

2024 INDIVIDUAL ARTISTS PROGRAM (IAP)

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.

Please direct all inquiries to:
culturalgrantmaking@cityofchicago.org



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PROGRAM OVERVIEW

The mission of the **Individual Artists 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. We invest in artists because we believe the arts are an essential part of life.

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.

The application link is on our website at www.chicagoculturalgrants.org

Artists Must Select Only ONE Primary Discipline for their project:

- Film & Media Arts
- Literary Arts
- Music
- Performing Arts (Theater/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.

Applicants will also select a PROJECT TYPE to best describes the project activities:

- **Project in Development:** Create or develop a new work
- **Publication/Distribution:** Promote and build audiences for an existing work
- **Public Event – Local:** Presentation of work within city of Chicago
- **Public Event – Touring:** Presentation of work outside city of Chicago
- **Research:** Research in preparation for a future work
- **Investment in Artistic Practice:** Funding to support general administrative costs associated with artistic practice, such as artistic or professional training, renting or purchasing equipment, materials, or services

PROGRAM OVERVIEW

Key Points

- DCASE anticipates making 200 - 250 grants through this program.
- We anticipate funding approximately 25% of applicants.
- **Beginning in 2024, artists must take one year off from applying after being selected for an IAP grant. 2023 IAP grantees are not eligible to apply.**
- We will prioritize funding applicants that did not receive other support from DCASE in 2022 or 2023.
- DCASE's Cultural Grants Program strives for an equitable distribution of artistic services across the city and will prioritize projects created by residents of community areas which have been historically under-resourced.
- We will accept requests up to \$6,000.

2024 IAP CALENDAR

Event	Dates	Description
Grant Period	<p>The grant period will be January 1, 2024 – August 31, 2024</p> <p>OR January 1, 2024 – December 31, 2025, depending on the timing of your project.</p>	<p>If awarded, all grant funds must be expended by the grantee during the grant period.</p>
Application Assistance	<p>November 29, 2023 – January 16, 2024</p>	<p>Attending an information session or workshop is strongly encouraged, but not required. Register online via chicagoculturalgrants.org.</p>
Guidelines Available	<p>November 29, 2023</p>	<p>Access guidelines at chicagoculturalgrants.org</p>
Application Opens	<p>November 29, 2023</p>	<p>Access application at chicagoculturalgrants.org</p>
Application Deadline	<p>January 16, 2024 at 5:00 PM CT</p>	<p>No extensions will be granted.</p>
Notifications	<p>May 2024</p>	<p>All applicants will be notified about whether they have been selected for funding. Notifications will be via email sent to the address on file in the online grant system. Please be sure to update your contact information when you apply.</p>
Contracting Period	<p>May – July 2024</p>	<p>Grant agreements and necessary forms to be completed by grantees and processed by the Cultural Grants team and Finance Department.</p>
Payments Disbursed	<p>TBD – Anticipated in October 2024</p>	<p>This is a projected payment timeline that is subject to change. All payments will be disbursed in 2024.</p>
Final Report	<p>One month following end of grant period</p>	<p>Reports will be completed electronically. Grantees will receive an email communication to confirm their report deadline.</p>

2024 IAP WEBINAR SCHEDULE

All applicants are highly encouraged to attend a virtual IAP webinar.

2024 IAP Information Session

Join DCASE grant team members for an info session on the 2024 Individual Artists Program (IAP) hosted on Zoom. This will cover general information and updates to the 2024 grant program.

- Thursday, December 7 | 10:00am - 11:00am CT | **Register Online** (Info Session)
- Monday, January 8 | 11:00am - 12:00pm CT | **Register Online** (Info Session)

2024 IAP Full-Length Workshop

Join DCASE grant team members for a full-length workshop on Zoom to review updates to 2024 Individual Artists Program (IAP) grant guidelines, review criteria, and provide tips and guidance to help applicants prepare a compelling proposal.

- Wednesday, December 13 | 12:00pm - 2:00pm CT | **Register Online**
(Application Workshop)

2024 IAP Budget Workshop

Join DCASE grant team members for a workshop on Zoom to review the required IAP budget template in detail.

