

INDIVIDUAL ARTISTS PROGRAM

2019

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City of Chicago
Mayor Rahm Emanuel

CHICAGO DEPARTMENT OF
DCASE
CULTURAL AFFAIRS & SPECIAL EVENTS

INDIVIDUAL ARTISTS PROGRAM OVERVIEW

The mission of the Cultural Grants Program is to play an active role in the development of Chicago's arts and culture community by funding artists and arts organizations that have the potential to meaningfully contribute to the City's cultural vitality.

The Individual Artists Program aims to support this mission by assisting Chicago's professional artists in creating work that elevates their careers and brings value to the City of Chicago. Through this program, DCASE will award project grants to resident Chicago artists over the age of 18 across numerous disciplines and through six funding categories.

This is a highly competitive and prestigious program designed to support the applicants with the strongest merit and vision. We anticipate that approximately 35% of applications will be funded. **Grants may be larger or smaller than your request based on our available budget and the strength of the application.**

Cultural Grants Staff Contact Information:

Kalena Chevalier – Program Director
Julie Partynski – Grants Administrator
Meghan Beals McCarthy –
ArtsSpace Grants Coordinator

Please direct all inquiries to:
culturalgrantmaking@cityofchicago.org

Note: Due to the high volume of inquiries, please allow 48 hours for a response.

There will only be one grant intake process for 2019. Artists Must Select Only **ONE** Funding Category:

- Chicago Projects
- Touring Projects
- Mobile and City-Wide Projects
- Works in Progress
- Social Practice
- Professional Advancement and Creative Research

The link to the application can be found on our website as of
October 1, 2018:

<http://www.chicagoculturalgrants.org>

INDIVIDUAL ARTISTS PROGRAM

2019 CALENDAR

Event	Dates	Description
Grant Period	The grant period will be January 1, 2019 – December 31, 2019 or January 1, 2019 – August 31, 2019, depending on the timing of your project.	If awarded, all grant funds must be expended by the grantee during the grant period.
Applicant Workshops		Attending an application assistance workshop is strongly encouraged, but not required. Register online via chicagoculturalgrants.org .
Application Guidelines Available	October 1, 2018	
Application opens	October 1, 2018 at 9:00 AM CST	
Application deadline	November 15, 2018 @ 5:00 PM CST	No extensions will be granted.
Notification of Results	February 2019	All applicants will be notified via e-mail sent to the address on file in the CyberGrants system. Please be sure to update your contact information when you apply.
Contracting period	March-May 2019	Grant agreements and necessary attachments will be completed by grantees and processed by the cultural grants team and the finance department.
Payments disbursed	June 2019	This is a projected payment timeline that is subject to change.
Final reports due	January 31, 2020	Reports will be completed electronically. Reports will open in December 2019.

2019 Application Assistance Workshop Schedule

All applicants are highly encouraged to attend an Application Assistance Workshop.

Workshops at the Chicago Cultural Center, 78 E. Washington Street, Chicago

Thursday, October 4: 5:00pm - 7:00pm in 5th Floor Millennium Park Room

Thursday, October 11: 9:00am -11:00am in 5th Floor Millennium Park Room

Tuesday, October 16: 5:00pm - 7:00pm in 5th Floor Millennium Park Room

Thursday, October 18: 12:00pm - 2:00pm in 5th Floor Washington Room

Wednesday, October 24: 2:00pm – 4:00pm in 5th Floor Millennium Park Room

Rooms are subject to change.

