MEMORANDUM

To:	The Honorable Pat Dowell Chairman, Committee on the Budget and Government Operations
From:	Mark Kelly Commissioner Department of Cultural Affairs and Special Events
CC:	Manuel Perez Mayor's Office of Intergovernmental Affairs
Date:	October 1, 2021
Re:	Request for Information from Annual Appropriation Committee Hearing
ID#:	23-01 Criteria for Grant Programs

The following information is provided in response to questions posed at our department's hearing on September 30, 2021, to discuss the proposed 2022 budget.

Alderman Thompson asked for criteria/guidelines for DCASE grant programs.

Information regarding all DCASE grant programs, criteria and guidelines can be found at chicagoculturalgrants.org as well as in the guideline packets attached.

As always, please let me know if you have any further questions.

Department of Cultural Affairs and Special Events (DCASE)
Neighborhood Access Program
Guidelines

IDEA SUBMISSION DEADLINE: Friday, May 21, 2021 at 5 PM CST
Click here to submit your idea through CyberGrants!

The City of Chicago Department of Cultural Affairs and Special Events (DCASE) is currently accepting Idea Submissions for its new Neighborhood Access Program. The goal of this program is to support the cultural vitality of every neighborhood via grant programs and partnerships designed to be responsive to the complex needs of individual communities. Through its pilot year, this program will offer direct grants for all types of community-based arts and culture activities.

Mayor Lori Lightfoot and DCASE are committed to directing significant funding to Chicago's neighborhoods, and prioritizing areas that have suffered from a history of disinvestment. We know that these neighborhoods are vibrant and densely populated with artists, yet they remain under-resourced by our grant programs.

This program was created to support arts and culture activities in all neighborhoods with a focus on those that have traditionally not received significant funding through DCASE's Cultural Grants Program, and to collaborate with other City departments to make a collective impact on neighborhoods identified through the INVEST South/West initiative.

This program seeks to increase access to DCASE funding with expanded eligibility criteria and a revised application process.

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- Overview of Project Ideas
- Eligibility Criteria
- Grant Details
- Review Process and Criteria
- Timeline
- How to Apply

DCASE Contact Information
Please direct all inquiries to:
culturalgrantmaking@cityofchicago.org

We acknowledge that all Chicago neighborhoods are on the traditional homelands of the Council of the Three Fires: the Ojibwe, Odawa, and Potawatomi Nations. Many other Nations such as the Miami, Ho-Chunk, Menominee, Sac, and Fox also called this area home.

<u>**Priority Neighborhoods**</u>
This is a city-wide program, open to applicants located in any Chicago neighborhood.

We will prioritize funding applicants and projects located in the following neighborhoods:
- The ten neighborhoods identified through the City of Chicago's INVEST South/West initiative: *Auburn Gresham, Austin, Bronzeville, Greater Englewood, New City, North Lawndale, Humboldt Park, Greater Roseland/Pullman, South Chicago, South Shore.*
- Additional LMI (Low and Moderate Income) community areas that have not received direct funding through DCASE's Cultural Grants Program over the past two years, including: *Archer Heights, Armour Square, Avalon Park, Burnside, Gage Park, Hegewisch, Montclare, Morgan Park, Riverdale, South Deering, West Garfield Park*.

All My Chi My Future neighborhoods are also prioritized based on the above criteria.

<u>**Overview of Project Ideas:**</u>
Project ideas can be anything from a physical artwork to a series of workshops/classes to a performance, happening or cultural event, focused on any artistic discipline including architecture, culinary arts, curatorial arts, dance, design, film, literary arts, media arts, music, performance art, photography, public art, social practice, theater, or visual arts.

Projects can be ongoing or new.

Projects must have these elements:
- Projects must have a primary goal to serve residents of a specific neighborhood or community.
- Projects must engage neighborhood residents as participants or audiences between October 1, 2021 and December 31, 2022.
- Lead applicant's primary residence/address must be in the neighborhood where this engagement will take place.

We welcome projects that:
- Are first-time collaborations between individuals or organizations.
- Are one time activations or events – projects do not need to be permanent installations or art works.

We strongly encourage:
- Projects that are broadly accessible.
- Cross-industry collaborations.
- Artist-led projects that activate Chicago communities and institutions to address broader social issues, opportunities and challenges.
- Projects that use art to inspire community organizing, civic engagement and participation.
- Projects that activate vacant or underutilized spaces.

- Projects that seek to celebrate and preserve the cultural traditions of underrepresented or historically marginalized groups.
- Projects that connect youth to arts programming.
- Projects that address public safety, equity and access through art.
- Projects that recognize and illuminate the character defining attributes of Chicago's neighborhoods.
- Projects that increase dialogue, civic discourse and exchange around Chicago's unique social issues.

<u>Eligibility Criteria for Applicants</u>
DCASE can only accept one idea submission per applicant.

To be eligible to apply for a Neighborhood Access Program grant, you must meet the following criteria:
- Must reside/be located in the city of Chicago with a valid street address.
- Must reside/be located in the neighborhood/community area where the arts project or cultural activity will take place.
- Individual applicants must be at least 18 years of age.

Organizations and individuals located outside of the neighborhood where their project will take place are welcome to apply as a partner with an eligible individual artist or organization.

The following entities may apply for a Neighborhood Access Program grant:
- Any nonprofit organization, Special Service Area (SSAs) or Chamber of Commerce with 501(c)(3) or 501(c)(6) status, including religious institutions that provide significant services to the community that are non-religious in nature.
- National nonprofit organizations with a Chicago branch.
- Individual artists, cultural producers or curators.
- Individuals/collectives applying using a fiscal sponsor/agent that meets all eligibility criteria.

The following entities cannot be listed as the lead applicant on a proposal. <u>However, collaborations with these entities are welcome.</u>
- For-profit organizations.
- Municipal departments and their affiliate 501c3s, including libraries, parks, transit and family services agencies
- Recipients of 2020 or 2021 CityArts Project grants. CityArts general operating grantees remain eligible for funding.
- Organizations and individuals receiving other forms of DCASE support remain eligible to apply; however priority will be given to those not receiving other DCASE support.

Funds cannot be used to support:

- Capital improvements or the purchase of permanent, depreciable equipment valued at more than $5,000.
- Fundraising events, religious ceremonies or events, or campaigning for a candidate or a ballot issue.
- Vehicle rental of any kind.
- Travel expenses.
- Artists or organizations with outstanding, existing debt with the City of Chicago. Debt does not need to be resolved prior to submitting an idea, but will need to be in order to receive a payment from the City. 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

Grant Details
- Grant requests can range from $5,000 - $50,000.
- Applicants can request up to $50,000 regardless of their budget size.
- We anticipate making 10 – 40 grants through this program.

Review Process and Criteria

All idea submissions will be reviewed by an external grant review panel including residents of priority neighborhoods and multi-disciplinary arts experts. Consideration is given to creating review panels 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). This panel will select finalists to interview, participate in interviews, review full proposals and make final funding recommendations to DCASE.

Proposals will be evaluated based on the following criteria:
- **Strength of proposed project:** The proposed project possesses artistic merit and vision alongside quality, meaningful opportunities to engage neighborhood residents in arts and culture activities.
- **Increasing Access**: Project expands the scope of projects funded by the Cultural Grants Program by taking place within a priority neighborhood, activating vacant or underutilized spaces, and/or supporting historically disinvested neighborhoods and populations.
- **Benefit to communities:** The project's potential to benefit Chicago residents and impact communities through cultural programming intended for the greater good**.** We value both projects that have a wide and expansive reach and those that provide deep, enriching experiences for participants.
- **Community experience:** The applicant demonstrates a depth of experience, relationships and engagement with artists and partners in identified communities/neighborhoods. The applicant and its partners demonstrate experience working in, on behalf of, and leading communities; including outreach, strong listening skills and attention to detail.

If more than 1,500 applications are received, 1,500 applications will be selected for review via a randomization/lottery process, prioritizing the neighborhoods listed above.

Timeline ****All dates are subject to change*

Event	Dates
Idea Submission Portal opens	April 20, 2021
Idea Submission deadline	Friday, May 21, 2021 5:00 PM CST - No Extensions will be granted
Notifications	July 2021 – All applicants will be notified about if they have been selected as a finalist or not.
Finalists Interviewed	July 2021
Full Proposal Deadline	August 2021 - For invited finalists
Final Notifications	October 2021 – All finalists will be notified about if they have been selected for a grant or not.
Payments Disbursed	December 2021 - Grants will be made in a single, one-time payment.
Grant Period	January 1, 2021 – December 31, 2022. This is the time during which grant funds must be spent.

How To Apply

Click **here** to submit your idea through CyberGrants!

There's three ways that you can share your idea with us. You can either:
1) Narrative: Provide a brief written narrative describing your idea.
2) Recording: Provide a 5-minute video or audio recording describing your idea. (Video does not need to be highly edited. iPhone videos are fine!)
3) PDF/JPEG file upload: Provide a PowerPoint or other presentation with images and text describing your idea.

We want to hear about:
- **Why** you want to do this project
- **What** you hope to accomplish
- **Who** will be involved
- **When** and **where** it might take place

Please try to submit your idea earlier than the stated deadline because we can't accept late submissions.

After reviewing all of the ideas submitted, our external review panel will select finalists to interview to learn more about their projects. Following interviews, finalists will be asked to submit a full proposal with more detailed information about their projects. We'll walk you through how to complete the full proposal during the interview process.

Department of Cultural Affairs and Special Events (DCASE)
Artist Response Program
Re-Granting Partner Guidelines

APPLICATION DEADLINE: Friday, February 5, 2021 at 5 PM CST

In 2020, DCASE partnered with Arts Alliance Illinois, 3Arts, Arts Work Fund and the broader philanthropic community to create the Arts for Illinois Relief Fund to provide financial relief to workers, organizations and businesses in the creative industries that have been impacted by the COVID-19 pandemic. The Arts for Illinois Relief Fund has created a model for re-granting partnerships that can allow DCASE to partner with organizations that are better positioned to respond quickly to crises and to the complex needs of individual communities and neighborhoods.

Through the Artist Response Program, DCASE will select re-granting partners to distribute funds to artists to create projects designed to engage residents in dialogue, reflection and action in response to recent health, economic and humanitarian crises.

