

INDIVIDUAL ARTISTS PROGRAM

2022

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INDIVIDUAL ARTISTS PROGRAM OVERVIEW

The mission of the Individual Artist Program is to support Chicago's practicing artists in creating work that develops their craft and elevates their careers while adding to the cultural vitality of the City. We invest in artists because we believe the arts are an essential part of life.

DCASE received an unprecedented increase to the Cultural Grants Program budget in 2022, which has doubled the funds available through this program this year.

Through this program, DCASE will award project grants to resident Chicago artists.

This program seeks to address the following goals, in support of its mission:

- To make grants in alignment with artists' self-identified, unique and evolving needs.
- To address gaps in local and national individual artist funding infrastructures.
- To support a diverse group of artists reflective of the city of Chicago and its cultural landscape.

Cultural Grants Staff Contact Information:

Kalena Chevalier, Program Director
Julie Partynski, Grants Administrator
Meghan Beals
Melissa Thomfohrda

Please direct all inquiries to:
culturalgrantmaking@cityofchicago.org

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

There will only be one grant intake process for 2022.
**Artists Must Select Only ONE Primary Discipline
for their project:**

- Film & Media Arts
 - Literary Arts
 - Music
- Performing Arts (Theatre/Dance)
- Visual Arts/Design

The primary discipline selected will determine who reviews and scores your grant application. If your work is multi-disciplinary, you will be able to identify additional disciplines following the primary discipline selection.

**The link to the application can be found on our website as of
November 16, 2021:
www.chicagoculturalgrants.org**

2022 INDIVIDUAL ARTISTS PROGRAM CALENDAR

Event	Dates	Description
Grant Period	The grant period will be January 1, 2022 – December 31, 2022 or January 1, 2022 – August 31, 2022, depending on the timing of your project.	If awarded, all grant funds must be expended by the grantee during the grant period.
Applicant Workshops	November 19 – December 9	Attending an application assistance workshop is strongly encouraged, but not required. Register online via chicagoculturalgrants.org .
Application Guidelines Available	November 16, 2021	
Application opens	November 16, 2021 at 9:00 AM CST	
Application deadline	January 7, 2022 @ 5:00 PM CST	No extensions will be granted.
Notification of Results	April 2022	All applicants will be notified via e-mail sent to the address on file in the CyberGrants system. Please be sure to update your contact information when you apply.
Contracting period	April – July 2022	Grant agreements and necessary attachments will be completed by grantees and processed by the cultural grants team and the finance department.
Payments disbursed	TBD – Earliest is July 2022	This is a projected payment timeline that is subject to change. All payments will be disbursed in 2022.
Final reports due	January 31, 2023	Narrative reports and receipts for expenditures will be submitted electronically. Reports will open in December 2022.

2022 Application Assistance Workshop Schedule

All applicants are highly encouraged to attend a virtual Application Assistance Workshop.

2022 IAP Full-Length Workshops – Zoom Webinars

Join DCASE grant team members for an info session on the 2022 Individual Artists Program (IAP). This full-length workshop will review updates to grant guidelines and review criteria and provide tips and guidance to help applicants prepare the strongest, most competitive applications possible.

- Friday, November 19, 2021 3:00-5:00pm - [Register Online](#) - *This workshop is hosted by South East Chicago Commission*
- Tuesday, November 30, 2021 5:00 -7:00pm - [Register Online](#) - *This workshop will be presented with Economic Strategies Development Corporation*
- Wednesday, December 1, 2021 – 2:00 – 4:00pm - [Register Online](#)

2022 IAP Learn What's New Workshop – Zoom Webinar

This workshop is geared towards previous applicants who are already familiar with the DCASE Grants process. Join DCASE grant team members and learn what's new for the 2022 Individual Artists Program (IAP). This shorter workshop will review updates to the 2022 grant program. **Do not register for this workshop for a full overview of the program.** Please see additional full-length, two-hour workshops above for a deep-dive into the application and process.

- Thursday, December 9, 2021 12:00 – 1:00pm - [Register Online](#)

If you have questions and are not able to access these virtual meetings, if you need assistance in another language, and/or if you are an individual with a disability and need a reasonable accommodation to attend or apply please contact culturalgrantmaking@cityofchicago.org for assistance.

