

From: Zhenesse Heinemann <Zhenesse.Heinemann@cityofchicago.org>
Sent: Monday, August 25, 2025 11:01 AM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: Re: Grant for Conference

Hi Steve

I'm back from [LEAD](#) (Cleveland Edition).

I attended all three days (Wednesday- Friday) 830am-530pm and had 1 day as a travel day (Tuesday) last week. I presented on Friday and attended MANY sessions. DCASE allowed me those days as work days and I responded to email on and off and attended 1 call while I was at the conference.

My costs were partially covered by an Illinois Arts Council LEAD Scholarship. You can see the scholarship lists and amounts here: <https://arts.illinois.gov/content/dam/soi/en/web/arts/sites/default/files/lists-of-grants/fy-2025/FY25%20LEAD%20Grantees.pdf>

I did eat the food that was part of the conference but I did not receive a speakers fee /honorarium.

Best

Zhen

From: Zhenesse Heinemann <Zhenesse.Heinemann@cityofchicago.org>
Sent: Wednesday, July 9, 2025 11:27 AM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: Grant for Conference

Hi Steve,

Zhen here from DCASE.

I'm the Accessibility Officer for DCASE and the accessibility lead across our programs and venues and every year for the last 4 years I have attended (and presented at) the LEAD Conference (<https://www.kennedy-center.org/education/networks-conferences-and-research/conferences-and-events/lead-conference/>).

For the first 2 years I took vacation time and paid for everything myself. Last year I did the paperwork and got approval to count it as work time and the registration fee was paid by DCASE (discounted presenter rate).

This year I did the paperwork to count it as work time and DCASE is not covering any of the costs - but I applied for an Illinois Art Council LEAD Scholarship (<https://arts.illinois.gov/granting-opportunities/grants-programs/lead-conference-scholarships.html>). I asked for \$650 and was granted \$800.

Keisha at DCASE said I should let you know.

Anything further i need to do?

Thank you

Zhen

Zhen Heinemann (they/them)

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