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DCASE Contact Information
Please direct all Re-Granting Partner inquiries to:
Kalena Chevalier
Program Director – Cultural Grants
kalena.chevalier@cityofchicago.org

Eligibility Criteria for Re-granting Partner

To be eligible to apply to be an Artist Response Re-granting Partner, organizations must meet the following criteria:
- Must have a demonstrated history of supporting artists through grants, commissions, or artist fees.
- Must be a nonprofit organization, foundation, Special Service Area (SSAs) or Chamber of Commerce with 501(c)(3) or 501(c)(6) status, or be working in collaboration with a fiscal sponsor that meets this criteria.
- Must be located in the city of Chicago with a valid street address.

Funding Restrictions

They following entities are not eligible to apply:
- Organizations that have a national affiliation.
- Religious institutions.
- Public or governmental agencies.
- Athletic teams, social organizations, fraternal organizations.
- Individuals.

Organizations selected as re-granting partners through this program will not be eligible for a CityArts Project grant in support of the same project funded through this program. **Organizations selected through this program remain eligible for CityArts general operating grants and CityArts Project grants in support of other initiatives.**

> *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*

Review Criteria

The following criteria will be used to evaluate Artist Response Program Re-granting Partner applications:
- Merit and feasibility of proposed regranting program
- Alignment with program goals to support artists in developing projects that engage the public in a constructive civic dialogue
- Potential benefit to artists
- Potential benefit to people and communities with a focus on historically disinvested neighborhoods and populations
- Depth of experience, relationships and engagement with artists and partners in identified communities/neighborhoods.

Grant Details

- Grants to re-granting partners will range from $50,000 - $100,000. We anticipate selecting 3 – 5 partners.
- Grants to artists (sub-grantees) can range from $1,000 - $10,000.
- Applications will be reviewed by a panel comprised of DCASE staff and external arts experts and finalists will be selected for interviews before final decisions are made.
- DCASE strives to provide a balanced portfolio of grants across the city and across all eligible disciplines.

Timeline ****All dates are subject to change*

Event	Dates
Application opens	January 11, 2021
Application deadline	**Friday, February 5, 2021 5:00 PM CST** - No Extensions will be granted
Finalists Interviewed	March 2021
Partners Selected	April 2021
Payments Disbursed	May 2021
Sub-Grantee Projects Selected	By the end of 2021

Criteria/Priorities for Re-granting Programs

We will prioritize re-granting programs that:
- Support artists by promoting their final projects and leveraging their work.
- Are a continuation of long-term, arts-focused programming that is imbedded in communities.

Sub-grantee projects can be anything from a physical artwork, to the transformation/repurposing of spaces or objects, to a happening or cultural event, focused on any artistic discipline including architecture, culinary arts, curatorial arts, dance, design, film, literary arts, media arts, music, performance art, photography, public art, social practice, theater, or visual arts.

We will prioritize regranting programs supporting projects that:
- Address public safety, equity and access through art.
- Are associated with repair and rebuilding on the South and West sides of Chicago.
- Activate Chicago communities and institutions to address broader social issues, opportunities and challenges.
- Use art as a tool to inspire community organizing, civic engagement and participation.
- Activate vacant or underutilized spaces by infusing art and community participation to enhance the quality of life for residents.
- Seek to celebrate and preserve the cultural traditions of underrepresented or historically marginalized groups.
- Recognize and illuminate the character defining attributes of Chicago's neighborhoods.

Sub-grantees must meet the following criteria:
- Be an individual artist.
- Be residents of the City of Chicago.
- Be a resident of the neighborhood where the project will take place, or be working in collaboration with a resident, organization, or small business in that neighborhood.

Funds must be released to sub-grantees by the end of 2021.

What You Need to Apply

- Brief narrative information about the proposed re-granting program including its application, review process, timeline and outreach plans.
- Brief narrative information about your organization including its past grantmaking programs and community engagement strategies.
- List of individual artists and projects funded by organization over the past two years.
- Budget for the re-granting program including total funds to be re-granted and total cost for administration of program.
- Proof of 501(c)(3) or 501 (c)(6) status.

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.**

INDIVIDUAL ARTISTS PROGRAM

2021

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INDIVIDUAL ARTISTS PROGRAM OVERVIEW

The mission of the Cultural Grants Program is to play an active role in the development of Chicago's arts and culture community by funding artists and arts organizations that have the potential to meaningfully contribute to the City's cultural vitality. We invest in artists because we believe the arts are an essential part of life.

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.

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 McCarthy
Melissa Thomfohrda
Maggie Cullerton Hooper

Please direct all inquiries to:
culturalgrantmaking@cityofchicago.org

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

There will only be one grant intake process for 2021.

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 October 26, 2020:
www.chicagoculturalgrants.org

2021 INDIVIDUAL ARTISTS PROGRAM CALENDAR

Event	Dates	Description
Grant Period	The grant period will be January 1, 2021 – December 31, 2021 or January 1, 2021 – August 31, 2021, depending on the timing of your project.	If awarded, all grant funds must be expended by the grantee during the grant period.
Applicant Workshops	**October 28 – November 10**	**Attending an application assistance workshop is strongly encouraged, but not required.** Register online via chicagoculturalgrants.org.
Application Guidelines Available	October 26, 2020	
Application opens	October 26, 2020 at 9:00 AM CST	
Application deadline	**December 1, 2020 @ 5:00 PM CST**	**No extensions will be granted.**
Notification of Results	March 2021	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 – June 2021	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 2021	**This is a projected payment timeline that is subject to change. All payments will be disbursed in 2021.**
Final reports due	January 31, 2022	Narrative reports and receipts for expenditures will be submitted electronically. Reports will open in December 2021.

2021 Application Assistance Workshop Schedule

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

2021 IAP Full-Length Workshops

Join DCASE grant team members for an info session on the 2021 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.

- Wednesday, October 28, 2020 12pm-2pm - Register Online
- Thursday, October 29, 2020 9am-11am - Register Online
- Friday, November 6, 2020 3:30-5:30pm - Register Online - *This workshop is hosted by South East Chicago Commission*
- Tuesday, November 10, 2020 5-7pm - Register Online - *This workshop will be presented with ESDC and will be bilingual*

Talleres completos de IAP 2021

Únase a los miembros del equipo de subvenciones de DCASE para una sesión de información sobre el Programa de Artistas Individuales (IAP) 2021. Este taller de larga duración revisará las actualizaciones de las pautas de subvenciones y los criterios de revisión, y proporcionará consejos y orientación para ayudar a los solicitantes a preparar las solicitudes más sólidas y competitivas posibles. Los solicitantes no están obligados a asistir a un taller para presentar su solicitud; sin embargo, se alienta a que asistan todos los solicitantes, independientemente de haber solicitado o recibido previamente una Beca Cultural DCASE.

- Martes, 10 de Noviembre de 2020 5-7pm - Pulse aquí para registrarse

2021 IAP Learn What's New Workshop

Join DCASE grant team members and learn what's new for the 2021 Individual Artists Program (IAP). This shorter workshop will review updates to the 2021 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, November 5, 2020 11:30am-12:30pm - 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.

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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 a United States citizen or a permanent resident with Social Security Number.
- Be at least 18 years old.
- <u>Not</u> be enrolled <u>full time</u> 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.
- Past IAP grantees that have not completed the required Final Report for their funded project or that failed to 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.
- Travel expenses **except for touring, professional advancement and research projects.**

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 for the year including the purchase of equipment and materials needed to create art and to adapt artistic practice in response to the COVID-19 pandemic.

- 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); training related to technology and business development needed to adjust practices and projects to new formats due to the pandemic; 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 <u>25% of their grant to pay themselves</u> for their work on their project, and can use grants to purchase equipment valued at $5,000 or less.**

FILM & MEDIA ARTS

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 related to technology and business development needed to adjust practices and projects to new formats due to the pandemic; 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.

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; Bookbinding equipment.

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 related to technology and business development needed to adjust practices and projects to new formats due to the pandemic; 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; purchase or development of software to assist with virtual music collaborations.

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 related to technology and business development needed to adjust practices and projects to new formats due to the pandemic; 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:** Development of home performance spaces or virtual performance formats; purchase of materials needed for independently produced performances or tours; equipment needed to document work.

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 related to technology and business development needed to adjust practices and projects to new formats due to the pandemic; 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 experimentation, creation and development of future body of work.

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

- **Grant Period:** The grant period will be January 1, 2021 – December 31, 2021 or January 1, 2021 – August 31, 2021, 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: We will accept requests up to $5,000.** 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. In 2020, 30% of eligible applicants were funded and the average grant amount was $3,971. **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 2019 **and** 2020, you may not apply for the 2021 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 2021 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.

- **Travel Expenses: Travel expenses are only allowed for projects categorized as touring, professional advancement, or research**. The following travel expenses are allowed for these projects: 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":** 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 plans to pilot a peer mentorship program as part of IAP in 2021. 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.

These awards will be **$10,000** each and can be applied to any expenses associated with an artist's practice within the grant period, including 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 three 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.

Additionally, as with all grant programs, 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 Music
In celebration of 2021 as a continuation of the City of Chicago's Year of Chicago Music, DCASE will reserve funds for up to six Esteemed Artist Awards to be given to musicians as part of the
2021 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 or in response to challenges faced due to the COVID-19 pandemic. 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** of the proposed project and this grant to advance/further the applicant's work/career.

The following criteria will also be used to evaluate **public events**, **publication/distribution**, and **projects in development**:

- **Public Benefit:** The project's potential to increase Chicago residents' access to and participation in high-quality arts and cultural programming as demonstrated by clear marketing and audience engagement plans.

The following criteria will also be used to evaluate **professional advancement** projects:

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

The following criteria will also be used to evaluate **touring projects**:
- **Benefit to the city of Chicago:** The project's potential to bring acclaim to the city of Chicago by showcasing its arts and cultural scene to audiences outside of the city.

HOW TO APPLY

Links to applications can be found on our website beginning on October 26, 2020:
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 Last Name, First Name when the registration system asks for your Organization Name.

- 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, 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 detailed **narrative** including:
  - **Artist Information:** 1 – 3 sentence artist introduction, artistic history, and a description of current projects you are working on to progress towards stated goals. 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.