IAP Eligibility Criteria

To be eligible for an IAP Grant, grant applicants must:

- Be a resident of the city of Chicago, Illinois with a valid street address (no PO boxes). A Driver's License, State I.D., or Chicago CityKey showing Chicago address must be provided. No other proof of Chicago residency will be accepted. Chicago must be the home base and geographic focus for applicants.
- Be at least 18 years old.
- Not be enrolled full time in undergraduate college/university studies of any kind.
- Be a practicing artist, artisan, curator or cultural producer. This is defined as someone who:
 - Is actively creating, curating or producing work
 - Has demonstrated success in the arts through the creation, curation or production of high-quality work and/or contributions to the field.
 - Has at least a two-year history of public presentation or publication.

Geographic Dispersion of IAP Funds

DCASE's Cultural Grants Program strives for an equitable distribution of artistic services across the city. Additionally, when evaluating applications, panelists will be instructed to consider geographic access as one of many criteria to ensure the support of projects created by or serving residents of community areas which have been historically under-resourced.

NOTE:

All IAP grant recipients will be taxed on the amount awarded. The percentage will be based on your taxable income bracket. The City of Chicago Comptroller's office will send a 1099 Form to the lead applicant/artist on each project. Please plan ahead.

NOTE:

DCASE is unable to pay grant funds to individuals with outstanding, existing debt with the City of Chicago. Please set up payment plans or pay off any existing debt (parking tickets, utility bills, etc.) with the Department of Finance:
www.chicago.gov/city/en/depts/fin.html

Funding Restrictions:

DCASE IAP funds cannot be used to support:

- Capital improvements.
- Tuition for a degree or certificate-based, university-level educational program.
- Projects supported by 2021 Neighborhood Access Program or 2021 Artist Response Program direct grants.
- 2020 or 2021 IAP grantees who received an extension on their grant period to 2022.
- Past IAP grantees that have not completed the required Final Report for their funded project or that did not execute a previously funded project.
- Past IAP grantees that did not complete their grant contracting paperwork.
- An applicant or collaborator on more than one proposed project.
- Applicants seeking funds for projects considered to be hobbies or of a recreational nature.
- Banking fees, PayPal fees, or service fees from crowd funding projects.
- Food or beverage expenses, unless the food or beverage costs are a critical part of/critical materials for the artistic project.
- Fundraising events, religious ceremonies or events, or advocacy of specific political causes or candidates.
- No more than 50% of a grant to a single individual except for apprenticeship projects.
- Vehicle rental of any kind.

Eligible Projects and Expenses

- IAP grants can be used to support the creation, development, presentation or publication/distribution of specific artistic projects; participation in professional advancement opportunities; or to support artists' overall artistic work plans including the purchase of equipment and materials needed to develop a body of work and other business development costs, such as web site development.
- If applying for support of a professional advancement project, the proposed opportunity must be either a unique, once in a lifetime artistic development opportunity (such as one-on-one apprenticeships and competitive/application based artist residencies and workshops), or training in trauma-informed work, intimacy, anti-racism and other practices that will improve the safety and well-being of artists, collaborators and audiences.
- All project expenses that will be incurred during the grant period and are NOT listed under Funding Restrictions are eligible for support through this program.
- These expenses include studio and venue rental fees, fees paid to individuals serving as collaborative and contracted artists, and the cost of raw materials needed to create art.
- **IAP grantees can use 25% of their grant to pay themselves for their work on their project, and can use grants to purchase equipment valued at \$5,000 or less.**

Primary Discipline Descriptions

FILM & MEDIA ARTS

Applicants applying to support the creation, development or distribution of a film, web series or electronic media project must be the writer, director, producer or co-producer of the project.

Sub-disciplines/Genres:

Select Film & Media Arts as your primary discipline if you are working in the following disciplines/mediums:

- Fiction Film
- Documentary Film
- Video
- Web series
- Podcast
- Any other digital art form that is stored or captured
- Curator of series/festivals in Film & Media Arts

Examples of projects:

After selecting your discipline, you will be asked to select your project type. These are examples of projects that would be eligible for support in the Film & Media Arts discipline. This is not an all inclusive list.