- Wednesday, December 20 | 5:00pm - 6:00pm CT | **Register Online**
(Budget Workshop)

If you have questions and are not able to access these virtual meetings, if you need assistance in another language, 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.

Webinars will be recorded and shared as a resource. Applicants do not need to attend a webinar to apply.

GENERAL GUIDELINES

- **Grant Period**: The grant period will be January 1, 2024 – August 31, 2024, or January 1, 2024 – December 31, 2025 depending on the timing of your project. Grant periods have been extended to two years due to payments being projected to go out later in 2024, and to give grantees more time to execute their projects. 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 \$6,000.** 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 awarded at no less than 75% of request amounts. **Note: If you are a City of Chicago employee or contractor, you are only eligible to receive up to \$1,000.**
- **Payment/Reimbursement**: Grants will be made in a single, one-time payment following the successful completion of the grant agreement. **IAP grants are likely to serve as reimbursements** for expenses incurred in 2024, or as advance payments for 2025 project expenditures. **The payment timeline projected in this application is subject to change.**
- **Previous IAP Grantees**: **Beginning in 2024, artists must take one year off from applying after being selected for an IAP grant. 2023 IAP grantees are not eligible to apply.** Artists receiving IAP grants in 2022 or prior are eligible to apply, if they do not have a current IAP project underway with an extension into 2024.
- **Supported Projects**: 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 2024 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.

GENERAL GUIDELINES

- **Collaborative Projects**: Applications for collaborative projects are welcome. DCASE defines a "collaborator" as someone considered 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. 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 apply for your own IAP grant.** Resumes and statements of commitment from all collaborators must be supplied in the application.
- **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.
- **Prohibition Against "Double Dipping"**: Recipients of Neighborhood Access Program or Together We Heal Creative Place Program direct grants are not eligible for support of the same project through IAP. If you are receiving or applying to receive support from DCASE for this work in another capacity (e.g., rehearsal space at the Chicago 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 is considering piloting a peer mentorship program as part of IAP in 2024. As part of the application process, you can indicate if you are interested in learning more about becoming a mentor or mentee.

ELIGIBILITY CRITERIA

To be eligible for an IAP Grant, grant applicants must:

- Be a practicing artist, artisan, curator or cultural producer. This is defined as someone who:
 - Is actively creating, curating or producing work
 - Has demonstrated experience in the arts through the creation, curation or production of work or contributions to the field.
 - Has at least a two-year history of public presentation or publication.
- 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 at least 18 years old.

The following are NOT eligible to apply for the 2024 IAP grant program:

- Individuals applying as a business or other incorporated entity.
- Individuals enrolled full-time in undergraduate college/university studies of any kind.
- 2023 IAP grantees.
- Previously-awarded IAP grantees who received an extension on their grant period through 2024.
- Past IAP grantees that have not completed the required Final Report for their funded project or that did not execute a previously funded project.
- Past IAP grantees that did not complete their grant contracting paperwork within the allowable timeline.

Please note that those with outstanding, existing debt with the City of Chicago cannot receive funds through the 2024 IAP grant program. To set up payment plans or pay off existing debt (parking tickets, utility bills, etc.), visit the Department of Finance: <https://www.chicago.gov/city/en/depts/fin.html>

ELIGIBLE PROJECTS AND EXPENSES

- IAP grants can be used to support the creation, development, presentation or publication/distribution of specific artistic projects; or to support general administrative costs associated with the applicant's artistic practice, such as artistic or professional training and other professional advancement opportunities, renting or purchase of equipment and materials needed to develop a body of work, or other services such as website development or studio fees.
- All project expenses incurred during the grant period that meet the parameters listed in this section and are **NOT** otherwise listed under Funding Restrictions are eligible for support through this program. These expenses can 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.
- If applying for support of an investment in artistic practice the proposed opportunity must demonstrate the project's potential to advance the applicant's work or career. Training in trauma-informed work, intimacy, anti-racism, accessibility, and other practices that will improve the safety and well-being of artists, collaborators and audiences continue to be eligible for funding.
- The following travel expenses are allowed: travel stipends (up to \$250 per domestic round-trip flight, up to \$650 per international round-trip flight, up to \$185 plus tax per night for lodging including hotels, Airbnb's, etc.), and up to \$50 per full trip using ground transportation (bus, train, other transit, shuttles, taxis, etc.) Other cargo, freight, shipping, baggage fees, visa processing fees and agent fees related to participation in the project should be itemized. Lodging stipends have been determined based on federal travel stipend standards.
- **IAP grantees can use 25% of their grant to pay themselves for their work on the project and to purchase equipment with a total value of \$5,000 or less.**