Workshop at Segundo Ruiz Belvis Cultural Center, 4048 W. Armitage Ave., Chicago

Wednesday, October 17: 7:00 – 9:00pm

Workshop at Chicago Filmmakers, 5720 N Ridge Avenue, Chicago

Thursday, November 1: 7:00 – 9:00pm

Workshop at La Luz Gallery, 1545 W. 18th St, Chicago

Thursday, November 8: 7:00 – 9:00pm

**To sign up for a training session, go to:
www.chicagoculturalgrants.org**

IAP Eligibility Criteria

To be eligible for an IAP Grant, grant applicants must:

- Be a resident of the city of Chicago, Illinois with a valid street address (no PO boxes). A Driver's License or State I.D. must be provided. No other proof of residency will be accepted. Chicago must be the home base and geographic focus for applicants.
- Be a United States citizen or a permanent legal resident.
- Be at least 18 years old.
- Work within one or more of the following disciplines/areas: Architecture, Dance, Design (includes Fashion, Industrial, and Costume), Interdisciplinary, Literary Arts, Media Arts and Film, Music, Performance Art, Photography, Public Art, Social Practice, Sound Art, Theater, Visual Arts. Please note that Culinary Arts is not an eligible discipline.
- Be a professional artist. This is defined as someone who:
 - Has specialized training in the field (not limited to academic training).
 - Has demonstrated success in the arts through the creation of high quality work and/or contributions to the field.
 - Is recognized as a “professional” by peers (artists working in the same discipline) and experts in the field.
 - **Has at least a two-year history of public presentation or publication.**
 - *It should be noted that the word “professional” refers to the nature of the artist’s commitment to his or her art form as his or her primary vocation rather than the amount of financial remuneration earned from the creative endeavor.*

Geographic Dispersion of IAP Funds

DCASE’s Cultural Grants Program strives for an equitable distribution of artistic services across the city. Additionally, when evaluating applications, panelists will be instructed to consider geographic access as one of many review criteria to ensure the support of projects created by or serving residents of Wards which have been historically underserved with little access to arts and culture activities or resources.

NOTE:

DCASE is unable to pay grant funds to individuals with outstanding, existing debt with the City of Chicago. Please pay off any existing debt (parking tickets, utility bills, etc.) prior to applying for an IAP grant.

Funding Restrictions:

DCASE IAP funds cannot be used to support:

- **Applicant compensation. Applicants may not use DCASE grant funds to pay themselves.**
- Capital improvements or the purchase of permanent, depreciable equipment (e.g. office/electronic equipment, cameras, musical instruments, amplifiers, stereos, cameras).
- No more than 50% of a grant to a single individual.
- Individuals enrolled in undergraduate college/university studies of any kind.
- Tuition for a degree or certificate-based, university-level educational program.
- Past IAP grantees that have not completed the required Final Report for their funded project or failed to execute a project in alignment with a funded proposal.
- An applicant or collaborator on more than one proposed project.
- Applicants seeking funds for projects considered to be hobbies or of a therapeutic or recreational nature.
- Banking fees, PayPal fees, or service fees from crowd funding projects.
- Food or beverage expenses, unless the food or beverage costs are a critical part of/critical materials for the artistic project.
- Fundraising events, religious ceremonies or events, or advocacy of specific political causes or candidates.
- Vehicle rental of any kind.
- Travel expenses **except where noted in category descriptions.**

NOTE:

All IAP grant recipients will be taxed on the amount awarded. The percentage will be based on your taxable income bracket. The City of Chicago Comptroller’s office will send a 1099 Form to the lead applicant/artist on each project. Please plan ahead.

GENERAL GUIDELINES/KEY POINTS

- **What is a project?:** A project has explicit goals/objectives, and a predetermined cost that does not equal the artist's total annual budget for artistic work. Projects with multiple components must show that there are cohesive goals that tie the project together
- **Grant Period:** The grant period will be January 1, 2019 – December 31, 2019 or January 1, 2019 – August 31, 2019, depending on the timing of your project. If awarded, all grant funds must be expended by the grantee during the grant period. You will be notified of your grant period when grant decisions are made.
- **Grant Size: We will accept requests up to \$5,000 across all categories.** DCASE may award larger or smaller grants than those requested by applicants based on our available funds, the strength of the proposed work, and the clarity of the submitted budget. **Note:** If you are a City of Chicago employee, you are only eligible to receive \$1,000.00.
- **Eligible Expenses:** All project expenses that will be incurred during the grant period and are NOT listed under Funding Restrictions are eligible for support through this program. These expenses include studio and venue rental fees, fees paid to individuals serving as collaborative and contracted artists, and the cost of raw materials needed to create art.
- **Payment/Reimbursement:** Grants will be made in a single, one-time payment following the successful completion of the grant agreement. Given the time it takes to review applications and complete the contracting and payment processes, **IAP grants are likely to serve as reimbursements** for cash expended by the applicant for eligible expenses during the grant period. **Plan for personal cash flow to cover expenses up front. The payment timeline projected in this application is subject to change.**

