

2023 CHICAGO PRESENTS PROGRAM

Please direct all inquiries to:
culturalgrantmaking@cityofchicago.org

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PROGRAM OVERVIEW

Chicago Presents is a grant program to support the presentation of free arts programming in Chicago neighborhoods while bolstering the local arts event industry. The program is managed by the Chicago Department of Cultural Affairs and Special Events (DCASE).

Established and emerging cultural presenters are invited to submit proposals for large-scale indoor or outdoor events across artistic disciplines that will occur anytime in 2023. Chicago Presents funding aims to support free, live, in-person public events, including festivals, series, art fairs, block parties and parades, spanning all genres, that activate Chicago's neighborhoods.

Proposals to enhance existing events or to provide for new events are both eligible. Chicago Presents originally launched as part of the City of Chicago's Arts 77 recovery plan in 2021, leveraging the power of the arts to rebuild by expanding cultural access, employing creatives, and increasing direct support to presenters.

Today, Chicago Presents continues as an annual grant program as part of Mayor Lightfoot's commitment to the arts as an essential part of life for Chicago residents. Through support of the local arts event industry, Chicago Presents recognizes the arts and culture sector's role as a significant economic driver, generating billions in revenue and thousands of jobs.

Key Dates: The Chicago Presents application is now open on a rolling basis for events in 2023. An initial round of funding was allocated February 2023. A new initiative, the **Chicago Presents Loop Program** (refer to Page 6 for details), was added in early 2023.

Number of Grants: We anticipate making approximately 30-40 grants for amounts ranging from \$10,000 - \$75,000 with consideration of size of event.

Grant Period: All grant funds must be expended by the grantee between January 1, 2023 and December 31, 2023. Grantees will receive payments starting April 2023 but can use funds to reimburse for expenses incurred earlier in 2023.

In 2022, Chicago Presents received 143 applications and awarded 34 grants.

ELIGIBILITY CRITERIA

- Arts nonprofit organizations, community-based nonprofits, and for-profit cultural venues and businesses based in the City of Chicago with a valid street address are eligible to apply. (P.O. Boxes will not be accepted). Eligible nonprofit types include 501(c)3 and 501(c)6 organizations.
- Individuals are not eligible to apply.
- Applicants should demonstrate at least a three (3) year history of presenting public arts and culture, though this does not need to be consecutive. Preferred applicants are current presenters with specific experience presenting kinds of events similar to what is being proposed for funding, such as large-scale outdoor programming. Applicants that do not meet preferred criteria may be eligible with additional technical support as requested by DCASE.
- 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 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 receiving other forms of DCASE support remain eligible to apply, but priority will be given to those not receiving other DCASE or City support. Organizations must be up to date on all required DCASE grant reports. Please note the Chicago Park District Night Out in the Parks Program receives funding by DCASE and if funded would be considered DCASE support.
- Organizations selected as grantees through the 2022 Neighborhood Access Program, 2022 Together We Heal Creative Place Program, or the 2022 CityArts project grant program are not eligible for a Chicago Presents grant supporting the same project. CityArts general operating grantees remain eligible for support through Chicago Presents.
- For proposed new events and/or events by emerging presenters, considerations regarding additional support for technical assistance will be taken into account when reviewed.

PROGRAM REQUIREMENTS

- Proposed event must take place during calendar year 2023.
- Admission to the event must be free and open to the public, with no fees or suggested donations for entry.
- Activities supported by grant must have a primary focus on arts and culture (including music, dance, theater, literary arts, film & media arts, visual arts/design OR a combination across disciplines).
- Events must feature performances or works by at least two artists or creative groups and provide a live, in-person engagement opportunity for the public. Events that include at least one Chicago-based artist will receive priority.
- Event site must be confirmed.
- Event must occur within the city of Chicago.
- Event may be indoors or outdoors and must operate in full compliance with all current business, public health, and safety guidelines for public events in the City of Chicago. Presenter is responsible for obtaining all necessary additional permissions and licenses required for event.
- Presenters are required to provide for equipment and staffing appropriate for the type of arts activity, size of venue, and audience as applicable for event.
- Receptions, reunions, graduations, award functions, seminars or workshops, political events, or religious services are NOT eligible for this program.

PERMIT CONSIDERATIONS

- A Special Event Permit is not required in advance of applying to Chicago Presents.
- However, if you are recommended for a grant AND your event requires a Special Event Permit, you must submit required materials prior to receiving grant funds.
- If your event requires a Special Event Permit, you are strongly encouraged to apply for the permit as soon as it is available for your event year.