- **Project in development:** The creation of a film, web series or electronic media project including editing, sound mixing, colorizing, etc.
- **Publication/Distribution:** Release and distribution of a film, web series or electronic media project.
- **Public event – local:** Film screening, series or festival in Chicago.
- **Public event – touring:** Film screening, series or festival outside of Chicago.
- **Professional advancement:** One-on-one apprenticeships with masters in Film & Media Arts, competitive/application based artist residencies, workshops, and laboratories or other unique training opportunities leading to the development of a body of work; Training in trauma-informed work, intimacy, anti-racism and other practices that will improve the safety and well-being of artists, collaborators and audiences.
- **Research:** Research associated with the development of a film, web series, or electronic media project.
- **Investment in Artistic Practice:** The purchase of film or video equipment that will allow for the development of future projects.

Primary Discipline Descriptions

LITERARY ARTS

Sub-disciplines/Genres:

Select Literary Arts as your primary discipline if you are working in the following disciplines/mediums:

- Poetry
- Fiction
- Nonfiction
- Storytelling
- Graphic Novel
- Zine
- Journalism
- Any other written art form
- Editor of zines, chapbooks, etc.

Examples of projects:

After selecting your discipline, you will be asked to select your project type. These are examples of projects that would be eligible for support in the Literary Arts discipline. This is not an all inclusive list.

- **Project in development:** Costs associated with developing a literary project including working with an editor, writing studio rental fees, etc.
- **Publication/Distribution:** Publishing a book or series of poems, essays or stories.
- **Public event – local:** Presentation of a masterclass or workshop series for literary artists in Chicago; book launch event.
- **Public event – touring:** Book tour.
- **Professional advancement:** One-on-one apprenticeships with masters in Literary Arts, competitive/application based artist residencies, workshops, and laboratories or other unique training opportunities leading to the development of a body of work; Training in trauma-informed work, anti-racism and other practices that will improve the safety and well-being of artists, collaborators and students.
- **Research:** Research associated with the development of a book or other literary project.
- **Investment in Artistic Practice:** The purchase of software needed for literary projects or equipment needed for home office; Writing retreats; Bookbinding equipment; Website development.

Primary Discipline Descriptions

MUSIC

Sub-disciplines/Genres:

Select Music as your primary discipline if you are working in any musical or recording art genre and/or if you are curating/independently producing music performances.

Examples of projects:

After selecting your discipline, you will be asked to select your project type. These are examples of projects that would be eligible for support in the Music discipline. This is not an all inclusive list.

- **Project in development:** The creation of an album, song or series of tracks including song composition, recording, studio rental, sound mixing, etc.
- **Publication/Distribution:** Release and distribution of an album.
- **Public event – local:** Concert, performance or album release event in Chicago or on virtual format.
- **Public event – touring:** Tour of music performances/concerts.
- **Professional advancement:** One-on-one apprenticeships with masters in Music, competitive/application based artist residencies, workshops, and laboratories or other unique training opportunities leading to the development of a body of work; Training in trauma-informed work, anti-racism and other practices that will improve the safety and well-being of artists, collaborators and audiences.
- **Research:** Research associated with the development of an album, music video or other music project.
- **Investment in Artistic Practice:** Developing a home studio for recording and mixing; Website development and branding.

Primary Discipline Descriptions

PERFORMING ARTS (THEATRE/DANCE)

Sub-disciplines/Genres:

Select Performing Arts (Theatre/Dance) as your primary discipline if you are working in the following disciplines/mediums:

- Theatre
- Dance
- Staged Performance art (for installation-based performance art, apply under Visual Arts/Design)
- Spoken word
- Stand-up comedy
- Improv
- Any other movement or narrative-based performing art form
- Curator/Independent Producer of festivals/reading series/performances in theatre/dance

Examples of projects:

These are some examples of projects that would be eligible for support in the Performing Arts (Theatre/Dance) discipline. This is not an all inclusive list.

