General Operating Support Grant

Guidelines for Fiscal Year 2023
Deadline: March 15, 2022

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

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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

Informational Opportunities

Opportunities to connect with IACA staff for questions:

– General Operating Support Grant Webinar, pre-registration is required:
  o Wednesday, January 26, 2022 at 1:00pm

– Drop-in sessions for questions, pre-registration is not available. To join click on the link at the meeting time:
  o Friday, January 28, 2022 at 1:00pm
  o Friday, February 4, 2022 at 1:00pm
  o Friday, February 18, 2022 at 1:00pm
  o Friday, March 4, 2022 at 1:00pm
  o Friday, March 11, 2022 at 1:00pm

Grantees included in cover photo collage - Left side, top to bottom: Segundo Ruiz Belvis Cultural Center; McLean County Arts Center; Snow City Arts *Personal Anthem* by Abril, age 17; Melissa Leandro, *Flores y Conejos*; 3Arts 2019 Award Celebration; Oak Park Area Arts Council, *Bliss*; Marwen. Right side, top to bottom: Sun Foundation, 2019 3Arts Awards Celebration featuring a performance by Nejla Yatkin; National Museum of Mexican Art; Deeply Rooted; William O'Brien, *The Protectors*; Midwest Folk Festival; Rivendell Theatre Ensemble; Freeport Art Museum.

What's New and Different This Year

The Illinois Arts Council Agency (IACA) has made several changes to this grant program for Fiscal Year 2023 (FY23). Please read the guidelines carefully to learn the full details, but here is a summary of what to watch for.

Deadline
The deadline for submission is Tuesday, March 15, 2022 by 11:59pm.

Updated Program Directors
You may have a new Program Director overseeing your discipline. See page 4 for details.

DUNS to UEI Transition
IACA applicants will need to confirm (or register for) a Unique Entity ID (UEI) in their SAM.gov account to maintain active GATA registration. See page 6 for details.

Grant Acceptance Process
If awarded, there are multiple steps to accept your grant detailed under Compliance. See page 8 for details.

Applicant Information
As part of the application process, applicants must check the details in the Applicant Information tab to confirm they are current. This includes populating the new UEI field. See page 10 for details.

Application Narrative and Budget Explanation
IACA asks applicants to incorporate details on COVID and work on Diversity, Equity, and Inclusion where appropriate and necessary for your organization. Please see pages 13 and 15 respectively for details.

Board and Personnel Attachments
The Board and Personnel attachments are two separate uploads that both require use of the IACA template and are both limited to one page each. See page 15 for details.

Section 504 Self-Evaluation Workbook
Applicants must upload their complete ADA Section 504 Self-Evaluation Workbook. See page 16 for details.

Schedule
The schedule no longer requires the use of a template. The details required for this attachment are discipline specific. See page 16 for details.

Promotional Materials
Promotional materials may be uploaded or entered with a direct url link. If a file is uploaded this is the only attachment that may have a file type other than pdf. See page 16 for details.

Illinois Arts Council Agency Contacts

For specific information on this grant, contact the appropriate program staff. Please be aware staff is working remotely and it is recommended to reach out to them via email for more direct communications.

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

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

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

Multidisciplinary, Theatre:
Jackie Banks-Mahlum
Program Director
Phone: +1 (312) 814-4990
Email: Jackie.Banks-Mahlum@illinois.gov

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

General Operating Support Grant Description

The Illinois Arts Council Agency's (IACA) General Operating Support Grants are offered to established not-for-profit organizations that make a significant local, regional, or statewide impact on the quality of life in Illinois.

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.

Grant Disciplines
General Operating Support Grant applicants must select one of the following Disciplines in which to apply.
  – 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.

For Arts Service Organization questions please contact Program Director, Teresa Davis. For Partners in Excellence questions please contact Program Director, Jackie Banks-Mahlum.

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, and be able to provide an operational budget, for at least one full fiscal 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 programs.

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

Illinois Grant Accountability and Transparency Act (GATA)
- Before submitting an application through the IACA online grant 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).
- An organization must be in good standing with GATA through the entirety of the application and grant period.
- Please note that GATA must be renewed annually. It is your organization's responsibility to maintain an active GATA registration.
- Refer to the Grant Accountability and Transparency Act page on the IACA website for specific details.

