

# INDIVIDUAL ARTISTS PROGRAM

2017

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City of Chicago  
Mayor Rahm Emanuel

CHICAGO DEPARTMENT OF  
**DCASE**  
CULTURAL AFFAIRS & SPECIAL EVENTS

# 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.

The Individual Artists Program aims to support this mission by assisting Chicago's professional artists in creating work that elevates their careers and brings value to the City of Chicago. Through this program, DCASE will award project grants to resident Chicago artists over the age of 18 across numerous disciplines and through six funding categories.

This is a highly competitive and prestigious program designed to support the applicants with the strongest merit and vision. Approximately 25% of applications will be funded.

**This year's IAP program includes significant updates to guidelines and eligible program categories.**

## Cultural Grants Staff Contact Information:

Kalena Chevalier – Program Director  
Julie Partynski – Grants Administrator

Please direct all inquiries to:  
[culturalgrantmaking@cityofchicago.org](mailto:culturalgrantmaking@cityofchicago.org)

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

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## There will only be one grant intake process for 2017. Artists Must Select Only **ONE** Funding Category:

- Chicago Projects
- Touring Projects
- Mobile and City-Wide Projects
- Works in Progress
- Social Practice
- Professional Advancement and Creative Research

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**The link to the application can be found on our website as of  
December 1, 2016:**

**<http://www.chicagoculturalgrants.org>**

# INDIVIDUAL ARTISTS PROGRAM

## 2017 CALENDAR

Event	Dates	Description
Grant Period	January 1 – December 31, 2017	
<b>Applicant Workshops</b>	<b>November 7 – December 5, 2016</b>	<b>Attendance is required for submission. Register online via <a href="http://chicagoculturalgrants.org">chicagoculturalgrants.org</a>.</b>
Application Guidelines Available	November 1, 2016	
Application opens	December 1, 2016 @ 9:00 AM CST	Applicant access codes will be disseminated at each workshop.
<b>Application deadline</b>	<b>January 13, 2017 @ 5:00 PM CST</b>	<b>No Extensions will be Granted.</b>
Notification of Results	March 2017	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/May 2017	Grant agreements and necessary attachments will be completed by grantees and processed by the cultural grants team.
Payments disbursed	June 2017	Payments may be electronic or via check.
Final reports due	January 31, 2018	Reports will be completed electronically. Reports will open on December 1, 2017.

# 2017 Application Assistance Workshop Schedule

***Due to significant updates to guidelines and eligible program categories in 2017, all applicants are required to attend an Application Assistance Workshop in order to apply for a grant.***

## **Workshops at the Chicago Cultural Center, 78 E. Washington Street, Chicago**

Monday, November 7, 6pm - 8pm, 2nd Floor Claudia Cassidy Theater

Thursday, November 10, 10am-12pm, 5th Floor Washington Room – Sign Language interpreter will be available at this workshop.

Thursday, November 10, 2-4pm, 5th Floor Garland Room

Tuesday, November 15, 2-4pm, 2nd Floor Claudia Cassidy Theater

Thursday, November 17, 10am-12pm, 4th Floor Sidney R. Yates Gallery

Thursday, November 17, 2-4pm, 4th Floor Sidney R. Yates Gallery

Thursday, November 17, 5-7pm, 4th Floor Sidney R. Yates Gallery

Tuesday, November 22, 10am-12pm, 2nd Floor Claudia Cassidy Theater

Monday, December 5, 6pm-8pm, 2nd Floor Claudia Cassidy Theater

Rooms are subject to change.