- **Demographic information** about yourself and your target audience

- **Proof of Chicago residency:** 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.** The ID cannot be expired – please be sure to renew expired identification before applying.

- 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 McCarthy at meghan.mccarthy@cityofchicago.org by November 25 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.

- 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.

Submissions missing any of the required components listed above will be disqualified.

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. <u>Please note that links to account-based file sharing websites like Dropbox or Google Drive cannot be accepted</u>.

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. <u>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.</u>

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.

Given the vast needs artists are experiencing due to the COVID-19 pandemic, we anticipate an increase in applications this year. If more than 675 applications are received (as compared to 585 in 2020 and 373 in 2019), 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 project's 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.

- 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 March 2021.**

- 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:
    o Running a debt check on all grantees.
    o Reviewing packets for completeness.
    o Bundling agreements for signature process.
    o Redacting sensitive information from agreements.
    o Scanning agreements for processing.
    o Entering agreements into the city's electronic contracting system.
    o Assigning PO numbers to contracts.
    o Preparing payment request forms.
    o Approving Economic Disclosure Statements.

- Once this process is completed, your single one-time payment will be issued.

CHI | DCASE

CITYARTS PROGRAM

2021

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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 focused on rebuilding and recovery across all artistic disciplines. Project grants will support initiatives that have the potential to impact the Chicago arts sector at large.

All grant types are intended to further four Cultural Grants Program Priorities: Innovation, Community Engagement, Diversity & Equity, and Collaboration.

Cultural Grants Staff Contact Information:
Kalena Chevalier – Program Director
Kalena.Chevalier@cityofchicago.org

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

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

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

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

In 2021, 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 focused on Sector Re-Building
For organizations of all budget sizes

*Eligible organizations are able to apply for **both** a General Operating grant **AND** a Project Grant in 2021. However, only a handful of the most exceptional applications will receive both grant types.*

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 for the 2019 or 2020 fiscal year, whichever is higher. *Note that in-kind contributions should not be included in this calculation.*

Annual Adjusted Income = Total Income – Government Contributions

If you are applying on behalf of a large organization that has an arts focused division, department or budget, please determine your grant type using your organization's arts budget as opposed to its full budget.

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 OR have an arts-focused division/department/program with its own budget.

- 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 2020). 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.

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 and request amount using the affiliate organization's budget and include a statement of commitment from the university with your application.

Organizations applying as part of a collaboration can apply for up to TWO PROJECT GRANTS, if different collaborators are listed on each application.

Previous CityArts Grantees

An organization can receive CityArts general operating funding for up to three **consecutive** years before it is required to take one year off from applying for or receiving a CityArts general operating grant.

Organizations can apply for a 2021 Project Grant regardless of their past CityArts support.

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.
- 2019 CityArts Grantees that have not completed the required Interim or Final Reports for their grants.

NOTE: DCASE is unable to pay grant funds to any organization with outstanding, existing debt with the City of Chicago. Please pay off or clear up any debt (parking tickets, water bills, etc.) prior to applying for a CityArts grant.

General Operating Grants
for Large Arts & Culture Organizations
OVERVIEW

__This grant opportunity is available to organizations with annual adjusted income budgets over $2M.__

DCASE will provide General Operating Grants to Chicago's major cultural institutions (budgets over $2M) that are evaluated as doing exemplary work related to __four__ Cultural Grants Program priorities. Assessment will be based on organization's past work and future plans, __not__ based on how efficiently and successfully organizations pivoted their programming in 2020 in response to the pandemic.

__Priority 1 - Innovation__: DCASE defines innovation as a project, product, process, creation, collaboration, initiative or program component that is NEW or drastically reimagined, leading to developments including: new artistic forms or formats, new methods of delivering art, presenting art in new/unexpected physical locations, replicable models for artistic development or programming, and much more. We are looking to support organizations doing work that seeks to challenge, change, improve or shift current products, practices, processes or paradigms by testing or utilizing novel concepts, approaches, or tools to fill local gaps and bring new ideas into the arts and culture field.

__Priority 2 - Community Engagement__: DCASE defines Community Engagement as artistic or educational programming/activities that encourage partnerships with multiple touch points among individuals and entities to identify and achieve shared goals and objectives. We are looking to support organizations that elevate and expand neighborhood cultural assets and address local needs through deep interaction with Chicago residents.

__Priority 3 - Diversity & Equity__: One of the core values of DCASE is Diversity & Equity. We believe in the power of the arts to build community, inspire social change and bring fresh perspective to difficult and complex issues—including issues of race, ethnicity, class, ability, gender identity and sexual orientation. We are looking to support organizations demonstrating clear Diversity & Equity values and goals that are evidenced in their strategic planning, policies, artists, staff, board, audience, and artistic work, including programming that fills gaps in Chicago's cultural landscape or highlights underrepresented and culturally specific art forms.

__Priority 4 – Collaboration__: As another core value of DCASE, we view collaboration as the backbone needed for long-term impact and citywide transformation. We are looking to support organizations striving towards unique collaborations across disciplines, sizes, and sectors and in alignment with Cultural Plan-related goals to encourage cultural and non-cultural sectors to work together.

Successful applicants will demonstrate exceptional work across __all four__ of these priorities.

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: The number of grants awarded and the grant amounts will be contingent on the number of applicants and the strength of their applications. However, we anticipate being able to award between 10 - 15 General Operating Grants to Large Arts & Culture Organizations, therein funding less than 50% of applicants. Organizations of this budget size should not anticipate receiving funding through this program every year.

Grant Size: Do not request a specific grant amount. Grant amounts ranging from $10,000 - $25,000 will be determined based on budget sizes and the strength of the applications.

Grant Period: If awarded, all grant funds must be expended by the grantee between January 1, 2021 and December 31, 2021. Grantees are likely to receive payment in October of 2021, but can use the funds to reimburse the organization for expenses incurred earlier in 2021.

Number of Consecutive Years an Organization May Receive Funding: Organizations may receive general operating funding for up to three years in a row before being required to take a year off from general operating funding. Off cycle organizations are still eligible to apply for project support.

General Operating Grants
for Small Arts & Culture Organizations
OVERVIEW

<u>This grant opportunity is available to organizations with annual adjusted income budgets under $2M.</u>

<u>All applicants must choose ONE Funding Category within which to apply for a general operating grant, even if the applicant's mission, programs and work falls within or across multiple Funding Categories</u>. **The Funding Categories are intended to be outcome-based; choose the one outcome most relevant for your organization's work. Think about the primary purpose of your organization's current programs, work, strategic plan recommendations and/or goals.**

1. MAKE, CREATE, PRODUCE, PRESENT ART: Includes organizations that are:
- Producing or creating art.
- Providing facilities, space, performance or exhibition opportunities for Chicago's arts and culture community.

2. PROVIDE HIGH-QUALITY ARTS EDUCATION OPPORTUNITIES: Includes organizations that are:
- Offering meaningful, consistent opportunities to increase youth's access to Chicago's arts and culture resources.
- Creating opportunities for youth to engage with the arts for the purposes of: providing exposure to the arts, developing connections to communities, broadening learning, and positively impacting social-emotional development.
- Offering arts learning opportunities for adults.

3. ELEVATE CULTURAL ASSETS: Includes organizations that are:
- Serving as museums or art centers that are open to the general public, have professional art exhibitions and make consistent efforts to build audiences.
- Archiving or documenting cultural resources.

4. CELEBRATE CULTURAL HERITAGE: Includes organizations that are:
- Seeking to expose Chicagoans to one or more specific cultural heritage(s), resources, or art forms.
- Preserving and celebrating traditional/folk art forms.

5. SUPPORT CAPACITY BUILDING FOR THE SECTOR Includes organization that are:
- Providing a coordinating, convening, and supporting function for the larger Chicago arts and culture community, helping organizations and artists to build artistic and administrative capacity.

6. ENGAGE COMMUNITIES: Includes organizations that are:
- Elevating and expanding neighborhood cultural assets.
- Growing neighborhood cultural capacity and celebrating community.
- Providing large-scale public events such as festivals or park-based performances for specific communities or neighborhoods.
- Recognizing and illuminating the character defining attributes of Chicago's neighborhoods.

7. EMBED ARTS INTO BROAD SERVICE GOALS: Includes organizations that are:
- Focusing on the arts as one of several strategies for accomplishing a broader organizational mission.
- Embedding the arts into other community/neighborhood development, social service, health and wellness, or educational activities.

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: The number of grants and the grant amounts awarded in 2021 will be contingent on the number of applicants and available budget. In 2020, DCASE made 152 general operating grants to small organizations.

Grant Size: We will accept requests between $2,000 and $15,000. DCASE will not provide a general operating grant that is greater than 10% of an organization's annual adjusted income from its 2019 or 2020 fiscal year (whichever is higher) UNLESS the organization's budget is less than $20,000. Grantees with budgets less than $20,000 will receive a $2,000 grant. If you are applying on behalf of an organization that has an arts focused division, department or budget, please determine your request amount using your organization's arts budget as opposed to its full budget. DCASE may award larger or smaller grants than those requested by applicants based on our available budget and the strength of the application. The average grant size in 2020 was approximately $6,600. Only a small number of grants are made over this average amount each year.

Grant Period: If awarded, all grant funds must be expended by the grantee between January 1, 2021 and December 31, 2021. Grantees are likely to receive payment in November of 2021, but can use the funds to reimburse the organization for expenses incurred earlier in 2021.

Previous CityArts Grantees: An organization can receive general operating funding for up to three consecutive years before it is required to take one year off from applying for CityArts general operating support. Organizations that received funding in 2018, 2019 **or** 2020—but not all three—can and should reapply for 2021 CityArts general operating funding. Off cycle organizations are still eligible to apply for project support. If you are unsure if you are eligible to apply please contact our office.

Funding Categories: All applicants will select one Funding Category within which to apply and will be reviewed against evaluation criteria designed specifically for the kind of work they do.

Foster Innovation: In previous years, DCASE also offered CityArts grants through the Foster Innovation category. This category was intended for organizations that would be experiencing a significant milestone during the grant period. These grants were $15,000 regardless of organizational budget size. DCASE no longer accepts applications through this Foster Innovation category, but will instead select 3 – 6 exceptional applicants to receive special grant awards beyond their request amounts in 2021.