GENERAL GUIDELINES/KEY POINTS

- **Previous IAP Grantees:** An artist can receive funding through IAP for up to three **consecutive** years before he or she is required to take one year off from applying. If you have received a grant in 2016, 2017, **and** 2018, you may not apply for the 2019 cycle. Artists working on long-term, large-scale projects may apply to receive additional support for a project previously supported by IAP. In this instance, be sure your 2019 application (1) clearly shows substantial progress of the work since the last application and (2) requests funding for distinct and unique aspects of the project not previously funded by DCASE. Preference will be given to unique, innovative projects that have not previously received funding. To see a list of past IAP grantees, please visit www.chicagoculturalgrants.org.
- **Collaborative Projects:** DCASE will accept IAP applications for collaborative projects. DCASE defines a "collaborator" to be someone who is considered to be a co-owner of the project and a generative part of the team, with some level of artistic control over its outcome. A collaborator is NOT someone who provides services on a work for hire or independent contractor basis. If applying on behalf of a collaboration, applicants must select a Lead Artist to be responsible for all application and grantee requirements, if funded. This Lead Artist must meet all IAP eligibility requirements and play a principal role in the proposed project. If funded, this person will receive the grant funds in their name on behalf of the group and will be required to pay Federal taxes on any amount awarded. **If you are listed as a collaborator on an IAP application you cannot also apply for your own IAP grant.** If you are applying on behalf of a collaboration, you will also need to supply resumes and statements of commitment from all collaborators.
- **Artists Affiliated with Organizations:** Artists affiliated with 501(c)(3) non-profit organizations currently funded by DCASE's other grant programs, or other arts organizations, remain eligible to apply for IAP. However, applicants must ensure proposed projects are self-directed and independent from the work of the organization with which they are affiliated. The individual artist must be responsible for executing the proposed project and for raising a majority of the funds for the project. Projects for which the intellectual property holder is not an individual are not eligible.
- **Prohibition Against "Double Dipping":** If you are receiving or applying to receive support from DCASE for this work in another capacity (e.g., rehearsal space at the Cultural Center, performance opportunities, exhibition space), note that you may only seek grant support for project expenses not covered by another division of DCASE. Priority will be given to projects not receiving other DCASE support.

HOW TO APPLY

Links to applications can be found on our website beginning
on **October 1, 2018:**
<http://www.chicagoculturalgrants.org>

All applicants must apply using our online grants application software program, CyberGrants.

- Previous applicants can log in using their previously created login information and should be sure to update all contact information throughout their CyberGrants account. If you do not remember your login/password, please contact CyberGrants by clicking on the “Have a technical support question?” link at the bottom of the login page.
- New applicants will be required to register and create an account upon accessing the system. Since this is an individual artists program, please enter your Last Name, First Name when the registration system asks for your Organization Name.
- The application questions are meant to help artists think through a project from start to finish and provide information about its intended outcomes, audience, and impact on the artist’s career. Read and follow all directions and guidelines to ensure that your application is complete and accurate before submitting. You can save your work and return to complete the application at a later time.
- Even though you can type your responses to application questions directly into the online application, it is a good idea to draft your answers in a separate document, then copy and paste into the online application. This will prevent any loss of work due to internet connectivity or other technical issues encountered. Do not use formatted text (such as italics or bold print) or special characters, such as quotation marks (“) or asterisks (*).
- We recommend that you have someone review your narrative that does not do similar work to you, to ensure that your goals and project plans are clear and understandable.
- We strongly recommend that you begin your application well before the due date to familiarize yourself with the CyberGrants software system and to address any application components about which you may need further clarification. We also strongly encourage applicants to submit earlier than the stated deadline. The DCASE Cultural Grants Team will answer questions and help you troubleshoot technical issues to the best of our ability. **Please note that our office receives numerous troubleshooting inquiries within the hours prior to the final submission. Therefore, we strongly encourage you to contact us as early as possible to ensure our assistance before the deadline.**

NOTE: LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR REVIEWED.

