INDIVIDUAL ARTISTS PROGRAM

2020

Lori E. Lightfoot
Mayor of Chicago

CHICAGO DEPARTMENT OF
DCASE
CULTURAL AFFAIRS & SPECIAL EVENTS

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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. We invest in artists because we believe the arts are an essential part of life.

The mission of the Individual Artist Program is to support Chicago's practicing artists in creating work that develops their craft and elevates their careers while adding to the cultural vitality of the City.

Through this program, DCASE will award project grants to resident Chicago artists.

This program seeks to address the following goals, in support of its mission:
- To make grants in alignment with artists' self-identified, unique and evolving needs.
- To address gaps in local and national individual artist funding infrastructures.
- To support a diverse group of artists reflective of the city of Chicago and its cultural landscape.

Cultural Grants Staff Contact Information:

Kalena Chevalier – *Program Director*
Julie Partynski – *Grants Administrator*
Meghan Beals McCarthy –
ArtsSpace Grants Coordinator
Maggie Cullerton Hooper – *Deputy Commissioner, Partnerships*

Please direct all inquiries to:
culturalgrantmaking@cityofchicago.org

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

There will only be one grant intake process for 2020.
Artists Must Select Only ONE Primary Discipline
for their project:
- **Film & Media Arts**
- **Literary Arts**
- **Music**
- **Performing Arts (Theatre/Dance)**
- **Visual Arts/Design**

The primary discipline selected will determine who reviews and scores your grant application. If your work is multi-disciplinary, you will be able to identify additional disciplines following the primary discipline selection.

The link to the application can be found on our website as of October 22, 2019:
www.chicagoculturalgrants.org

INDIVIDUAL ARTISTS PROGRAM 2020 CALENDAR

Event	Dates	Description
Grant Period	The grant period will be January 1, 2020 – December 31, 2020 or January 1, 2020 – August 31, 2020, depending on the timing of your project.	If awarded, all grant funds must be expended by the grantee during the grant period.
Applicant Workshops	**October 24 – November 19**	**Attending an application assistance workshop is strongly encouraged, but not required.** Register online via chicagoculturalgrants.org.
Application Guidelines Available	October 22, 2019	
Application opens	October 22, 2019 at 9:00 AM CST	
Application deadline	**December 5, 2019 @ 5:00 PM CST**	**No extensions will be granted.**
Notification of Results	March 2020	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	April – June 2020	Grant agreements and necessary attachments will be completed by grantees and processed by the cultural grants team and the finance department.
Payments disbursed	TBD – Earliest is July 2020	**This is a projected payment timeline that is subject to change.**
Final reports due	January 31, 2021	Narrative reports and receipts for expenditures will be submitted electronically. Reports will open in December 2020.

2020 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 24: 2–4pm – 5th Floor Millennium Park Room

Tuesday, October 29: 12–2pm - 5th Floor Millennium Park Room

Wednesday, October 30: 9–11am - 5th Floor Washington Room

Wednesday, November 6: 9–11am - 5th Floor Millennium Park Room

Thursday, November 14: 5:30–7:30pm - 5th Floor Millennium Park Room

Rooms are subject to change.

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

Monday, October 28: 6:00 – 8:00pm

Workshop at The Promontory, 5311 S Lake Park Ave W, Chicago

Tuesday, November 19: 2:00 – 4:00pm

Grants Team Open Office Hours
If you have specific questions about filling out your project budget form or other components of the IAP application, you are welcome to join the Chicago Cultural Grants Program team for "Grants Team Open Office Hours." Grants team members will be available for 15-minute one on one conversations on a first come first serve basis in the Chicago Cultural Center's Randolph Square. Dates and times for Open Office Hours are:

- November 4 – 12:00 – 1:00pm
- November 5 – 12:00 – 1:00pm
- November 6 – 12:00 – 1:00pm
- November 8 – 12:00 – 1:00pm
- November 21 – 5:00 – 6:00pm
- November 25 – 12:00 – 1:00pm
- November 26 – 9:00 – 10:00am
- December 2 – 12:00 – 1:00pm

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, State I.D., or Chicago CityKey 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.
- Not be enrolled full time in <u>undergraduate</u> college/university studies of any kind.
- Be a practicing artist. This is defined as someone who:
  - Is actively creating new work
  - Has demonstrated success in the arts through the creation of high quality work and/or contributions to the field.
  - Has at least a two-year history of public presentation or publication.