General Operating Grants
for Small Arts & Culture Organizations
REVIEW CRITERIA

The following criteria will be used to evaluate general operating proposals from organizations with an annual adjusted income under $2M. Assessment will be based on organization's past work and future plans, **not** based on how efficiently and successfully organizations pivoted their programming in 2020 in response to the pandemic.

- **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 persons with disabilities.

- **Diversity & Equity:** Demonstrates clear Diversity & Equity values and goals across race, ethnicity, class, ability, gender identity 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 and culturally specific art forms.

- **High-Quality Programs:** Develops high-quality, innovative, 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**

All applicants will also be evaluated based on specific criteria associated with the Funding Category within which they applied. 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.

This grant opportunity is available to organizations of all budget sizes and across all disciplines.

2021 CityArts Project grants will support initiatives and projects that have the potential to impact the rebuilding and recovery of Chicago's arts and culture sector at large.

Overview

The COVID-19 pandemic has placed unprecedented strain on the arts and culture community. One of the many assets of the arts is their ability to bring people together for live, shared experiences, which have not been possible over the past ten months due to necessary restrictions on gatherings in place to prevent the spread of this disease. The pandemic has also magnified long-term issues of systemic racism, accessibility, digital divide and inequitable access to health services, housing , food, educational resources and more.

Artists and arts organizations have suffered significant hardships that will require creativity and collaboration to overcome and rebuild towards equity. 2021 CityArts project grants will fund a small number of projects with clear outcomes that will reshape the landscape.

Funded projects may include convenings, research projects, resource sharing initiatives, artist career development, audience development initiatives and/or the development of new models, formats and strategies to elevate the arts and equitably rebuild the arts sector.

Grants will be made to projects with a wide-ranging potential impact, including projects focused on a specific discipline, neighborhood or community. Applicants are encouraged to connect their work to broader city and civic initiatives. Grants will not be made in support of one-off performances, productions, exhibitions or events.

DCASE defines sector rebuilding projects as projects that have the potential to impact the Chicago arts and culture sector at large by:

- **Developing replicable models** or formats for operating, presenting artwork, revenue generation, arts education, artist career opportunities, partnerships and/or collaborations across disciplines, sizes and sectors;

- **Developing collective strategies** for planning, presenting, marketing, branding, audience engagement, and/or artist development;

- **Transforming sector-wide structures**, policies and models to strive towards equity and to integrate arts and culture into broader community goals;

- Celebrating, **elevating and advocating for the arts** as an essential part of Chicagoans lives;

- **Conducting research studies** with potential findings that could drive updates to business models, health and safety guidelines, infrastructure, artistic concepts, or marketing strategies; and/or

- **Pooling or sharing resources**, opportunities and information to increase stability, sustainability, accessibility, efficiency and equity in the industry.

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

- **Collaboration:** Projects might include sector-wide or discipline-focused convenings to identify shared needs and strategies for addressing them; the development of collectives or consortiums to combine resources and advocacy towards shared goals; replicable models for collaborations across disciplines, sizes and sectors that could strengthen arts industry business models; or research projects analyzing strengths and replicable components of pre-existing models for partnerships.

- **Innovation**: Projects might include research designed to increase arts advocacy and/or to better understand and document the benefits and impact of the arts for individuals and communities; collective strategies for re-engaging audiences and promoting arts activities; the development/exploration of new, replicable art forms/media that can be accessed virtually; development of replicable earned revenue/sponsorship strategies for arts organizations' virtual experiences; development of live event space or replicable format that adheres to social distancing guidelines and can be a resource for the landscape.

- **Community Engagement**: Projects might include the development of neighborhood hubs for resources, training and initiatives; building neighborhood-focused arts districts by connecting programming and sharing resources; cross-sector collaborations using human centered design to integrate arts and culture into broader community goals; models for partnership with residents to integrate the arts into community plans in the City of Chicago's INVEST South/West neighborhoods; or research that identifies supports needed to sustain or rebuild cultural assets in neighborhoods. Applicants will need to demonstrate a solid history of community engagement and relationship building within specific neighborhoods or with target audiences to be considered for funding under this priority.

- **Diversity & Equity**: Projects might include collective strategies to increase access to resources, arts education, professional development and opportunities; research that provides data about inequities in the industry; strengthening infrastructure for arts activities on the South and West sides of Chicago; replicable models for professional development for emerging artists with disabilities; collaborative efforts to elevate organizations with BIPOC (Black, Indigenous and People of Color) leadership; and restructuring business models and pay scales to strengthen diversity of arts organizations' boards and staff.

Number of Grants: DCASE anticipates awarding 5 - 10 Project Grants in 2021.

Finalist Interviews: DCASE will schedule interviews with 5 – 20 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, including collaborations with for-profit organizations. 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. **Organizations applying as part of a collaboration can apply for up to two project grants, as long as the proposals are for two distinct projects with different collaborators.**

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 or 2020 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.

 Grant Term/Period: If awarded, all grant funds must be expended or deposited by the grantee during the grant term of **January 1, 2021 - December 31, 2021,** but it is allowable for the DCASE-funded portion of the project to take place any time during the grant period of **January 1, 2021 - December 31, 2022**. Grantees are likely to receive payment in November of 2021, but funds can also be used to reimburse the organization for expenses incurred earlier in 2021.

Previous Grantees: Organizations can apply for a 2021 CityArts Project Grant even if they received CityArts support in 2018, 2019, **and** 2020. Organizations selected as re-granting partners through DCASE's Artist Response Program will not be eligible for a CityArts Project grant in support of the same project funded through this program. Organizations selected through this program remain eligible for CityArts general operating grants and CityArts Project grants in support of other initiatives. To learn more about the Artist Response Program, please visit
https://www.chicago.gov/city/en/depts/dca/supp_info/artist_response_program.html

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 2021 guidelines. In this instance, the 2021 application must (1) show 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 CityArts grantees, please visit www.chicagoculturalgrants.org.

Project Grant proposals will be evaluated based on the following criteria:

- **Potential Impact on Arts Sector:** The project's potential to impact the rebuilding and recovery of Chicago's arts and culture sector <u>at large.</u>

- **Alignment with Sector-Rebuilding Definition:** Project addresses at least one component of the DCASE definition of sector-building (outlined in detail on page 8): developing replicable models, developing collective strategies, transforming sector-wide structures, elevating and advocating for the arts, conducting research studies and/or pooling or sharing resources.

- **Quality of Proposed Project:** The proposed project is equitable and just and possesses rigor, thoughtfulness and inventiveness.

- **Feasibility and Sustainability of Proposed Project:** The applicant presents a logical and feasible plan that can be fully executed within a specified timeframe and sustained in the future. The applicant and its collaborators demonstrate an ability to plan for and execute programs of this caliber.

- **Alignment with Cultural Grants Program Priorities:** Project addresses at least one of the Cultural Grants Program priorities of Innovation, Community Engagement, Diversity & Equity, or Collaboration.

- **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 2020 or will be received in 2021 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.

All dates are subject to change.

Event	Dates	Description
Application Assistance Workshops	January 21, January 26, January 28, February 4	Advance registration is encouraged. Please use the Eventbrite link at www.chicagoculturalgrants.org.
Application opens	January 19, 2021 9:00 AM CST	
Application deadline	March 3, 2021 5:00 PM CST	<u>**No Extensions will be Granted.**</u> **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 2021	All applicants will be notified via e-mail sent to the address on file in the CyberGrants system.
Contracting period	July - October 2021	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 2021	**Timeframe is subject to change.**
Final/Interim reports due	January 31, 2022	Reports will be completed electronically through CyberGrants. Project grantees will be required to complete an additional report by January 31, 2023.

HOW TO APPLY

Beginning at 9:00 AM CST on <u>Tuesday, January 19, 2021</u>, 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/CityArts2021Large

General Operating grant application for organizations with annual adjusted income under $2M:
https://www.cybergrants.com/dcase/grants/CityArts2021Small

**Project grant application
for organizations of all sizes:**
https://www.cybergrants.com/dcase/grants/2021CityArtsProject

- 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.

- 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 3, 2021 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. <u>When pasting from a separate document into the CyberGrants application, be sure to "paste as plain text" to avoid errors</u>.

- 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.

- <u>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.</u>

- 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. <u>Late or incomplete applications will not be accepted or reviewed</u>.**

What You Need to Apply for a CityArts Grant

- **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.

- **Financial Information**
- An approved projected budget for the current fiscal year (FY21).
- Financial Statements from the most recently completed fiscal year (FY19 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 FY19, 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) – DataArts is an online system for collecting and standardizing historical, financial and organizational data. See the next page of this packet for more information.

Additional materials requested from General Operating Grant applicants
- **Data** about your staff, artists, finances and programming in 2019 and 2020.

- **Information about your financial position** and the impact the COVID-19 pandemic has had on your organization. This information will not be viewed by the external grant review panel or incorporated into application assessments or funding decisions.

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.

- **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.

DataArts Funder Report

SMU DataArts is an online system for collecting and standardizing historical, financial and organizational data. See www.culturaldata.org. The DataArts Funder report is an optional component of the CityArts application in 2021.

In December 2020, DataArts launched a new streamlined Cultural Data Profile CDP, with a goal to make data entry easier for arts and cultural organizations while preserving the data points used to generate valuable insights in reports. You can learn more about the changes at https://culturaldata.org/pages/cdp-survey-streamline/

- The DCASE Funder Report will aggregate data for the three most recent consecutive fiscal years for which data has been entered into the system - 2018, 2019 and 2020, where possible and available. The DCASE Funder Report is currently available to generate and attach to your CityArts application.

- Recently established organizations with less than three years of financial data should submit a DCASE Funder Report with at least one year of data reflecting the most recently completed fiscal year.

- Organizations with fiscal years ending between 6/30 and 12/31 may elect to submit financial data within DataArts for FY17, FY18 and FY19 (not FY20). In lieu of providing information within DataArts for FY20, an approved year-end actuals statement may be provided.

- As a reminder, the process for completing a DataArts Cultural Data Profile can be time consuming. Applicants choosing to submit the DataArts report should begin the process early to allow enough time to complete this process before the application deadline.

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.) For project applications, the Cultural Grants Team will also confirm that submitted projects meet the definition of "sector rebuilding project" before moving them on for review by the peer grant review panel. 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 Funding Category-specific review criteria. Each grant reviewer will consider applications in relation to DCASE and Cultural Grants Program goals, CityArts criteria, and in comparison 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 by July 2021.

