

Department of Cultural Affairs and Special Events (DCASE) ArtsSpace Grant Program – Michigan Avenue Galleries 2021 Program Guidelines

APPLICATION DEADLINE: May 15, 2020 at 5 PM Central Standard Time

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.

One of the largest resources that DCASE can provide is space. The Millennium Park Campus that includes the Chicago Cultural Center and Millennium Park is a major cultural epicenter that welcomes millions of visitors every year. Realizing the immense value that the Millennium Park Campus provides, in 2018 DCASE expanded our grants program to not only provide grant funds, but also to grant the use of space at Millennium Park and the Chicago Cultural Center through a new program called ArtsSpace.

The Michigan Avenue Galleries (MAG) ArtsSpace Grant Program is entering its third year. This year, the grant will be open to individual curators and artists with a demonstrated record of curatorial experience and achievement. Applications can be submitted by individuals, or by organizations with which the curator is affiliated, but all narrative questions must be addressed by the curator. Artists who propose exhibitions of/or including their own work will be evaluated using the same criteria that will be applied to proposals of non-artist curators.

The Michigan Avenue Galleries are located on the first floor of the Chicago Cultural Center and have historically functioned as space to incubate and support artists, community and experimental exhibitions as well as embracing the spectrum of Chicago residents. This grant program will expand and strengthen that work.

The goal of this program is to elevate the careers of Chicago-based artists and curators, and to strengthen the diversity of artists represented in the Chicago Cultural Center’s galleries.

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DCASE Contact Information

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MAG Grant Program General Guidelines

Exhibition Period:

We will be making grants for two exhibition terms this cycle*:

- Term 1: February 6 – April 25, 2021
- Term 2: May 22 – August 8, 2021

**exact dates subject to change*

Grant Terms: Grantees will curate and exhibit work of Chicago-area artists at the Chicago Cultural Center, and must provide two gallery talks and one 2-hour workshops during their exhibition term.

Exhibitions must feature the work of artists that are residents of Cook County (IL) or Lake County (IN). Curators as well as featured artists must meet the following criteria:

- Curator must be a resident of Cook County (IL) or Lake County (IN) at the time of application and during exhibition term.
- Artist(s) must be a resident of Cook County (IL) or Lake County (IN) at the time of application.
- Curator/Artist(s) must be at least 18 years old.
- Curator/Artist(s) must be committed to his or her art form as a vocation, rather than engaging in art as a hobby or pastime.
- Curator/Artist(s) must have a focused direction and goals, even while still developing their personal vision and style.
- Curator/Artist(s) must have demonstrated success in the arts through the creation of high quality work.
- Curator/Artist(s) must not be enrolled in undergraduate college/university studies of any kind.
- Curator/Artist(s) must not have had a solo exhibition hosted or curated by DCASE in the last 5 years.
- Curator must have 3-5 years of documented experience curating/organizing exhibitions.
- Curator must demonstrate how their exhibition will strengthen the diversity of the artists, genres and styles represented in the Chicago Cultural Center's galleries.

Scope of Exhibition: Proposed exhibition may not include more than 6 artists.

Number of Grants:

One grantee will be selected each term. Applicants must apply to exhibit work in all three of the Michigan Avenue Galleries.

Grant Period: The grant period during which grantees may expend awarded cash funds will begin three months prior to the exhibition period and will conclude at the same time as the exhibition period.

DCASE will provide the following financial support:

- \$10,000 stipend to go towards the costs of realizing the exhibition including, but not limited to, insurance, shipping, art preparation, exhibition design, wall graphics, didactics, artist/curator fees, public programming and other exhibition related expenses.

DCASE will provide the following In Kind Support:

- Space for exhibition in all three of the Michigan Avenue Galleries.
- One security guard dedicated to all three galleries during the hours when the building is open (Monday–Friday, 10am–7pm; Saturday–Sunday 10am–5pm).
- Custodial service.
- Up to two contractors for three days for install and up to two contractors for two days for de-installation.

- Vinyl with artist names/titles for the exhibition.
- Photo documentation of exhibition.
- Marketing support including listing in quarterly Chicago Cultural Center (CCC) exhibitions press release, listing in quarterly CCC brochure/visitor guide, listing in monthly DCASE e-newsletter, listing with link on CCC website and DCASE exhibitions webpage, dedicated social media posts on CCC Facebook, Twitter and Instagram, dedicated poster in CCC Washington Lobby.

