

CITYARTS PROGRAM

2021

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PROGRAM OVERVIEW

The goal of DCASE's CityArts Program is to encourage the attainment of artistic excellence and financial stability, and to incentivize innovation related to citywide priorities.

Nonprofit arts and culture organizations of all sizes can apply for general operating grants and project grants focused on rebuilding and recovery across all artistic disciplines. Project grants will support initiatives that have the potential to impact the Chicago arts sector at large.

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 2021, 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 focused on Sector Re-Building

For organizations of all budget sizes

Eligible organizations are able to apply for **both** a General Operating grant **AND** a Project Grant in 2021. 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 (this includes federal, state, and municipal/city contributions) from your organization's total income for the 2019 or 2020 fiscal year, whichever is higher. *Note that in-kind contributions should not be included in this calculation.*

Annual Adjusted Income = Total Income – Government Contributions

If you are applying on behalf of a large organization that has an arts focused division, department or budget, please determine your grant type using your organization's arts budget as opposed to its full budget.

CityArts Program Eligibility Criteria

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

- Have a primary mission to create, produce, present, provide, or support arts and culture services for the public OR have an arts-focused division/department/program with its own budget.
- Offer programs in an artistic discipline, operate as a museum, or serve as an arts service organization.
- Be a nonprofit, 501(c)3 organization incorporated for at least 12 months prior to applying (must have been incorporated as of January 2020). General operating applicants must be incorporated within the state of Illinois. National organizations with a Chicago branch are eligible to apply for project grants.
- 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).
- **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.

DCASE can only accept one general operating application per 501(c)3 through this program.

If your organization is affiliated with a university or institution 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, please determine your grant type and request amount using the affiliate organization's budget and include a statement of commitment from the university with your application.

Organizations applying as part of a collaboration can apply for up to TWO PROJECT GRANTS, if different collaborators are listed on each application.

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 2021 Project Grant regardless of their past CityArts support.

Funding Restrictions:

The following entities cannot be listed as the lead applicant on a proposal. However, collaborations with these entities are welcome for CityArts Project proposals:

- 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.
- For-profit organizations.
- Religious institutions.
- Public or governmental agencies.
- Schools or school districts.
- Athletic teams, social organizations, fraternal organizations.
- Individuals.

DCASE CityArts funds cannot be used to support:

- Capital improvements.
- The purchase of permanent, depreciable equipment valued at more than \$5,000.
- 2019 CityArts Grantees that have not completed the required Interim or Final Reports for their grants.

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.

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 as doing exemplary work related to **four** Cultural Grants Program priorities. Assessment will be based on organization's past work and future plans, **not** based on how efficiently and successfully organizations pivoted their programming in 2020 in response to the pandemic.

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. We are looking to support organizations that elevate and expand neighborhood cultural assets and address local needs through deep interaction with Chicago residents.

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, ability, gender identity and sexual orientation. We are looking to support organizations demonstrating clear Diversity & Equity values and goals that are evidenced in their strategic planning, policies, artists, staff, board, audience, and artistic work, including programming that fills gaps in Chicago's cultural landscape or highlights underrepresented and culturally specific art forms.

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 10 - 15 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 \$10,000 - \$25,000 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, 2021 and December 31, 2021. Grantees are likely to receive payment in October of 2021, but can use the funds to reimburse the organization for expenses incurred earlier in 2021.

Number of Consecutive Years an Organization May Receive Funding: Organizations may receive general operating funding for up to three years in a row before being required to take a year off from general operating funding. Off cycle organizations are still eligible to apply for project support.

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.

1. MAKE, CREATE, PRODUCE, PRESENT ART: Includes organizations that are:

- Producing or creating art.
- Providing facilities, space, performance or exhibition opportunities for Chicago's arts and culture community.

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

- Offering meaningful, consistent opportunities to increase youth's access to Chicago's arts and culture resources.
- 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.
- Offering arts learning opportunities for adults.

3. ELEVATE CULTURAL ASSETS: Includes organizations that are:

- 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. CELEBRATE CULTURAL HERITAGE: Includes organizations that are:

- Seeking to expose Chicagoans to one or more specific cultural heritage(s), resources, or art forms.
- Preserving and celebrating traditional/folk art forms.

5. 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.

6. ENGAGE COMMUNITIES: Includes organizations that are:

- Elevating and expanding neighborhood cultural assets.
- Growing neighborhood cultural capacity and celebrating community.
- Providing large-scale public events such as festivals or park-based performances for specific communities or neighborhoods.
- Recognizing and illuminating the character defining attributes of Chicago's neighborhoods.