Chicago Projects

Description: Awards in this category support exhibitions, productions, events and projects that will be made open and accessible to Chicago residents during the grant period. The public component can be ticketed or free to attendees.

Examples of eligible projects:

- Play or performance art production, public reading or presentation of a work in progress.
- Dance performance.
- Music performance or concert.
- Film screening, series or festival.
- Art exhibition, or singular work of visual art work that will be displayed for the public.
- Fashion show, or design that will be displayed in a fashion show.
- Presentation of a masterclass or workshop series for artists.
- Public art works including sculptures and murals.

Priorities:

- A strong and original artistic vision, purpose or theme.
- New work or the expansion of existing work.
- Work that is highly impactful for an artist's career.
- Increasing public access to and participation in high-quality arts activities/events (especially for underrepresented populations.)

Review Criteria:

All proposals in this category will be evaluated based on the following criteria:

- **Artistic Merit:** The professional capabilities of the applicant as showcased by a strong history of work that demonstrates excellence. Reviewers will assess artistic merit by reviewing all submitted materials, with a special emphasis on the work sample.
- **Quality of Proposed Project:** The artistic strength, quality, vision and originality of the proposed project. Reviewers will examine the feasibility of the proposed project as determined by the applicant preparing and clearly articulating a logical, well-conceived project plan that can be reasonably executed, clear goals, and an accurate budget.
- **Public Benefit:** The project's potential to increase Chicago residents' access to and direct participation in high-quality arts and cultural programming.
- **Potential Impact** of the proposed project and this grant to advance/further the applicant's work/career.

Touring Projects

Description: Awards in this category support projects that showcase the quality of work being developed in Chicago by sharing works of art created by Chicago artists with audiences outside of Chicago city limits. Applicants will be required to articulate how their touring will benefit the City of Chicago.

Examples of eligible projects:

- Performance of a play at a theater festival.
- Series of music performances/concerts.
- Book tour.
- Film screening as part of a festival.
- Work featured in art exhibition or fashion show outside of Chicago.
- Public art outside of Chicago that draws attention to the assets of the City.

Note about eligible expenses: The following travel expenses are allowed for this category: travel stipends (up to \$250 per domestic round-trip flight, up to \$650 per international round-trip flight, up to \$93 plus tax per night for lodging, and up to \$50 per bus/train ticket), cargo, freight, shipping, baggage fees, visa processing fees and agent fees related to the participation in the engagement. Lodging stipends were determined based on federal travel stipend standards. The following travel expenses **are not eligible:** car/van/truck rentals, public transit, mileage/gas reimbursement, taxis, per diem, and insurance fees.

Note about eligible projects: Applicants are required to submit a contract, signed offer letter, or letter of interest from venue(s).

Priorities:

- Projects that will promote Chicago's arts and cultural scene to audiences outside of Chicago.
- Projects that will promote Chicago as a dynamic place to work and thrive.
- Artists who are eager to serve as cultural ambassadors for the City of Chicago.
- Projects that will expand audiences for and advance the careers of participating artists.

Review Criteria:

All proposals in this category will be evaluated based on the following criteria:

- **Artistic Merit:** The professional capabilities of the applicant as showcased by a strong history of work that demonstrates excellence. Reviewers will assess artistic merit by reviewing all submitted materials, with a special emphasis on the work sample.
- **Quality of Proposed Project:** The artistic strength, quality, vision and originality of the proposed project. Reviewers will examine the feasibility of the proposed project as determined by the applicant preparing and clearly articulating a logical, well-conceived project plan that can be reasonably executed, clear goals, and an accurate budget.
- **Benefit to the City of Chicago:** The project's potential to bring acclaim to the city of Chicago by showcasing its arts and cultural scene to audiences outside of the city.
- **Potential Impact** of the proposed project and this grant to advance/further the applicant's work/career.

