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Grantees included in cover photo collage: DanceWorks Chicago, Segundo Ruiz Belvis Cultural Center, Chicago Children's Choir, National Museum for Mexican Art, William O'Brien, Deeply Rooted Dance Theater, Oak Park Area Arts Council, Melissa Leandro, Janis Mars Wunderlich, 2019 3Arts Awards Celebration featuring a performance by Ayodele Drum & Dance Ensemble, and Freeport Art Museum.

Illinois Arts Council Agency Contacts

For specific information on this grant contact:

George Tarasuk
Program Director
Phone: +1 (312) 814-3916
Email: George.Tarasuk@illinois.gov

Accessible Guidelines

To obtain assistance regarding applications and written materials, contact the agency's

ADA/504 Access Coordinator:

Teresa Davis
Phone: +1 (312) 814-6753
TTY: +1 (888) 261-7957
Email: Teresa.N.Davis@illinois.gov

What's New and Different This Year **NEW**

The Illinois Arts Council Agency's (IACA) has made several changes for Fiscal Year 2022 (FY22). Please read the guidelines carefully to learn the full details, but here is a summary of what to watch for.

New Online Platform

In FY22 we are transferring to a [new online system](#) that is different than the eGrant system used in previous years. To help you navigate the new system there is a recorded webinar on the [IACA Workshops and Webinars page](#).

Updated Guidelines

Please note that nearly all sections of the guidelines have been updated. We ask you to please read through carefully for all details.

Artstour Roster

The IACA has collaborated with the Illinois Presenters Network to host an online [Artstour Roster of Artists](#). See page 4 for details.

COVID-19

While no one could have foreseen the effect the COVID-19 pandemic would have on the creative sector in fiscal year 2020 and 2021, we do know that the effects will be felt for many years to come.

COVID-19 related restrictions around communal gatherings has forced the performing arts community to adapt to varied challenges in presenting live arts, concerts, recitals, dance programs, and live theater.

The IACA understands that technology is playing a vital role in the performing arts community's ability to continue programming events. Given the current landscape, it is acceptable for applicants to include technologically related expenses, outside of capital improvements, in the budget. This may include non-traditional expenses such as but not limited to service fees, contractual tech support, training, etc.

All projects must be able to be completed while following the [Illinois Department of Public Health \(IDPH\)](#) health and safety guidelines related to the COVID-19 pandemic. Proposals will not be accepted that would put artists and/or community members at risk of contracting or spreading COVID-19.

Despite COVID-19 restrictions, all grant funds must be expended by the end of the grant period.

For more information or for specific questions and concerns, please email George Tarasuk, Program Director, at: George.Tarasuk@illinois.gov

Artstour & Live Music Grant Description

Artstour & Live Music (ATLM) provides support to eligible Illinois not-for-profit organizations seeking to present Illinois performing artists, companies, or groups for performances, collaborations, or short residencies held in conjunction with performances. This program cannot be used to support events that are part of a regular series by organizations already receiving General Operating Support grants in the discipline of Presenters.

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 and verification requirements.
- Artist, company, or group selected to present must be currently based in Illinois. Individual performers must be current residents of Illinois. Companies and groups must be based in Illinois.
- Applicant must submit all requested application materials a minimum of eight weeks before the project start date as identified in the application.

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 programs.

For further information and resources see the [ADA Compliance](#) page on the IACA website.

Deadline

This program has an open deadline. Applications must be submitted a minimum of eight weeks before the project start date as identified in the application. Applications are reviewed in the order in which they are received and will be accepted until the funds are fully committed or by May 15, 2022. In recent years, funds have been expended by or before January. Applicants are encouraged to apply as soon as possible.

Grant Period

Fiscal Year 2022 ATLM funds support activities occurring by August 31, 2022.

Program Restrictions

- Funds cannot be used for performances by artists, companies, or groups affiliated with the applicant organization.
- If multiple performances are proposed, each must take place within a reasonable time frame and adhere to IACA's [Policies and Priorities](#), and the ATLM guidelines.

Artstour Roster

The [Artstour Roster of Artists](#) is intended as a resource and is not a requirement to receive ATLM support. The Roster features Illinois touring artists, companies, and groups working in dance, mime, interdisciplinary performance, music, performance poetry, spoken word, storytelling, and theater. The online [Artstour Roster of Artists](#) is a collaboration between IACA and the Illinois Presenters Network. Artists/arts organizations interested in being listed on the Artstour Roster should contact: illinoispresenters@gmail.com.

Examples of programs:

- A library engages a storyteller to present stories during a children's story festival.
- A school district brings in a theatre company to perform at the local high school. In addition, the company visits the elementary school to work with 3rd and 4th graders involved in the school's upcoming theatre production.
- A theatre company collaborates with a folk musician in the creation and presentation of a new play.