7. EMBED ARTS INTO BROAD SERVICE GOALS: Includes organizations that are:

- Focusing on the arts as one of several strategies for accomplishing a broader organizational mission.
- Embedding the arts into other community/neighborhood development, social service, health and wellness, or educational activities.

General Operating Grants for Small Arts & Culture Organizations

KEY POINTS

Eligible Expenses: 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.

Number of Grants: The number of grants and the grant amounts awarded in 2021 will be contingent on the number of applicants and available budget. In 2020, DCASE made 152 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 2019 or 2020 fiscal year (whichever is higher) UNLESS the organization's budget is less than \$20,000. Grantees with budgets less than \$20,000 will receive a \$2,000 grant. If you are applying on behalf of an organization that has an arts focused division, department or budget, please determine your request amount using your organization's arts budget as opposed to its full budget. 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 2020 was approximately \$6,600. Only a small number of grants are made over this average amount each year.

Grant Period: If awarded, all grant funds must be expended by the grantee between January 1, 2021 and December 31, 2021. Grantees are likely to receive payment in November of 2021, but can use the funds to reimburse the organization for expenses incurred earlier in 2021.

Previous CityArts Grantees: An organization can receive general operating funding 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 2018, 2019 or 2020—but not all three—can and should reapply for 2021 CityArts general operating funding. Off cycle organizations are still eligible to apply for project support. If you are unsure if you are eligible to apply please contact our office.

Funding Categories: 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 no longer accepts applications through this Foster Innovation category, but will instead select 3 – 6 exceptional applicants to receive special grant awards beyond their request amounts in 2021.

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. Assessment will be based on organization's past work and future plans, **not** based on how efficiently and successfully organizations pivoted their programming in 2020 in response to the pandemic.

- **Benefit to the Public and the Sector:** Organization clearly benefits/impacts artists, the arts sector and the public. Organization demonstrates uniqueness within the broader cultural landscape and within its discipline, neighborhood and community. Organization 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, increase access to arts programming, and/or meet the needs of special audiences such as youth, senior citizens or persons with disabilities.
- **Diversity & Equity:** Demonstrates clear Diversity & Equity values and goals across race, ethnicity, class, ability, gender identity and sexual orientation that are evidenced in its strategic planning, policies, artists, staff, board, audience, and artistic work, including programming that fills gaps in Chicago's cultural landscape or highlights underrepresented and culturally specific art forms.
- **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.
- **Organizational Capacity** (relative to the organization's size, stage of development and structure): Clear mission and vision, strong and effective leadership, active board, appropriate planning, financial management, goal-setting and assessment of work.
- **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/participants, and on evidence that the work leads to learning or social-emotional development.

Project Grants OVERVIEW

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

2021 CityArts Project grants will support initiatives and projects that have the potential to impact the rebuilding and recovery of Chicago's arts and culture sector at large.

Overview

The COVID-19 pandemic has placed unprecedented strain on the arts and culture community. One of the many assets of the arts is their ability to bring people together for live, shared experiences, which have not been possible over the past ten months due to necessary restrictions on gatherings in place to prevent the spread of this disease. The pandemic has also magnified long-term issues of systemic racism, accessibility, digital divide and inequitable access to health services, housing, food, educational resources and more.

Artists and arts organizations have suffered significant hardships that will require creativity and collaboration to overcome and rebuild towards equity. 2021 CityArts project grants will fund a small number of projects with clear outcomes that will reshape the landscape.

Funded projects may include convenings, research projects, resource sharing initiatives, artist career development, audience development initiatives and/or the development of new models, formats and strategies to elevate the arts and equitably rebuild the arts sector.

Grants will be made to projects with a wide-ranging potential impact, including projects focused on a specific discipline, neighborhood or community. Applicants are encouraged to connect their work to broader city and civic initiatives. Grants will not be made in support of one-off performances, productions, exhibitions or events.

DCASE defines sector rebuilding projects as projects that have the potential to impact the Chicago arts and culture sector at large by:

- **Developing replicable models** or formats for operating, presenting artwork, revenue generation, arts education, artist career opportunities, partnerships and/or collaborations across disciplines, sizes and sectors;
- **Developing collective strategies** for planning, presenting, marketing, branding, audience engagement, and/or artist development;
- **Transforming sector-wide structures**, policies and models to strive towards equity and to integrate arts and culture into broader community goals;
- Celebrating, **elevating and advocating for the arts** as an essential part of Chicagoans lives;
- **Conducting research studies** with potential findings that could drive updates to business models, health and safety guidelines, infrastructure, artistic concepts, or marketing strategies; and/or
- **Pooling or sharing resources**, opportunities and information to increase stability, sustainability, accessibility, efficiency and equity in the industry.