Review detailed information on Special Event Permits for outdoor events in APPENDIX A.

CHICAGO PRESENTS LOOP PROGRAM

The new **Chicago Presents Loop Program** is a special initiative within Chicago Presents to support arts programming in Chicago's downtown, as a strategy to complement recovery and revitalization efforts taking place in the heart of the city. The Chicago Presents Loop Program is supported by a dedicated funding source providing additional funds as a one-time expansion to what was originally allocated for the 2023 Chicago Presents program.

LOOP PROGRAM ELIGIBILITY

Applicants that are otherwise eligible for the 2023 Chicago Presents program will automatically be considered for the Chicago Presents Loop Program if their event activities will take place in the downtown area as defined for this special initiative.

For this initiative, the geographic boundaries of the downtown Loop focuses on the Central Area region as described in the [Central Area Plan](#).

The Central Area includes downtown bordered by Lake Michigan on the east, south to the Stevenson Expressway, west to Halsted Street, north to Chicago Avenue and continuing north to Division Street between Wells Street to Lake Michigan.

This initiative will prioritize funding to events highlighting streets of significance including LaSalle Street, State Street, and Michigan Avenue, plus corridors highlighting Chicago's downtown natural water features such as along Wacker Drive and DuSable Lake Shore Drive.

LOOP PROGRAM GRANT AWARD AMOUNTS

Applicants to receive Chicago Presents Loop Program grants may apply for award amounts up to \$250,000 if their event budget is demonstrated to be at or above \$1 million. Otherwise, requests should range from \$10,000 to \$75,000 as stipulated for the Chicago Presents program.

REVIEW CRITERIA

The following criteria will be used to evaluate all Chicago Presents proposals:

Quality and Feasibility of Proposed Program

- Artistic Merit: A strong concept with high quality performers and artists, with added consideration for multi/inter-disciplinary collaborations.
- Potential for presenter to deliver the event successfully, based on history of event producing and audience building.
- Feasibility of event in consideration of resources required for its production, such as timeframe, complexity, and budget.
- Event employs local creative professionals and artists, as shown through artist fees and other budgeted expenses, and provides them with opportunities to be exhibited and presented.

Potential Impact on Neighborhood/Community

- Potential for event to benefit and engage residents or arts community in that neighborhood.
- Crafts a thoughtful audience engagement strategy incorporating local partners or businesses and aligns with existing community needs. Event marketing directly targets neighborhood residents and promotes to all Chicago residents.

Potential Impact on Applicant

- Communicates clearly how proposed event will further applicant's goals to expand audience, increase visibility, and/or support their overall mission.

Increasing Access/Growing Audiences

- Event expands the scope or breadth of neighborhood festivals and events in one or more of the following ways:
 - taking place in an INVEST South/West neighborhood
OR in a priority downtown corridor for Chicago Presents Loop Program
 - supporting disinvested neighborhoods and populations
 - featuring a non-traditional model that creatively activates a space engaging collaborators across disciplines, sizes, and sectors

REVIEW PROCESS AND TIMELINE

- The Chicago Presents application will remain open on a rolling basis for events in 2023 until program funds are spent.
- A funding decision will be made approximately 6 weeks after an application is submitted, and funds will be disbursed up to 8 weeks after grant decisions.
- Applications will be reviewed for eligibility and selected by an external panel of arts presenting experts who review each proposal's alignment with the Chicago Presents program's review criteria.
- Applicants will be notified via email about funding decisions. All applicants will be notified, regardless of if they have been selected for funding.
- Grantees will receive contracting materials electronically, with detailed instructions on providing signed grant agreement, economic disclosure statement, a certificate of insurance, an invoice, and an indebtedness form.
- Grant funds will disburse after organization has completed all necessary contracting and permitting. Grantees with events in January-May 2023 should expect payment as reimbursement to, rather than in advance of, your event.
- The grant period for 2023 Chicago Presents will be January 1-December 31, 2023. DCASE requires a site visit and a final report following your event to denote successful completion of your grant award.
- Some select Chicago Presents grantees will be identified as applicants that could benefit from technical assistance and other resources in addition to grant funding.

