

CITY ARTS PROGRAM

2019

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City of Chicago
Mayor Rahm Emanuel

CHICAGO DEPARTMENT OF
DCASE
CULTURAL AFFAIRS & SPECIAL EVENTS

PROGRAM OVERVIEW

The goal of the DCASE CityArts Program is to encourage the attainment of artistic excellence and financial stability through general operating support for 501(c)3 nonprofit arts and culture organizations. Through this program, DCASE provides one-year general operating grants. Arts and culture organizations of all sizes may apply for general operating grants through the CityArts Program.

The CityArts Program now also makes project grants with a goal to incentivize innovation related to city-wide priorities. Each year, DCASE plans to select a specific theme to create focus to our programming and a driven energy towards a shared goal among Chicago's arts community. 2019 Project Grants will focus on this year's theme – the Year of Chicago Theatre.

All grant types are intended to further four Cultural Grants Program Priorities: Innovation, Community Engagement, Diversity & Equity, and Collaboration.

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

In 2019, the CityArts Program will offer three types of grants:

1) General Operating Grants for Large Arts & Culture Organizations

For organizations with an annual adjusted income over \$2M

2) General Operating Grants for Small Arts & Culture Organizations

For organizations with an annual adjusted income under \$2M

3) Project Grants in alignment with the Year of Chicago Theatre

For organizations of all budget sizes

Eligible organizations are able to apply for **both** a General Operating grant **AND** a Project Grant in 2019. However, only a handful of the most exceptional applications will receive both grant types.

To calculate your organization's annual adjusted income, subtract the total amount of government contributions received during the previous fiscal year (this includes federal, state, and municipal/city contributions) from your organization's total income for that year. Note that in-kind contributions should not be included in this calculation.

- **Annual Adjusted Income = Total Income – Government Contributions**

CityArts Program Eligibility Criteria

To be eligible to apply for a CityArts grant, applicants must meet the following criteria.

Organizations must:

- Have a primary mission to create, produce, present, provide, or support arts and culture services for the public.
- Work in one of the following disciplines: Architecture, Curatorial Arts/Museums, Dance, Design (includes Fashion, Industrial, and Costume), Interdisciplinary, Literary Arts, Media Arts and Film, Music, Performance Art, Photography, Public Art, Theater, Visual Arts OR serve as an arts service organization.
- Be a nonprofit, 501(c)3 organization incorporated in the State of Illinois for at least 12 months prior to applying (must have been incorporated as of January 2018).
- Be a resident company in the city of Chicago with a valid street address (P.O. Boxes will not be accepted).
- Primarily serve the residents of the city of Chicago (demonstrate that, on average, half of all programming occurs within the city of Chicago limits).
- Be planning programming/activities open and available to the public during the 2019 calendar year.
- **Special eligibility criteria for general operating grants only:** Organizations must not be receiving other significant support (cash or In Kind) from the City of Chicago or a City of Chicago Delegate Agency. Significant support is defined as more than \$1M within the calendar year towards an organization's annual budget.

NOTE:

DCASE is unable to pay grant funds to any organization with outstanding, existing debt with the City of Chicago. Please pay off or clear up any debt (parking tickets, water bills, etc.) prior to applying for a CityArts grant.

Previous CityArts Grantees

An organization can receive CityArts general operating funding for up to three **consecutive** years before it is required to take one year off from applying for or receiving a CityArts general operating grant.

Organizations can apply for a 2019 Project Grant regardless of their past CityArts support.

Funding Restrictions:

DCASE CityArts funds cannot be used to support:

- Organizations with primary office addresses located outside of the city of Chicago.
- Organizations applying using a fiscal agent.
- Organizations applying on behalf of an organization/program for which they serve as a fiscal agent or fiscal sponsor.
- Social service organizations.
- For-profit organizations.
- Religious institutions.
- Public or governmental agencies.
- Schools or school districts.
- Athletic teams, social organizations, fraternal organizations.
- Consortiums and collaboratives.
- Individuals.
- Capital improvements or the purchase of permanent, depreciable equipment.
- 2017 or 2018 CityArts Grantees that have not completed the required Final Report for their funded project.
- DCASE can only have one applicant per 501(c)3 through this program. If your organization is affiliated with a university and does not have its own 501(c)3, either your affiliate organization OR the university can apply, under the grant type appropriate for the applicant organization's budget size. If the affiliate organization is applying, a statement of commitment must be supplied by the university.

General Operating Grants for Large Arts & Culture Organizations OVERVIEW

This grant opportunity is available to organizations with annual adjusted income budgets over \$2M.