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 criteria to ensure the support of projects created by or serving residents of Wards which have been historically under-resourced by the Cultural Grants Program.

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.

NOTE:

DCASE is unable to pay grant funds to individuals with outstanding, existing debt with the City of Chicago. Please set up payment plans or pay off any existing debt (parking tickets, utility bills, etc.) with the Department of Finance:
www.chicago.gov/city/en/depts/fin.html

Funding Restrictions:

DCASE IAP funds cannot be used to support:
- Capital improvements.
- 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 that failed to execute a previously funded project.
- Past IAP grantees that did not complete their grant contracting paperwork.
- An applicant or collaborator on more than one proposed project.
- Applicants seeking funds for projects considered to be hobbies or of a 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.
- No more than 50% of a grant to a single individual **except for apprenticeship projects**.
- Vehicle rental of any kind.
- Travel expenses **except for touring, professional advancement and research projects.**

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.

For the first time, this year IAP grantees can use 15% of their grant to pay themselves for their work on their project, and can use grants to purchase equipment valued at $5,000 or less.

FILM & MEDIA ARTS

Sub-disciplines/Genres:

Select Film & Media Arts as your primary discipline if you are working in the following disciplines/mediums:

- Fiction Film
- Documentary Film
- Video
- Web series
- Podcast
- Any other digital art form that is stored or captured

Examples of projects:

After selecting your discipline, you will be asked to select your project type. These are examples of projects that would be eligible for support in the Film & Media Arts discipline. This is not an all inclusive list.

- **Project in development**: The creation of a film, web series or electronic media project including editing, sound mixing, colorizing, etc.
- **Publication/Distribution**: Release and distribution of a film, web series or electronic media project.
- **Public event – local**: Film screening, series or festival in Chicago.
- **Public event – touring**: Film screening, series or festival outside of Chicago.
- **Professional advancement**: One-on-one apprenticeships with masters in Film & Media Arts, competitive/application based artist residencies, workshops, and laboratories or other unique training opportunities 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:** Research associated with the development of a film, web series, or electronic media project.

LITERARY ARTS

Sub-disciplines/Genres:

Select Literary Arts as your primary discipline if you are working in the following disciplines/mediums:

- Poetry
- Fiction
- Nonfiction
- Storytelling
- Any other written art form

Examples of projects:

After selecting your discipline, you will be asked to select your project type. These are examples of projects that would be eligible for support in the Literary Arts discipline. This is not an all inclusive list.

- **Project in development**: Costs associated with developing a literary project including working with an editor, writing studio rental fees, etc.
- **Publication/Distribution**: Publishing a book or series of poems, essays or stories.
- **Public event – local**: Presentation of a masterclass or workshop series for literary artists in Chicago.
- **Public event – touring**: Book tour.
- **Professional advancement**: One-on-one apprenticeships with masters in Literary Arts, competitive/application based artist residencies, workshops, and laboratories or other unique training opportunities 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:** Research associated with the development of a book or other literary project.

MUSIC

Sub-disciplines/Genres:

Select Music as your primary discipline if you are working in any musical or recording art genre.

Examples of projects:

After selecting your discipline, you will be asked to select your project type. These are examples of projects that would be eligible for support in the Music discipline. This is not an all inclusive list.

- **Project in development:** The creation of an album, song or series of tracks including song composition, recording, studio rental, sound mixing, etc.
- **Publication/Distribution:** Release and distribution of an album.
- **Public event – local:** Concert, performance or album release event.
- **Public event – touring:** Tour of music performances/concerts.
- **Professional advancement:** One-on-one apprenticeships with Music masters, competitive/application based artist residencies, workshops, and laboratories or other unique training opportunities 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:** Research associated with the development of an album, music video or other music project.

PERFORMING ARTS (THEATRE/DANCE)

Sub-disciplines/Genres:

After selecting your discipline, you will be asked to select your project type. These are examples of projects that would be eligible for support in the Music discipline. This is not an all inclusive list.

- Theatre
- Dance
- Staged Performance art (for installation-based performance art, apply under Visual Arts/Design)
- Spoken word
- Stand-up comedy
- Improv
- Any other movement or narrative-based performing art form

Examples of projects:

These are some examples of projects that would be eligible for support in the Performing Arts (Theatre/Dance) discipline. This is not an all inclusive list.

