

2022 CITYARTS PROGRAM

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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. 2022 Project Grants will focus on the Year of Chicago Dance.

DCASE received an unprecedented increase to the Cultural Grants Program budget in 2022, allowing us to significantly increase general operating grant amounts and make these grants renewable for one year.

In 2022, 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 Dance

For organizations of all budget sizes

Eligible organizations are able to apply for **both** a General Operating grant **AND** a Project Grant in 2022.

There will be separate review processes for each grant type with criteria specific to that grant type.

UPDATE TO GENERAL OPERATING GRANT AMOUNTS

General Operating grant amounts for selected grantees will be determined as outlined below, based on the organization's average Annual Adjusted Income over the past three years.

Average Annual Adjusted Income of <\$10,000

Grant amount will be approximately equal to the organization's average annual adjusted income

Average Annual Adjusted Income of \$10,000 - \$100,000

Grant amount will be \$10,000

Average Annual Adjusted Income of \$100,000 - \$500,000

Grant amount will be up to 10% of the organization's average annual adjusted income and no more than \$25,000

Average Annual Adjusted Income of \$500,000+

Grant amount will be up to 5% of the organization's average annual adjusted income and no more than \$50,000

Grant amounts for organizations that have been in existence for less than three years will be based on their most recently completed fiscal year(s)' annual adjusted income. To calculate your organization's annual adjusted income, subtract the total amount of government contributions received from your organization's total income.

ALSO NEW IN 2022: General Operating grants will be renewable for one year. Grantees will complete a contract addendum to receive a grant in 2023 upon completion of their final report for 2022. Organizations not selected for funding in 2022 will have the opportunity to apply again in 2023.

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.
- 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 2021). 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.

PLEASE NOTE: 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 using the affiliate organization's budget and include a statement of commitment from the university/institution with your application

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.
- Past CityArts Grantees that have not completed the required Interim or Final Reports for their grants.

PLEASE NOTE

DCASE is unable to pay grant funds to any organization with outstanding, existing debt with the City of Chicago. Please set up payment plans or pay off any existing debt (parking tickets, utility bills, etc.) with the Department of Finance:

www.chicago.gov/city/en/depts/fin.html

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 2021 or will be received in 2022 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.

HELPFUL LINKS

DCASE Cultural Grants Website

chicagoculturalgrants.org

DCASE Opportunities for Organizations & Individuals

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

Ward & Alderman Finder

https://www.chicago.gov/city/en/depts/mayor/iframe/lookup_ward_and_alderman.html

Community Area & Neighborhood Maps

https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html

GENERAL OPERATING GRANTS – KEY POINTS

Organization Types: All general operating applicants must choose their organization type from the following list. 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 2022. Applicants will be reviewed against evaluation criteria designed specifically for the kind of work they do. If your work falls into multiple categories, you will be able to identify additional organization types.

- Producing and Presenting Organization
- Arts Education Organization
- Museum/Archive
- Cultural Heritage Center/Group
- Arts Service Organization
- Neighborhood Arts Group

Annual Adjusted Income: Grant amounts will be based on the organization's average Annual Adjusted Income over the past three years. 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. *Note that in-kind contributions should not be included in this calculation.*

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: We anticipate making approximately 200 general operating grants to small organizations in 2022 and approximately 20 general operating grants to large organizations in 2022.

Grant Period: If awarded, all grant funds must be expended by the grantee between **January 1, 2022 and December 31, 2022**. Grantees are likely to receive payment in November of 2022, but can use the funds to reimburse the organization for expenses incurred earlier in 2022.

Previous CityArts Grantees: Organizations that have received support through CityArts for three consecutive years DO NOT need to go off cycle in 2022.

GENERAL OPERATING GRANTS – REVIEW CRITERIA

The following criteria will be used to evaluate general operating proposals:

- **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 people with disabilities.
- **Equity:** Demonstrates clear equity values and goals across race, ethnicity, class, ability, gender 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 art forms. The City of Chicago defines equity as both an outcome and a process that results in fair and just access to opportunity and resources that provide everyone the ability to thrive. Please visit the City of Chicago's [Office of Equity and Racial Justice](#) for more information about the City of Chicago's Equity Statement of Principles.
- **High-Quality Programs:** Develops high-quality, 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**

GENERAL OPERATING GRANTS – REVIEW CRITERIA CONTINUED

All applicants will also be evaluated based on specific criteria associated with their organization type. 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.

Large organizations will need to demonstrate exceptional work across the following three criteria in order to be funded:

- **Benefit to the Public and the Sector**
- **Equity**
- **High-Quality Programs**

PROJECT GRANTS - OVERVIEW

In 2022, CityArts Project Grants will support projects in alignment with the City of Chicago's Year of Chicago Dance.

Overview: In deep partnership with the local dance community, Mayor Lori E. Lightfoot and DCASE Commissioner Erin Harkey have designated 2022 as the "Year of Chicago Dance." This citywide, year-long focus on dance is the first of its kind in the U.S. The collaborative initiative will activate Chicago's dance industry to address critical issues facing dancers and the field of dance including funding, space, and capacity building — and to consider the sustainability of this work. The Year of Chicago Dance will also include dance performances, social dancing, and special events for the public in dozens of venues throughout the city. The 2022 Year of Chicago Dance follows the successes of 2017, 2018, 2019 and 2020/21 initiatives, which highlighted Chicago's public art, our creative youth, and the city's vibrant theatre and music scenes

In service of this initiative, 2022 CityArts Project grants will support initiatives that have potential to impact the Chicago dance community by addressing critical issues facing dancers and the field of dance. Applicants will be asked to describe what issue their project is addressing.