## **Workshop at Comfort Station, 2579 N Milwaukee Ave, Chicago**

Tuesday, November 15, 7pm – 9pm

## **Workshop at Zhou B Art Center, 1029 W 35th St, Chicago**

Wednesday, November 9, 7pm – 9pm

## **Workshop at Life Creative, 1655 W Walnut St, Chicago**

Wednesday, November 16, 6-8pm

**To sign up for a training session, go to:  
[www.chicagoculturalgrants.org](http://www.chicagoculturalgrants.org)**

# 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 or State I.D. must be provided. No other proof of residency will be accepted. Chicago must be the home base and geographic focus for applicants.
- Be a United States citizen or a permanent legal resident.
- Be at least 18 years old.
- Work within one or more of the following disciplines/areas: Architecture, Curatorial Arts, Dance, Design (includes Fashion, Industrial, and Costume), Interdisciplinary, Literary Arts, Media Arts and Film, Music, Performance Art, Photography, Public Art, Social Practice, Theater, Visual Arts. Please note that Culinary Arts is no longer an eligible discipline.
- Be a professional artist. This is defined as someone who:
  - Has specialized training in the field (not limited to academic training).
  - Has demonstrated success in the arts through the creation of high quality work and/or contributions to the field.
  - Is recognized as a “professional” by peers (artists working in the same discipline) and experts in the field.
  - **Has at least a two-year history of public presentation or publication.**
  - *It should be noted that the word “professional” refers to the nature of the artist’s commitment to his or her art form as his or her primary vocation rather than the amount of financial remuneration earned from the creative endeavor.*

## 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 review criteria to ensure the support of projects created by or serving residents of Wards which have been historically underserved with little access to arts and culture activities or resources.

**NOTE:**

DCASE is unable to pay grant funds to individuals with outstanding, existing debt with the City of Chicago. Please pay off any existing debt (parking tickets, utility bills, etc.) prior to applying for an IAP grant.

## Funding Restrictions:

**DCASE IAP funds cannot be used to support:**

- **Applicant compensation. Applicants may not use DCASE grant funds to pay themselves.**
- Capital improvements or the purchase of permanent, depreciable equipment (e.g. office/electronic equipment, cameras, musical instruments, amplifiers, stereos, cameras).
- Individuals whose primary residence is outside of the City of Chicago.
- Individuals enrolled in undergraduate college/university studies of any kind.
- Tuition for a degree-based, university-level educational program.
- Past IAP grantees that have not completed the required Final Report for their funded project.
- An applicant or collaborator on more than one proposed project.
- Applicants seeking funds for projects considered to be hobbies or of a therapeutic or 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.
- Travel expenses **except where noted in category descriptions.**

**NOTE:**

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

# GENERAL GUIDELINES/KEY POINTS

- **What is a project?:** A project has explicit goals/objectives, and a predetermined cost that does not equal the artist's total annual budget for artistic work. Projects with multiple components must show that there are cohesive goals that tie the project together
- **Grant Period:** If awarded, all grant funds must be expended by the grantee between January 1, 2017 and December 31, 2017.
- **Grant Size:** We will accept requests up to \$5,000. See detailed category descriptions for more information about allowable grant requests for each category. 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. Note: If you are a City of Chicago employee, you are only eligible to receive \$1,000.00.
- **Eligible Expenses:** 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 Chicago residents serving as collaborative and contracted artists, and the cost of raw materials needed to create art.
- **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. **Plan for personal cash flow to cover expenses up front.**

## **In celebration of 2017 as the City of Chicago's Year of Public Art, up to 25% of grants will support Public Art projects. DCASE defines Public Art as:**

- The creation of new temporary, permanent and ephemeral artworks in the public sphere, including but not limited to site-specific visual art, performance (theater, dance, music, etc.), social practice, new media, happenings and events.
- Creative placemaking projects that engage artists to preserve and build character, stimulate growth and transformation and enhance quality of life in Chicago's communities.
- Activations or initiatives that seek to engage new audiences in the celebration, restoration, reimagining or reinterpretation of existing or historic public artworks.
- Exhibitions that feature public artists or public art.
- Educational programs, tours, guides and maps that document the City's public art collection and provide a platform for community engagement and civic discourse.

## GENERAL GUIDELINES/KEY POINTS

- **Previous IAP Grantees:** An artist can receive funding through IAP for up to three **consecutive** years before he or she is required to take one year off from applying. If you have received a grant in 2014, 2015, **and** 2016, you may not apply for the 2017 Cycle. Artists working on long-term, large-scale projects may apply to receive additional support for a project previously supported by IAP in 2016. In this instance, be sure your 2017 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, innovative projects that have not previously received funding. To see a list of past IAP grantees, please visit [www.chicagoculturalgrants.org](http://www.chicagoculturalgrants.org).
- **Collaborative Projects:** DCASE will accept IAP applications for collaborative projects, but 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.
- **Artists Affiliated with DCASE Grantee Organizations:** Artists affiliated with 501(c)(3) non-profit organizations currently funded by DCASE's other grant programs remain eligible to apply for IAP. However, applicants must ensure proposed projects are self-directed and independent from the work of the non-profit organization with which they are affiliated.
- **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.