Mobile and City-Wide Projects

Description: Awards in this category support artistic projects that prioritize community engagement and will take place in a variety of neighborhoods throughout Chicago.

Examples of eligible projects:

- Mobile Projects that are itinerant by design and have a mission to engage communities.
- Projects designed to create accessible forms of community engagement, activation or participation.
- “Pop-up” art making stations.
- Temporary structures designed to travel to community gardens, empty lots, or other areas to increase accessibility and/or bring cultural vibrancy to locations that would otherwise be vacant.
- Play, performance art production, public reading, works in progress showing, music performance, concert, dance performance, or film screening taking place in three or more Chicago Wards.

Priorities:

- Increasing public access to and participation in high-quality arts activities/events (especially for underrepresented populations.)
- Projects traveling to arts deserts and underserved neighborhoods that have limited opportunities to participate in arts and culture activities.
- Projects that align with Cultural Plan-related goals to elevate and expand neighborhood cultural assets including: linking neighborhoods to each other and to downtown, maximizing people’s opportunity to participate in arts and culture, celebrating every neighborhood’s cultural expression and heritage, and expanding art in public spaces.

Review Criteria:

All proposals in this category will be evaluated based on the following criteria:

- **Artistic Merit:** The professional capabilities of the applicant as showcased by a strong history of work that demonstrates excellence. Reviewers will assess artistic merit by reviewing all submitted materials, with a special emphasis on the work sample.
- **Quality of Proposed Project:** The artistic strength, quality, vision and originality of the proposed project. Reviewers will examine the feasibility of the proposed project as determined by the applicant preparing and clearly articulating a logical, well-conceived project plan that can be reasonably executed, clear goals, and an accurate budget.
- **Public Benefit:** The project’s potential to reach new audiences in neighborhoods with limited access to arts and culture activities.
- **Community Engagement:** The project’s potential to offer inclusive public engagement designed to support the well-being of the community, including strong partnerships and multiple touch points.
- **Potential Impact** of the proposed project and this grant to advance/further the applicant’s work/career.

Works in Progress

Description: Awards in this category support a specific phase of a project in development that has a clear end goal that includes public engagement. A public component does not need to be planned during the grant period to apply for this category, but applicants will be required to outline plans for sharing their work with Chicago residents by the end of 2020.

Examples of eligible projects:

- The creation of any part of a film, web series or electronic media project including editing, sound mixing, colorizing, etc.
- The creation of a component of a visual art or public art installation, exhibition or body of work.
- The creation of a line of clothing.
- The creation of any part of an album, including song composition, recording, studio rental, sound mixing, etc.

Priorities:

- A strong and original artistic vision, purpose or theme.
- New work or the expansion of existing work.
- Work that is highly impactful for an artist's career.
- Emphasis on the creative process as well as the product/outcome.

Please note that artist residency opportunities offering support for the development of work and research leading to a creative project are eligible under the Professional Advancement and Creative Research category.

Review Criteria:

All proposals in this category will be evaluated based on the following criteria:

- **Artistic Merit:** The professional capabilities of the applicant as showcased by a strong history of work that demonstrates excellence. Reviewers will assess artistic merit by reviewing all submitted materials, with a special emphasis on the work sample.
- **Quality of Proposed Project:** The artistic strength, quality, vision and originality of the proposed project, as well as the specificity of the stage of the project that this grant will support.
- **Feasibility of Proposed Project:** Feasibility of successful completion of this component of the project, as well as likelihood of achieving its end goal, as determined by the applicant preparing and clearly articulating a logical, well-conceived project plan that can be reasonably executed, clear goals, and an accurate budget.
- **Public Benefit:** The project's potential to, when completed, increase access to and direct participation in high-quality arts and cultural programming.
- **Potential Impact** of the proposed project and this grant to advance/further the applicant's work/career.

Social Practice

Description: Awards in this category support artist-led projects that activate Chicago communities and institutions to address broader social issues, opportunities and challenges. The creation or presentation of art must be a focal component of the project.