FUNDING REQUIREMENTS AND RESTRICTIONS

If your organization is recommended for a Chicago Presents grant:

- **Eligible Expenses:** Funds granted through Chicago Presents can be used to cover all costs associated with delivery of the event including artist fees, production, labor, permitting, administration and insurance.
- **Ineligible Expenses:** Funds granted through Chicago Presents cannot be used to fund capital improvements, the purchase of permanent, depreciable equipment valued at more than \$5,000, or vehicle rental of any kind.
- As part of contracting, awardees are required to provide a certificate of insurance of at least \$1,000,000 with the 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: <https://www.chicago.gov/city/en/depts/fin.html>.
- Grant funds will be disbursed in two payment installments. The first payment (80%) will be processed following the receipt of the grantee's completed contract and, if applicable, Special Event Permit Application.
 - For outdoor events requiring a Special Event Permit, grant disbursement is anticipated approximately two weeks after successfully completing their application and no earlier than April 2023
 - For indoor events not requiring permit applications, grant disbursement is anticipated in April 2023

Second grant payments (20%) are expected to disburse in alignment with the date of scheduled event.

WHAT YOU NEED TO APPLY

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

General Applicant/Organizational Information: General information about your organization including primary contact information.

General Program Information: Provide information about your organization's background and experience as a presenter of public arts and culture events.

Grant Amount Requested: Identify a grant request amount. Chicago Presents will consider requests for grants of \$10,000 - \$75,000 for events in 2023. Some very large-scale Chicago Presents Loop Program applicants may apply for a higher amount, depending on the budget size of their event (refer to page 6 for details).

Event Description: Provide a description of your event and relevant details 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.

Artist Information: List the artists/bands/performance groups that will be performing or presented at your event.

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.

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.

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

WHAT YOU NEED TO APPLY (CONTINUED)

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

Proof of Residency: Provide a copy of your Chicago Business license or certification of good standing with the Secretary of State of Illinois.

Presenting History: List your presenting history delivering similar programs. Include relevant information such as event year, location, estimated attendance, and if indoors or outdoors. Applicants should demonstrate examples of current events held in 2022 and a three-year history, but do not need to be consecutive.

Budget: Provide 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. **For more information on budgeting for Chicago Presents, see APPENDIX B.**

Permission for Use of Space: If your event will take place on private property that is not managed by your own organization, provide a rental agreement, letter, or other proof of permission for use of space.

Site Photographs: Provide up to five photos of the space where you intend to present your event.

Site Plan: A site plan is required of all applicants presenting outdoor events and is reviewed as part of Chicago Presents proposal evaluation. If your event requires a Special Event Permit, you will also submit this separately as part of your permit application. **For information on outdoor Site Plan guidance, see APPENDIX C.**

Work Sample: Please submit a photo, video, or audio sample of recent and relevant public arts and culture events presented by your organization.

Supplemental Materials (optional): Upload up to three (3) additional documents to aid in review of your application.

HOW TO APPLY

Click [here](#) to complete the application through CyberGrants, or visit the full link: <https://www.cybergrants.com/dcase/grants/2023ChicagoPresents>

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.**

HELPFUL LINKS

DCASE Cultural Grants Website

chicagoculturalgrants.org

DCASE Opportunities for Organizations & Individuals

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

City of Chicago Special Event Permit Application Information

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

Chicago Park District Special Event Permit Application Information

<https://www.chicagoparkdistrict.com/permits-rentals/special-event-permit-application-process>

City of Chicago Department of Finance

<https://www.chicago.gov/city/en/depts/fin.html>

INVEST South/West Initiative

https://www.chicago.gov/city/en/sites/invest_sw/home.html

APPENDIX A: SPECIAL EVENT PERMIT INFORMATION

Public events held in the City of Chicago must meet certain requirements.

Outdoor events held in the City of Chicago must complete a Special Event Permit Application if any of the following conditions apply:

- Food or alcohol is served
- Merchandise will be sold
- A street closure is required
- A tent larger than 20ft x 20ft (400 sq. ft) or stage(s) taller than 2ft high

DCASE Special Event Permit fees will be waived for recommended grantees, however additional permit and license fees will apply, payable directly to each issuing agency. Preliminary guidance is below. For details and up to date information, visit https://www.chicago.gov/city/en/depts/dca/supp_info/neighborhood_festivals.html.

Will food be served at your event?

Each vendor must obtain a temporary Food Vendor License and meet sanitation requirements, including attending a yearly Summer Festival Food Vendor Sanitation Certificate class from the Chicago Department of Health (CDPH). A licensed propane company is required at all festivals when propane usage exceeds 100lbs per booth.