DUNS to Unique Entity ID (UEI) Transition
As part of the SAM.gov registration necessary for GATA qualification applicants had previously entered their DUNS number. Beginning April 4, 2022 all Federal Systems will no longer accept DUNS numbers and will require a UEI number. For all applicants with an established SAM.gov account (active or inactive) the UEI number can be found by logging into your SAM.gov account. New applicants will set-up a UEI as part of the SAM.gov registration. The General Service Administration (GSA) has created this video to assist in this transition.

All applicants must enter their new UEI number in the Applicant Information tab during the application process.

For more information on the UEI transition, please visit GSA's DUNS to Unique Entity ID (SAM) Transition resource page.

Applicant Restrictions
- Colleges, universities and organizations whose primary services are not arts-related, may only apply for costs related to public arts programming activities. College and university arts programs and projects must involve the general community beyond college or university students, faculty, and staff.
- Multiple applications are not accepted from an organization for General Operating Support Grant and Grants to Arts Service Organizations and Partners in Excellence Programs EXCEPT FOR colleges and universities. 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 FY23 General Operating Support Grant deadline is Tuesday, March 15, 2022. The application must be successfully submitted by 11:59 PM CST to IACA's online grant system.

Please note that all draft applications will be removed from the IACA system 30 days after the deadline.

Grant Period
FY23 General Operating Support Grant supports activities occurring between September 1, 2022 and August 31, 2023.

Award Amount

Applicants do not request a specific amount. The IACA anticipates that awards will generally range from $500 to $25,000. Grants will be based on these factors:
– The IACA FY23 budget allocation
– The organization's FY20 cash expenses
– The review score given to the application
– The total number of applications approved by the IACA board for funding.

Cash Match Requirements

General Operating Support 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.
– For further information refer to the Financial Glossary.

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.
– Applications which have been ruled ineligible or incomplete will not be reviewed.
– Applications are reviewed based on the evaluation criteria (*see page 12)*.
– The final recommendations are presented to the IACA 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

All applicants will be notified of funding decisions once the IACA has reviewed and approved funding recommendations. Applicants approved for funding will receive, via email, instructions regarding requirements to accept and claim the grant (see Grant Acceptance section below). Once all documents have been returned via the IACA online grant system 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. **The process of issuing payments can take up to six months once the payment voucher has been received by the State Comptroller.**

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. If you have questions on the direct deposit you will need to contact the Illinois Comptroller's office as IACA cannot answer questions on the direct deposit.

Compliance

Grant Acceptance
For awards to be processed all grant acceptance documents must be submitted to the IACA grants office. Grant acceptance is a multi-step process that requires uploads to the online grant system 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 IACA online grant system include:
– W9
– Copies of letters submitted to legislators. 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 electronic copies of the letters to include with your grant acceptance materials.
– Grant agreement signed and dated by the authorizing official.
– Legal Status Disclosure Certificate (LSDC) signed and dated by the authorizing official.

Applicants approved for less than $20,000 in funding will be requested to upload a W9 and copies of the legislative letters to [IACA's online grant system](#). Following the upload of these documents the Authorizing Official will be sent a link to sign the grant agreement and LSDC via Formstack.

Applicants approved for $20,000 or more in funding will be sent the grant agreement and asked to upload a sign and scanned copy of the grant agreement, LSDC, a W9, and copies of the legislative letters to IACA's online grant system.

Final Report
FY23 GOS grantees will be required to complete and submit a final report no later than September 30, 2023, as stated on the grant agreement.

FY23 GOS grantees will be required to have submitted complete final reports for all grants awarded to them in FY22.The deadline to submit final reports for most grants awarded in FY22 is September 30, 2022.

The final report for GOS grants will explain how the IACA funding was spent and if the purpose and mission of the organization was maintained. Failure to submit complete final reports will impact the awarding of any subsequent grant. All reports will be completed through the online Salesforce system.

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. The IACA Salesforce GOS online application consists of form field components and the uploading of required documents. Each component must be completed and submitted in the required format by the deadline.

For complete instructions, including a user manual, please go to the Using Salesforce section of the IACA website.