# HOW TO APPLY

Links to applications can be found on our website beginning  
on **December 1, 2016:**  
<http://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 “Need help?” link at the bottom of the login page.
- New applicants will be required to register and create an account upon accessing the system.
- A unique code will be required to apply for all DCASE grants. This code will be distributed at the mandatory Application Assistance Workshops.
- The application questions are meant to help artists think through a project from start to finish and provide information about its intended outcomes, audience, and impact on the artist’s career. 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 cut, paste, and edit as you complete the application. This will prevent any loss of work due to internet connectivity or other technical issues encountered.
- 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.**



# Chicago Projects

**Description:** Awards in this category support exhibitions, productions, events and projects that will be made open and accessible to Chicago residents during the grant period. The public component can be ticketed or free to attendees.

**Grant Size:** We will accept requests up to \$5,000.

## Examples of eligible projects:

- Play or performance art production, public reading or presentation of a work in progress.
- Dance performance.
- Music performance or concert.
- Film screening, series or festival.
- Art exhibition, or singular work of visual art work that will be displayed for the public.
- Fashion show, or design that will be displayed in a fashion show.
- Presentation of a masterclass or workshop series for artists.
- Public art works including sculptures and murals.

## Priorities:

- A strong and original artistic vision, purpose or theme.
- New work or the expansion of existing work.
- Work that is highly impactful for an artist's career.
- Increasing public access to and participation in high-quality arts activities/events (especially for underrepresented populations.)

## Review Criteria:

All proposals in this category will be evaluated based on the following criteria:

- **Artistic Merit:** The professional capabilities of the applicant; the artistic strength, quality, vision, and originality of the applicant's work as showcased in the work sample and narrative.
- **Quality of Proposed Project:** The artistic strength, quality, vision and originality of the proposed project. 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.
- **Public Benefit:** The project's potential to increase Chicago residents' access to and direct participation in high-quality arts and cultural programming.
- **Potential Impact** of the proposed project to advance/further the applicant's work/career.

# Touring Projects

**Description:** Awards in this category support projects that showcase the quality of work being developed in Chicago by sharing works of art created by Chicago artists with audiences outside of Chicago City limits. Applicants will be required to articulate how their touring will bring acclaim to the City of Chicago.

**Grant Size:** We will accept requests up to \$5,000.

## Examples of eligible projects:

- Performance of a play at a theater festival.
- Series of music performances/concerts.
- Book tour.
- Film screening as part of a festival.
- Work featured in art exhibition or fashion show outside of Chicago.
- Public art outside of Chicago that draws attention to the assets of the City.

**Note about eligible expenses:** The following travel expenses are allowed for this category: travel stipends (up to \$250 for domestic round-trip flights, up to \$650 for international round-trip flights, up to \$91 plus tax per night for lodging, and up to \$50 for train), 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 rentals, taxis, per diem, and insurance fees.

**Note about eligible projects:** Applicants are required to submit a contract, signed offer letter, or letter of interest from venue(s).

## Priorities:

- Projects that will promote Chicago's arts and cultural scene to audiences outside of Chicago.
- Projects that will promote Chicago as a dynamic place to work and thrive.
- Artists who are eager to serve as cultural ambassadors for the City of Chicago.
- Projects that will expand audiences for and advance the careers of participating artists.

## Review Criteria:

All proposals in this category will be evaluated based on the following criteria:

- **Artistic Merit:** The professional capabilities of the applicant; the artistic strength, quality, vision and originality of the applicant's work as showcased in the work sample and narrative.
- **Quality of Proposed Project:** The artistic strength, quality, vision and originality of the proposed project. 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.
- **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.
- **Potential Impact** of the proposed project to advance/further the applicant's work/career.

# Mobile and City-Wide Projects

**Description:** Awards in this category support artistic projects that prioritize community engagement and will take place in a variety of neighborhoods throughout Chicago.

**Grant Size:** We will accept requests up to \$5,000.

## Examples of eligible projects:

- Mobile Projects that are itinerant by design and have a mission to engage communities.
- Projects designed to create accessible forms of community engagement, activation or participation.
- “Pop-up” art making stations.
- Temporary structures designed to travel to community gardens, empty lots, or other areas to increase accessibility and/or bring cultural vibrancy to locations that would otherwise be vacant.
- Play, performance art production, public reading, works in progress showing, music performance, concert, dance performance, or film screening taking place in three or more Chicago Wards.

