

State of Illinois
JB Pritzker, Governor

Illinois Arts Council Agency
Nora Daley, Board Chair
Joshua Davis-Ruperto, Executive Director

Artstour & Live Music

Guidelines for
Fiscal Year 2024

Open Deadline

*building a strong, creative and
connected Illinois through the arts*



ILLINOIS
ARTS
COUNCIL
AGENCY

Table of Contents

- Link [About the Illinois Arts Council Agency](#)
- Link [Policies and Priorities](#)
- Link [IACA Online Grant System](#)

- 3 Updates and Special Notes
 - 4 Artstour & Live Music
 - 7 Process, Notification, and Compliance
 - 9 Application Overview
 - 12 Application Attachments
-

Illinois Arts Council Agency Contact

Please be aware staff are working remotely and it is recommended to reach out to them via email for more direct communications. For specific information on this grant contact:

Danielle Heal

Program Director

Phone: +1 (312) 793-1060 (Please be aware staff are working remotely still)

Email: Danielle.Heal@illinois.gov

Accessible Guidelines

To obtain accessibility information regarding applications and written materials contact the Agency's ADA/504 Access Coordinator. Please be aware staff is working remotely and it is recommended to reach out to them via email for more direct communications; send an email that contains your preferred contact telephone number and general timeline of when you are available.

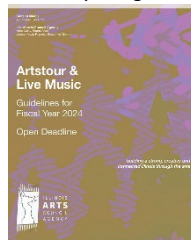
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Cover artwork by Margaret Gonzalez



UPDATES AND SPECIAL NOTES

The Illinois Arts Council Agency (IACA) has made several changes to this grant program for Fiscal Year 2024 (FY24). Please read the guidelines carefully to learn the full details, here is a summary of what to watch for.

Updated Guidelines

Please note that some sections of the guidelines have been updated. We ask you to please read through carefully for all details.

Applicant Information

As part of the application process applicants must check the details in the Applicant Information tab to confirm they are current.

Webinar and Drop Ins

Opportunities to connect with IACA staff for questions:

- [Artstour & Live Music Grant Webinar](#) (pre-recorded)
- Drop-in session for questions, pre-registration is not available. To join click on the link at the meeting time:
 - Friday, August 25, 2023, at 1:00pm
[Meeting link](#)
 - Friday October 20, 2023, at 1:00pm
[Meeting link](#)

COVID-19

All projects must be completed while following the [Illinois Department of Public Health](#) (IDPH) health and safety guidelines related to the COVID-19 pandemic. Proposals will not be accepted that would put artists and/or community members at risk of contracting or spreading COVID-19.

Despite any COVID-19 restrictions, all grant funds must be expended by the end of the grant period.

For more information or for specific questions and concerns, please email Danielle Heal, Program Director, at: Danielle.Heal@Illinois.gov

Artstour & Live Music Grant Description

Artstour & Live Music (ATLM) provides support to eligible Illinois not-for-profit organizations seeking to present Illinois performing artists, companies, or groups for performances, collaborations, or short residencies held in conjunction with performances. This program cannot be used to support events that are part of a regular series by organizations already receiving General Operating Support grants in the discipline of Presenters.

Program Priorities

The IACA is committed to advancing equity and access in the arts, through programming and grant opportunities for all Illinoisans, and programming that makes special efforts to reach statewide underserved audiences including but not limited to BIPOC (Black, Indigenous, and people of color) and rural communities, persons with physical and intellectual disabilities, persons with limited access to the arts, older individuals, and persons with low income.

Eligibility Requirements

- Applicants must be tax exempt (501c3) organizations registered as not-for-profit corporations in good standing with the Illinois Secretary of State, or units of government (i.e., school, school district, park district, library district), or institutions of higher education. Refer to the [Proof of Eligibility page](#) on the IACA website for specific details and verification requirements.
- Artist, company, or group selected to present must be currently based in Illinois. Individual performers must be current residents of Illinois. Companies and groups must be based in Illinois.
- Applicant must submit all requested application materials a minimum of eight weeks before the project start date as identified in the application.