Project Grants

PRIORITIES

Following are some examples of the types of projects that we are looking to support.

- **Collaboration**: Projects might include sector-wide or discipline-focused convenings to identify shared needs and strategies for addressing them; the development of collectives or consortiums to combine resources and advocacy towards shared goals; replicable models for collaborations across disciplines, sizes and sectors that could strengthen arts industry business models; or research projects analyzing strengths and replicable components of pre-existing models for partnerships.
- **Innovation**: Projects might include research designed to increase arts advocacy and/or to better understand and document the benefits and impact of the arts for individuals and communities; collective strategies for re-engaging audiences and promoting arts activities; the development/exploration of new, replicable art forms/media that can be accessed virtually; development of replicable earned revenue/sponsorship strategies for arts organizations' virtual experiences; development of live event space or replicable format that adheres to social distancing guidelines and can be a resource for the landscape.
- **Community Engagement**: Projects might include the development of neighborhood hubs for resources, training and initiatives; building neighborhood-focused arts districts by connecting programming and sharing resources; cross-sector collaborations using human centered design to integrate arts and culture into broader community goals; models for partnership with residents to integrate the arts into community plans in the City of Chicago's INVEST South/West neighborhoods; or research that identifies supports needed to sustain or rebuild cultural assets in 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.
- **Diversity & Equity**: Projects might include collective strategies to increase access to resources, arts education, professional development and opportunities; research that provides data about inequities in the industry; strengthening infrastructure for arts activities on the South and West sides of Chicago; replicable models for professional development for emerging artists with disabilities; collaborative efforts to elevate organizations with BIPOC (Black, Indigenous and People of Color) leadership; and restructuring business models and pay scales to strengthen diversity of arts organizations' boards and staff.

Project Grants

KEY POINTS

Number of Grants: DCASE anticipates awarding 5 - 10 Project Grants in 2021.

Finalist Interviews: DCASE will schedule interviews with 5 – 20 finalists before final grant decisions are made. Interviews will be conducted by DCASE staff and external grant review panelists.

Collaborative Proposals: DCASE encourages applications submitted on behalf of collaborations, including collaborations with for-profit organizations. 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. **Organizations applying as part of a collaboration can apply for up to two project grants, as long as the proposals are for two distinct projects with different collaborators.**

Grant Size: We will accept requests ranging from \$5,000 to \$100,000. DCASE may award larger or smaller grants than those requested by applicants based on our available budget and the strength of the application. Applicants can request up to 25% of the combined total annual adjusted income of **all collaborators** from the 2019 or 2020 fiscal year, whichever is higher. We will not accept request amounts lower than \$5,000. If your organization's Adjusted Income was less than \$20,000 last year, please apply for a \$5,000 grant.

Grant Term/Period: If awarded, all grant funds must be expended or deposited by the grantee during the grant term of **January 1, 2021 - December 31, 2021**, but it is allowable for the DCASE-funded portion of the project to take place any time during the grant period of **January 1, 2021 - December 31, 2022**. Grantees are likely to receive payment in November of 2021, but funds can also be used to reimburse the organization for expenses incurred earlier in 2021.

Previous Grantees: Organizations can apply for a 2021 CityArts Project Grant even if they received CityArts support in 2018, 2019, and 2020. Organizations selected as re-granting partners through DCASE's Artist Response 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. To learn more about the Artist Response Program, please visit

https://www.chicago.gov/city/en/depts/dca/supp_info/artist_response_program.html

Previously Supported Projects: Organizations may apply to receive additional support for a project previously supported by a CityArts Project grant if the project aligns with the 2021 guidelines. In this instance, the 2021 application must (1) show 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 CityArts grantees, please visit www.chicagoculturalgrants.org.

Project Grants

REVIEW CRITERIA

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

- **Potential Impact on Arts Sector:** The project's potential to impact the rebuilding and recovery of Chicago's arts and culture sector at large.
- **Alignment with Sector-Rebuilding Definition:** Project addresses at least one component of the DCASE definition of sector-building (outlined in detail on page 8): developing replicable models, developing collective strategies, transforming sector-wide structures, elevating and advocating for the arts, conducting research studies and/or pooling or sharing resources.
- **Quality of Proposed Project:** The proposed project is equitable and just and possesses rigor, thoughtfulness and inventiveness.
- **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 and its collaborators demonstrate 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 2020 or will be received in 2021 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. 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 under-resourced.