## Priorities:

- Increasing public access to and participation in high-quality arts activities/events (especially for underrepresented populations.)
- Projects traveling to arts deserts and underserved neighborhoods that have limited opportunities to participate in arts and culture activities.
- Projects that align with Cultural Plan-related goals to elevate and expand neighborhood cultural assets including: linking neighborhoods to each other and to downtown, maximizing people’s opportunity to participate in arts and culture, celebrating every neighborhood’s cultural expression and heritage, and expanding art in public spaces.

## Review Criteria:

All proposals in this category will be evaluated based on the following criteria:

- **Artistic Merit:** The professional capabilities of the applicant; the artistic strength, quality, vision and originality of the applicant’s work as showcased in the work sample and narrative.
- **Quality of Proposed Project:** The artistic strength, quality, vision and originality of the proposed project. 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.
- **Public Benefit:** The project’s potential to reach new audiences in neighborhoods with limited access to arts and culture activities.
- **Community Engagement:** The project’s potential to offer inclusive public engagement designed to support the well-being of the community, including strong partnerships and multiple touch points.
- **Potential Impact** of the proposed project to advance/further the applicant’s work/career.

# Works in Progress

**Description:** Awards in this category support a specific phase of a project in development that has a clear end goal that includes public engagement. A public component does not need to be planned during the grant period to apply for this category, but applicants will be required to outline plans for sharing their work with Chicago residents by the end of 2018.

**Grant Size:** We will accept requests up to \$5,000.

## Examples of eligible projects:

- The creation of any part of a film, web series or electronic media project including editing, sound mixing, colorizing, etc.
- The creation of a component of a visual art or public art installation, exhibition or body of work.
- The creation of a line of clothing.
- The creation of any part of an album, including song composition, recording, studio rental, sound mixing, etc.

## Priorities:

- A strong and original artistic vision, purpose or theme.
- New work or the expansion of existing work.
- Work that is highly impactful for an artist's career.
- Emphasis on the creative process as well as the product/outcome.

**Please note that Artist Residency opportunities offering support for the development of work and research leading to a creative project are eligible under the Professional Advancement and Creative Research category.**

## Review Criteria:

All proposals in this category will be evaluated based on the following criteria:

- **Artistic Merit:** The professional capabilities of the applicant; the artistic strength, quality, vision, and originality of the applicant's work.
- **Quality of Proposed Project:** The artistic strength, quality, vision and originality of the proposed project, as well as the specificity of the stage of the project that this grant will support.
- **Feasibility of Proposed Project:** Feasibility of successful completion of this component of the project, as well as likelihood of achieving its end goal, 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.
- **Public Benefit:** The project's potential to, when completed, increase access to and direct participation in high-quality arts and cultural programming.
- **Potential Impact** of the proposed project to advance/further the applicant's work/career.

# Social Practice

**Description:** Awards in this category support artist-led projects that activate Chicago communities and institutions to address broader social issues, opportunities and challenges.

**Grant Size:** We will accept requests up to \$5,000.

## NOTE:

Please note that all applications in this category are considered Public Art projects in line with the City's priorities in celebration of the Year of Public Art.

### Examples of Eligible Projects:

- Projects that use art as a tool to inspire community organizing, civic engagement and participation.
- Placemaking projects that activate vacant or underutilized spaces by infusing art and community participation to enhance the quality of life for residents.
- Projects that seek to celebrate and preserve the cultural traditions of underrepresented or historically marginalized groups.
- Projects that address public safety, equity and access through art.
- Projects that recognize and illuminate the character defining attributes of Chicago's neighborhoods.
- Performances and visual art works that increase dialogue, civic discourse and exchange around Chicago's unique social issues.

**Note about eligible projects:** No aspect of eligible projects can involve campaigning for a candidate or ballot issue.

### Priorities:

- Projects that are clearly connected to local challenges and opportunities.
- Works by artists with experience leading community activities that address social justice through art.

### Review Criteria:

All proposals in this category will be evaluated based on the following criteria:

- **Artistic Merit:** The professional capabilities of the applicant; the artistic strength, quality, vision and originality of the applicant's work as showcased in the work sample and narrative.
- **Community Experience:** Demonstrated experience working in, on behalf of and leading communities, including strong listening skills, patience and attention to detail.
- **Quality of Proposed Project:** The artistic strength, quality, vision and originality of the proposed project. 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.
- **Public Benefit:** The project's potential to engage Chicago residents through direct participation in high-quality cultural programming intended for the greater good.
- **Potential Impact** of the proposed project to advance/further the applicant's work/career.