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

- Audience engagement initiatives designed to build local audiences for dance.
- Initiatives that give dance artists and companies access to studio and performance space.
- Programming enhancements aimed at strengthening accessibility.
- Cross cultural exchanges.
- Initiatives that offer career training and opportunities for emerging artists, technicians and administrators.
- The development of neighborhood hubs for dance resources, training and initiatives.
- Dance works devised in collaboration with Chicago residents.
- Performance models designed to travel to multiple neighborhoods.
- Research designed to better understand and document the benefits and impact of dance for individuals and communities.
- Projects that document, preserve or celebrate the dance legacy of specific neighborhoods and communities.
- Partnership with community-based organizations to incorporate dance into services provided and/or connect youth to dance programming.
- Strengthening infrastructure for dance performances on the South and West sides of Chicago.
- Artist showcases featuring underrepresented dance makers.

PROJECT GRANTS – KEY POINTS

Number of Grants: DCASE anticipates awarding 5 - 20 Project Grants in 2022.

Finalist Interviews: DCASE will schedule interviews with 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. 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.

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, 2020 or 2021 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.

PROJECT GRANTS – KEY POINTS CONTINUED

Grant Term/Period: If awarded, all grant funds must be expended or deposited by the grantee during the grant term of **January 1, 2022 - December 31, 2022**, but it is allowable for the DCASE-funded portion of the project to take place any time during the grant period of **January 1, 2022 - December 31, 2023**. Grantees are likely to receive payment in November of 2022, but funds can also be used to reimburse the organization for expenses incurred earlier in 2022.

Previous Grantees: Organizations can apply for a 2022 CityArts Project Grant in addition to CityArts general operating support. Organizations selected as grantees through the 2021 Neighborhood Access Program will not be eligible for a CityArts Project grant in support of the same project funded through this program but remain eligible for CityArts general operating grants and CityArts Project grants in support of other initiatives.

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 2022 guidelines. In this instance, the 2022 application must (1) show progress of the work since the last application and (2) request 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:

- **Quality of Proposed Project:** The proposed project possesses rigor, curiosity, originality, and strategic risk-taking.
- **Feasibility of Proposed Project:** The applicant presents a logical and feasible plan that can be fully executed within a specified timeframe. The applicant demonstrates an ability to plan for and execute programs of this caliber.
- **Potential Impact on Dance Community:** The project's potential to impact the Chicago dance landscape by addressing a critical issue facing the dance community. Projects may be focused on increasing the capacity of the dance community, increasing the diversity and equity of dance offerings, strengthening acclaim of Chicago's dance industry, expanding the audience for Chicago dance, or addressing other critical issues as defined by the applicant.
- **Equity:** Project demonstrates clear equity values and goals across race, ethnicity, class, ability, gender and sexual orientation that are evidenced in its program planning, artists, project leadership, and audience, including programming that fills gaps in Chicago's dance landscape or highlights underrepresented dance forms.

TIMELINE

All dates are subject to change.

Event	Dates	Description
Application Assistance Workshops	February 10 5:00-7:00pm February 16 9:30-11:30am February 28 12:00-2:00pm	Advance registration is encouraged. Please use the Eventbrite link at www.chicagoculturalgrants.org .
Application opens	February 7, 2022	
Application deadline	March 22, 2022 at 5:00 PM CST	No Extensions will be Granted. 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 2022	All applicants will be notified via e-mail sent to the address on file in the CyberGrants system.
Contracting period	July - October 2022	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/depts/dca/culgrants/for-grantees/contracting-process.html
Payments disbursed	November 2022	Timeframe is subject to change.
Final/Interim reports due	January 31, 2023	Reports will be completed electronically through CyberGrants. Project grantees will be required to complete an additional report by January 31, 2024.

HOW TO APPLY

Beginning on Monday, February 7, 2022, 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/dcase/grants/CityArts2022Large>

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

<https://www.cybergrants.com/dcase/grants/CityArts2022Small>

Project grant application for organizations of all sizes:

<https://www.cybergrants.com/dcase/grants/CityArts2022Project>

- 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.

TIPS FOR SUBMITTING AN APPLICATION

- 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 22, 2022, 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

- **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

Financial Information:

- An approved projected budget for the current fiscal year (FY22).
- Financial Statements from the most recently completed fiscal year (FY20 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 FY20, 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) – The DataArts Funder Report is an optional component of the CityArts application in 2022. Please visit [SMU DataArts](#) for detailed information about how to create a Cultural Data Profile and submit your Funder Report to DCASE.

Additional materials requested from General Operating Grant applicants:

- **Data** about your staff, artists, finances and programming in 2020 and 2021.

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.
- **Project Personnel Demographics** – Using the template in the attachments section of the CyberGrants application, outline the demographics of the personnel leading your project.
- **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.

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 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 the program review criteria. Each grant reviewer will consider applications in relation to DCASE and Cultural Grants Program goals, CityArts criteria, and compared 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 in July 2022.
- 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.

CONTACT US

CULTURAL GRANT STAFF CONTACT INFORMATION:

Kalena Chevalier – Program Director
Kalena.Chevalier@cityofchicago.org

Julie Partynski - Grants Administrator
Julie.Partynski@cityofchicago.org

Meghan Beals – Grants Coordinator
Meghan.Beals@cityofchicago.org

Melissa Thomfohrda – Grants Coordinator
Melissa.Thomfohrda@cityofchicago.org

General Cultural Grants Contact
culturalgrantmaking@cityofchicago.org

The Cultural Grants staff are always available to answer questions regarding any part of the grant process. Please do not hesitate to reach out to us at the contact information above.

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