Making the Project Accessible to All

Recipients of public funding are required to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product.) Thinking about accessibility issues (e.g., accessible websites, sign language interpreters, recordings of printed materials, audio-description describers, captioning or large- print labeling) in the early planning stages of a project, is the key to ensuring that persons with disabilities will be able to participate. For further information and resources see the [ADA Compliance](#) page on the IACA website.

Illinois Grant Accountability and Transparency Act (GATA)

- Before applying through the [IACA online grant system](#), applicants must first complete a validation process through the [State of Illinois' Grantee Portal](#) to obtain a pre-qualification status. The IACA will not be able to consider an application for funding until the applicant has completed this step.
- Pre-qualification through the Grantee Portal is required for all organizations, units of government, and schools and school-affiliate organizations applying for grant funding from the IACA.
- To obtain a pre-qualification status, go to the [State of Illinois' Grantee Portal](#).
- An organization must be in good standing with GATA through the entirety of the application and grant period.
- Please note that GATA must be renewed annually. It is your organization's responsibility to maintain an active GATA registration.
- Refer to the [Grant Accountability and Transparency Act](#) page on the IACA website for specific details.

Unique Entity ID (UEI)

For all applicants with an established SAM.gov account (active or inactive) the UEI number can be found by logging into your SAM.gov account. All applicants must enter their new UEI number in the Applicant Information tab during the application process. For more information on the UEI transition, please visit SAM.gov at [Unique Entity ID \(SAM\) Transition resource page](#).

Deadline

This program has an open deadline. Applications must be submitted a minimum of eight weeks before the project start date as identified in the application. Applications are reviewed in the order in which they are received and will be accepted until the funds are fully committed or by May 15, 2024. In recent years, funds have been expended by or before January. Applicants are encouraged to apply as soon as possible.

Grant Period

Fiscal Year 2024 ATLM funds support activities occurring by August 31, 2024.

Program Restrictions

- Funds cannot be used for performances by artists, companies, or groups affiliated with the applicant organization.
- If multiple performances are proposed, each must take place within a reasonable time frame and adhere to IACA's [Policies and Priorities](#), and the ATLM guidelines.

Artstour Roster

The [Artstour Roster](#) is a resource for Illinois presenters. The Artstour Roster features hundreds of Illinois touring artists, companies, and groups working in dance, mime, interdisciplinary performance, music, performance poetry, spoken word, storytelling, and theater. The Artstour Roster was created in collaboration between the Illinois Presenters Network and the Illinois Arts Council Agency. Roster artists are evaluated by a jury of Illinois presenters based on the artistic and technical quality of the artist's work as demonstrated by materials submitted; their professionalism demonstrated through management, promotional materials, and references; demonstrated ability to tour; and the quality of the documentation submitted. The Artstour Roster is used by Illinois presenters including schools, libraries, park districts, arts, and community organizations, and performing arts presenters to identify artists, companies, and groups to perform in their communities. An artist's acceptance to the Artstour Roster is not required of this granting program. However, applicants working with an artist/ensemble listed in the Artstour Roster are no longer required to provide artist promotional materials within the Artstour grant application.

Examples of programs:

- A library engages a storyteller to present stories during a children's story festival.
- A school district brings in a theatre company to perform at the local high school. In addition, the company visits the elementary school to work with 3rd and 4th graders involved in the school's upcoming theatre production.
- A theatre company collaborates with a folk musician in the creation and presentation of a new play.
- The local college brings a jazz orchestra to town to perform. The musicians also give a mini performance at the local senior center.
- A dance company engages a classical music ensemble to provide live music for a performance.