- **Project in development:** Development of a theatre, dance or performing arts project including devising new work; working with a dramaturg, choreographer, videographer, or other collaborator to develop a new work; readings of plays in development.
- **Publication/Distribution:** Publishing a theatre/dance work; releasing a dance film or other project for distribution in a digital format.
- **Public event – local:** Theatre, dance or performance art production or performance in Chicago or on virtual format.
- **Public event – touring:** Theatre, dance or performance art production or performance outside of Chicago.
- **Professional advancement:** One-on-one apprenticeships with masters in Performing Arts, competitive/application based artist residencies, workshops, and laboratories or other unique training opportunities leading to the development of a body of work; Training in trauma-informed work, intimacy, anti-racism and other practices that will improve the safety and well-being of artists, collaborators and audiences.
- **Research:** Research associated with the development of a play, dance or performance art project.
- **Investment in Artistic Practice:** Purchase of materials needed for independently produced performances or tours; Documentation of work including purchasing equipment to photograph/record work samples; Website development.

Primary Discipline Descriptions

VISUAL ARTS/DESIGN

Sub-disciplines/Genres:

Select Visual Arts/Design as your primary discipline if you are working in any visual discipline/medium, including, but not limited to:

- Painting
- Printmaking
- Ceramics
- Drawing
- Sculpture
- Textiles
- Public Art
- Photography
- Architecture
- Fashion Design
- Industrial Design
- Costume Design
- Mixed Media
- Installation-based lighting design
- Installation-based sound design
- Installation-based performance art
- Any other installation-based practices
- Curator of visual arts exhibitions

Examples of projects:

These are some examples of projects that would be eligible for support in the Visual Arts/Design discipline. This is not an all-inclusive list.

- **Project in development:** The creation of a visual art or public art installation, exhibition or body of work; The creation of a line of clothing.
- **Publication/Distribution:** Publishing a book or catalogue of visual art works.
- **Public event – local:** Art exhibition, installation or singular work of visual art work that will be displayed in Chicago or virtually; Fashion show, or design that will be displayed in a fashion show in Chicago; Public art works including sculptures and murals in Chicago.*
- **Public event – touring:** Art exhibition, installation or singular work of visual art work that will be displayed outside of Chicago; Fashion show, or design that will be displayed in a fashion show outside of Chicago; Public art works including sculptures and murals outside of Chicago.
- **Professional advancement:** One-on-one apprenticeships with masters in Visual Arts & Design, competitive/application based artist residencies, workshops, and laboratories or other unique training opportunities leading to the development of a body of work; Training in trauma-informed work, anti-racism and other practices that will improve the safety and well-being of artists, collaborators and audiences.
- **Research:** Research associated with the development of public art, architectural design or other work of visual art.
- **Investment in Artistic Practice:** Development of home studio for creation and development of future body of work; documentation of work; website development.

*If you are applying for support of a mural or public art project, please review DCASE's mural resource guide for additional guidance on executing these projects:

https://www.chicago.gov/content/dam/city/depts/dca/Public%20Art/mural_registry/muralresourceguide.pdf

GENERAL GUIDELINES/KEY POINTS

- **Grant Period:** The grant period will be January 1, 2022 – December 31, 2022 or January 1, 2022 – August 31, 2022, depending on the timing of your project. If awarded, all grant funds must be expended by the grantee during the grant period. You will be notified of your grant period when grant decisions are made.
- **Grant Size and Amount:** Thanks to a significant increase in the City of Chicago’s budget for the Cultural Grants Program, we will be able to make more and larger grants through this program in 2022. We anticipate making 200 grants through this program. **We will accept requests up to \$6,000.** DCASE may award larger or smaller grants than those requested by applicants based on our available funds, the strength of the proposed work, and the clarity of the submitted budget. A majority of grants will be given at no less than 75% of request amounts. **Note: If you are a City of Chicago employee or contractor, you are only eligible to receive \$1,000.00.**
- **Payment/Reimbursement:** Grants will be made in a single, one-time payment following the successful completion of the grant agreement. Given the time it takes to review applications and complete the contracting and payment processes, **IAP grants are likely to serve as reimbursements** for cash expended by the applicant for eligible expenses during the grant period. **The payment timeline projected in this application is subject to change.**
- **Previous IAP Grantees:** An artist can receive funding through IAP for up to **two consecutive** years before being required to take one year off from applying. If you have received a grant in 2020 **and** 2021, you may not apply for the 2022 cycle. Artists working on long-term, large-scale projects may apply to receive additional support for a project previously supported by IAP. In this instance, be sure your 2022 application (1) clearly shows substantial 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 IAP grantees, please visit www.chicagoculturalgrants.org.