Please note all IAP grant recipients will be taxed on the full grant amount awarded. The percentage will be based on the applicant's taxable income bracket. The City of Chicago Comptroller's office will send a 1099 Form to the artist on each project. Artist applicants are encouraged to consider taxes when budgeting for the project.

FUNDING RESTRICTIONS

DCASE IAP funds cannot be used to support:

- Capital improvements.
- Tuition for a degree or certificate-based, university-level educational program.
- Expenses in support of the artist's affiliated business, corporation, or arts organization.
- Projects supported by Neighborhood Access Program or Together We Heal Creative Place Program.
- An applicant or collaborator on more than one proposed project.
- Applicants seeking funds for projects considered to be hobbies or of a recreational nature.
- Projects for which the intellectual property holder is not the applicant.
- Banking fees, PayPal fees, or service fees from crowdfunding projects.
- Food or beverage expenses, unless the food or beverage costs are a critical part of or 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, mileage reimbursement, per diem, or travel and auto insurance fees.

PRIMARY DISCIPLINES: FILM & MEDIA ARTS

Applicants applying to support the creation, development or distribution of a film, web series or electronic media project must be the writer, director, producer or co-producer of the project.

Sub-Disciplines/Genres:

Select Film & Media Arts as your primary discipline if you are working in the following disciplines or mediums:

- Fiction Film
- Documentary Film
- Video
- Web series
- Podcast
- Any other digital art form that is stored or captured
- Curator of series or 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 eligible projects in the Film & Media Arts discipline.

- **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.
- **Research:** Research associated with the development of a film, web series, or electronic media project.
- **Investment in Artistic Practice:**
 - One-on-one apprenticeships with masters in Film & Media Arts, artist residencies, workshops, and laboratories or other unique training opportunities leading to the development of a body of work.
 - Training in trauma-informed work, intimacy, anti-racism, accessibility, and other practices that will improve the safety and well-being of artists, collaborators and audiences.
 - The purchase of film or video equipment that will allow for the development of future projects.

PRIMARY DISCIPLINES: LITERARY ARTS

Sub-Disciplines/Genres:

Select Literary Arts as your primary discipline if you are working in the following disciplines or mediums:

- Poetry
- Fiction
- Nonfiction
- Storytelling
- Graphic Novel
- Zine
- Journalism
- Cookbooks
- 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 eligible projects in the Literary Arts discipline.

- **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.
- **Research:** Research for the development of a book or other literary project.
- **Investment in Artistic Practice:**
 - One-on-one apprenticeships with masters in Literary Arts, 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, accessibility, and other practices that will improve the safety and well-being of artists, collaborators and students.
 - The purchase of software needed for literary projects or equipment needed for home office; writing retreats; bookbinding equipment; website development.

PRIMARY DISCIPLINES: MUSIC

Sub-Disciplines/Genres:

Select Music as your primary discipline if you are working in any musical or recording art genre or if you are curating or independently producing music performances.

Examples of Projects:

After selecting your discipline, you will be asked to select your project type. These are examples of eligible projects in the Music discipline.

- **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.
- **Research:** Research associated with the development of an album, music video or other music project.
- **Investment in Artistic Practice:**
 - One-on-one apprenticeships with masters in Music, 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, accessibility, and other practices that will improve the safety and well-being of artists, collaborators and audiences.
 - Developing a home studio for recording and mixing; website development and branding.

PRIMARY DISCIPLINES: PERFORMING ARTS (THEATER/DANCE)

Sub-Disciplines/Genres:

Select Performing Arts (Theater/Dance) as your primary discipline if you are working in the following disciplines or mediums.

