Department of Cultural Affairs and Special Events (DCASE)

2020 ArtsSpace Program – Jay Pritzker Pavilion
2020 Guidelines

APPLICATION DEADLINE: July 1, 2019 at 5 PM Central Standard Time

Millennium Park and Jay Pritzker Pavilion

Millennium Park, Chicago’s town square, is an unprecedented combination of stunning architecture, sculpture and landscape design located in the heart of downtown Chicago. It provides the backdrop for hundreds of free cultural programs including concerts, exhibitions, tours, and family activities that make it one of the most visited cultural destinations in the country with over 20 million visitors annually.

The Jay Pritzker Pavilion is Millennium Park’s sensational outdoor concert venue. The Pavilion stands 120-feet high, with a billowing headdress of brushed stainless steel ribbons that frame the stage opening and connect to an overhead trellis of crisscrossing steel pipes. The trellis supports a state-of-the-art sound system, the first of its kind in the country, which was designed to mimic the acoustics of an indoor concert hall. The Pavilion includes a 95,000 square foot lawn area; 4,000 fixed seats and approximately 10,000 lawn seats.

The Department of Cultural Affairs and Special Events (DCASE) programs Millennium Park and the Jay Pritzker Pavilion. This includes the House Music Festival, Gospel Music Festival, Blues Festival, SummerDance Celebration, Jazz Festival, World Music Festival, Millennium Park Music Series, and the Millennium Park Film Series. The Jay Pritzker Pavilion is also home to the Grant Park Music Festival, among other free concerts and events.

Central to the programming philosophy for the Jay Pritzker Pavilion is providing high quality, free cultural programs for residents and visitors. DCASE strives to represent diverse programs that highlight a range of cultural expressions, genres and disciplines through the presentation of cutting edge emerging and world renowned artists that are local to Chicago and beyond.

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ArtsSpace Program – Jay Pritzker Pavilion

Recognizing that one of the most valuable resources DCASE has to offer is space, in 2018 DCASE launched the ArtsSpace Grant Program, an in kind grant program providing a variety of opportunities for cultural organization to access space at Millennium Park and the Chicago Cultural Center.

The ArtsSpace Program will open the Jay Pritzker Pavilion stage to Chicago-based organizations, and cultural producers that share DCASE’s commitment to providing high quality, free programs to the public. The 2020 Millennium Park Summer Season will take place from June 2020 through October 2020, and a limited number of program dates will be available through a competitive application process. A separate application will open in fall of 2019 for organizations interested in hosting smaller-scaler interior performance on the stage of the Pritzker Pavilion in the winter months (October 2020 – April 2021).

The selected grantees are responsible for bringing their proposed event to life, with DCASE providing critical technical and in-kind support to help the grantee to realize their vision. This year, DCASE will also be offering stipends to some organizations to help support their performances.

Organizations selected to participate in the ArtsSpace Program – Jay Pritzker Pavilion will receive the following in kind support:

- Space on the Jay Pritzker Pavilion stage and lounge areas.
- Dressing rooms from June 1 – September 1. Access to dressing rooms is based on availability outside of this date range.
- *Waived rental fee and house costs, security, maintenance and mechanical.
- House staffing services including concert program distribution - Ushers, Front of House Supervisor, and will-call staff for VIP guests at the Patron Services Tent.
- Merchandise Retail Area (no cash box or data-line for credit card transactions provided).
- Inclusion in marketing and promotional campaigns for Millennium Park including the Millennium Park summer brochure, website, app and press releases. Please note: Printed programs will be the responsibility of the grantee.
- Reserved VIP seats in the Jay Pritzker Pavilion seating bowl that grantees may leverage to provide benefit to members, donors and/or event sponsors.
- Access to program, production, facilities, sponsorship and marketing staff to help realize the program.
- Technical assistance to help grantees successfully present programs at Jay Pritzker Pavilion.

At minimum, grantees will be required to cover all production program costs including, but not limited to, artist and artistic fees, lodging, travel, set design, sound engineers, stagehands, production managers, audio visual, lighting, and camera crews. Production costs for a performance in the Jay Pritzker Pavilion generally range from $4,000 - $20,000.

*DCASE agrees to cover basic house costs including front of house, security, and custodial. For programs that will require extraordinary security, maintenance or staffing, additional expenses may be incurred by the grantee.

All programs in the Jay Pritzker Pavilion must be free and open to the public. Grantees cannot sell tickets to their performance in the Jay Pritzker Pavilion, but can solicit donations and sponsorships to support their work, with the exception of food and beverage sponsors.
DCASE is not able to include third-party sponsors in our brochure or on our website, but grantees may recognize their sponsors on their website and in any marketing & communications they produce. Up to two third-party sponsors per grantee may be given access to a table in the seating bowl to distribute partner premiums. DCASE holds the “Presenting” title as the series producer/host and has the right to decline any third-party sponsor for any reason. No third party “presenting sponsors” or title sponsors are permitted.

**Eligibility Criteria**
The 2020 ArtsSpace Program – Jay Pritzker Pavilion is open to Chicago-based arts organizations, cultural presenters, and independent producers with a history of presenting high quality arts programs to the public.