- 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.

Department of Cultural Affairs and Special Events (DCASE)
Neighborhood Access Program
Guidelines

IDEA SUBMISSION DEADLINE: Friday, May 21, 2021 at 5 PM CST
Click here to submit your idea through CyberGrants!

The City of Chicago Department of Cultural Affairs and Special Events (DCASE) is currently accepting Idea Submissions for its new Neighborhood Access Program. The goal of this program is to support the cultural vitality of every neighborhood via grant programs and partnerships designed to be responsive to the complex needs of individual communities. Through its pilot year, this program will offer direct grants for all types of community-based arts and culture activities.

Mayor Lori Lightfoot and DCASE are committed to directing significant funding to Chicago's neighborhoods, and prioritizing areas that have suffered from a history of disinvestment. We know that these neighborhoods are vibrant and densely populated with artists, yet they remain under-resourced by our grant programs.

This program was created to support arts and culture activities in all neighborhoods with a focus on those that have traditionally not received significant funding through DCASE's Cultural Grants Program, and to collaborate with other City departments to make a collective impact on neighborhoods identified through the INVEST South/West initiative.

This program seeks to increase access to DCASE funding with expanded eligibility criteria and a revised application process.

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DCASE Contact Information
Please direct all inquiries to:
culturalgrantmaking@cityofchicago.org

We acknowledge that all Chicago neighborhoods are on the traditional homelands of the Council of the Three Fires: the Ojibwe, Odawa, and Potawatomi Nations. Many other Nations such as the Miami, Ho-Chunk, Menominee, Sac, and Fox also called this area home.

<u>**Priority Neighborhoods**</u>
This is a city-wide program, open to applicants located in any Chicago neighborhood.

We will prioritize funding applicants and projects located in the following neighborhoods:
- The ten neighborhoods identified through the City of Chicago's [INVEST South/West](#) initiative: *Auburn Gresham, Austin, Bronzeville, Greater Englewood, New City, North Lawndale, Humboldt Park, Greater Roseland/Pullman, South Chicago, South Shore.*
- Additional LMI (Low and Moderate Income) community areas that have not received direct funding through DCASE's Cultural Grants Program over the past two years, including: *Archer Heights, Armour Square, Avalon Park, Burnside, Gage Park, Hegewisch, Montclare, Morgan Park, Riverdale, South Deering, West Garfield Park.*

All [My Chi My Future](#) neighborhoods are also prioritized based on the above criteria.

<u>**Overview of Project Ideas:**</u>
Project ideas can be anything from a physical artwork to a series of workshops/classes to a performance, happening or cultural event, focused on any artistic discipline including architecture, culinary arts, curatorial arts, dance, design, film, literary arts, media arts, music, performance art, photography, public art, social practice, theater, or visual arts.

Projects can be ongoing or new.

Projects must have these elements:
- Projects must have a primary goal to serve residents of a specific neighborhood or community.
- Projects must engage neighborhood residents as participants or audiences between October 1, 2021 and December 31, 2022.
- Lead applicant's primary residence/address must be in the neighborhood where this engagement will take place.

We welcome projects that:
- Are first-time collaborations between individuals or organizations.
- Are one time activations or events – projects do not need to be permanent installations or art works.

We strongly encourage:
- Projects that are broadly accessible.
- Cross-industry collaborations.
- Artist-led projects that activate Chicago communities and institutions to address broader social issues, opportunities and challenges.
- Projects that use art to inspire community organizing, civic engagement and participation.
- Projects that activate vacant or underutilized spaces.

- Projects that seek to celebrate and preserve the cultural traditions of underrepresented or historically marginalized groups.
- Projects that connect youth to arts programming.
- Projects that address public safety, equity and access through art.
- Projects that recognize and illuminate the character defining attributes of Chicago's neighborhoods.
- Projects that increase dialogue, civic discourse and exchange around Chicago's unique social issues.

Eligibility Criteria for Applicants
DCASE can only accept one idea submission per applicant.

To be eligible to apply for a Neighborhood Access Program grant, you must meet the following criteria:
- Must reside/be located in the city of Chicago with a valid street address.
- Must reside/be located in the neighborhood/community area where the arts project or cultural activity will take place.
- Individual applicants must be at least 18 years of age.

Organizations and individuals located outside of the neighborhood where their project will take place are welcome to apply as a partner with an eligible individual artist or organization.

The following entities may apply for a Neighborhood Access Program grant:
- Any nonprofit organization, Special Service Area (SSAs) or Chamber of Commerce with 501(c)(3) or 501(c)(6) status, including religious institutions that provide significant services to the community that are non-religious in nature.
- National nonprofit organizations with a Chicago branch.
- Individual artists, cultural producers or curators.
- Individuals/collectives applying using a fiscal sponsor/agent that meets all eligibility criteria.

The following entities cannot be listed as the lead applicant on a proposal. However, collaborations with these entities are welcome.
- For-profit organizations.
- Municipal departments and their affiliate 501c3s, including libraries, parks, transit and family services agencies
- Recipients of 2020 or 2021 CityArts Project grants. CityArts general operating grantees remain eligible for funding.
- Organizations and individuals receiving other forms of DCASE support remain eligible to apply; however priority will be given to those not receiving other DCASE support.

Funds cannot be used to support:

- Capital improvements or the purchase of permanent, depreciable equipment valued at more than $5,000.
- Fundraising events, religious ceremonies or events, or campaigning for a candidate or a ballot issue.
- Vehicle rental of any kind.
- Travel expenses.
- Artists or organizations with outstanding, existing debt with the City of Chicago. Debt does not need to be resolved prior to submitting an idea, but will need to be in order to receive a payment from the City. 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

Grant Details
- Grant requests can range from $5,000 - $50,000.
- Applicants can request up to $50,000 regardless of their budget size.
- We anticipate making 10 – 40 grants through this program.

Review Process and Criteria
All idea submissions will be reviewed by an external grant review panel including residents of priority neighborhoods and multi-disciplinary arts experts. Consideration is given to creating review panels 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). This panel will select finalists to interview, participate in interviews, review full proposals and make final funding recommendations to DCASE.

Proposals will be evaluated based on the following criteria:
- **Strength of proposed project:** The proposed project possesses artistic merit and vision alongside quality, meaningful opportunities to engage neighborhood residents in arts and culture activities.
- **Increasing Access**: Project expands the scope of projects funded by the Cultural Grants Program by taking place within a priority neighborhood, activating vacant or underutilized spaces, and/or supporting historically disinvested neighborhoods and populations.
- **Benefit to communities:** The project's potential to benefit Chicago residents and impact communities through cultural programming intended for the greater good**.** We value both projects that have a wide and expansive reach and those that provide deep, enriching experiences for participants.
- **Community experience:** The applicant demonstrates a depth of experience, relationships and engagement with artists and partners in identified communities/neighborhoods. The applicant and its partners demonstrate experience working in, on behalf of, and leading communities; including outreach, strong listening skills and attention to detail.

If more than 1,500 applications are received, 1,500 applications will be selected for review via a randomization/lottery process, prioritizing the neighborhoods listed above.

Timeline *****All dates are subject to change*

Event	Dates
Idea Submission Portal opens	**April 20, 2021**
Idea Submission deadline	**Friday, May 21, 2021 5:00 PM CST** - No Extensions will be granted
Notifications	**July 2021** – All applicants will be notified about if they have been selected as a finalist or not.
Finalists Interviewed	**July 2021**
Full Proposal Deadline	**August 2021** - For invited finalists
Final Notifications	**October 2021** – All finalists will be notified about if they have been selected for a grant or not.
Payments Disbursed	**December 2021** - Grants will be made in a single, one-time payment.
Grant Period	**January 1, 2021 – December 31, 2022**. This is the time during which grant funds must be spent.

How To Apply

Click **here** to submit your idea through CyberGrants!

There's three ways that you can share your idea with us. You can either:
1) Narrative: Provide a brief written narrative describing your idea.
2) Recording: Provide a 5-minute video or audio recording describing your idea. (Video does not need to be highly edited. iPhone videos are fine!)
3) PDF/JPEG file upload: Provide a PowerPoint or other presentation with images and text describing your idea.

We want to hear about:
- **Why** you want to do this project
- **What** you hope to accomplish
- **Who** will be involved
- **When** and **where** it might take place

Please try to submit your idea earlier than the stated deadline because we can't accept late submissions.

After reviewing all of the ideas submitted, our external review panel will select finalists to interview to learn more about their projects. Following interviews, finalists will be asked to submit a full proposal with more detailed information about their projects. We'll walk you through how to complete the full proposal during the interview process.

Department of Cultural Affairs and Special Events (DCASE)
Artist Response Program
Re-Granting Partner Guidelines

APPLICATION DEADLINE: Friday, February 5, 2021 at 5 PM CST

In 2020, DCASE partnered with Arts Alliance Illinois, 3Arts, Arts Work Fund and the broader philanthropic community to create the Arts for Illinois Relief Fund to provide financial relief to workers, organizations and businesses in the creative industries that have been impacted by the COVID-19 pandemic. The Arts for Illinois Relief Fund has created a model for re-granting partnerships that can allow DCASE to partner with organizations that are better positioned to respond quickly to crises and to the complex needs of individual communities and neighborhoods.

Through the Artist Response Program, DCASE will select re-granting partners to distribute funds to artists to create projects designed to engage residents in dialogue, reflection and action in response to recent health, economic and humanitarian crises.

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DCASE Contact Information
Please direct all Re-Granting Partner inquiries to:
Kalena Chevalier
Program Director – Cultural Grants
kalena.chevalier@cityofchicago.org

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Eligibility Criteria for Re-granting Partner

To be eligible to apply to be an Artist Response Re-granting Partner, organizations must meet the following criteria:
- Must have a demonstrated history of supporting artists through grants, commissions, or artist fees.
- Must be a nonprofit organization, foundation, Special Service Area (SSAs) or Chamber of Commerce with 501(c)(3) or 501(c)(6) status, or be working in collaboration with a fiscal sponsor that meets this criteria.
- Must be located in the city of Chicago with a valid street address.