GENERAL GUIDELINES/KEY POINTS

- **Travel Expenses:** The following travel expenses are allowed: travel stipends (up to \$250 per domestic round-trip flight, up to \$650 per international round-trip flight, up to \$93 plus tax per night for lodging (including hotels, Air B & Bs, etc.), and up to \$50 per bus/train ticket), cargo, freight, shipping, baggage fees, visa processing fees and agent fees related to the participation in the engagement. Lodging stipends were determined based on federal travel stipend standards. The following travel expenses **are not eligible:** car/van/truck rentals, public transit, mileage reimbursement, taxis, rideshares, per diem, and insurance fees.
- **Collaborative Projects:** DCASE will accept IAP applications for collaborative projects. DCASE defines a "collaborator" to be someone who is considered to be a co-owner of the project and a generative part of the team, with some level of artistic control over its outcome. A collaborator is NOT someone who provides services on a work for hire or independent contractor basis. If applying on behalf of a collaboration, applicants must select a Lead Artist to be responsible for all application and grantee requirements, if funded. This Lead Artist must meet all IAP eligibility requirements and play a principal role in the proposed project. If funded, this person will receive the grant funds in their name on behalf of the group and will be required to pay Federal taxes on any amount awarded. **If you are listed as a collaborator on an IAP application, you cannot also apply for your own IAP grant. If you are applying on behalf of a collaboration, you will also need to supply resumes and statements of commitment from all collaborators.**
- **Artists Affiliated with Organizations:** Artists affiliated with 501(c)(3) non-profit organizations currently funded by DCASE's other grant programs, or other arts organizations, remain eligible to apply for IAP. However, applicants must ensure proposed projects are self-directed and independent from the work of the organization with which they are affiliated. The individual artist must be responsible for executing the proposed project and for raising a majority of the funds for the project. Projects for which the intellectual property holder is not an individual are not eligible.
- **Prohibition Against "Double Dipping":** Recipients of 2021 Neighborhood Access Program or 2021 Artist Response Program direct grants are not eligible for support of the same project through IAP. If you are receiving or applying to receive support from DCASE for this work in another capacity (e.g., rehearsal space at the Cultural Center, performance opportunities, exhibition space), note that you may only seek grant support for project expenses not covered by another division of DCASE. Priority will be given to projects not receiving other DCASE support.
- **Mentorship:** DCASE is considering piloting a peer mentorship program as part of IAP in 2022. As part of the application process, you can indicate if you are interested in learning more about becoming a mentor or mentee.

ESTEEMED ARTIST AWARDS

All applicants to the IAP Program will also be considered for special, less restricted grants – the Esteemed Artist Awards. Esteemed Artist Awardees will receive a **\$15,000 grant** award in place of the smaller project grant requested.

These grants can be applied to any expenses associated with an artist's practice within the grant period, including project expenses, studio rental, supplies, travel, equipment and a percentage of home living expenses for artists that have a workspace at home that qualifies as a home office/studio.

If strong candidates are identified, review panelists will have the opportunity to select up to four artists per primary discipline to receive these special grants. **Selections will be made across all career levels.**

This is a highly competitive program. Selections will be based on the strength of the applicant's **body of work**, with consideration given to the following criteria:

- Artist has **an outstanding output of evolving work** relative to the stage of their career.
- **Work sample(s) demonstrate artistic excellence** (i.e., creative and inventive use of the medium, innovation in style or concept, outstanding technical proficiency or craftsmanship, advances the art form).
- Artist has made or has potential to make **significant contributions to the field**, is revered by peers and experts in the field, but **has not received** this kind of recognition.
- Artist is continuing to embark on **exciting, new territory** with their work.
- Artist's life and career will be **significantly impacted** by a less restricted grant of this size.

DCASE will prioritize selecting a cohort of award winners that are reflective of the diversity of the City of Chicago across race, ethnicity, ability, class, gender identity and sexual orientation.