TIMELINE

All dates are subject to change.

Event	Dates	Description
Application Assistance Workshops	January 21, January 26, January 28, February 4	Advance registration is encouraged. Please use the Eventbrite link at www.chicagoculturalgrants.org .
Application opens	January 19, 2021 9:00 AM CST	
Application deadline	March 3, 2021 5:00 PM CST	<u>No Extensions will be Granted.</u> Applications must be submitted at least one week before the deadline to avoid technical issues. Any technical issues reported within the week prior to the deadline might not be resolved in time for you to successfully submit your application.
Notification of Results	July 2021	All applicants will be notified via e-mail sent to the address on file in the CyberGrants system.
Contracting period	July - October 2021	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	November 2021	Timeframe is subject to change.
Final/Interim reports due	January 31, 2022	Reports will be completed electronically through CyberGrants. Project grantees will be required to complete an additional report by January 31, 2023.

HOW TO APPLY

Beginning at 9:00 AM CST on Tuesday, January 19, 2021, 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/CityArts2021Large>

General Operating grant application for organizations with annual adjusted income under \$2M:

<https://www.cybergrants.com/dcse/grants/CityArts2021Small>

Project grant application for organizations of all sizes:

<https://www.cybergrants.com/dcse/grants/2021CityArtsProject>

- 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 **March 3, 2021 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. When pasting from a separate document into the CyberGrants application, be sure to “paste as plain text” to avoid errors.
- 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.
- 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.
- Please submit your application earlier than the stated deadline. **Applications must be submitted at least one week before the deadline to avoid technical issues. Any technical issues reported within the week prior to the deadline might not be resolved in time for you to successfully submit your application. Late or incomplete applications will not be accepted or reviewed.**

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. Please be aware of the character limits listed for each narrative response.
- **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, including personnel from collaborating organizations.
- **Board and Staff Demographics** – Using the template in the attachments section of the CyberGrants application, outline the demographics of your senior staff and board of directors.
- **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 your organization’s and/or collaborators’ 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 (FY21).
 - Financial Statements from the most recently completed fiscal year (FY19 financials can be accepted if your fiscal year end date is between June 30 – December 31).
 - 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.
 - If your financial statements are from FY19, or if you are submitting your 990N e-Postcard, please also submit a year-end actuals statement for FY20 or a copy of State Form AG990-IL from 2020.
- **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 (Optional)** – 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

- **Data** about your staff, artists, finances and programming in 2019 and 2020.
- **Information about your financial position** and the impact the COVID-19 pandemic has had on your organization. This information will not be viewed by the external grant review panel or incorporated into application assessments or funding decisions.

Additional materials requested from Project Grant applicants

- **Project Budget** – A budget for the proposed project identifying all expenses as well as any other sources 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 Funder Report

SMU DataArts is an online system for collecting and standardizing historical, financial and organizational data. See www.culturaldata.org. The DataArts Funder report is an optional component of the CityArts application in 2021.

In December 2020, DataArts launched a new streamlined Cultural Data Profile CDP, with a goal to make data entry easier for arts and cultural organizations while preserving the data points used to generate valuable insights in reports. You can learn more about the changes at <https://culturaldata.org/pages/cdp-survey-streamline/>

- The DCASE Funder Report will aggregate data for the three most recent consecutive fiscal years for which data has been entered into the system - 2018, 2019 and 2020, 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 should submit a DCASE Funder Report with at least one year of data reflecting the most recently completed fiscal year.
- Organizations with fiscal years ending between 6/30 and 12/31 may elect to submit financial data within DataArts for FY17, FY18 and FY19 (not FY20). In lieu of providing information within DataArts for FY20, 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 choosing to submit the DataArts report should begin the process early to allow enough time to complete this process before the application deadline.

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.) For project applications, the Cultural Grants Team will also confirm that submitted projects meet the definition of “sector rebuilding project” before moving them on for review by the peer grant review panel. 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 discipline and reflective of the city as a whole, including artistic expertise, race, gender, geographic knowledge of the city, and cultural understanding. A majority of the grant review panel will be BIPOC (Black, Indigenous and People of Color). 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 July 2021.
- All applicants are welcome to schedule a call to receive feedback on their application. Declined applicants will receive an invitation with a link to schedule a call.
- 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.