Funding Restrictions

They following entities are not eligible to apply:
- Organizations that have a national affiliation.
- Religious institutions.
- Public or governmental agencies.
- Athletic teams, social organizations, fraternal organizations.
- Individuals.

Organizations selected as re-granting partners through this program will not be eligible for a CityArts Project grant in support of the same project funded through this program. **Organizations selected through this program remain eligible for CityArts general operating grants and CityArts Project grants in support of other initiatives.**

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

Review Criteria

The following criteria will be used to evaluate Artist Response Program Re-granting Partner applications:
- Merit and feasibility of proposed regranting program
- Alignment with program goals to support artists in developing projects that engage the public in a constructive civic dialogue
- Potential benefit to artists
- Potential benefit to people and communities with a focus on historically disinvested neighborhoods and populations
- Depth of experience, relationships and engagement with artists and partners in identified communities/neighborhoods.

Grant Details

- Grants to re-granting partners will range from $50,000 - $100,000. We anticipate selecting 3 – 5 partners.
- Grants to artists (sub-grantees) can range from $1,000 - $10,000.
- Applications will be reviewed by a panel comprised of DCASE staff and external arts experts and finalists will be selected for interviews before final decisions are made.
- DCASE strives to provide a balanced portfolio of grants across the city and across all eligible disciplines.

Timeline *** *All dates are subject to change*

Event	Dates
Application opens	January 11, 2021
Application deadline	**Friday, February 5, 2021 5:00 PM CST** - No Extensions will be granted
Finalists Interviewed	March 2021
Partners Selected	April 2021
Payments Disbursed	May 2021
Sub-Grantee Projects Selected	By the end of 2021

Criteria/Priorities for Re-granting Programs

We will prioritize re-granting programs that:
- Support artists by promoting their final projects and leveraging their work.
- Are a continuation of long-term, arts-focused programming that is imbedded in communities.

Sub-grantee projects can be anything from a physical artwork, to the transformation/repurposing of spaces or objects, to a happening or cultural event, focused on any artistic discipline including architecture, culinary arts, curatorial arts, dance, design, film, literary arts, media arts, music, performance art, photography, public art, social practice, theater, or visual arts.

We will prioritize regranting programs supporting projects that:
- Address public safety, equity and access through art.
- Are associated with repair and rebuilding on the South and West sides of Chicago.
- Activate Chicago communities and institutions to address broader social issues, opportunities and challenges.
- Use art as a tool to inspire community organizing, civic engagement and participation.
- Activate vacant or underutilized spaces by infusing art and community participation to enhance the quality of life for residents.
- Seek to celebrate and preserve the cultural traditions of underrepresented or historically marginalized groups.
- Recognize and illuminate the character defining attributes of Chicago's neighborhoods.

Sub-grantees must meet the following criteria:
- Be an individual artist.
- Be residents of the City of Chicago.
- Be a resident of the neighborhood where the project will take place, or be working in collaboration with a resident, organization, or small business in that neighborhood.

Funds must be released to sub-grantees by the end of 2021.

What You Need to Apply

- Brief narrative information about the proposed re-granting program including its application, review process, timeline and outreach plans.
- Brief narrative information about your organization including its past grantmaking programs and community engagement strategies.
- List of individual artists and projects funded by organization over the past two years.
- Budget for the re-granting program including total funds to be re-granted and total cost for administration of program.
- Proof of 501(c)(3) or 501 (c)(6) status.

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.**

INDIVIDUAL ARTISTS PROGRAM

2021

CHI | DCASE

INDIVIDUAL ARTISTS PROGRAM OVERVIEW

The mission of the Cultural Grants Program is to play an active role in the development of Chicago's arts and culture community by funding artists and arts organizations that have the potential to meaningfully contribute to the City's cultural vitality. We invest in artists because we believe the arts are an essential part of life.

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.

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 McCarthy
Melissa Thomfohrda
Maggie Cullerton Hooper

Please direct all inquiries to:
culturalgrantmaking@cityofchicago.org

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

There will only be one grant intake process for 2021.
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 October 26, 2020:
www.chicagoculturalgrants.org

2021 INDIVIDUAL ARTISTS PROGRAM CALENDAR

Event	Dates	Description
Grant Period	The grant period will be January 1, 2021 – December 31, 2021 or January 1, 2021 – August 31, 2021, depending on the timing of your project.	If awarded, all grant funds must be expended by the grantee during the grant period.
Applicant Workshops	**October 28 – November 10**	**Attending an application assistance workshop is strongly encouraged, but not required.** Register online via chicagoculturalgrants.org.
Application Guidelines Available	October 26, 2020	
Application opens	October 26, 2020 at 9:00 AM CST	
Application deadline	**December 1, 2020 @ 5:00 PM CST**	**No extensions will be granted.**
Notification of Results	March 2021	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 – June 2021	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 2021	**This is a projected payment timeline that is subject to change. All payments will be disbursed in 2021.**
Final reports due	January 31, 2022	Narrative reports and receipts for expenditures will be submitted electronically. Reports will open in December 2021.

2021 Application Assistance Workshop Schedule

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

2021 IAP Full-Length Workshops

Join DCASE grant team members for an info session on the 2021 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.

- Wednesday, October 28, 2020 12pm-2pm - Register Online
- Thursday, October 29, 2020 9am-11am - Register Online
- Friday, November 6, 2020 3:30-5:30pm - Register Online - *This workshop is hosted by South East Chicago Commission*
- Tuesday, November 10, 2020 5-7pm - Register Online - *This workshop will be presented with ESDC and will be bilingual*

Talleres completos de IAP 2021

Únase a los miembros del equipo de subvenciones de DCASE para una sesión de información sobre el Programa de Artistas Individuales (IAP) 2021. Este taller de larga duración revisará las actualizaciones de las pautas de subvenciones y los criterios de revisión, y proporcionará consejos y orientación para ayudar a los solicitantes a preparar las solicitudes más sólidas y competitivas posibles. Los solicitantes no están obligados a asistir a un taller para presentar su solicitud; sin embargo, se alienta a que asistan todos los solicitantes, independientemente de haber solicitado o recibido previamente una Beca Cultural DCASE.

- Martes, 10 de Noviembre de 2020 5-7pm - Pulse aquí para registrarse

2021 IAP Learn What's New Workshop

Join DCASE grant team members and learn what's new for the 2021 Individual Artists Program (IAP). This shorter workshop will review updates to the 2021 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, November 5, 2020 11:30am-12:30pm - 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 a United States citizen or a permanent resident with Social Security Number.
- Be at least 18 years old.
- <u>Not</u> be enrolled <u>full time</u> 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.
- Past IAP grantees that have not completed the required Final Report for their funded project or that failed to 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.
- Travel expenses **except for touring, professional advancement and research projects.**

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 for the year including the purchase of equipment and materials needed to create art and to adapt artistic practice in response to the COVID-19 pandemic.

- 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); training related to technology and business development needed to adjust practices and projects to new formats due to the pandemic; 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.**

FILM & MEDIA ARTS

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 related to technology and business development needed to adjust practices and projects to new formats due to the pandemic; 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.

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; Bookbinding equipment.

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 related to technology and business development needed to adjust practices and projects to new formats due to the pandemic; 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; purchase or development of software to assist with virtual music collaborations.

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 related to technology and business development needed to adjust practices and projects to new formats due to the pandemic; 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:** Development of home performance spaces or virtual performance formats; purchase of materials needed for independently produced performances or tours; equipment needed to document work.

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 related to technology and business development needed to adjust practices and projects to new formats due to the pandemic; 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 experimentation, creation and development of future body of work.

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

- **Grant Period:** The grant period will be January 1, 2021 – December 31, 2021 or January 1, 2021 – August 31, 2021, 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: We will accept requests up to $5,000.** 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. In 2020, 30% of eligible applicants were funded and the average grant amount was $3,971. **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 2019 **and** 2020, you may not apply for the 2021 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 2021 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.

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- **Travel Expenses: Travel expenses are only allowed for projects categorized as touring, professional advancement, or research**. The following travel expenses are allowed for these projects: 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":** 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 plans to pilot a peer mentorship program as part of IAP in 2021. 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.

These awards will be **$10,000** each and can be applied to any expenses associated with an artist's practice within the grant period, including 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 three 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.

Additionally, as with all grant programs, 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 Music
In celebration of 2021 as a continuation of the City of Chicago's Year of Chicago Music, DCASE will reserve funds for up to six Esteemed Artist Awards to be given to musicians as part of the
2021 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 or in response to challenges faced due to the COVID-19 pandemic. 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** of the proposed project and this grant to advance/further the applicant's work/career.

The following criteria will also be used to evaluate **public events**, **publication/distribution**, and **projects in development**:

- **Public Benefit:** The project's potential to increase Chicago residents' access to and participation in high-quality arts and cultural programming as demonstrated by clear marketing and audience engagement plans.

The following criteria will also be used to evaluate **professional advancement** projects:

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

The following criteria will also be used to evaluate **touring projects**:
- **Benefit to the city of Chicago:** The project's potential to bring acclaim to the city of Chicago by showcasing its arts and cultural scene to audiences outside of the city.

HOW TO APPLY

Links to applications can be found on our website beginning on October 26, 2020:
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 Last Name, First Name when the registration system asks for your Organization Name.

- 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, 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 detailed **narrative** including:
    - **Artist Information:** 1 – 3 sentence artist introduction, artistic history, and a description of current projects you are working on to progress towards stated goals. 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.

- **Demographic information** about yourself and your target audience

- **Proof of Chicago residency:** 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.** The ID cannot be expired – please be sure to renew expired identification before applying.

- 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 McCarthy at meghan.mccarthy@cityofchicago.org by November 25 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.

- 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.

Submissions missing any of the required components listed above will be disqualified.

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.

Given the vast needs artists are experiencing due to the COVID-19 pandemic, we anticipate an increase in applications this year. If more than 675 applications are received (as compared to 585 in 2020 and 373 in 2019), 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 project's 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.

- 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 March 2021.**

- 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, your single one-time payment will be issued.

CITYARTS PROGRAM

2021

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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 focused on rebuilding and recovery across all artistic disciplines. Project grants will support initiatives that have the potential to impact the Chicago arts sector at large.

All grant types are intended to further four Cultural Grants Program Priorities: Innovation, Community Engagement, Diversity & Equity, and Collaboration.

