

**Department of Cultural Affairs and Special Events (DCASE)**  
**Artist Response Program**  
**Re-Granting Partner Guidelines**

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**APPLICATION DEADLINE: Friday, February 5, 2021 at 5 PM CST**

In 2020, DCASE partnered with Arts Alliance Illinois, 3Arts, Arts Work Fund and the broader philanthropic community to create the Arts for Illinois Relief Fund to provide financial relief to workers, organizations and businesses in the creative industries that have been impacted by the COVID-19 pandemic. The Arts for Illinois Relief Fund has created a model for re-granting partnerships that can allow DCASE to partner with organizations that are better positioned to respond quickly to crises and to the complex needs of individual communities and neighborhoods.

**Through the Artist Response Program, DCASE will select re-granting partners to distribute funds to artists to create projects designed to engage residents in dialogue, reflection and action in response to recent health, economic and humanitarian crises.**

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**DCASE Contact Information**

Please direct all Re-Granting Partner inquiries to:

**Kalena Chevalier**

**Program Director – Cultural Grants**

[kalena.chevalier@cityofchicago.org](mailto:kalena.chevalier@cityofchicago.org)

**Eligibility Criteria for Re-granting Partner**

To be eligible to apply to be an Artist Response Re-granting Partner, organizations must meet the following criteria:

- Must have a demonstrated history of supporting artists through grants, commissions, or artist fees.
- Must be a nonprofit organization, foundation, Special Service Area (SSAs) or Chamber of Commerce with 501(c)(3) or 501(c)(6) status, or be working in collaboration with a fiscal sponsor that meets this criteria.
- Must be located in the city of Chicago with a valid street address.

## **Funding Restrictions**

The following entities are not eligible to apply:

- Organizations that have a national affiliation.
- Religious institutions.
- Public or governmental agencies.
- Athletic teams, social organizations, fraternal organizations.
- Individuals.

Organizations selected as re-granting partners through this program will not be eligible for a CityArts Project grant in support of the same project funded through this program.

**Organizations selected through this program remain eligible for CityArts general operating grants and CityArts Project grants in support of other initiatives.**

*DCASE is unable to pay grant funds to any organization 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](http://www.chicago.gov/city/en/depts/fin.html)*

## **Review Criteria**

The following criteria will be used to evaluate Artist Response Program Re-granting Partner applications:

- Merit and feasibility of proposed regranting program
- Alignment with program goals to support artists in developing projects that engage the public in a constructive civic dialogue
- Potential benefit to artists
- Potential benefit to people and communities with a focus on historically disinvested neighborhoods and populations
- Depth of experience, relationships and engagement with artists and partners in identified communities/neighborhoods.

## **Grant Details**

- Grants to re-granting partners will range from \$50,000 - \$100,000. We anticipate selecting 3 – 5 partners.
- Grants to artists (sub-grantees) can range from \$1,000 - \$10,000.
- Applications will be reviewed by a panel comprised of DCASE staff and external arts experts and finalists will be selected for interviews before final decisions are made.
- DCASE strives to provide a balanced portfolio of grants across the city and across all eligible disciplines.

## **Timeline \*\*\*All dates are subject to change**

<b>Event</b>	<b>Dates</b>
<b>Application opens</b>	January 11, 2021
<b>Application deadline</b>	<b>Friday, February 5, 2021 5:00 PM CST - No Extensions will be granted</b>
<b>Finalists Interviewed</b>	March 2021
<b>Partners Selected</b>	April 2021
<b>Payments Disbursed</b>	May 2021
<b>Sub-Grantee Projects Selected</b>	By the end of 2021

## **Criteria/Priorities for Re-granting Programs**

We will prioritize re-granting programs that:

- Support artists by promoting their final projects and leveraging their work.
- Are a continuation of long-term, arts-focused programming that is imbedded in communities.

Sub-grantee projects can be anything from a physical artwork, to the transformation/repurposing of spaces or objects, to a happening or cultural event, focused on any artistic discipline including architecture, culinary arts, curatorial arts, dance, design, film, literary arts, media arts, music, performance art, photography, public art, social practice, theater, or visual arts.

We will prioritize regranting programs supporting projects that:

- Address public safety, equity and access through art.
- Are associated with repair and rebuilding on the South and West sides of Chicago.
- Activate Chicago communities and institutions to address broader social issues, opportunities and challenges.
- Use art as a tool to inspire community organizing, civic engagement and participation.
- Activate vacant or underutilized spaces by infusing art and community participation to enhance the quality of life for residents.
- Seek to celebrate and preserve the cultural traditions of underrepresented or historically marginalized groups.
- Recognize and illuminate the character defining attributes of Chicago's neighborhoods.

Sub-grantees must meet the following criteria:

- Be an individual artist.
- Be residents of the City of Chicago.
- Be a resident of the neighborhood where the project will take place, or be working in collaboration with a resident, organization, or small business in that neighborhood.

Funds must be released to sub-grantees by the end of 2021.

## **What You Need to Apply**

- Brief narrative information about the proposed re-granting program including its application, review process, timeline and outreach plans.
- Brief narrative information about your organization including its past grantmaking programs and community engagement strategies.
- List of individual artists and projects funded by organization over the past two years.
- Budget for the re-granting program including total funds to be re-granted and total cost for administration of program.
- Proof of 501(c)(3) or 501 (c)(6) status.

## **How To Apply**

Click [here](#) to complete the application through 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 question?” link at the bottom of the login page. New applicants will be required to register and create an account upon accessing the system.

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.

We strongly recommend submitting your application earlier than the stated deadline. **Late or incomplete applications will not be accepted or reviewed.**