- **Project in development:** Development of a theatre, dance or performing arts project including devising new work, working with a dramaturg to develop a new play, and readings of plays in development.
- **Publication/Distribution:** Publishing a play or releasing/streaming a dance film.
- **Public event – local:** Theatre, dance or performing art production or performance in Chicago.
- **Public event – touring:** Theatre, dance or performing art production or performance outside of Chicago.
- **Professional advancement:** One-on-one apprenticeships with masters in skills and crafts related to Theatre and Dance, competitive/application based artist residencies, workshops, and laboratories or other unique training opportunities 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:** Research associated with the development of a play, dance or performing art project.

VISUAL ARTS/DESIGN

Sub-disciplines/Genres:

Select Visual Arts/Design as your primary discipline if you are working in any visual discipline/medium, including, but not limited to:

- Painting
- Printmaking
- Ceramics
- Drawing
- Sculpture
- Textiles
- Public Art
- Photography
- Architecture

- Fashion Design
- Industrial Design
- Costume Design
- Mixed Media
- Installation-based lighting design
- Installation-based sound design
- Installation-based performance art
- Any other installation-based practices

Examples of projects:

These are some examples of projects that would be eligible for support in the Visual Arts/Design discipline. This is not an all inclusive list.

- **Project in development**: The creation of a visual art or public art installation, exhibition or body of work; The creation of a line of clothing.
- **Publication/Distribution**: Publishing a book or catalogue of visual art works.
- **Public event – local**: Art exhibition, installation or singular work of visual art work that will be displayed in Chicago; Fashion show, or design that will be displayed in a fashion show in Chicago; Public art works including sculptures and murals in Chicago.
- **Public event – touring**: Art exhibition, installation or singular work of visual art work that will be displayed outside of Chicago; Fashion show, or design that will be displayed in a fashion show outside of Chicago; Public art works including sculptures and murals outside of Chicago.
- **Professional advancement**: Unique, one-on-one apprenticeships with masters in Visual Arts, competitive/application based artist residencies, workshops, and laboratories or other unique training opportunities 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:** Research associated with the development of public art, architectural design or other work of visual art.

- **Grant Period:** The grant period will be January 1, 2020 – December 31, 2020 or January 1, 2020 – August 31, 2020, 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 and Amount: We will accept requests up to $5,000.** 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. In 2020, a majority of grants will be given at no less than 75% of request amounts, to increase the potential impact of the grants. We anticipate the average grant size will be approximately $4,000 (in comparison to $3,300 in 2019). We anticipate that this will reduce the number of grants awarded from 151 in 2019 to 90 – 125 in 2020, and the percentage of applicants funded from 41% to approximately 25%. **Note: If you are a City of Chicago employee or contractor, you are only eligible to receive $1,000.00.**

- **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.**

- **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 2017, 2018, **and** 2019, you may not apply for the 2020 cycle. **Beginning with the 2021 cycle, artists will only be eligible to receive two consecutive years of support.** 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 2020 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 projects that have not previously received funding. To see a list of past IAP grantees, please visit www.chicagoculturalgrants.org.

- **Travel Expenses: Travel expenses are only allowed for projects categorized as touring, professional advancement, or research**. The following travel expenses are allowed for these projects: 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 (including hotels, Air B & Bs, etc.), 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, rideshares, per diem, and insurance fees.

- **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.

ESTEEMED ARTIST AWARDS

All applicants to the IAP Program will also be considered for a special new grant – the Esteemed Artist Award.

These awards will range from **$10,000 - $15,000** and can be applied to any expenses associated with an artist's practice within the grant period, including studio rental, supplies, travel and equipment.

If strong candidates are identified, review panelists will have the opportunity to select up to two artists per primary discipline to receive these special grants.

This is a highly competitive program. Selections will be based on the strength of the applicant's **body of work,** as assessed by the following criteria:
- The professional capabilities of the applicant as demonstrated by a strong history of high-quality work.
- Work sample(s) demonstrate artistic excellence (i.e., creative and inventive use of the medium, innovation in style or concept, outstanding technical proficiency or craftsmanship, advances the art form).
- Applicant has an established career with a strong output of evolving work and recognition from peers and experts in the field.