- Theater
- 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 theater/dance

Examples of Projects:

After selecting your discipline, you will be asked to select your project type. These are examples of eligible projects in the Performing Arts (Theater/Dance) discipline.

- **Project in Development:** Development of a theater, 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 theater/dance work; releasing a dance film or other project for distribution in a digital format.
- **Public Event – Local:** Theater, dance or performance art production or performance in Chicago or on virtual format.
- **Public Event – Touring:** Theater, dance or performance art production or performance outside of Chicago.
- **Research:** Research associated with the development of a play, dance or performance art project.
- **Investment in Artistic Practice:**
 - One-on-one apprenticeships with masters in Performing Arts, artist residencies, workshops, and laboratories or other unique training opportunities leading to the development of a body of work
 - Training in trauma-informed work, intimacy, anti-racism, accessibility, and other practices that will improve the safety and well-being of artists, collaborators and audiences.
 - Purchase of materials needed for independently produced performances or tours; documentation of work including purchasing equipment to photograph/record work samples; website development.

PRIMARY DISCIPLINES: VISUAL ARTS/DESIGN

Sub-Disciplines/Genres:

Select Visual Arts/Design as your primary discipline if you are working in the following disciplines or mediums.

- 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

PRIMARY DISCIPLINES: VISUAL ARTS/DESIGN

Examples of Projects:

After selecting your discipline, you will be asked to select your project type. These are examples of eligible projects in the Visual Arts/Design discipline.

- **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 artwork 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 artwork 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.
- **Research:** Research associated with the development of public art, architectural design or other work of visual art.
- **Investment in Artistic Practice:**
 - One-on-one apprenticeships with masters in Visual Arts/Design, 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, accessibility, and other practices that will improve the safety and well-being of artists, collaborators and audiences.
 - 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, your location must be confirmed. Please review DCASE's mural resource guide for guidance on executing these projects, linked at

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

HOW TO APPLY

The link to apply to the 2024 Individual Artists Program (IAP) is posted on our website beginning on November 29, 2023: www.chicagoculturalgrants.org

All applicants must apply using our online grants application platform hosted by Bonterra. Please note that the CyberGrants brand is being phased out, but your application experience will remain generally familiar.

- Previous applicants can log in using their previously created login information and should be sure to update all contact information throughout their account. If you do not remember your login/password, please contact 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 legal Last Name, First Name when the registration system asks for your Organization Name.** You will have an opportunity to list your name as you would like it to appear in public listings in a separate part of the application.
- 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 recommended that you **draft your answers in a separate document, then copy and paste as plain text 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 having 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 and submit your application before the due date. Familiarize yourself with the online application and reach out to address anything about which you need further clarification well in advance. 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.**

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR REVIEWED.

WHAT YOU NEED TO APPLY

The following information is required of all applicants:

- **A written description/narrative** including:
 - **Artist Information:** 1 – 3 sentence artist introduction and artistic history. 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 your project and description of promotional and audience engagement plans if applicable.
 - Explanation of how project will impact your career and benefit the city of Chicago. Your responses should make a case for why you believe the City should fund the project.
 - If you prefer to describe your idea via a video or audio recording, you can provide abbreviated written responses and upload or provide a link to a video or audio recording of your responses to the narrative questions.
- **Demographic information** about yourself and your target audience
- **Proof of Chicago residency:** A current Driver’s License, State ID or Chicago CityKey showing Chicago address must be provided. **No other proof of Chicago residency will be accepted.**
- **Artistic resume:** current chronological summary of artistic achievements, activity, exhibitions, performances, awards, publications, etc.
- **Recent work sample** of your artistic practice with a description of this work and how it relates to the proposed project. (See Page 21 for more guidance)
- **A project budget** must be submitted using the template provided in the Attachments section of the CyberGrants application. **A complete budget for the entire project is required, not just the amount of the grant requested.**

Detailed instructions are included in the 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 at meghan.beals@cityofchicago.org by January 10 to schedule a budget appointment.

- All components/activities listed in your project description should be accounted for in the budget.
- The total expenses cannot be greater than the total income. Please list all sources of revenue/funding, even if they are pending, not yet secured.
- Please save a copy of your budget for your records.

