

Department of Cultural Affairs and Special Events (DCASE) Chicago Presents Grant Program: Summer Festivals & Outdoor Events

To apply please visit:

<https://www.cybergrants.com/dcasingrants/2022ChicagoPresents>

The arts and culture sector is a significant economic driver in the City of Chicago, generating billions in revenue and supporting thousands of jobs. As we work towards recovery from the COVID-19 Pandemic, the city will leverage the power of the arts sector to rebuild by expanding cultural access, employing creatives, and increasing direct support to presenters.

The City of Chicago Department of Cultural Affairs and Special Events (DCASE) received a significant increase to the Cultural Grants Program budget in 2022, allowing us to continue the Chicago Presents program, originally launched in 2021 as part of DCASE's "Arts77" recovery plan. The 2022 DCASE budget provided \$26M in new arts and culture investments, signifying Mayor Lightfoot's commitment to the arts as an essential part of life for Chicago residents.

The *Chicago Presents* grant program will provide direct support to cultural presenters offering free, public programs in neighborhoods. The program will support existing and new neighborhood-based, summer festivals and special events.

Table of Contents

- Overview
- Eligibility Criteria
- Program Requirements
- Review Process and Timeline
- Funding and Permit Requirements
- Selection Criteria
- What You Need to Apply
- How to Apply

DCASE Contact Information

Please direct all inquiries to:

culturalgrantmaking@cityofchicago.org

Overview

Emerging and established cultural presenters are invited to submit proposals for free, live, in-person, outdoor events, including music and dance festivals, block parties and parades, spanning all genres, that activate Chicago's neighborhoods.

Through Chicago Presents, DCASE will provide grants ranging from \$25,000 - \$75,000 to present individual events or event series. DCASE anticipates 10 - 15 grants through Round 1 of this program.

Dance programs supported through this program will be additionally promoted as part of the Year of Chicago Dance (YOCD), which aims to activate Chicago's dance industry to address critical issues facing dancemakers.

Eligibility Criteria

- Arts organizations, community-based non-profits, and for-profit cultural venues & promoters based in the City of Chicago with a valid street address are eligible to apply.
- Individuals are not eligible to apply.
- Presenters must have at least a (2) year history of presenting public programming, though this history does not need to be consecutive.
- Collaborations between non-profits and/or for-profits will be accepted for consideration. 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 Chicago Presents 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 selected as grantees through the 2021 Neighborhood Access Program or the 2022 CityArts project grant program will not be eligible for a Chicago Presents grant in support of the same project funded through those programs. CityArts general operating grantees remain eligible for support through Chicago Presents. Organizations receiving other forms of DCASE support remain eligible to apply; however priority will be given to those not receiving other DCASE support.

Program Requirements

- All programs must take place between June 18 – October 31, 2021.
- Admission to the event must be free and open to the public, with no fees or suggested donations for entry.
- Program site must be confirmed.
- Programs must occur outdoors, including but not limited to neighborhood block parties, farmer's markets, plazas, parks, community gardens and vacant lots.
- Program must feature 2 or more artists, bands or performance groups.
- Programs must occur within the City of Chicago.

Special consideration will be given to events in INVEST South/West neighborhoods: Auburn Gresham, North Lawndale, Austin, Englewood, Humboldt Park, Bronzeville, New City, Roseland/Pullman, South Chicago and South Shore.

Receptions, reunions, graduations, award functions, seminars or workshops, political events, or religious services are NOT eligible for this program.

Review Process and Timeline

Applications will be reviewed on a rolling basis while funding is available. A funding decision will be made approximately 4 weeks after an application is submitted, and funds will be disbursed up to 8 weeks after grant decisions.

The final deadline to submit an application is April 22, 2022 at 5:00pm CST.

Funding and Permit Requirements

- Funds granted through the Chicago Presents program can be used to cover all costs associated with delivery of the program including all artist fees, production, labor, permitting, administration and insurance.
- Presenters will be required to provide sound and technical equipment appropriate for the type of performance, size of the venue and audience.
- Events that require a special events permit must secure a permit prior to grant funds being released. To learn if your event requires a special event permit, please visit https://www.chicago.gov/city/en/depts/dca/supp_info/neighborhood_festivals.html
- Applicants who have proposed events for public parks must secure both a DCASE and a Chicago Park District special event permit prior to receiving grant funds.
- Permit application does not need to be submitted prior to applying to the Chicago Presents Program.
- DCASE Special Event approval and Chicago Park District property approval does not constitute City of Chicago approval for this program.
- Grants funds will be distributed in two payment installments. The first payment (80%) will be processed upon the receipt of the grant contract and permit application. Distribution is anticipated up to 8 weeks after the award notifications, pending permit approvals. The 2nd payment (20%) will be awarded approximately 2 weeks after the initial payment.
- Selected grantees will be required to provide a certificate of insurance showing general liability insurance of at least \$1M, with City of Chicago listed as additional insured.
- 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
- Applications must be submitted 12 weeks prior to the event date to receive advance payment prior to the event. Payments can be used as reimbursements for events if the application is submitted less than 12 weeks prior to the event date.

Selection Criteria

- Ability of presenter to deliver a successful program, through history of successful event producing and audience building.
- Ability of program to support or enhance other community development priorities.
- Potential impact on applicant
- Potential of project to expand the scope and breadth of Chicago's neighborhood festivals and events
- Geographic distribution of funds and programs throughout the City, in particular the south and west sides.

What You Need to Apply

You will need the following information to apply for the Chicago Presents program.

General Applicant/Organizational Information:

General information about your organization including primary contact information.

General Program Information:

Provide information about your proposed event, including the address, date(s), time(s), and anticipated audience. You will also need to identify the Alderman, Ward and Police District where your event(s) will be located.

Presenting History:

List your presenting history delivering similar programs. Highlighted programs should demonstrate a two-year history, but do not need to be consecutive.

Program Description:

Your event title, and a description of the event and its community benefit

Artist Information:

List the artists/bands/performance groups that will be performing at your event.

Production Information:

Include information about the equipment that will be provided for successful production of the event. The equipment provided by your organization should be appropriate for the type of performance.

Community Outreach Plan:

Describe how your event will be promoted. Include information about how the businesses and residents that are directly impacted by your event will be notified.

Public Health:

Please describe your plans to ensure that your program can be delivered and adapt to align with evolving public safety guidelines.

Budget:

An itemized budget of program costs including artist fees, marketing/promotion, insurance, permits, supplies and materials, publications, distribution, access accommodations such as sign language interpretation, travel, shipping, venue rental, and equipment.

How To Apply

Click [here](#) to complete the application through 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 question?” link at the bottom of the login page. New applicants will be required to register and create an account upon accessing the system.

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 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.

We strongly recommend submitting your application earlier than the stated deadline. **Late or incomplete applications will not be accepted or reviewed.**