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

How to Apply
First:
– Verify eligibility including GATA prequalification (*see page 6*)
– Gather three consecutive years of complete (i.e. audited or board approved) financial data (FY18, 19, and 20)
– Prepare all required attachments and save them as PDFs (other file types and link options are available for the promotional materials)

Next:
– Log into IACA online grant system
– Review and update the Applicant Information tab – or add an applicant if applying for the first time
– 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

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Application Components

1. Applicant Information
Under this tab please create or update the entity applying for the grant. **For the GOS grant this must be an organization**. **All applicants must update this tab to include the new UEI number (see DUNS to UEI page 6 for details).**

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, UEI number, FEIN number, and Fiscal Year Start Date (use format (MM/DD)

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 most applicants will select the "General Operating Support - 2023 Grant". Local Arts Agencies should select "LAA General Operating Support – 2023" Grant. The Local Arts Agency application will have an invitation code that will be provided to you by Program Director Teresa Davis. If

the user has multiple applicants set up, the system will prompt the selection of the applicant organization to move forward.

On this main section please also provide:
– Appropriate Discipline
– Grant Notification Official
– Applicant's Website
– Confirmation that the Applicant Information tab has been updated including the addition of the new UEI number

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.

3. Supporting Documents
All listed attachments are required, with the exception of the Schedule for Local Arts Agencies.

With the exception of promotional materials, all attachments that are uploaded must be PDFs. Failure to meet this requirement will make the application ineligible. Direct links may be entered only for the promotional materials.

The attachments to be uploaded are:
– Application Narrative (note specific requirements for Ethnic & Folk Arts, Literature, Local Arts Agencies, and Media Arts)
– Budget Explanation
– Board Listing (use required template)
– Personnel Listing (use required template)
– Section 504 Self-Evaluation Workbook
– Schedule (note this is discipline specific)
– Promotional Materials (may be uploaded or a direct url link)

4. Financial Information / Budget
Under this section, provide a summary of the total public arts programming budget for the three consecutive years specified in the system (FY18, FY19, and FY20): Revenue, Expenses, and Additional Financial Data. For further information refer to the Financial Glossary.

Colleges, universities, and organizations whose primary services are not arts-related should provide financial data solely related to public arts programming activities.

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

Applications are evaluated on the criteria 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 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
- Demonstrates movement towards artistic challenges as defined by the board and community
- 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. 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

4. 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

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

Application Attachments

Refer to the description for each of the following attachments:
 – Application Narrative
 – Budget Explanation
 – Board Listing (use required template)
 – Personnel Listing (use required template)
 – Section 504 Self-Evaluation Workbook
 – Schedule (note this is discipline specific)
 – Promotional Materials (may be uploaded or a direct url link)

Formatting attachments
With the exception of Promotional Materials, Board Listing, and Personnel Listing, all documents 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. It is suggested to use the header/footer feature and page numbering tool in your word processor software.
 – Be organized using the bold-face 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

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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 bold-face headings in the order they appear below. Bullets under the Narrative headings should be used as guides in organizing responses to the headings, although response to each bullet is not mandatory. However, applicants should be aware that they may be required to include discipline-specific information in the narrative.

IACA fully acknowledges the challenges arts organizations have faced in the past two years. Most, if not all, grantees have both suffered losses (of many types) due to COVID. And most grantees have also begun, or continued, the critical work around Diversity, Equity, and Inclusion. IACA is asking that applicants tell the story of these unique challenges, and opportunities, where appropriate and necessary within 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.

Applicants in the areas of Ethnic & Folk Arts, Literature, Local Arts Agencies, and Media Arts have specific narrative instructions in addition to the general narrative headings listed below.

Go to Discipline Specifics (*beginning on page 17*) for detail.

Organization Mission and History
 – Clearly state the organization's mission
 – Briefly describe the organization's history (this may include details last year of the organization)

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, evaluation, and areas for growth

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

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

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 volunteers and/or In-Kind contributions play in the organization

Applicants in the following areas should refer to their Discipline 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 FY20 column
– Explain how in-kind amount listed was determined
– When applicable, include an hourly pay scale for contracted artists

Please use this attachment to detail both financial losses due to COVID-19 as well as emergency funds that may have been secured.

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

Board Listing

Please use provided template that is required for this supporting document. On no more than one-page list the Board members of your organization.