WHAT YOU NEED TO APPLY

Additional items will be required depending on your project type:

- If this is a collaborative project, **resumes for all collaborative artists** and a **statement of commitment to this project** from each collaborator.
- If applying for a touring project, provide a **contract, signed offer letter, or letter of interest** from venue(s).
- If applying for an **investment in artistic practice** project that involves training, provide a **brochure, website link, or letter** from the providing institution/individual outlining the opportunity.
- Optional **supplementary materials. You are welcome to include a 2-3 minute video or audio recording describing your project.** Examples of helpful documents:
 - Resumes or credentials for artists you will be employing.
 - A letter of permission from the property owner of the site where you plan to exhibit or perform your work.
 - Cost estimates or invoices for equipment purchases.
 - Filmmakers are welcome to include a pitch deck, pitch video, look book, mood board, and/or proof of concept as supplementary materials.

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 your past work and shows your completing or executing a project similar or closely related 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 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 (Theater/Dance), Music:** Up to 5 minutes of video or sound recordings, combined
- **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 can 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. Those which do not meet the minimal eligibility criteria will not be moved forward in the review process.

If more than 600 applications are received (as compared to 1063 in 2023, 852 in 2022, 534 in 2021, and 585 in 2020), DCASE staff will screen applications to select approximately 600 for external panel review, prioritizing applicants meeting the following criteria:

- Applicants that are residents of LMI (Low and Moderate Income) community areas.
- Applicants requesting support for projects that have not received previous DCASE support.
- Applicants that did not receive an IAP grant or other support from DCASE in 2021 or 2022.
- Applicants that have identified and secured locations, venues, collaborators, organizational partners, artists and/or vendors for their project.
- Applicants of underrepresented wards, neighborhoods, disciplines, genres, career levels, project dates and project types.

2. Peer Panel Grant Review

Applications selected for panel review will be reviewed by an external 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 projects' merit and feasibility, making comments, and assigning numerical scores using the IAP review criteria.

Grant reviewers make funding recommendations to DCASE. The role of the DCASE staff is to facilitate panel review and to aid grant reviewers in finding consensus.

REVIEW CRITERIA

The following criteria will be used to evaluate **all grant proposals**:

- **Artistic Merit:** Reviewers will assess the following by reviewing all submitted materials, with a special emphasis on the work sample.
 - The artistic capabilities of the applicant as demonstrated by a history of work relative to the current stage of applicant’s career.
 - Work sample and application materials show artistic merit – i.e., demonstrating outstanding craftsmanship; advancing, preserving, or celebrating the art form.
 - Applicant’s work brings fresh perspective to artistic concepts or societal issues, fosters a sense of belonging, and has potential to engage audiences or creative communities.
- **Quality of Proposed Project:** Proposed project is clear and compelling. Reviewers will examine the feasibility of the project and how it will help the applicant progress towards self-identified goals, considering the project plan and goals, budget, and audience engagement plans as applicable. Applicants seeking an investment in artistic practice must show how the project meets a specific need for the current stage of applicant’s career.
- **Potential Impact on Artist:** The project’s potential to advance the applicant’s work or career.
- **Public Benefit:** The project’s potential to positively impact the city of Chicago and its residents.

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. Declined applicants will be invited to schedule a call to receive feedback on their application. **We anticipate notifications will go out in May 2024.**
- 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 grant agreement, an economic disclosure statement, an invoice, and an indebtedness form. Detailed instructions 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 purchase order numbers to contracts.
 - Preparing payment request forms.
 - Approving Economic Disclosure Statements.
- Once this is completed, grantees' single one-time payments will be issued.

CONTACT US

Please direct all inquiries to:

culturalgrantmaking@cityofchicago.org

Cultural Grants Staff

- **Melanie Wang, Program Director**
- **Julie Partynski, Grants Administrator**
- **Meghan Beals, Grants Coordinator**
- **Melissa Thomfohrda, Grants Coordinator**

Division Staff

- **Kalena Chevalier, Deputy Commissioner**
- **Ebony Johnson, Staff Assistant**

The Cultural Grants staff are always available to answer questions regarding any part of the grant process. Please do not hesitate to reach out to us at the contact information above.

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

www.chicagoculturalgrants.org