# Professional Advancement and Creative Research

**Description:** Awards in this category support high-level professional advancement and research opportunities leading to the development of a professional artist's body of work. Applicants will be required to articulate how this opportunity will strengthen their expertise and advance their creative practice.

**Grant Size:** We will accept requests up to \$2,500.

## Examples of Eligible Projects:

- Unique, one-on-one apprenticeships with masters of the discipline on which the practicing artist is focused.
- Competitive/application based artist residencies, workshops, and laboratories leading to the development of a body of work.
- Research associated with the development of a work of art or creative exploration, such as a literary manuscript or architectural design.
- Research associated with documenting artistic practice.

**Note about eligible expenses:** The following travel expenses are allowed for this category: travel stipends (up to \$250 for domestic round-trip flights, up to \$650 for international round-trip flights, up to \$91 plus tax per night for lodging, and up to \$50 for train), 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 rentals, taxis, per diem, and insurance fees.

**Note about eligible projects:** Artists applying to participate in residencies, workshops, laboratories or apprenticeships must include a brochure, web site link, or letter from the providing institution/individual outlining the selection process for the opportunity.

## Priorities:

- Projects that align with the stage of an artist's career and clearly articulate timeliness (why this opportunity would be significant now).
- Projects that have true potential to positively impact the applicant's career trajectory.
- Projects that are unique and not a repetition of the applicant's similar, previous experience.

## Review Criteria:

All proposals will be evaluated based on the following criteria:

- **Artistic Merit:** The professional capabilities of the applicant; the artistic strength, quality, vision, originality of the applicant's work as showcased in the work sample and narrative.
- **Quality of Proposed Opportunity:** The artistic strength, quality, and acclaim of the proposed residency, workshop, laboratory, apprenticeship or research opportunity.
- **Feasibility of Proposed Project:** Feasibility 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.
- **Uniqueness of Proposed Project:** 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.
- **Potential Impact** of the proposed project to advance/further the applicant's work/career.



# What You Will Need to Apply for An IAP Grant

- A detailed **narrative** including:
  - An artist statement, bio, and goals
  - A project description and timeline
  - An analysis of how this project will impact your career trajectory
  - Additional questions related to the priorities of the Funding Category for which you are applying
- **Demographic information** about yourself and your target audience
- **Proof of residency:** A Driver's License or State I.D. must be provided. **No other proof of residency will be accepted.**
- 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.**
- **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 will be available in the attachments section of the CyberGrants application. Detailed instructions will be listed on this budget template.
  - All project components listed in your project description should be accounted for in this budget.
  - The total expenses must be equal to 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 Professional Advancement and Creative Research, 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. **Your artistic merit will be evaluated based on this work sample, so be sure to select something that represents the best of what you do.** You will be asked to provide your work sample by sharing URLs/web links to video, images, audio or literary samples that demonstrate 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.

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



# 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.

## 2. Internal DCASE Committee Review

All eligible applications are initially reviewed by a committee of DCASE staff and volunteers with extensive, discipline-specific knowledge of Chicago's artist communities. The strongest applications will move forward in the process to Step 3.

## 3. Peer Panel Grant Review

The strongest applications will be reviewed by a panel made up of artists, arts administrators, art enthusiasts and other experts.

Consideration is given to creating teams with demographics appropriate for each Category and reflective of the city as a whole, including artistic expertise, gender, geographic knowledge of the city, and cultural understanding. The panel is charged with reviewing eligible proposals, discussing project worthiness, making comments, and assigning numerical scores using the category-specific IAP criteria. To be successful, commitment to these criteria should thread through your entire application including the narrative, budget and support materials.

Grant reviewers make final 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 at <https://www.surveymonkey.com/r/KPFSDKS>. Please note that current IAP applicants can not also serve as panelists.

**The DCASE Individual Artists Program is partially supported by a grant from the Illinois Arts Council Agency, through federal funds provided by the National Endowment for the Arts.**

## SUMMARY OF WHAT'S NEW

- **Six specific funding categories** with their own application questions and review criteria.
- **Applicants are required to attend an application assistance workshop.**
- **A more focused approach to funding Professional Advancement projects.** All requests in this category must be for highly selective opportunities that relate to the development of an artist's body of work. Projects related to business development and administrative skills are not eligible.
- **A Driver's License or State ID** is the only proof of residency that will be accepted.
- Artists must have at least a **two-year history** of public presentation or publication to be eligible to apply.