Request Amount

Request amounts are calculated based on the information entered in the Budget form of the application. All applicants are eligible to request 50% of the contracted fee and may increase their request when the following conditions are met:

- **Add 5%** if it is the first time the applicant has worked with the artist, company, or group.
- **Add 5%** if the artist, company, or group's home-base is at least 100 miles from the presenting venue.
- **Add 5%** if the artist, company, or group is contracted for between five and ten hours of residency activities in addition to the scheduled performance(s). Residency activities are educational, hands-on activities such as workshops, master classes, lectures, or demonstrations.
- **Add 5%** for block booking (booking with at least one other Illinois presenter while the artist is on tour). A tour is defined as a series of performances on the road, away from the artist, company, or ensemble's home-base, necessitating overnight accommodations.
- **Add 5%** if project is a collaboration of multiple distinct performers or other collaborators, including contractual tech support. Applicants unsure if their project is a collaboration should contact IACA staff prior to submission.

Applicants may request a maximum of 75% of the contracted fee of the artist, company, or group. The minimum request per engagement is \$100. The maximum request per engagement is \$30,000. All requests should be rounded down to the nearest five or ten.

Cash Match Requirements

Applicants must secure a cash match to cover the remaining portion of the contracted fee from sources other than the State of Illinois, including the Illinois Arts Council Agency. Do not include other project-related costs in the cash match.

Multiple Applications

Applicants may submit requests for up to two projects totaling no more than \$30,000 per request. Each project requires a separate application. Priority will be given to the first application received and subsequent applications will be considered as funding allows.

Appeals

An appeal of the IACA's decision must be made in writing within 30 calendar days of the date of the notification letter. Appeals are limited to situations in which incorrect information has been used in the panel process, procedural faults have occurred, or new information not available at the time of the panel meeting which, in the opinion of the panel chair, could significantly influence the recommendation is now available. Appeals should be made within the [IACA online grant system](#) and be addressed to the IACA Executive Director.

Process, Notification, and Compliance

Review Process

The application is received and assigned an application number that will be used in future communication regarding that application.

The IACA staff reviews the application based on the review criteria with advisory panelist expertise when necessary. Applications which have been ruled ineligible or incomplete will not be reviewed. The applicant may be asked to answer questions or submit further written information. A record of the review process is maintained for all reviewed applications, applicants are encouraged to call or email for review feedback after receiving funding notification. Funding recommendations are presented to the Executive Director and the IACA board of directors for approval.

Notification

Notification will be sent approximately six weeks after IACA receipt of the application. If funded, this notification will include grant agreement and other required materials which must be completed and returned to authorize payment. **Once these documents are returned to the IACA, it will take at least two months and up to six months for payment to be issued by the State Comptroller.**

Grantees can check the status of the grant payment through the [Comptroller's vendor website](#), or sign-up to be notified about the payment via email, text or both. Grantees can also [sign up for direct deposit](#) from the Illinois Comptroller. Grantees are eligible for direct deposits if they have received a payment from The Comptroller's Office within the previous 24 months. Otherwise, the check will be mailed to the address on file. If you have questions about direct deposit you will need to contact the Illinois Comptroller's office as the IACA cannot answer questions about direct deposit.

Compliance

Grant Acceptance

For awards to be processed all grant acceptance paperwork must be submitted to the IACA grants office. This paperwork should be submitted via the IACA online grant system and include:

- Grant agreement signed and dated by the authorizing official.
- Legal Status Disclosure Certificate (LSDC) signed and dated by the authorizing official.
- Organizations that receive an IACA award are required to notify by letter their state representative, state senator, and the Office of the Governor of the grant amount and the project or program it helps support. Prior to mailing the letters to the legislators, make copies of the letters to include with your grant acceptance materials.

Final Report

All IACA grant recipients are required to complete and submit a final report by September 30, 2024. Notification and instructions for the final report will be sent to grantees in August.

FY24 grantees will be required to have submitted complete final reports for all grants awarded to them in FY23. The deadline to submit final reports for most grants awarded in FY23 is September 30, 2023.

The Final Report will report on the activities that took place during the grant period specified in the Grant Agreement. Failure to submit complete final reports will impact the awarding of any subsequent grant.

Documentation

Documentation of this project is important and may be helpful for program evaluation and building wider community support for future arts initiatives. Submit press releases, flyers, copies of student-produced artwork or video/audiotapes of presentations as part of the final report.