Cultural Grants Staff Contact Information:
Kalena Chevalier – Program Director
Kalena.Chevalier@cityofchicago.org

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

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

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

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

In 2021, 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 focused on Sector Re-Building
For organizations of all budget sizes

Eligible organizations are able to apply for **both** *a General Operating grant* **AND** *a Project Grant in 2021. However, only a handful of the most exceptional applications will receive both grant types.*

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 for the 2019 or 2020 fiscal year, whichever is higher. *Note that in-kind contributions should not be included in this calculation.*

Annual Adjusted Income = Total Income – Government Contributions

If you are applying on behalf of a large organization that has an arts focused division, department or budget, please determine your grant type using your organization's arts budget as opposed to its full budget.

1

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 OR have an arts-focused division/department/program with its own budget.

- 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 2020). 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.

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 and request amount using the affiliate organization's budget and include a statement of commitment from the university with your application.

Organizations applying as part of a collaboration can apply for up to TWO PROJECT GRANTS, if different collaborators are listed on each application.

Previous CityArts Grantees

An organization can receive CityArts general operating funding for up to three **consecutive** years before it is required to take one year off from applying for or receiving a CityArts general operating grant.

Organizations can apply for a 2021 Project Grant regardless of their past CityArts support.

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.
- 2019 CityArts Grantees that have not completed the required Interim or Final Reports for their grants.

NOTE: DCASE is unable to pay grant funds to any organization with outstanding, existing debt with the City of Chicago. Please pay off or clear up any debt (parking tickets, water bills, etc.) prior to applying for a CityArts grant.

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__This grant opportunity is available to organizations with annual adjusted income budgets over $2M.__

DCASE will provide General Operating Grants to Chicago's major cultural institutions (budgets over $2M) that are evaluated as doing exemplary work related to __four__ Cultural Grants Program priorities. Assessment will be based on organization's past work and future plans, __not__ based on how efficiently and successfully organizations pivoted their programming in 2020 in response to the pandemic.

__Priority 1 - Innovation__: DCASE defines innovation as a project, product, process, creation, collaboration, initiative or program component that is NEW or drastically reimagined, leading to developments including: new artistic forms or formats, new methods of delivering art, presenting art in new/unexpected physical locations, replicable models for artistic development or programming, and much more. We are looking to support organizations doing work that seeks to challenge, change, improve or shift current products, practices, processes or paradigms by testing or utilizing novel concepts, approaches, or tools to fill local gaps and bring new ideas into the arts and culture field.

__Priority 2 - Community Engagement__: DCASE defines Community Engagement as artistic or educational programming/activities that encourage partnerships with multiple touch points among individuals and entities to identify and achieve shared goals and objectives. We are looking to support organizations that elevate and expand neighborhood cultural assets and address local needs through deep interaction with Chicago residents.

__Priority 3 - Diversity & Equity__: One of the core values of DCASE is Diversity & Equity. We believe in the power of the arts to build community, inspire social change and bring fresh perspective to difficult and complex issues—including issues of race, ethnicity, class, ability, gender identity and sexual orientation. We are looking to support organizations demonstrating clear Diversity & Equity values and goals that are evidenced in their strategic planning, policies, artists, staff, board, audience, and artistic work, including programming that fills gaps in Chicago's cultural landscape or highlights underrepresented and culturally specific art forms.

__Priority 4 – Collaboration__: As another core value of DCASE, we view collaboration as the backbone needed for long-term impact and citywide transformation. We are looking to support organizations striving towards unique collaborations across disciplines, sizes, and sectors and in alignment with Cultural Plan-related goals to encourage cultural and non-cultural sectors to work together.

__Successful applicants will demonstrate exceptional work across __all four__ of these priorities.__

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.

General Operating Grants
for Large Arts & Culture Organizations
KEY POINTS

Number of Grants: The number of grants awarded and the grant amounts will be contingent on the number of applicants and the strength of their applications. However, we anticipate being able to award between 10 - 15 General Operating Grants to Large Arts & Culture Organizations, therein funding less than 50% of applicants. Organizations of this budget size should not anticipate receiving funding through this program every year.

Grant Size: Do not request a specific grant amount. Grant amounts ranging from $10,000 - $25,000 will be determined based on budget sizes and the strength of the applications.

Grant Period: If awarded, all grant funds must be expended by the grantee between January 1, 2021 and December 31, 2021. Grantees are likely to receive payment in October of 2021, but can use the funds to reimburse the organization for expenses incurred earlier in 2021.

Number of Consecutive Years an Organization May Receive Funding: Organizations may receive general operating funding for up to three years in a row before being required to take a year off from general operating funding. Off cycle organizations are still eligible to apply for project support.

__This grant opportunity is available to organizations with annual adjusted income budgets under $2M.__

All applicants must choose ONE Funding Category within which to apply for a general operating grant, even if the applicant's mission, programs and work falls within or across multiple Funding Categories. The Funding Categories are intended to be outcome-based; choose the one outcome most relevant for your organization's work. Think about the primary purpose of your organization's current programs, work, strategic plan recommendations and/or goals.

1. MAKE, CREATE, PRODUCE, PRESENT ART: Includes organizations that are:
- Producing or creating art.
- Providing facilities, space, performance or exhibition opportunities for Chicago's arts and culture community.

2. PROVIDE HIGH-QUALITY ARTS EDUCATION OPPORTUNITIES: Includes organizations that are:
- Offering meaningful, consistent opportunities to increase youth's access to Chicago's arts and culture resources.
- Creating opportunities for youth to engage with the arts for the purposes of: providing exposure to the arts, developing connections to communities, broadening learning, and positively impacting social-emotional development.
- Offering arts learning opportunities for adults.

3. ELEVATE CULTURAL ASSETS: Includes organizations that are:
- Serving as museums or art centers that are open to the general public, have professional art exhibitions and make consistent efforts to build audiences.
- Archiving or documenting cultural resources.

4. CELEBRATE CULTURAL HERITAGE: Includes organizations that are:
- Seeking to expose Chicagoans to one or more specific cultural heritage(s), resources, or art forms.
- Preserving and celebrating traditional/folk art forms.

5. SUPPORT CAPACITY BUILDING FOR THE SECTOR Includes organization that are:
- Providing a coordinating, convening, and supporting function for the larger Chicago arts and culture community, helping organizations and artists to build artistic and administrative capacity.

6. ENGAGE COMMUNITIES: Includes organizations that are:
- Elevating and expanding neighborhood cultural assets.
- Growing neighborhood cultural capacity and celebrating community.
- Providing large-scale public events such as festivals or park-based performances for specific communities or neighborhoods.
- Recognizing and illuminating the character defining attributes of Chicago's neighborhoods.

7. EMBED ARTS INTO BROAD SERVICE GOALS: Includes organizations that are:
- Focusing on the arts as one of several strategies for accomplishing a broader organizational mission.
- Embedding the arts into other community/neighborhood development, social service, health and wellness, or educational activities.

5

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: The number of grants and the grant amounts awarded in 2021 will be contingent on the number of applicants and available budget. In 2020, DCASE made 152 general operating grants to small organizations.

Grant Size: We will accept requests between $2,000 and $15,000. DCASE will not provide a general operating grant that is greater than 10% of an organization's annual adjusted income from its 2019 or 2020 fiscal year (whichever is higher) UNLESS the organization's budget is less than $20,000. Grantees with budgets less than $20,000 will receive a $2,000 grant. If you are applying on behalf of an organization that has an arts focused division, department or budget, please determine your request amount using your organization's arts budget as opposed to its full budget. DCASE may award larger or smaller grants than those requested by applicants based on our available budget and the strength of the application. The average grant size in 2020 was approximately $6,600. Only a small number of grants are made over this average amount each year.

Grant Period: If awarded, all grant funds must be expended by the grantee between January 1, 2021 and December 31, 2021. Grantees are likely to receive payment in November of 2021, but can use the funds to reimburse the organization for expenses incurred earlier in 2021.

Previous CityArts Grantees: An organization can receive general operating funding for up to three consecutive years before it is required to take one year off from applying for CityArts general operating support. Organizations that received funding in 2018, 2019 **or** 2020—but not all three—can and should reapply for 2021 CityArts general operating funding. Off cycle organizations are still eligible to apply for project support. If you are unsure if you are eligible to apply please contact our office.

Funding Categories: All applicants will select one Funding Category within which to apply and will be reviewed against evaluation criteria designed specifically for the kind of work they do.

Foster Innovation: In previous years, DCASE also offered CityArts grants through the Foster Innovation category. This category was intended for organizations that would be experiencing a significant milestone during the grant period. These grants were $15,000 regardless of organizational budget size. DCASE no longer accepts applications through this Foster Innovation category, but will instead select 3 – 6 exceptional applicants to receive special grant awards beyond their request amounts in 2021.

General Operating Grants
for Small Arts & Culture Organizations
REVIEW CRITERIA

The following criteria will be used to evaluate general operating proposals from organizations with an annual adjusted income under $2M. Assessment will be based on organization's past work and future plans, **not** based on how efficiently and successfully organizations pivoted their programming in 2020 in response to the pandemic.

- **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 persons with disabilities.

- **Diversity & Equity:** Demonstrates clear Diversity & Equity values and goals across race, ethnicity, class, ability, gender identity 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 and culturally specific art forms.

- **High-Quality Programs:** Develops high-quality, innovative, 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**

All applicants will also be evaluated based on specific criteria associated with the Funding Category within which they applied. 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.

Project Grants
OVERVIEW

This grant opportunity is available to organizations of all budget sizes and across all disciplines.

2021 CityArts Project grants will support initiatives and projects that have the potential to impact the rebuilding and recovery of Chicago's arts and culture sector at large.

Overview
The COVID-19 pandemic has placed unprecedented strain on the arts and culture community. One of the many assets of the arts is their ability to bring people together for live, shared experiences, which have not been possible over the past ten months due to necessary restrictions on gatherings in place to prevent the spread of this disease. The pandemic has also magnified long-term issues of systemic racism, accessibility, digital divide and inequitable access to health services, housing , food, educational resources and more.

Artists and arts organizations have suffered significant hardships that will require creativity and collaboration to overcome and rebuild towards equity. 2021 CityArts project grants will fund a small number of projects with clear outcomes that will reshape the landscape.