Applications can be accepted from both nonprofit and for profit organizations. To increase the feasibility and success of the program, presenters should consider applying as part of a consortium or in partnership with another organization(s)/producer(s), though a lead applicant must be identified.

To be eligible to apply, organizations must demonstrate:
- A strong background of producing high quality events for the public.
- A team comprised of professional artistic, production and technical staff that have the ability to produce the event within the given parameters.
- A significant audience and/or the ability to generate an audience commensurate to the capacity at the Jay Pritzker Pavilion.
- A performance or event that will increase the diversity of programming and audiences in Millennium Park.
- A performance or event that will be free and open to the public.
- A performance that will go no later than 9:00pm.
- Flexible program dates.

Not all organizations selected to be part of the program will be selected to receive a stipend. Stipend selection will be based on the following criteria as well as the merit of the application.

To be eligible to receive a stipend in support of the performance, an applicant must:
- Have had an annual adjusted income budget under $8,000,000 during the last fiscal year. Adjusted Income is the level of Total Income minus any Government Contributions (city/municipal, state, and federal grants).
- Priority will be given to collaborative performances.

Eligibility of Previous ArtsSpace Grantees:
- Past partners are eligible to apply, but preference will be given to organizations that have not previously presented at Millennium Park. To make applications more competitive, past partners should consider new and innovative performance models, collaborating with organizations who could benefit from exposure to past partners’ returning audience, and/or partnerships with small organizations that would not have the capacity to execute a performance of this scale on their own.
Review Criteria
This program is intended to help support organizations’ goals to expand audience, increase visibility, encourage artistic experimentation, strengthen the sector, and improve the quality and level of future artistic and creative productions. In addition, DCASE places a high value on programs that offer unique, inspirational experiences for diverse audiences.

ArtsSpace Program – Jay Pritzker Pavilion proposals will be evaluated based on the following criteria:

- **Quality of Proposed Program:** Program demonstrates a strong concept with high quality performers and artists, as well as consideration for the Jay Pritzker Pavilion stage’s technical, logistical, and audience capabilities.

- **Audience Engagement:** Proposal incorporates a thoughtful audience engagement strategy that takes advantage of Millennium Park as a unique cultural destination and site. Program offers potential for public benefit as demonstrated by organization/producer working to attract and sustain audiences for the arts, build community, and expand access to arts and culture.

- **Potential Impact on Applicant:** Proposal communicates clearly how the opportunity will support the applicant’s goals to expand audience, increase visibility, experiment and/or raise the level of artistic production.

Priority will be given to:

- Programs that feature a non-traditional performance model playfully engaging multiple areas of the park.
- Collaborative proposals submitted by a lead applicant on behalf of a consortium of organizations.
- Programs that bring new partners to Jay Pritzker Pavilion or programs from past partners that push the boundaries of what’s been done previously and/or leverage the success of their past programs to highlight and elevate new collaborators.
- Programs that strengthen the diversity of Millennium Park’s offerings.
- Programs in alignment with DCASE’s vision, priorities, and themes.

Timeline **All dates are subject to change.**

- May 15, 2019: Application opens
- July 1, 2019: Full Application Due – **No Extensions will be granted**
- August 2019: Notifications Sent by the end of August 2019
- November 2019: Pritzker Partner Orientation, Initial Production Meetings with DCASE and Production Staff

How To Apply

TO APPLY: Beginning on Wednesday, May 15 the online application for the ArtsSpace Program – Jay Pritzker Pavilion will be available by following this link:


Applicants must apply through our online application system, CyberGrants. Please 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 any time before the deadline on **July 1, 2019 at 5:00 PM CST.**
Although you may type your responses to application questions directly into the online application, it is a good idea to draft your answers in a separate document or word processing software, then cut, paste, and edit as you complete the application. This will prevent any loss of work due to internet connectivity or other technical issues encountered. After drafting in a word processing document, copy and paste your narrative response into a text editor like notepad or word pad before pasting them into CyberGrants.

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

Previous applicants can log in using their previously created login information. New applicants will be required to register and create an account prior to accessing the application.

**What You Need to Apply**

- **Responses to Narrative Questions** – Provide details about your program, its production needs, its core audience, and how performing in the Jay Pritzker Pavilion will help you and your organization progress towards your goals.

- **Program Budget**— Applicants will be required to submit a complete budget for the entire project identifying all expenses as well as any other avenues of income/support, whether secured or potential. Applicants must use the program budget template, which can be downloaded from the attachments section of the CyberGrants application.

- **Key Personnel** – Attach 1-2 pages containing brief paragraph descriptions of key people who will own/run this program both artistically and administratively.

- **Producing History** – Provide a 2-year representative program history that demonstrates your capacity to produce a program of a similar size or scope to the proposed program. Include the date, a brief description of the program, names of lead artists, venues and attendance.

- **Statements of Commitment** – If this is a collaborative project, provide a statement of commitment to this project from each collaborator.

- **Work Sample**— Provide web links (e.g. Youtube, Vimeo, Soundcloud, Flickr, etc.) to videos of previous productions. Samples must either be of a previous production of the proposed event or events that are similar in scale and/or production quality. Work samples should not exceed 3 minutes in total length.