Crediting Requirements

Grant recipients must credit the IACA in all promotional material and public notices in the following manner:

“<YOUR ORGANIZATION NAME> acknowledges support from the Illinois Arts Council Agency.”



For further information regarding usage of the logo and to download a copy, go to the [logo page](#) of the IACA website.

Application Overview

IACA utilizes an [online grant system](#) to accept applications. The ATLM application consists of form field components and the uploading of required documents. Each component must be completed and submitted in the required format by the deadline. For complete instructions go to the [Using Salesforce](#) section of the IACA website.

There is also a [user manual for the online platform](#) on our website to help guide the application process. Please review this carefully and use as a reference.

How to Apply

First:

- Read the IACA [Policies and Priorities](#) and guidelines carefully and contact IACA staff for clarification. It is the responsibility of the applicant to be familiar with IACA policies, priorities, and grantee requirements.
- Negotiate a contract including the dates of performances and activities, fees, technical details, travel, etc.
- Prepare all required attachments and save them as PDFs

Next:

- Log into [IACA online grant system](#)
- Review and update the Applicant Information tab
- Complete the electronic application in the IACA online grant system
- Upload all attachments required to the electronic application
- Successfully submit the electronic application to IACA online grant system a minimum of 8 weeks in advance of the project start date or by the deadline

Application Components

1. Applicant Information

Under this tab, please create or update the entity applying for the grant. **For the ATLM grant this must be an organization.**

This tab requires the following information:

- Organization Name and General Contact Information
- Contacts for Authorizing Official, Executive Director, Board President, and Accessibility Coordinator (a designated staff member responsible for overseeing accessibility and completing Section 504 Self-Evaluation Workbook in the application)
- UEI number, FEIN number, and Fiscal Year Start Date (use format (MM/DD))

Please note this information may be updated at any time. Please keep this information current to ensure communications from IACA reach the appropriate staff or board members.

2. Grant Programs Selection

Under the Grant Programs tab select the Artstour - 2024 Grant. The system will prompt the selection of the applicant organization to move forward.

On this main section please also provide:

- Appropriate Applicant Institution
- Applicant Discipline
- Grant Notification Official
- Artist, Group, or Company name
- Project Beginning Date*
- Project Ending Date
- Number of Performances
- Number of Residency Activities, if applicable
- Americans with Disabilities Act (ADA) Compliance information by certifying the completion of the Section 504 Self-Evaluation Workbook. For further information and resources refer to the [ADA Compliance](#) page.

*For collaborations, the start date should be based on the start of the collaboration as outlined in the contract and not the date of the performance.

Please note that after an application is started it will appear on the home screen in the online grant system. Within the grant application the requirements/sections will be listed along the left-side of the screen. Please access your draft application from here to avoid starting a duplicate application.

3. Supporting Documents

Refer to the descriptions for each of the attachments.

All attachments must be uploaded as PDFs.

The attachments to be uploaded are:

- Narrative
- Contract
- Promotional Material – *may be pdf or URL link*
- Project Schedule
- Block-booking information (*if applicable*)
- Proof of Illinois Not-for-profit Eligibility

4. Budget

Under this tab provide:

- Cash Match amount and source(s)
- Contracted Fee Amount
- Appropriate checkboxes to calculate percentage of fee allowed for IACA Grant Request

Note the request amount will self-populate as you complete the budget form.

5. Submit / Certification

Please note this is a two-step process to both certify and submit your application. Once the application is complete click the Submit Button in the lower left-hand corner. A pop-up will require certification of eligibility and application content.

After certification there is a submit button which must be clicked to complete the application in the [IACA online grant system](#). The application will not be successfully submitted until the second submit button is clicked.

Evaluation Criteria

Proposals are evaluated based on the listed criteria. All required materials are considered in the review of the application.