Grantees will be responsible for:

- Providing marketing information by designated deadlines, and providing adequate time for approval of any additional marketing materials produced.
- Providing final exhibit checklist, didactics/labels, a detailed plan of attaching and securing artwork, and – if using audio/visual equipment – a plan of operation and regular maintenance.
- Shipping, packing and removal of exhibit materials.
- Preparing the exhibit materials so that they arrive adequately protected and ready to be installed.
- Preparing all didactic materials using style guide provided by DCASE.
- Daily operating and regular maintenance of any audio/visual equipment.
- Picking up exhibit materials at the conclusion of the exhibition. The Cultural Center is not responsible for materials left beyond the designated pick-up date.
- Covering the cost of any security needed over and above what is normally offered (at the rate normally charged by DCASE).
- Presenting three public engagement events during the exhibition term.
- Documentation of public engagement (if desired).
- Grantees must submit condition reports for each exhibited work to DCASE before and after the exhibition.
- Grantees must provide anything needed for their exhibition that is not covered by DCASE’s In Kind support.
- Creating condition reports on all artwork (for curator’s own records).
- Grantees must have general liability insurance of at least \$500,000, Worker’s Compensation and Employer’s Liability Insurance (if grantee artist employs workers to provide service under the agreement) with limits of not less than \$500,000 each accident or illness, and Automobile Liability Insurance (when any motor vehicles are used in connection with the work) with limits of not less than \$300,000 per occurrence.
- Filing any insurance claims as needed.

Artists will be responsible for:

- Fine arts insurance for their artwork(s) and a loan agreement stating that DCASE has the right to exhibit it/them.

Grantees must abide by the following policies and procedures:

- Grantees must abide by the Chicago Cultural Center Exhibition Policies.
- Any damages to Cultural Center facilities beyond normal installation execution may incur repair fees determined by DCASE.
- Grantees may not alter the wall layout of the galleries.
- Grantees must notify DCASE immediately upon transfer of ownership of an artwork (art must remain in exhibit until term concludes).

Note: DCASE is unable to pay 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

All individual curators receiving funds through this program 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 curator. Please plan ahead.

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

Event	Dates
Application opens	March 16, 2020 - Details and the link to the application will be available at https://www.cybergrants.com/dcase/grants/2020MichiganAveGalleries
Application deadline	Friday, May 15, 2020 5:00 PM CST - No Extensions will be Granted
Notification of Results	July 31, 2020
Contracting period	September - October 2020
Payments disbursed	Payment schedule will be finalized as part of contracting process.

Additional dates to be aware of:

- All Exhibitions will open on Saturdays and close on Sundays.
- Installations will take place two weeks before openings.
- De-installations will take place Mondays – Thursdays following closings.

How To Apply

TO APPLY: Beginning on Monday, March 16, 2020 the online MAG Grant Program application will be available by following this link: <https://www.cybergrants.com/dcase/grants/2021MichiganAveGalleriesGrant>

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 **Friday, May 15, 2020 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.

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 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. (Please review organization information first and make any updates, i.e. addresses, staff, etc.) New applicants will be required to register and create an account prior to accessing the application.

MAG Grant Program Application Materials

- **Responses to Narrative Questions** – Provide details about your project and how it relates to the goals and priorities of this grant program.
- **Proof of residency for curator and all artists in exhibition** – A Driver’s License, State I.D. or Chicago CityKey must be provided. No other proof of residency will be accepted.
- **Resume/CV** focused on your past curatorial experience.
- **Artist Resumes/CVs** – Include resumes/CVs of artists whose work will be displayed in your exhibition.
- **Demographics** – Using the template available in the CyberGrants application, outline demographic information about each artist whose work will be displayed in your exhibition.
- **Project Budget** – Include budget for the proposed project identifying all expenses as well as any other avenues of income/support, whether secured or potential.
- **Checklist** – Provide a full checklist for your exhibition with thumbnails (including name of artist, title of artwork, dimensions, medium and year). If there will be works in your exhibition that have not yet been created, please provide an annotated image list showing at least three examples of work for each artist that will be included in your exhibition that includes the name of artist, title of artwork, dimensions, medium and year.
- **Layout** – Using the template provided, please provide a rough estimate of where items/works of art will be placed for your exhibition.

Review Process for MAG Grant Program Applications

Applications to the program will be reviewed by members of DCASE's staff. Reviewers are charged with reviewing eligible proposals, providing extensive feedback on each application, and assigning numerical scores. Individually, each grant reviewer considers the applications in relation to program goals, review criteria, and in comparison to other applications. Reviewers are instructed to evaluate each application holistically taking into account all narrative information and attachments/supporting materials. The role of DCASE's Cultural Grants Team is to facilitate grant panel review and to aid the grant reviewers in finding consensus.

Following is the review criteria that will be used to score applications:

Quality of Proposed Project:

- The project exhibits rigor, curiosity, originality, strategic risk-taking and vision.
- Curatorial approach to exhibition demonstrates thoughtfulness, clarity and cohesiveness.
- Feasibility: Applicant establishes a logical and feasible plan for activity that can be reasonably carried out and fully executed within a specified timeframe; provides realistic, accurate, clear, and detailed project plans and budget; demonstrates an ability to plan for and execute programs of this caliber.
- Work sample/thumbnails 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).

Diversity & Equity: Project shows organization's alignment with the DCASE core value of Diversity & Equity. We believe in the power of the arts to build community, inspire social change and bring fresh perspective to difficult and complex issues—including issues of race, ethnicity, class, ability, gender identity and sexual orientation. We are looking to support curatorial projects demonstrating clear commitment to this priority.

Potential Impact on Applicant: Project has potential to advance/further the curator(s)' and featured artist(s)' work/career.

Quality of Application Materials: Grant narrative and application materials are detailed, complete, and well-written.