- The local college brings a jazz orchestra to town to perform. The musicians also give a mini-performance at the local senior center.
- A dance company engages a classical music ensemble to provide live music for a performance.

Request Amount

Request amounts are calculated based on the information entered in the Budget form of the application. All applicants are eligible to request 50% of the contracted fee and may increase their request when the following conditions are met:

- **Add 5%** if it is the first time the applicant has worked with the artist, company, or group.
- **Add 5%** if the artist, company, or group’s home-base is at least 100 miles from the presenting venue.
- **Add 5%** if the artist, company, or group is contracted for between five and ten hours of residency activities in addition to the scheduled performance(s). Residency activities are educational, hands-on activities such as workshops, master classes, lectures, or demonstrations.
- **Add 5%** for block booking (booking with at least one other Illinois presenter while the artist is on tour). A tour is defined as a series of performances on the road, away from the artist, company, or ensemble’s home-base, necessitating overnight accommodations.
- **Add 5%** if project is a collaboration of multiple distinct performers or other collaborators, including contractual tech support. Applicants unsure if their project is a collaboration should contact IACA staff prior to submission.

Applicants may request a maximum of 75% of the contracted fee of the artist, company, or group. The minimum request per engagement is \$100. The maximum request per engagement is \$30,000. All requests should be rounded-down to the nearest five or ten.

Cash Match Requirements

Applicants must secure a cash match to cover the remaining portion of the contracted fee from sources other than the State of Illinois, including the Illinois Arts Council Agency. Do not include other project-related costs in the cash match.

Multiple Applications

Applicants may submit requests for up to two projects totaling no more than \$30,000 per request. Each project requires a separate application. Priority will be given to the first application received and subsequent applications will be considered as funding allows.

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 made within the [IACA online grant system](#) and be addressed to the IACA Executive Director.

Process, Notification, and Compliance

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. A record of the review process is maintained for all reviewed applications, applicants are encouraged to call for review feedback after receiving funding notification. Funding recommendations are presented to the Executive Director and the IACA board of directors for approval.

Notification

Notification will be sent approximately six weeks after IACA receipt of the application. If funded, this notification will include grant agreement and other required materials which must be completed and returned to authorize payment. **Once these documents are returned to the IACA, it will take at least two months and up to six months for payment to be issued by the State Comptroller.**

Compliance

Grant Acceptance

For awards to be processed all grant acceptance paperwork must be submitted to the IACA grants office. This paperwork should be submitted via the IACA online grant system and include:

- Grant agreement signed and dated by the authorizing official.
- Legal Status Disclosure Certificate (LSDC) signed and dated by the authorizing official.
- Organizations that receive an IACA 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 copies of the letters to include with your grant acceptance materials.

Final Report

All IACA grant recipients are required to complete and submit a final report by September 30, 2022. Notification and instructions for the final report will be sent to grantees in August.

FY22 grantees will be required to have submitted complete final reports for all grants awarded to them in FY21. The deadline to submit final reports for most grants awarded in FY21 is September 30, 2021.

The Final Report will report on the activities that took place during the grant period specified in the Grant Agreement. Failure to submit complete final reports will impact the awarding of any subsequent grant.

Documentation

Documentation of this project is important and may be helpful for program evaluation and building wider community support for future arts initiatives. Submit press releases, flyers, copies of student-produced artwork or video/audiotapes of presentations as part of the final report.

Crediting Requirements

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

“<YOUR ORGANIZATION NAME> acknowledges support 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.

Application Overview

IACA utilizes an [online grant system](#) to accept applications.

Please note for the FY22 ATLM Grant there is a new application portal/system. The Illinois eGrant system is closed for future applications. Much like eGrant, the new online ATLM 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 IACA website.

There is also a [user manual for the new online platform](#) on our website to help guide the application process. Please review this carefully and use as a reference.

How to Apply

First:

- 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.
- Negotiate a contract including the dates of performances and activities, fees, technical details, travel, etc.
- Prepare all required attachments and save them as PDFs

Next:

- Log into [IACA online grant system](#)
- Complete the electronic application in the IACA online grant system
- Upload all attachments required to the electronic application
- Successfully submit the electronic application to IACA online grant system a minimum of 8 weeks in advance of the project start date or by the deadline

Application Components

1. Applicant Information

Under this tab please create or update the entity applying for the grant. **For the ATLM grant this must be an organization.** This tab requires the following information:

- Organization Name and General Contact Information
- Contacts for Authorizing Official, Executive Director, Board President, and Accessibility Coordinator (a designated staff member responsible for overseeing

accessibility and completing Section 504 Self-Evaluation Workbook in the application)

- DUNS number, FEIN number, Fiscal Year Start Date (use format (MM/DD), and Fiscal Year Based On (select Starting Month or Ending Month)

Please note this information may be updated at any time. Please keep this information current to ensure communications from IACA reach the appropriate staff or board members.