DCASE will provide General Operating Grants to Chicago's major cultural institutions (budgets over \$2M) that are evaluated to be doing exemplary work related to **four** Cultural Grants Program priorities:

Priority 1 - Innovation: DCASE defines innovation as a project, product, process, creation, collaboration, initiative or program component that is NEW or drastically reimagined, leading to developments including: new artistic forms or formats, new methods of delivering art, presenting art in new/unexpected physical locations, replicable models for artistic development or programming, and much more. We are looking to support organizations doing work that seeks to challenge, change, improve or shift current products, practices, processes or paradigms by testing or utilizing novel concepts, approaches, or tools to fill local gaps and bring new ideas into the arts and culture field.

Priority 2 - Community Engagement: DCASE defines Community Engagement as artistic or educational programming/activities that encourage partnerships with multiple touch points among individuals and entities to identify and achieve shared goals and objectives. In alignment with Cultural Plan-related goals to elevate and expand neighborhood cultural assets, we are looking to support organizations that work to address local needs through deep interaction with Chicago residents and specific communities, to increase creative access, awareness and appreciation in every neighborhood.

Priority 3 - Diversity & Equity: One of the core values of DCASE is 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, gender identity and sexual orientation. We are looking to support organizations demonstrating clear commitment to this priority that is evidenced in their artistic work, strategic planning, artists, staff and audience.

Priority 4 – Collaboration: As another core value of DCASE, we view collaboration as the backbone needed for long-term impact and citywide transformation. We are looking to support organizations striving towards unique collaborations across disciplines, sizes, and sectors and in alignment with Cultural Plan-related goals to encourage cultural and non-cultural sectors to work together.

Successful applicants will demonstrate exceptional work across all four of these priorities.

General operating support funds may be used for artistic, administrative and/or program activities including expenses such as salaries, marketing, insurance, supplies, professional services, fees and training.

General Operating Grants for Large Arts & Culture Organizations

KEY POINTS

Number of Grants: The number of grants awarded and the grant amounts will be contingent on the number of applicants and the strength of their applications. However, we anticipate being able to award between 5 - 10 General Operating Grants to Large Arts & Culture Organizations, therein funding less than 50% of applicants. Organizations of this budget size should not anticipate receiving funding through this program every year.

Grant Size: Do not request a specific grant amount. Grant amounts ranging from \$25,000 - \$50,000 will be determined based on budget sizes and the strength of the applications.

Grant Period: If awarded, all grant funds must be expended by the grantee between January 1, 2019 and December 31, 2019. Grantees are likely to receive payment in September of 2019, but can use the funds to reimburse the organization for expenses incurred earlier in 2019.

Number of Consecutive Years an Organization May Receive Funding: Beginning with the 2017/18 grant year, organizations may receive funding for up to three years in a row before being required to take a year off from funding.

General Operating Grants for Small Arts & Culture Organizations OVERVIEW

This grant opportunity is available to organizations with annual adjusted income budgets under \$2M.

All applicants must choose ONE Funding Category within which to apply for a general operating grant, even if the applicant's mission, programs and work falls within or across multiple Funding Categories. The Funding Categories are intended to be outcome-based; choose the one outcome most relevant for your organization's work. Think about the primary purpose of your organization's current programs, work, strategic plan recommendations and/or goals and the results your organization expects to achieve during 2019.

1. MAKE, CREATE, PRODUCE, PRESENT ART: Includes organizations producing or creating art and presenting organizations providing facilities, space, performance or exhibition opportunities for Chicago's arts and culture community. Priority will be given to organizations that are:

- Seeking to reach broad and diverse audiences across the City.
- Increasing access to the arts.
- Making new work or significantly changing existing work (including bringing existing work to new audiences in new ways).

2. PROVIDE HIGH-QUALITY ARTS EDUCATION OPPORTUNITIES: Includes organizations that are:

- Offering meaningful, consistent opportunities to increase underserved youth's access to Chicago's arts and culture resources.
- Serving as a bridge between arts and cultural resources and Chicago youth of all ages.
- Creating opportunities for youth to engage with the arts for the purposes of: providing exposure to the arts, developing connections to communities, broadening learning, and positively impacting social-emotional development.

3. ELEVATE CULTURAL ASSETS: Includes organizations that are:

- Seeking to expose Chicagoans to one or more specific cultural heritage(s), resources, or art forms.
- Serving as museums or art centers that are open to the general public, have professional art exhibitions and make consistent efforts to build audiences.
- Archiving or documenting cultural resources.