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.

The list includes:
– List the names current board of directors
– Their professional affiliation
– The city or town in which they reside

Submit this document as a PDF file named: OrgName_Board

Personnel Listing

Please use provided template that is required for this supporting document. On no more than one-page list the Key Personnel of your organization.

The list includes:
– List current key personnel and staff
– Job title
– Position status, e.g. full-time, part-time, or volunteer

Submit this document as a PDF file named: OrgName_Personnel

Section 504 Self-Evaluation Workbook

Submit the Americans with Disabilities Act (ADA) Compliance information by uploading a completed the Section 504 Self-Evaluation Workbook. For further information and resources refer to the ADA Compliance page.

Submit this document as a PDF file named: OrgName_504

Schedule

Required for all grant applicants with the exception of Local Arts Agencies. On no more than four pages, list significant activities in chronological order from the two most recently completed years. Do not list activities beyond December 31, 2021.

Applicants should refer to their Discipline for additional information required for the Schedule Attachment. Discipline specifics begin on page 17.

Submit this document as a PDF file named: OrgName_Schedule

Promotional Materials

Submit at least one, 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, at least one example acknowledging IACA support is required. If an applicant has an example of a season or class brochure that is also acceptable.

Materials should be uploaded into the Illinois online grant system in the following formats:
 – Acceptable formats are: .pdf, .jpg, .jpeg, .png, .gif, .tif, .tiff, .bmp, .vsd OR
 – A direct link to web-based promotional materials

Uploaded files should be named: OrgName_Promotional

Discipline Specifics

Grant applicants must select one of the following Disciplines in which to apply.
- Arts-in-Education
- Dance
- Ethnic & Folk Arts
- Literature
- Local Arts Agencies
- Media Arts
- Multidisciplinary
- Music
- Presenters Development
- Theatre
- Visual Arts

Arts-in-Education

Arts-in-Education 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
If preferable, group by activity type. Include the following information, when applicable:
- Activity title
- Type, e.g. class, workshop, residency, lecture, exhibition, etc.
- Date(s)
- Discipline, e.g. dance, music, visual arts, theatre, multidisciplinary, etc.
- Total number of occurrences
- Location, or specify if online
- Targeted audience, e.g. K-3, general, teachers, etc.
- Number of students involved
- Number of educators or teaching artists involved
- Schools served
- Indicate with a plus sign (+) activities intended to engage new audiences
- Indicate with an asterisk (*) activities featuring Illinois artists

Refer questions in this area to Program Director,
[Jerome Grand](mailto:).

Dance

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

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

Schedule

If preferable, group by activity type. Include the following information, when applicable:
 – Event or class title
 – Date(s) and hours
 – Total number of occurrences or performances
 – Location/name of site (or specify if event/class was online)
 – 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), Virtual (v)
 – Indicate with a plus sign (+) activities intended to engage new audiences
 – Indicate with an asterisk (*) activities featuring Illinois artists
 – Number of paid Illinois residents that participated in this event/occurrence (include artists, technicians, performers, etc. Do not include salaried employees.)

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

Ethnic & Folk Arts

Ethnic & Folk Arts 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 Grant funds support organizations whose programming encourages, promotes, conserves, and honors the diverse ethnic, folk, and community-based art forms and cultural practices 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.

Schedule

If preferable, group by activity type. Include the following information, when applicable:
- Event or class title
- Date(s) and hours
- Total number of occurrences or performances
- Location/name of site (or specify if event/class was online)
- 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), Virtual (v)
- Indicate with a plus sign (+) activities intended to engage new audiences
- Indicate with an asterisk (*) activities featuring Illinois artists
- Number of paid Illinois residents that participated in this event/occurrence (include artists, technicians, performers, etc. Do not include salaried employees.)

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

Literature

Literature 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 or 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 General Operating Support 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 Grant area must include the information listed below.

Application Narrative

Incorporate the following information into the narrative:
Within the Mission and History section include the following:
- Description of intended audience/reading community served locally, nationally, and internationally
Within Pursuit of Excellence section include the following if the main purpose of the organization is publishing:
- Describe the editorial approach

Within the Serving Illinois Artists section describe the following:
– Efforts to connect with and serve Illinois writers and poets
– System for paying editors, writers, and contributors if publishing is main activity

Within the Community Involvement section describe the following:
– The use of universal access technologies (Braille, recorded books, large type, etc., and 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 intended audience and the general public.