Funded projects may include convenings, research projects, resource sharing initiatives, artist career development, audience development initiatives and/or the development of new models, formats and strategies to elevate the arts and equitably rebuild the arts sector.

Grants will be made to projects with a wide-ranging potential impact, including projects focused on a specific discipline, neighborhood or community. Applicants are encouraged to connect their work to broader city and civic initiatives. Grants will not be made in support of one-off performances, productions, exhibitions or events.

DCASE defines sector rebuilding projects as projects that have the potential to impact the Chicago arts and culture sector at large by:

- **Developing replicable models** or formats for operating, presenting artwork, revenue generation, arts education, artist career opportunities, partnerships and/or collaborations across disciplines, sizes and sectors;

- **Developing collective strategies** for planning, presenting, marketing, branding, audience engagement, and/or artist development;

- **Transforming sector-wide structures**, policies and models to strive towards equity and to integrate arts and culture into broader community goals;

- Celebrating, **elevating and advocating for the arts** as an essential part of Chicagoans lives;

- **Conducting research studies** with potential findings that could drive updates to business models, health and safety guidelines, infrastructure, artistic concepts, or marketing strategies; and/or

- **Pooling or sharing resources**, opportunities and information to increase stability, sustainability, accessibility, efficiency and equity in the industry.

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

- **Collaboration:** Projects might include sector-wide or discipline-focused convenings to identify shared needs and strategies for addressing them; the development of collectives or consortiums to combine resources and advocacy towards shared goals; replicable models for collaborations across disciplines, sizes and sectors that could strengthen arts industry business models; or research projects analyzing strengths and replicable components of pre-existing models for partnerships.

- **Innovation**: Projects might include research designed to increase arts advocacy and/or to better understand and document the benefits and impact of the arts for individuals and communities; collective strategies for re-engaging audiences and promoting arts activities; the development/exploration of new, replicable art forms/media that can be accessed virtually; development of replicable earned revenue/sponsorship strategies for arts organizations' virtual experiences; development of live event space or replicable format that adheres to social distancing guidelines and can be a resource for the landscape.

- **Community Engagement**: Projects might include the development of neighborhood hubs for resources, training and initiatives; building neighborhood-focused arts districts by connecting programming and sharing resources; cross-sector collaborations using human centered design to integrate arts and culture into broader community goals; models for partnership with residents to integrate the arts into community plans in the City of Chicago's INVEST South/West neighborhoods; or research that identifies supports needed to sustain or rebuild cultural assets in neighborhoods. Applicants will need to demonstrate a solid history of community engagement and relationship building within specific neighborhoods or with target audiences to be considered for funding under this priority.

- **Diversity & Equity**: Projects might include collective strategies to increase access to resources, arts education, professional development and opportunities; research that provides data about inequities in the industry; strengthening infrastructure for arts activities on the South and West sides of Chicago; replicable models for professional development for emerging artists with disabilities; collaborative efforts to elevate organizations with BIPOC (Black, Indigenous and People of Color) leadership; and restructuring business models and pay scales to strengthen diversity of arts organizations' boards and staff.

Number of Grants: DCASE anticipates awarding 5 - 10 Project Grants in 2021.

Finalist Interviews: DCASE will schedule interviews with 5 – 20 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, including collaborations with for-profit organizations. 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. **Organizations applying as part of a collaboration can apply for up to two project grants, as long as the proposals are for two distinct projects with different collaborators.**

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 or 2020 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.

 Grant Term/Period: If awarded, all grant funds must be expended or deposited by the grantee during the grant term of **January 1, 2021 - December 31, 2021,** but it is allowable for the DCASE-funded portion of the project to take place any time during the grant period of **January 1, 2021 - December 31, 2022**. Grantees are likely to receive payment in November of 2021, but funds can also be used to reimburse the organization for expenses incurred earlier in 2021.

Previous Grantees: Organizations can apply for a 2021 CityArts Project Grant even if they received CityArts support in 2018, 2019, **and** 2020. Organizations selected as re-granting partners through DCASE's Artist Response Program will not be eligible for a CityArts Project grant in support of the same project funded through this program. Organizations selected through this program remain eligible for CityArts general operating grants and CityArts Project grants in support of other initiatives. To learn more about the Artist Response Program, please visit
https://www.chicago.gov/city/en/depts/dca/supp_info/artist_response_program.html

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 2021 guidelines. In this instance, the 2021 application must (1) show 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 CityArts grantees, please visit www.chicagoculturalgrants.org.

Project Grant proposals will be evaluated based on the following criteria:

- **Potential Impact on Arts Sector:** The project's potential to impact the rebuilding and recovery of Chicago's arts and culture sector <u>at large.</u>

- **Alignment with Sector-Rebuilding Definition:** Project addresses at least one component of the DCASE definition of sector-building (outlined in detail on page 8): developing replicable models, developing collective strategies, transforming sector-wide structures, elevating and advocating for the arts, conducting research studies and/or pooling or sharing resources.

- **Quality of Proposed Project:** The proposed project is equitable and just and possesses rigor, thoughtfulness and inventiveness.

- **Feasibility and Sustainability of Proposed Project:** The applicant presents a logical and feasible plan that can be fully executed within a specified timeframe and sustained in the future. The applicant and its collaborators demonstrate an ability to plan for and execute programs of this caliber.

- **Alignment with Cultural Grants Program Priorities:** Project addresses at least one of the Cultural Grants Program priorities of Innovation, Community Engagement, Diversity & Equity, or Collaboration.

- **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 2020 or will be received in 2021 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.

All dates are subject to change.

Event	Dates	Description
Application Assistance Workshops	January 21, January 26, January 28, February 4	Advance registration is encouraged. Please use the Eventbrite link at www.chicagoculturalgrants.org.
Application opens	January 19, 2021 9:00 AM CST	
Application deadline	March 3, 2021 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 2021	All applicants will be notified via e-mail sent to the address on file in the CyberGrants system.
Contracting period	July - October 2021	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 2021	**Timeframe is subject to change.**
Final/Interim reports due	January 31, 2022	Reports will be completed electronically through CyberGrants. Project grantees will be required to complete an additional report by January 31, 2023.

HOW TO APPLY

Beginning at 9:00 AM CST on <u>Tuesday, January 19, 2021</u>, 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/CityArts2021Large

General Operating grant application for organizations with annual adjusted income under $2M:
https://www.cybergrants.com/dcase/grants/CityArts2021Small

**Project grant application
for organizations of all sizes:**
https://www.cybergrants.com/dcase/grants/2021CityArtsProject

- 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.

- 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 3, 2021 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. <u>When pasting from a separate document into the CyberGrants application, be sure to "paste as plain text" to avoid errors</u>.

- 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.

- <u>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.</u>

- 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. <u>Late or incomplete applications will not be accepted or reviewed</u>.**

What You Need to Apply for a CityArts Grant

- **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.

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- **Financial Information**
- An approved projected budget for the current fiscal year (FY21).
- Financial Statements from the most recently completed fiscal year (FY19 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 FY19, 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) – DataArts is an online system for collecting and standardizing historical, financial and organizational data. See the next page of this packet for more information.

Additional materials requested from General Operating Grant applicants
- **Data** about your staff, artists, finances and programming in 2019 and 2020.

- **Information about your financial position** and the impact the COVID-19 pandemic has had on your organization. This information will not be viewed by the external grant review panel or incorporated into application assessments or funding decisions.

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.

- **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.

DataArts Funder Report

SMU DataArts is an online system for collecting and standardizing historical, financial and organizational data. <u>See</u> <u>www.culturaldata.org</u>. The DataArts Funder report is an optional component of the CityArts application in 2021.

In December 2020, DataArts launched a new streamlined Cultural Data Profile CDP, with a goal to make data entry easier for arts and cultural organizations while preserving the data points used to generate valuable insights in reports. You can learn more about the changes at https://culturaldata.org/pages/cdp-survey-streamline/

- The DCASE Funder Report will aggregate data for the three most recent consecutive fiscal years for which data has been entered into the system - 2018, 2019 and 2020, where possible and available. The DCASE Funder Report is currently available to generate and attach to your CityArts application.

- Recently established organizations with less than three years of financial data should submit a DCASE Funder Report with at least one year of data reflecting the most recently completed fiscal year.

- Organizations with fiscal years ending between 6/30 and 12/31 may elect to submit financial data within DataArts for FY17, FY18 and FY19 (not FY20). In lieu of providing information within DataArts for FY20, an approved year-end actuals statement may be provided.

- <u>As a reminder, the process for completing a DataArts Cultural Data Profile can be time consuming. Applicants choosing to submit the DataArts report should begin the process early to allow enough time to complete this process before the application deadline</u>.

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.) For project applications, the Cultural Grants Team will also confirm that submitted projects meet the definition of "sector rebuilding project" before moving them on for review by the peer grant review panel. 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 Funding Category-specific review criteria. Each grant reviewer will consider applications in relation to DCASE and Cultural Grants Program goals, CityArts criteria, and in comparison 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 by July 2021.

- 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.

MEMORANDUM

To: The Honorable Pat Dowell
            Chairman, Committee on the Budget, and Government Operations

From: Mark Kelly
            Commissioner
            Department of Cultural Affairs and Special Events

CC: Manuel Perez
            Mayor's Office of Intergovernmental Affairs

Date: October 1, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#:   23-02 DCASE Re-organization

The following information is provided in response to questions posed at our department's hearing on September 30, 2021, to discuss the proposed 2022 budget.

Alderman La Spata asked for DCASE's reorganization and categorical space change from 2021 to 2022.

From Division:	From Section:	To Division:	To Section:	2021 FTE	2022 FTE
Chicago Film Office	3235	Chicago Film Office	3235	5	6
Executive Administration	3200	Executive Administration	3200	7	9
Finance and Administration	3205	Finance and Administration	3205	7	9
External Events/Events Programming/ Events Permits	4235	Special Events	3216	6	9
Facilities/Cultural Planning and Operations	3232	Operations	3232	6	7
Marketing and Communication	3225	Marketing and Development	3226	9	11
Partnerships/Strategic Initiatives and Partnerships	4280	Cultural Grants and Resources	3221	10	9
Programming, Arts and Creative Industries	4280	Programming	3211	15	17
Total:				**65**	**77**

As always, please let me know if you have any further questions.