4. SUPPORT CAPACITY BUILDING FOR THE SECTOR Includes organization that are:

- Providing a coordinating, convening, and supporting function for the larger Chicago arts and culture community, helping organizations and artists to build artistic and administrative capacity.

5. ENGAGE COMMUNITIES: Includes organizations that are:

- Elevating and expanding neighborhood cultural assets, especially by linking neighborhoods to one another and to downtown.
- Growing neighborhood cultural capacity and celebrating community.
- Providing large-scale public events such as festivals or park-based performances for the residents of the City of Chicago.

General operating support funds may be used for artistic, administrative and/or program activities including expenses such as salaries, marketing, insurance, supplies, professional services, fees and training.

General Operating Grants for Small Arts & Culture Organizations

KEY POINTS

Number of Grants: The number of grants and the grant amounts awarded in 2019 will be contingent on the number of applicants and available budget. In 2018, DCASE made 135 general operating grants to small organizations.

Grant Size: We will accept requests between \$2,000 and \$15,000. DCASE will not provide a general operating grant that is greater than 10% of an organization's annual adjusted income from its most recently completed fiscal year (FY18) UNLESS the organization's budget is less than \$20,000. Grantees with budgets less than \$20,000 will receive a \$2,000 grant. DCASE may award larger or smaller grants than those requested by applicants based on our available budget and the strength of the application. The average grant size in 2018 was approximately \$5,700. Only a small number of grants are made over this average amount each year to the highest scoring applicants. If you receive a grant over this amount, you should not assume you will receive a grant at that same level in following years.

Grant Period: **If awarded, all grant funds must be expended by the grantee between January 1, 2019 and December 31, 2019.** Grantees are likely to receive payment in September of 2019, but can use the funds to reimburse the organization for expenses incurred earlier in 2019.

Previous CityArts Grantees: An organization can receive general operating funding through CityArts for up to three consecutive years before it is required to take one year off from applying for CityArts general operating support. Organizations that received funding in 2016, 2017 **or** 2018—but not all three—can and should reapply for 2019 CityArts general operating funding. If you are unsure if you are eligible to apply please contact our office.

Funding Categories: CityArts Funding Categories are derived directly from recommendations within the Chicago Cultural Plan and the DCASE Strategic Plan. All applicants will select one Funding Category within which to apply and will be reviewed against evaluation criteria designed specifically for the kind of work they do.

Foster Innovation: In previous years, DCASE also offered CityArts grants through the Foster Innovation category. This category was intended for organizations that would be experiencing a significant milestone during the grant period. These grants were \$15,000 regardless of organizational budget size. DCASE will no longer be accepting applications through this Foster Innovation category, but will instead select 3 – 6 exceptional applicants to receive special grant awards beyond their request amounts in 2019.

General Operating Grants for Small Arts & Culture Organizations

REVIEW CRITERIA

The following criteria will be used to evaluate general operating proposals from organizations with an annual adjusted income under \$2M:

- **High-Quality Programs:** Develops high-quality, innovative, unique programs aligned with a stated mission. This quality will be determined using all submitted application materials, with special emphasis on the Work Sample.
- **Public Benefit:** Works to attract and sustain audiences for the arts, build community, support Chicago artists and Chicago's arts sector, expand access to arts and culture, enhance the economic impact of the arts and culture in Chicago, serve neighborhoods which generally lack arts programming, or meet the needs of special audiences such as youth, senior citizens or persons with disabilities.
- **Diversity & Equity:** Demonstrates clear commitment to this priority across race, ethnicity, class, ability, gender identity and sexual orientation that is evidenced in the organization's artistic work, strategic planning, artists, staff and audience.
- **Organizational Capacity** (relative to the organization's size and stage of development): Clear mission and vision, strong and effective leadership, active board, appropriate planning, goal-setting and assessment of work.
- **Financial Strength** (relative to the organization's size and stage of development): Ability to manage resources effectively and responsibly and plan for the future.
- **Quality of Application Materials**

All applicants will also be evaluated based on specific criteria associated with the Funding Category within which they applied. Please note that the quality of work in the "Provide High-Quality Arts Education Opportunities" category will also be evaluated on evidence of a well thought-out curriculum that is appropriate for the target audience/students, and on evidence that the work leads to student learning or social-emotional development.

Project Grants OVERVIEW

This grant opportunity is available to organizations of all budget sizes.