Year of Chicago Dance

In celebration of 2022 as the City of Chicago's Year of Chicago Dance, up to six Esteemed Artist Awards to be given to dance artists as part of the 2022 IAP Program.

REVIEW CRITERIA

The following criteria will be used to evaluate **all grant proposals**:

- **Artistic Merit:** The professional capabilities of the applicant as showcased by a strong body of work that demonstrates excellence. Reviewers will assess artistic merit by reviewing all submitted materials, with a special emphasis on the work sample.
- **Quality of Proposed Project/Activities:** The artistic strength, quality, vision and originality of the proposed project and/or the importance of the opportunity/activities in alignment with the current stage of the applicant's career. Reviewers will examine the feasibility of the proposed project as determined by the applicant preparing and clearly articulating a logical, well-conceived project plan that can be reasonably executed, clear goals, and an accurate budget.
- **Potential Impact on Artist:** The project's potential to advance/further the applicant's work/career.
- **Public Benefit:** The artist's and/or project's potential to positively impact the city of Chicago and its residents.

The following criteria will also be used to evaluate **professional advancement, investment in artistic practice**, and **research** projects:

- **Quality of Proposed Opportunity:** The uniqueness of this opportunity/investment and timing as compared to the applicant's previous work and its alignment with the current stage of the applicant's career; The artistic strength, quality, and acclaim of the proposed residency, workshop, laboratory, apprenticeship or research opportunity, if applicable.

HOW TO APPLY

Links to applications can be found on our website beginning on **November 16, 2021:
www.chicagoculturalgrants.org**

All applicants must apply using our online grants application software program, CyberGrants.

- Previous applicants can log in using their previously created login information and should be sure to update all contact information throughout their CyberGrants account. If you do not remember your login/password, please contact CyberGrants by clicking on the “Have a technical support question?” link at the bottom of the login page.
- New applicants will be required to register and create an account upon accessing the system. Since this is an individual artists program, please enter your legal Last Name, First Name when the registration system asks for your Organization Name. You will have an opportunity to list your name as you would like it to appear in public listings in a separate part of the application.
- Read and follow all directions and guidelines to ensure that your application is complete and accurate before submitting. You can save your work and return to complete the application at a later time.
- Even though you can 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 copy and paste as plain text into the online application. This will prevent any loss of work due to internet connectivity or other technical issues encountered.
- To avoid errors, please do not use formatted text (such as italics or bold print) or special characters, such as quotation marks (“) or asterisks (*) in your narrative. Please note that all character limits listed are for characters with spaces, and paragraph breaks will also count as characters.
- We recommend that you have someone review your narrative that does not do similar work to you, to ensure that your goals and project plans are clear and understandable.
- We strongly recommend that you begin your application well before the due date to familiarize yourself with the CyberGrants software system and to address any application components about which you may need further clarification. We also strongly encourage applicants to submit earlier than the stated deadline. The DCASE Cultural Grants Team will answer questions and help you 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.**

NOTE: LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR REVIEWED.

What You Will Need to Apply for An IAP Grant

- A **written description/narrative** including:
 - **Artist Information:** 1 – 3 sentence artist introduction and artistic history. Artists will also be asked to self identify their career level as early career, mid-career, established or re-emerging/transitioning.
 - **Project Information:** A description and timeline for the project/activities for which you are requesting support; Description of promotional and audience engagement plans if applicable.
 - If you prefer to describe your idea via a video or audio recording, you can provide abbreviated written responses and upload or provide a link to a video or audio recording of your responses to the narrative questions.
- **Demographic information** about yourself and your target audience
- **Proof of Chicago residency:** A current Driver's License, State ID or Chicago CityKey showing Chicago address must be provided. **No other proof of Chicago residency will be accepted.** Due to state expiration deadline extensions, IDs with expiration dates in March 2020 and later are considered current.
- A current chronological **artistic resume** focused on artistic achievements, activity, exhibitions, performances, awards, publications, etc.
- If this is a collaborative project **resumes for all collaborative artists** and a **statement of commitment to this project** from each collaborator.
- **Project Budget:** Applicants will be required to submit a complete **budget for the entire project (not just the amount of the grant requested)**. Applicants must use the project budget template, which is available in the attachments section of the CyberGrants application. Detailed instructions are listed on this budget template, and a webinar is available on our website to walk you through the process of filling out this template. If you need assistance with the budget template, please contact Meghan Beals at meghan.beals@cityofchicago.org by January 6 to schedule a budget appointment.
 - All components/activities listed in your project description should be accounted for in this budget.
 - The total expenses cannot be greater than the total income. Please list all sources of revenue/funding, even if they are only anticipated, and not yet secured.
 - Please save a copy of your budget for your records.
- If applying for a touring project, a **contract, signed offer letter, or letter of interest** from venue(s).
- If applying for a professional advancement project, a **brochure, web site link, or letter** from the providing institution/individual outlining the selection process for the opportunity.
- A **recent** artistic **work sample** and a description of this work and how it relates to the proposed project.
- Optional **supplementary materials. You are welcome to include a 2 - 3 minute video or audio recording describing your project.** You may want to include resumes or credentials for artists you will be employing, a letter of permission from the property owner of the site where you plan to exhibit your work, and/or cost estimates or invoices for equipment purchases. Filmmakers are welcome to include a pitch deck, pitch video, look book, mood board, and/or proof of concept as supplementary materials.