Within the Evidence of Community Support section describe:
– Readership and/or subscription numbers
– Audience numbers and feedback for conferences, readings, workshops

Schedule
If preferable, group by activity type. Include the following information, when applicable:
– Event or class title
– Date(s) and hours
– Total number of occurrences or performances
– Location/name of site (or specify if event/class was online)
– 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), Virtual (v)
– Indicate with a plus sign (+) activities intended to engage new audiences
– Indicate with an asterisk (*) activities featuring Illinois artists
– Number of paid Illinois residents that participated in this event/occurrence (include artists, technicians, performers, etc. Do not include salaried employees.)

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

Local Arts Agencies

Local Arts Agency 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 are required to include the 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:
  o Regranting funds to artists and organizations;
  o Producing or presenting programs not otherwise offered within the region (e.g., festivals, public art, exhibitions, concerts, workshops);
  o Providing technical assistance to artists and arts groups;
  o Coordinating arts-in-education programs for schools and the community;
  o Functioning as a cultural advocate in the community;
  o Fund-raising for the benefit of artists and arts groups that provide programming in the service area;
  o Providing or managing facilities for the creation or presentation of the arts.

Do not submit Schedule. It will not be reviewed.

Refer questions in this area to Program Director,
Teresa Davis.

Media Arts

Media Arts 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.

Schedule
If preferable, group by activity type. Include the following information, when applicable:
– Event or class title
– Date(s) and hours
– Total number of occurrences or performances
– Location/name of site (or specify if event/class was online)
– 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), Virtual (v)
- Indicate with a plus sign (+) activities intended to engage new audiences
- Indicate with an asterisk (*) activities featuring Illinois artists
- Number of paid Illinois residents that participated in this event/occurrence (include artists, technicians, performers, etc. Do not include salaried employees.)

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

Multidisciplinary

Multidisciplinary 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.

Schedule
If preferable, group by activity type. Include the following information, when applicable:
- Event or class title
- Date(s) and hours
- Total number of occurrences or performances
- Location and capacity
- 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), Virtual (v)
- Indicate with a plus sign (+) activities intended to engage new audiences
- Indicate with an asterisk (*) activities featuring Illinois artists
- Number of paid Illinois residents that participated in this event/occurrence (include artists, technicians, performers, etc. Do not include salaried employees.)

Refer questions in this area to Program Director,
Jackie Banks-Mahlum.

Music

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

Schedule
If preferable, group by activity type. Include the following information, when applicable:
- Event or class title
- Date(s) and hours
- Total number of occurrences or performances
- Location and capacity
- 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), Virtual (v)
- 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

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

Presenters Development

Presenters Development 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.

Schedule

If preferable, group by activity type. Include the following information, when applicable:
– Event or class title
– Date(s) and hours
– Total number of occurrences or performances
– Location and capacity
– 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), Virtual (v)
– 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

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

Theatre

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

Schedule

If preferable, group by activity type. Include the following information, when applicable:
– Production or event title
– Date(s)
– Total number of occurrences or performances
– Location
– Type, e.g. performance, workshop, reading, etc.
– Targeted audience, e.g. K-3, general, teachers, etc.
– Genre, e.g. youth, musical, puppetry, etc.
– Attendance figures: Actual (ac), Paid (pd), Complimentary (comp), Virtual (v)
– Indicate with a plus sign (+) activities intended to engage new audiences

– Indicate with an asterisk (*) activities featuring Illinois artists
– Number of paid Illinois residents that participated in this event/occurrence (include artists, technicians, performers, etc. Do not include salaried employees.)

Refer questions in this area to Program Director,
Jackie Banks-Mahlum.

Visual Arts

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

Schedule
If preferable, group by activity type. Include the following information, when applicable:
– Event or class title
– Date(s) and hours
– Total number of occurrences or performances
– Location/name of site (or specify if event/class was online)
– 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), Virtual (v)
– Indicate with a plus sign (+) activities intended to engage new audiences
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Refer questions in this area to Program Director,
Susan Dickson.

For general information contact:
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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.

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