In 2019, CityArts Project Grants will support projects in alignment with the City of Chicago's Year of Chicago Theatre. For the purpose of the Year of Chicago Theatre, DCASE's definition of theatre is broad and encompassing of dance, improv, opera, cabaret, puppetry, performance art, and other narrative or movement based performing art forms.

Overview

The mission of the Year of Chicago Theatre is to make 2019 a year in which the City of Chicago emphasizes the prominence of its expansive and innovative theatre industry. The City of Chicago, in partnership with the League of Chicago Theatres, has established objectives in alignment with that mission, including a goal to strengthen the capacity of the Chicago theatre sector. **In service of this goal, 2019 CityArts Project grants will support initiatives and projects that have the potential to impact the Chicago theatre sector at large.**

Funded projects may include research projects, resource sharing initiatives, audience development initiatives and/or partnerships or programs that could serve as replicable models for other theatres. Grants will not be made in support of one-off performances, productions or events.

All projects must address one of the Cultural Grants Program priorities. Following are some examples of the types of projects that we are looking to support under each priority. Please refer to detailed definitions of these priorities on page 3 of this guideline packet.

Innovation: Projects might include research designed to increase arts advocacy and/or to better understand and document the benefits and impact of theatre for individuals and communities; new models for revenue streams for theatres; efforts to increase international awareness of Chicago's unique brand of theatre; or innovative audience engagement initiatives designed to build local audiences for theatre.

Diversity & Equity: Grants will support efforts to increase the equity and diversity of Chicago's theatres such as programming enhancements aimed at strengthening accessibility; cross cultural exchanges; season selection models that exemplify inclusion; or initiatives that offer career training and opportunities for emerging artists and administrators of color.

Community Engagement: Projects might include audience development work aimed at reaching underserved areas of the city; models for partnership with community-based organization; the development of neighborhood hubs for theatre resources, training and initiatives; work devised in collaboration with Chicago residents; or itinerant performance models designed to travel to multiple neighborhoods. Applicants will need to demonstrate a solid history of community engagement and relationship building within specific neighborhoods or with target audiences to be considered for funding under this priority.

Collaboration: Grants will support collaborations across disciplines, sizes and sectors that could serve as replicable partnership models for theatres. Nonprofit arts organizations that focus on disciplines other than theatre are welcome to apply for grants in this category for projects being executed in collaboration with theatre companies and/or that support the goals of the Year of Chicago Theatre.

Project Grants

KEY POINTS

Number of Grants: DCASE will award 4 - 15 Project Grants in 2019.

Grant Size: We will accept requests ranging from \$5,000 to \$50,000. DCASE may award larger or smaller grants than those requested by applicants based on our available budget and the strength of the application. DCASE will not provide a Project Grant that is greater than 25% of an organization's annual adjusted income from its most recently completed fiscal year (FY18).

Grant Term/Period: If awarded, all grant funds must be expended or deposited by the grantee during the grant term of **January 1, 2019 - December 31, 2019**, but it is allowable for the DCASE-funded portion of the project to take place any time during the grant period of **January 1, 2019 - December 31, 2020**. Grantees are likely to receive payment in September of 2019, but funds can also be used to reimburse the organization for expenses incurred earlier in 2019.

Collaborative Proposals: DCASE encourages applications submitted on behalf of collaborations. If applying on behalf of a collaboration, applicants must select a Lead Applicant to be responsible for all application and grantee requirements, if funded. This Lead Applicant must meet all CityArts eligibility requirements and play a principal role in the proposed project. If funded, this organization will receive the grant funds on behalf of the group. **If your organization is listed as a collaborator on a CityArts Project Grant application your organization cannot also apply for its own CityArts Project Grant.**

Previous CityArts Grantees: Organizations can apply for a 2019 Project Grant even if they received CityArts support in 2016, 2017, **and** 2018.

Project Grants

REVIEW CRITERIA

Project Grant proposals will be evaluated based on the following criteria:

- **Potential Impact on Theatre Sector:** The project's potential to impact the Chicago theatre sector at large by increasing the capacity of the sector, increasing the diversity and equity of theatre offerings, strengthening acclaim of Chicago's theatre industry, and/or expanding the audience for Chicago theatre.
- **Quality of Proposed Project:** The proposed project possesses rigor, curiosity, originality, and strategic risk-taking.
- **Feasibility and Sustainability of Proposed Project:** The applicant presents a logical and feasible plan that can be fully executed within a specified timeframe and sustained in the future. The applicant demonstrates an ability to plan for and execute programs of this caliber.
- **Alignment with Cultural Grants Program Priorities:** Project addresses at least one of the Cultural Grants Program priorities of Innovation, Community Engagement, Diversity & Equity, or Collaboration.