Examples of Eligible Projects:

- Projects that use art as a tool to inspire community organizing, civic engagement and participation.
- Placemaking projects that activate vacant or underutilized spaces by infusing art and community participation to enhance the quality of life for residents.
- Projects that seek to celebrate and preserve the cultural traditions of underrepresented or historically marginalized groups.
- Projects that address public safety, equity and access through art.
- Projects that recognize and illuminate the character defining attributes of Chicago's neighborhoods.
- Performances and visual art works that increase dialogue, civic discourse and exchange around Chicago's unique social issues.

Note about eligible projects: No aspect of eligible projects can involve campaigning for a candidate or a ballot issue.

Priorities:

- Projects that are clearly connected to local challenges and opportunities.
- Works by artists with experience leading community activities that address social justice through art.

Review Criteria:

All proposals in this category will be evaluated based on the following criteria:

- **Artistic Merit:** The professional capabilities of the applicant as showcased by a strong history of work that demonstrates excellence. Reviewers will assess artistic merit by reviewing all submitted materials, with a special emphasis on the work sample.
- **Community Experience:** Demonstrated experience working in, on behalf of, and leading communities; including outreach, strong listening skills, patience and attention to detail.
- **Quality of Proposed Project:** The artistic strength, quality, vision and originality of the proposed project. Reviewers will examine the feasibility of the proposed project as determined by the applicant preparing and clearly articulating a logical, well-conceived project plan that can be reasonably executed, clear goals, and an accurate budget.
- **Public Benefit:** The project's potential to engage Chicago residents through direct participation in high-quality cultural programming intended for the greater good.
- **Potential Impact** of the proposed project and this grant to advance/further the applicant's work/career.

Professional Advancement and Creative Research

Description: Awards in this category support high-level professional advancement and research opportunities leading to the development of a professional artist's body of work. Applicants will be required to articulate how this opportunity will strengthen their expertise and advance their creative practice.

Examples of Eligible Projects:

- Unique, one-on-one apprenticeships with masters of the discipline on which the practicing artist is focused.
- Competitive/application based artist residencies, workshops, and laboratories leading to the development of a body of work. **These projects require a Plan B in the event the submitted opportunity does not take place.** Research associated with the development of a work of art or creative exploration, such as a literary manuscript or architectural design.
- Research associated with documenting artistic practice.

Note about eligible expenses: The following travel expenses are allowed for this category: travel stipends (up to \$250 per domestic round-trip flight, up to \$650 per international round-trip flight, up to \$93 plus tax per night for lodging, and up to \$50 per bus/train ticket), cargo, freight, shipping, baggage fees, visa processing fees and agent fees related to the participation in the engagement. Lodging stipends were determined based on federal travel stipend standards. The following travel expenses **are not eligible:** car/van/truck rentals, public transit, mileage reimbursement, taxis, per diem, and insurance fees.

Note about eligible projects: Artists applying to participate in residencies, workshops, laboratories or apprenticeships must include a brochure, web site link, or letter from the providing institution/individual outlining the selection process for the opportunity.

Priorities:

- Projects that align with the stage of an artist's career and clearly articulate timeliness (why this opportunity would be significant now).
- Projects that have true potential to positively impact the applicant's career trajectory.
- Projects that are unique and not a repetition of the applicant's similar, previous experience.

Review Criteria:

All proposals will be evaluated based on the following criteria:

- **Artistic Merit:** The professional capabilities of the applicant as showcased by a strong history of work that demonstrates excellence. Reviewers will assess artistic merit by reviewing all submitted materials, with a special emphasis on the work sample.
- **Quality of Proposed Opportunity:** The artistic strength, quality, and acclaim of the proposed residency, workshop, laboratory, apprenticeship or research opportunity.
- **Feasibility of Proposed Project:** Feasibility as determined by the applicant preparing and clearly articulating a logical, well-conceived project plan and Plan B that can be reasonably executed, clear goals, and an accurate budget.
- **Uniqueness of Proposed Project:** The uniqueness of this opportunity and timing as compared to the applicant's previous work and its alignment with the current stage of the applicant's career.
- **Potential Impact** of the proposed project and this grant to advance/further the applicant's work/career.