Additionally, as with all grant programs, DCASE will prioritize selecting a cohort of award winners that are reflective of the diversity of the City of Chicago across race, ethnicity, ability, class, gender identity and sexual orientation.

Year of Chicago Music
In celebration of 2020 as the City of Chicago's Year of Chicago Music, DCASE will reserve funds for up to six additional Esteemed Artist Awards to be given to musicians as part of the 2020 IAP Program.

The following criteria will be used to evaluate all project grant proposals:

- **Artistic Merit**: The professional capabilities of the applicant as showcased by a strong body 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.

- **Potential Impact** of the proposed project and this grant to advance/further the applicant's work/career.

The following criteria will also be used to evaluate public events, publication/distribution, and projects in development:

- **Public Benefit**: The project's potential to increase Chicago residents' access to and participation in high-quality arts and cultural programming as demonstrated by clear marketing and audience engagement plans.

The following criteria will also be used to evaluate professional advancement projects:
- **Quality of Proposed Opportunity:** The artistic strength, quality, and acclaim of the proposed residency, workshop, laboratory, apprenticeship or research opportunity; 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.

The following criteria will also be used to evaluate touring projects:
- **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.

HOW TO APPLY

Links to applications can be found on our website beginning on October 22, 2019:
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. 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.

- To avoid errors, please do not use formatted text (such as italics or bold print) or special characters, such as quotation marks (") or asterisks (*) in your narrative. Please note that all character limits listed are for characters with spaces, and paragraph breaks will also count as characters.

- 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.

What You Will Need to Apply for An IAP Grant

- A detailed **narrative** including:
  - **Artist Information:** 1 – 3 sentence artist introduction, artistic history, and a description of current projects you are working on to progress towards stated goals. Artists will also be asked to self identify their career level as early career, mid-career, established or re-emerging/transitioning.
  - **Project Information:** A project description and timeline; Description of promotional and audience engagement plans if applicable.

- **Demographic information** about yourself and your target audience

- **Proof of residency:** A Driver's License, State I.D. or Chicago CityKey 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 is 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 project, 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 largely 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.

Below are guidelines as to the size/length and number of samples that are appropriate given your discipline:
- **Film & Media Arts, Performing Arts (Theatre/Dance), Music**: Up to 5 minutes of video or sound recordings
- **Literary Arts**: No more than 10 pages of literary samples
- **Visual Arts/Design**: 8-10 images

If your work is multi-disciplinary, you are welcome to submit a combination of work samples, being cognizant of these size, length and number restrictions. For example, you are welcome to submit a 2.5 minute video and 5 images, but cannot submit a maximum length (5 minute) video and the maximum number (10) of images.

You will also be asked to provide the following information with your work sample:
- **Work Sample Instructions:** Any instructions or information that is needed to access your work sample. For example, passwords to protected videos, or the exact time in a larger video that grant reviewers should begin viewing the sample.
- **Work Sample Description:** Explanation of the relationship of the work sample to the application. Include the title of the work, the date the work was produced/made/performed/published, any other creative professionals/artists/performers involved. For visual arts applications, provide an annotated image list that includes the title, media, year completed, dimensions, and location (if site-specific) for each corresponding image.

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, arts educators, 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 IAP review 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 to apply to be a panelist at chicagoculturalgrants.org. Please note that current IAP applicants cannot also serve as panelists.

What Happens Next

- You will be notified via email about funding decisions. All applicants will be notified, regardless of if they have been selected for funding or not. **We anticipate notifications will go out in March 2020.**

- If you are selected to receive a grant, you will receive a second email with your contracting materials. You will be required to return a signed and notarized grant agreement, an economic disclosure statement, an invoice, and an indebtedness form. Detailed instructions about how to complete these forms will be supplied to you.

- **The contracting process takes an average of 12 weeks AFTER your paperwork is returned to DCASE.** This process includes:
    - Running a debt check on all grantees.
    - Reviewing packets for completeness.
    - Bundling agreements for signature process.
    - Redacting sensitive information from agreements.
    - Scanning agreements for processing.
    - Entering agreements into the city's electronic contracting system.
    - Assigning PO numbers to contracts.
    - Preparing payment request forms.
    - Approving Economic Disclosure Statements.

- Once this process is completed, your single one-time payment will be issued.