GENERAL INSTRUCTIONS/KEY POINTS

- **Grant Payment:** Grants will be made in a single, one-time payment following the successful completion of the grant agreement.
- **Recipients of Other DCASE Support:** DCASE supports local arts and culture organizations in a variety of ways including residencies, performance opportunities, exhibitions, subsidized space/venue rental, etc. Organizations receiving other forms of DCASE support remain eligible to apply; however priority will be given to those not receiving other DCASE support. You will be asked to identify what and when DCASE support was received in 2018 or will be received in 2019 within the online application.
- **Demographics and Geographic Dispersion of CityArts Grantees:** DCASE's Cultural Grants Program strives for an equitable distribution of artistic services across the city's Wards. Grant reviewers will be instructed to take geographic access into account during the review process, taking note of organizations specifically serving residents of Wards which have been historically underserved with little access to arts and culture activities or resources.

TIMELINE

All dates are subject to change.

Event	Dates	Description
Application Assistance Workshops	January 24, January 30, February 5, February 14	Advance registration is encouraged. Please use the Eventbrite link at www.chicagoculturalgrants.org to secure your spot.
Application opens	January 15, 2019 9:00 AM CST	
Application deadline	February 28, 2019 5:00 PM CST	No Extensions will be Granted
Notification of Results	June 2019	All applicants will be notified via e-mail sent to the address on file in the CyberGrants system.
Contracting period	June-August 2019	Grant agreements and necessary attachments will be completed by grantees and processed by the cultural grants team. Grantees will be required to provide a Certificate of Insurance, and agree to the DCASE's Standard Terms and Conditions. https://www.cityofchicago.org/city/en/dept_s/dca/culgrants/for-grantees/contracting-process.html
Payments disbursed	September 2019	
Final reports due	January 31, 2020	Reports will be completed electronically through CyberGrants.

HOW TO APPLY

Beginning at 9:00 AM CST on Monday, January 15, 2019, the online CityArts Program applications will be available .

There are THREE DISTINCT applications, which can be accessed as outlined below.

[General Operating grant application for organizations with annual adjusted income over \\$2M:](https://www.cybergrants.com/dcse/grants/CityArts2019Large)

<https://www.cybergrants.com/dcse/grants/CityArts2019Large>

[General Operating grant application for organizations with annual adjusted income under \\$2M:](https://www.cybergrants.com/dcse/grants/CityArts2019Small)

<https://www.cybergrants.com/dcse/grants/CityArts2019Small>

[Year of Chicago Theatre Project grant application for organizations of all sizes:](https://www.cybergrants.com/dcse/grants/CityArts2019Project)

<https://www.cybergrants.com/dcse/grants/CityArts2019Project>

- Applicants can apply through our online application system, CyberGrants.
- Previous applicants can log in using their previously created login information. If you do not remember your login/password, please contact CyberGrants by clicking on the “Have a technical support question for the CyberGrants Team?” link at the bottom of the login page.
- New applicants will be required to register and create an account prior to accessing the applications.
- Please read and follow all directions and guidelines to ensure that your application is complete and accurate before submitting.
- You may save your work and return to complete the application at any time before **February 28, 2019 at 5PM 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, then cut and paste to complete the application. This will prevent any loss of work due to internet connectivity or other technical issues.
- We strongly recommend that you begin your application well before the due date to familiarize yourself with the CyberGrants software system and to address questions you may have.
- We also strongly recommend beginning by uploading the required attachments as this is the most time-consuming portion of the application for many applicants.
- Please submit your application earlier than the stated deadline. **Late or incomplete applications will not be accepted or reviewed.** DCASE Cultural Grants Team will answer questions and help you to 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.**