Will alcohol be served at your event?

If yes, you must submit Special Event Liquor License Applications twenty (20) days prior to your event. You must obtain a liquor license for each vendor serving liquor from the Department of Business Affairs and Consumer Protection.

Will you be selling merchandise at your event?

If yes, you must submit the Pop-Up Retail Use Application ten (10) working days prior to your event for each vendor to be licensed from the Department of Business Affairs and Consumer Protection.

Are you requesting street closure(s) for your event?

If yes, a Festival permit is required from the Chicago Department of Transportation.

Will you have tent(s) larger than 20ft x 20ft (400 sq. ft)?

If yes, a Tent, Stage and Temporary Structure permit is required from the Chicago Department of Buildings.

Will you have stage(s) taller than 2ft (24 inches in height)?

If yes, a Tent, Stage and Temporary Structure permit is required from the Chicago Department of Buildings.

APPENDIX A: SPECIAL EVENT PERMIT INFORMATION (CONTINUED)

Any **outdoor** event with expected daily attendance at 1,000 or more must provide Emergency Medical Services (EMS) staff onsite.

Outdoor events taking place on **Chicago Park District** property, may additionally require a separate Chicago Park District Special Event Permit. Events that require a City of Chicago Special Event Permit must complete the City permit even if the event takes place on Chicago Park District property, including events funded by Night Out in the Parks.

If your event is presented **indoors** at an existing business that serves the general public, with no further impact to the public way, you may not need a Special Event Permit. Consult SEPermits@cityofchicago.org for questions.

DCASE does not have singular authority over outdoor special events, as such requires input and involvement from multiple City departments and agencies. Being recommended for a Chicago Presents grant does not guarantee approval of permit applications as submitted, and Chicago Park District approval does not constitute City of Chicago approval for your event.

Event organizers in the City of Chicago seeking permits are advised not to assume all aspects of their event will be approved as submitted, and operational changes may be requested based on the availability of services and scheduling of other events.

APPENDIX B: BUDGET

An itemized budget is required of all Chicago Presents applicants, regardless of event location, and is reviewed as part of proposal evaluation.

In addition to helping reviewers evaluate your proposal relative to your **requested grant amount**, your budget document can help us assess:

- Budgeted expenses appear consistent with event description
- Understanding of the resources and staffing required for event production
- Event provides direct funding to artists and creative workers
- Confirmed vendors or community partners have already been identified

Your budget can be organized at your discretion but should outline a full range of **itemized expenses** and, if the Chicago Presents grant will not be covering the entirety of the event budget, please indicate **other confirmed or pending contributed funding or revenue sources**. A balanced budget document can provide indication of the event's feasibility.

Budgets may include, as applicable:

- artist fees
- creative worker fees (event staffing, stagehands, A/V or sound tech)
- site costs (venue rental fees, parking, supplies and materials)
- permits and services (insurance, permits/licenses, security, emergency services)
- transportation (travel, shipping)
- marketing/promotion (publications, advertising, signage)
- site production (barricades/fences, toilets, trash bins, generators, trailers)
- stage production (platforms, instrument rental, A/V equipment, lighting)
- access services such as sign language interpretation
- other costs associated with event

For outdoor events requiring a Special Event Permit, you are advised to budget for permit and license fees necessary to present event as proposed. See APPENDIX A: SPECIAL EVENT PERMIT INFORMATION.

APPENDIX C: SITE PLAN

A site plan is required of all Chicago Presents applicants presenting **outdoor** events and is reviewed as part of proposal evaluation.

If your event takes place outdoors, you will need to attach a site plan illustrating the layout of your event, with the following description codes as they apply:

- Location of food vendors (FV)
- Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) along with number of serving stations at each location
- Location of toilets (T)
- Location of hand washing sinks (HWS)
- Location of retail merchants (RM)
- Location of First Aid (+)
- Location of garbage receptacles (G) and recycling receptacles (R)
- Location and number of Type III Barricades (III)
- Location of fire lane (FL)
- Location of fire extinguishers (FE)
- Public entrances and exits
- Location of sound stages and amplified sound
- Location of residential streets surrounding event

If your event requires a Special Event Permit, a site plan must also be submitted **separately** as part of your Special Event Permit Application to the City of Chicago and Chicago Park District, as applicable.