- Artistic excellence and merit of the contracted artist, company or group selected
- Quality of the proposed project
- Evidence that the proposed project expands or diversifies the applicant’s arts programming
- Proposed project’s impact on target audience
- Ability and capacity of the applicant to carry out the project

Application Attachments

Refer to the description for each of the following attachments:

- Narrative (no more than 1 page)
- Contract
- Promotional Material
- Project Schedule
- Block-booking information (*if applicable*)
- Proof of Illinois Not-for-profit Eligibility

Formatting attachments

Except for Promotional Materials, all attachments for which a template is not provided, must:

- Be saved as PDF files
- Be 8 ½ " x 11" with at least a 1" margin
- Use a 12-point or larger black type on a white background
- Have sequentially numbered pages with the applicant organization's name and attachment title on the top of each page
- Be organized using the headings listed for each attachment
- Be named as follows: organization name, shortened if needed, or acronym, with name of attachment.
Example: IllinoisArtsOrg_Narrative.pdf or IAO_Narrative.pdf

Narrative

Address the following areas in no more than one page:

- The project and how it will diversify, and/or expand current arts programming.
- Background of and rationale for the selected artist, company, or group.
- Target audience for the proposed project.
- Plan for informing and engaging the target audience.
- The intended impact on the applicant organization and target audience and how this impact will be measured.
- Include whether these are in person or virtual performances/activities.

Submit this document as a PDF file named: OrgName _Narrative

Contract

Submit a copy of the signed contract between the applicant organization and the artist, company, including additional contractual tech support. Contract/s must be signed by both parties and must include at minimum, the following:

- Details on performance(s) and other activities
- Dates
- Fees
- Technical requirements
- Travel

The total amount to be paid in the contract/s must equal to the total Contracted Fee on the Budget.
Submit this document as a single PDF file named: OrgName_Contract

Promotional Materials

Applicants working with an artist/ensemble not listed in the [Artstour Roster](#) must submit promotional materials for that artist/ensemble. The promotional material must include information on the following:

- Professional background
- Touring history
- Fees
- Services
- Link to video, audio samples, and/ or websites

This attachment may consist of multiple pages of materials or a link to online material.

If uploading a document, submit this document as a PDF file named: OrgName_Promotion

If submitting a link, select the “Provide a link” button and enter a working URL.

Project Schedule

Submit a schedule for the project.

Include the following fields for each activity:

- Activity type (performance, residency activity, collaboration, etc.)
- Date and time of the activity
- Length of the activity
- Activity location (facility name and address)
- Anticipated audience or participant number

Submit this document as a PDF file named: OrgName_Schedule

Block-booking information (if applicable)

Submit a list of additional presenters for block booking, if applicable.

Include the following for each presenter:

- Name of Presenter
- Address, City State Zip
- Contact Person
- Email
- Phone
- Website
- Date(s) of performance(s)

Submit this document as a PDF file named: OrgName_block

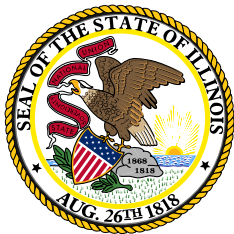
Proof of Not-for-profit Eligibility

Submit a copy of proof of Illinois Not-for-Profit Eligibility. Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.

Submit this document as a PDF file named: OrgName_NFP

For general information contact:

Illinois Arts Council Agency
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100 West Randolph, Suite 10-500
Chicago, IL 60601-3230
Phone: +1 (312) 814-6750
Toll-free in Illinois: +1 (800) 237-6994
Email: iac.info@illinois.gov
Web site: www.arts.illinois.gov



Visit the [Illinois Arts Council Board Members](#) page on appointments.illinois.gov for a complete list of current board members.



The IACA acknowledges continuous support from the National Endowment for the Arts.

It is illegal for the Illinois Arts Council Agency or anyone receiving assistance from the Illinois Arts Council Agency to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, non-binary and gender non-conforming employees, sexual harassment, national origin, ancestry, citizenship status, physical or mental disability, political affiliation, beliefs, age, order of protection status, any other non-merit status, marital status, pregnancy, arrest record, military status, veterans status or unfavorable discharge from military service. Any individual who has been subject to such discrimination may file a complaint with the Illinois Department of Human Rights at +1 (312) 814-6200 or TTY +1 (312) 263-1570.