2. Grant Programs Selection

Under the Grant Programs tab select the Artstour - 2022 Grant. The system will prompt the selection of the applicant organization to move forward.

On this main section please also provide:

- Appropriate Applicant Institution
- Applicant Discipline
- Grant Notification Official
- Artist, Group, or Company name
- Project Beginning Date*
- Project Ending Date
- Number of Performances
- Number of Residency Activities, if applicable
- Americans with Disabilities Act (ADA) Compliance information by certifying the completion of the Section 504 Self-Evaluation Workbook. For further information and resources refer to the [ADA Compliance](#) page.

*For collaborations, the start date should be based on the start of the collaboration as outlined in the contract and not the date of the performance.

Please note that after an application is started it will appear on the home screen in the online grant system. Within the grant application the requirements/sections will be listed along the left-side of the screen. Please access your draft application from here to avoid starting a duplicate application.

3. Supporting Documents

Refer to the descriptions for each of the attachments.

All attachments that are uploaded must be PDFs.

The attachments to be uploaded are:

- Narrative
- Contract
- Promotional Material – *may be pdf or url link*
- Project Schedule
- Block-booking information (*if applicable*)
- Proof of Illinois Not-for-profit Eligibility

4. Budget

Under this tab provide:

- Cash Match amount and source(s)
- Contracted Fee Amount
- Appropriate checkboxes to calculate percentage of fee allowed for IACA Grant Request

Note the request amount will self-populate as you complete the budget form.

5. 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 [IACA online grant system](#). The application will not be successfully submitted until the second submit button is clicked.

Evaluation Criteria

Proposals are evaluated based on the listed criteria. All required materials are considered in the review of the application.

- Artistic quality and professionalism of the artist, company or group selected;
- Quality of the proposed project;
- Evidence that the proposed project expands or diversifies the applicant's arts programming; and
- Proposed project's impact on target audience.
- Ability of the applicant to carry out the project.
- Evidence of planning, especially around live in-person events during COVID-19.

Application Attachments

Refer to the description for each of the following attachments:

- Narrative (no more than 1 page)
- Contract
- Promotional Material
- Project Schedule
- Block-booking information (*if applicable*)
- Proof of Illinois Not-for-profit Eligibility

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: ArtsCouncil_Narrative.pdf or IACA_Narrative.pdf

Narrative

Address the following areas in no more than one page:

- The project and how it will diversify, and/or expand current arts programming.
- Background of and rationale for the selected artist, company, or group.
- Target audience for the proposed project.
- Plan for informing and engaging the target audience.
- The intended impact on the applicant organization and target audience and how this impact will be measured.
- Include whether these are in person or virtual performances/activities. If in person, describe how you will meet social distancing guidelines.

Submit this document as a PDF file and named:
OrgName _Narrative.pdf

Contract

Submit a copy of the signed contract between the applicant organization and the artist, company, including additional contractual tech support. Contract/s must be signed by both parties and must include at minimum, the following:

- Details on performance(s) and other activities
- Dates
- Fees
- Technical requirements
- Travel

The total amount to be paid in the contract/s must equal to the total Contracted Fee on the Budget.

Submit this document as a single PDF file and named:
OrgName_Contract.pdf

Promotional Material

Submit promotional materials for the artist, company, or group. The promotional material must include information on the following:

- Professional background
- Touring history
- Fees
- Services
- Link to video, audio samples, and/ or websites

This attachment may consist of multiple pages of materials or a link to online material.

If uploading a document, submit this document as a PDF file and named: OrgName_Promotion.pdf

If submitting a link select the "Provide a link" button and enter a working url.

Project Schedule

Submit a schedule for the project.

Include the following fields for each activity:

- Activity type (performance, residency activity, collaboration, etc.)
- Date and time of the activity
- Length of the activity
- Activity location (facility name and address)
- Anticipated audience or participant number

Submit this document as a PDF file and named:

OrgName_Schedule.pdf

Block-booking information (if applicable)

Submit a list of additional presenters for block booking, if applicable. Include the following for each presenter:

- Name of Presenter
- Address, City State Zip
- Contact Person
- Email
- Phone
- Website
- Date(s) of performance(s)

Submit this document as a PDF file and named:

OrgName_block.pdf

Proof of Not-for-Profit Eligibility

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 and named:

OrgName_NFP.pdf

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.

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 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.