What You Need to Apply for a CityArts Grant

- **Responses to Narrative Questions** – Provide details about your organization’s work and the ways in which it relates to the goals and priorities of the Cultural Grants Program.
- **Proof of 501(c)(3) Status** – Submit a copy of the **MOST RECENT** first page of the official letter from the Department of Treasury, Internal Revenue Service, designating the organization as tax-exempt.
- **Board of Directors List** – A one-page list including professional affiliations (i.e., place of employment and job title).
- **Key Personnel Biographies** – A one-to-two page document containing brief paragraph descriptions of the key people who lead your organization both artistically and administratively. Biographical information should be brief but should focus on achievements, activities, awards, publications, education, etc. For the purposes of this requirement, “personnel” should be defined broadly to include full and part-time staff persons, volunteers, contracted artists and/or consultants. If applying for a project grant, please list any personnel that will play a key role in executing the project.
- **A Recent Work Sample** – A recent and relevant work sample and a description of this work and how it relates to your organization’s current work. 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 work sample plays a critical role in helping grant reviewers to understand and experience your organization’s work. Work samples do not need to be professionally produced to demonstrate vibrant programming or artistic excellence. Below are guidelines as to the size/length and number of samples that are appropriate given your discipline:
 - Dance/Theater/Music/Performance/Film: Up to 5 minutes of video or sound recordings
 - Literary: 10 pages
 - Visual Arts: 6-8 images
 - Architecture, Art Service Organizations, Design, Interdisciplinary, Media, Curatorial Arts: Any combination of the above, as appropriate

If you are applying for a Project Grant, your work sample should showcase the organization’s precedent completing or executing a similar project/program/undertaking as that outlined in the Project Grant application.

What You Need to Apply for a CityArts Grant

- **Financial Information**
 - An approved projected budget for the current fiscal year (FY19).
 - Financial Statements from the most recently completed fiscal year (FY17 or FY18, depending on fiscal year end date).
 - Organizational budget of less than \$300,000: Please submit a copy of your Federal Form 990, 990EZ, or 990N e-Postcard.
 - Organizational Budget over \$300,000: Please submit Federal Form 990 or your audited financial statements.
- **Support Documentation (Optional)** – Materials that contribute to the overall narrative of the application or are appropriate to your organization and discipline. These may include critical reviews, letters of support, resumes of artists involved with your organization, promotional materials, public relations materials, research reports, etc. Please do not submit more than three supplemental materials.
- **DataArts DCASE Funder Report** – DataArts is an online system for collecting and standardizing historical, financial and organizational data. See the next page of this packet for more information.

Additional materials requested from General Operating Grant applicants

- **A list of your organization's Chicago-based programs planned for 2019.**
- **Geographic Information** – The Chicago Wards and Chicago Zip Codes where your organization directly provided programming during FY18.

Additional materials requested from Project Grant applicants

- **Project Budget** – A budget for the proposed project identifying all expenses as well as any other avenues of income/support, whether secured or potential.
- **Letters from collaborators (Optional, only if applicable)**– If the project includes working with another organization, or a specific artist, consultant, contractor, etc., please submit letters of support or commitment from these project partners as an indication of their awareness of and commitment to this proposal.

DataArts Requirements

DataArts is an online system for collecting and standardizing historical, financial and organizational data. See www.culturaldata.org.

- CityArts applicants must submit a DCASE Funder Report which will aggregate data for three most recent consecutive fiscal years for which data has been entered into the system - 2016, 2017 and 2018, where possible and available. The DCASE Funder Report is currently available to generate and attach to your CityArts application.
- Recently established organizations with less than three years of financial data must submit a DCASE Funder Report with at least one year of data reflecting the most recently completed fiscal year. For organizations in operation only during FY18, data for 2018 must be submitted.
- Organizations with fiscal years ending 12/31 may elect to submit financial data within DataArts for FY15, FY16 and FY17 (not FY18). In lieu of providing information within DataArts for FY18, an approved year-end actuals statement may be provided.
- As a reminder, the process for completing a DataArts Cultural Data Profile can be time consuming. Applicants should be sure to begin the process early to allow enough time to complete this process before the application deadline. It is highly unlikely for applicants who wait until the day of the deadline to complete this process successfully.

Review Process

Eligibility Screening

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

Peer Panel Grant Review

Discipline-specific panels of grant reviewers comprised of artists, arts administrators, arts advocates, arts stakeholders, arts funders, and other experts will be selected. Consideration is given to creating teams with demographics appropriate for each category and reflective of the city as a whole, including artistic expertise, gender, geographic knowledge of the city, and cultural understanding. Grant reviewers are charged with reviewing eligible proposals, providing extensive comments on each application, and assigning numerical scores using Funding Category-specific review criteria. Each grant reviewer will consider applications in relation to DCASE and Cultural Grants Program goals, CityArts criteria, and in comparison to other applications from organizations of a similar size and stage of development. Grant reviewers make final funding recommendations to DCASE. The role of the DCASE staff is to facilitate grant panel review and to aid grant reviewers in finding consensus.

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 by early June 2019.
- 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, a certificate of insurance, 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.
- Once this process is completed, your single one-time payment will be issued.