evaluation Criteria

Applications are evaluated based on the criteria listed below. All application materials are considered in the review of the application. The bullets under each criterion are examples of issues that may be considered. Bullets may not apply to every application, and they do not have separate point values. These bullets do not represent the only means of evaluating the criteria and are provided only as a guide. Each application is individually evaluated and scored on each criterion. The resulting score determines the application's ranking.

1. Pursuit of Excellence: 1-5 points
– Artistic quality of the work or project and the aesthetic or cultural impact on its audience
– Demonstrates movement towards artistic challenges
– Artistic mission expressed with clarity and purpose
– Innovation of activities

2. Organizational Capability: 1-5 points
– Evidence of sound management and planning
– Demonstrates financial responsibility and evidence of public and private financial support other than its request to the IACA
– Demonstrated personnel structure (paid or volunteer) to implement projects and programs
– Appropriateness and adequacy of facilities and equipment
– Evidence of ongoing assessment and evaluation

3. Community Involvement: 1-5 points
– Community is defined as the constituents served by the applicant. This community can be discipline, geographically, or culturally based.
– Accessibility of programming to the community, regardless of race, color, religion, sex, national origin, ancestry, sexual orientation including gender identity, disability, age, marital status, education, military status, unfavorable discharge from the military, or citizenship status
– Relevant programming that reaches and is reflective of the community served

– Service to areas or populations of Illinois that have limited access to arts programs
– Participation of community in organization's activities
– Impact of programming on the quality of life of community served

4. Serving Illinois Artists: 1-5 points
– Provides services or support to Illinois artists
– Offers economic opportunities for Illinois artists
– Encourages Illinois artists to create new works

5. Evidence of Community Support: 1-5 points
– Impact of volunteer services on the organization
– Impact of in-kind contributions on the organization
– Evidence of board support
– Evidence of additional community contributions

Scoring
The following values are assigned to each numeric point:

5 points	Outstanding
4 points	Excellent
3 points	Good
2 points	Marginal
1 point	Poor

Review Process
– The application is received and assigned 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 evaluation criteria.
– The final recommendations are presented to the Board for their consideration and approval.
– A record of the review process is maintained for all reviewed applications, applicants are encouraged to call for review feedback after receiving decision notification.

Notification and Compliance

Notification

All applicants will be notified of funding decisions once the IACA has reviewed and approved funding recommendations. Applicants approved for funding will receive a grants packet which includes a grant agreement and instructions regarding requirements for claiming the grant. Once all documents have been returned to the IACA and all requirements met, including the completion and filing of all previous fiscal year Final Reports, the grant will be processed and sent to the office of the State Comptroller for payment. The process of issuing payments can take up to six months once sent to the State Comptroller.

Appeals

An appeal of the IACA's decision must be made in writing within 30 calendar days of the date of the notification letter. Appeals are limited to situations in which incorrect information has been used in the panel process, procedural faults have occurred, or new information not available at the time of the panel meeting which, in the opinion of the panel chair, could significantly influence the recommendation is now available. Appeals should be addressed to the IACA Executive Director.

Final Report

All IACA grant recipients are required to complete and submit a final report no later than September 30, 2021, as stated on the grant agreement. The Final Report will report on the activities that took place during the grant period specified in the Grant Agreement.

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.

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

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