What You Will Need to Apply for An IAP Grant

- A detailed **narrative** including:
 - An artist statement, bio, and goals
 - A project description and timeline
 - An analysis of how this project will impact your career trajectory
 - Additional questions related to the priorities of the Funding Category for which you are applying. For example, Professional Advancement applications will be required to outline a second option in the event the proposed opportunity does not occur.
- **Demographic information** about yourself and your target audience
- **Proof of residency:** A Driver's License or State I.D. must be provided. **No other proof of residency will be accepted.**
- A current chronological **artistic resume** focused on artistic achievements, activity, exhibitions, performances, awards, publications, etc.
- If this is a collaborative project **resumes for all collaborative artists** and a **statement of commitment to this project** from each collaborator.
- **Project Budget:** Applicants will be required to submit a complete **budget for the entire project (not just the amount of the grant requested)**. Applicants must use the project budget template, which will be available in the attachments section of the CyberGrants application. Detailed instructions will be listed on this budget template, and a webinar will be available on our website to walk you through the process of filling out this template.
 - All project components listed in your project description should be accounted for in this budget.
 - The total expenses cannot be greater than the total income. Please list all sources of revenue/funding, even if they are only anticipated, and not yet secured.
- If applying for a Touring Project, a **contract, signed offer letter, or letter of interest** from venue(s).
- If applying for Professional Advancement and Creative Research, a **brochure, web site link, or letter** from the providing institution/individual outlining the selection process for the opportunity.
- A **recent** artistic **work sample** and a description of this work and how it relates to the proposed project.

Submissions missing any of the required components listed above will be disqualified.

Work Samples

Your artistic merit will be evaluated based on the work sample you provide, so be sure to select something that represents the best of what you do.

You will be asked to provide a work sample that demonstrates the artistic quality of your past work and/or any precedent completing or executing a project similar to that described in the application. **Work samples do not need to be professionally produced.**

Applicants may upload JPG images or PDFs OR provide URLs or web links to video or audio recordings or images. Please note that links to account-based file sharing websites like Dropbox or Google Drive cannot be accepted.

The following types of work samples are allowed:

- **Images** - Provide 8-10 images.
- **Video** – Provide one 5-minute video sample (BE SURE TO INCLUDE CUE TIME in the Work Sample Instructions box).
- **Audio** – Provide one 5-minute audio sample (BE SURE TO INCLUDE CUE TIME in the Work Sample Instructions box)
- **Manuscript/writing excerpts/literary work** (fiction, non-fiction, poetry, play) - Provide no more than 10 pages

Please note theater and dance applicants are generally recommended to submit video work samples.

Review Process

1. Eligibility Screening

The DCASE Cultural Grants team will review all submitted applications to ensure they have met the minimal eligibility criteria (residency requirements, all required materials submitted, etc.). Those which do not meet the minimal eligibility criteria will not be moved forward in the review process.

2. Peer Panel Grant Review

Eligible applications will be reviewed by a panel made up of artists, arts administrators, art enthusiasts and other experts.

Consideration is given to creating teams with demographics appropriate for each discipline and category and reflective of the city as a whole, including artistic expertise, gender, geographic knowledge of the city, and cultural understanding. The panel is charged with reviewing eligible proposals, discussing project worthiness, making comments, and assigning numerical scores using the category-specific IAP criteria. To be successful, commitment to these criteria should thread through your entire application including the narrative, budget and support materials.

Grant reviewers make funding recommendations to DCASE. The role of the DCASE staff is to facilitate grant panel review and to aid the grant reviewers in finding consensus.

If you are interested in serving as a grant reviewer on a future panel, please fill out the form at <https://www.surveymonkey.com/r/KPFSDKS>. Please note that current IAP applicants cannot also serve as panelists.

The DCASE Individual Artists Program is partially supported by a grant from the Illinois Arts Council Agency, through federal funds provided by the National Endowment for the Arts.