Work Samples

Your artistic merit will be evaluated largely based on the work sample you provide, so be sure to select something that represents the best of what you do.

You will be asked to provide a work sample that demonstrates the artistic quality of your past work and/or any precedent completing or executing a project similar to that described in the application. **Work samples do not need to be professionally produced.**

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.

Below are guidelines as to the size/length and number of samples that are appropriate given your discipline:

- **Film & Media Arts, Performing Arts (Theatre/Dance), Music:** Up to 5 minutes of video or sound recordings
- **Literary Arts:** No more than 10 pages of literary samples
- **Visual Arts/Design:** 8-10 images

If your work is multi-disciplinary, you are welcome to submit a combination of work samples, being cognizant of these size, length and number restrictions. For example, you are welcome to submit a 2.5 minute video and 5 images, but cannot submit a maximum length (5 minute) video and the maximum number (10) of images.

If you are a curator showing work from past exhibitions/performances that you've curated or produced, please be sure to credit all artists featured.

You will also be asked to provide the following information with your work sample:

- **Work Sample Instructions:** Any instructions or information that is needed to access your work sample. For example, passwords to protected videos, or the exact time in a larger video that grant reviewers should begin viewing the sample.
- **Work Sample Description:** Explanation of the relationship of the work sample to the application. Include the title of the work, the date the work was produced/made/performed/published, any other creative professionals/artists/performers involved. For visual arts applications, provide an annotated image list that includes the title, media, year completed, dimensions, and location (if site-specific) for each corresponding image.

Review Process

1. Eligibility Screening

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

If more than 675 applications are received (as compared to 534 in 2021 and 585 in 2020), 675 applications will be selected for review via a randomization/lottery process that will prioritize applicants in neighborhoods that have historically been under-resourced.

2. Peer Panel Grant Review

Eligible applications will be reviewed by a panel made up of artists, arts administrators, arts educators, and other experts.

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).

The panel is charged with reviewing eligible proposals, discussing projects' merit and feasibility, making comments, and assigning numerical scores using the IAP review criteria. To be successful, commitment to these criteria should thread through your entire application including the narrative, budget and support materials.

Grant reviewers make funding recommendations to DCASE. The role of the DCASE staff is to facilitate grant panel review and to aid the grant reviewers in finding consensus.

If you are interested in serving as a grant reviewer on a future panel, please fill out the form to apply to be a panelist at chicagoculturalgrants.org. Please note that current IAP applicants cannot also serve as panelists.

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. Declined applicants will be invited to schedule a call to receive feedback on their application. **We anticipate notifications will go out in April 2022.**
- 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, 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.** This process includes:
 - Running a debt check on all grantees.
 - Reviewing packets for completeness.
 - Bundling agreements for signature process.
 - Redacting sensitive information from agreements.
 - Scanning agreements for processing.
 - Entering agreements into the city's electronic contracting system.
 - Assigning PO numbers to contracts.
 - Preparing payment request forms.
 - Approving Economic Disclosure Statements.
- Once this process is completed, grantees' single one-time payments will be issued.

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