

State of Illinois
JB Pritzker, Governor

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

Rebuild Illinois: Cultural Capital Planning Grant

Guidelines for Fiscal Year 2024
Deadline: October 25, 2023

*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	Rebuild Illinois Cultural Capital Planning Grants
6	Process, Notification, and Compliance
8	Application Overview
11	Application Attachments

Illinois Arts Council Agency Contact

For specific information on this grant contact:

Jackie Banks-Mahlum

Program Director, Cultural Capital Project Manager

Phone: +1 (312) 814-4990

Email: Jackie.Banks-Mahlum@illinois.gov

Accessible Guidelines

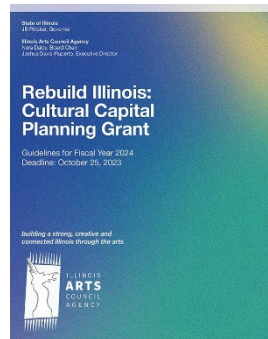
To obtain assistance regarding applications and written materials contact the Agency's ADA/504

Access Coordinator: Teresa Davis

Phone: +1 (312) 814-6753, TTY: +1 (888) 261-7957

Email: Teresa.N.Davis@illinois.gov

Cover artwork by Margaret Gonzalez



Rebuild Illinois Cultural Capital Planning Grants

Description

The Illinois Arts Council Agency's (IACA) Rebuild Illinois Cultural Capital Planning Grants (Technical Assistance) are intended to help organizations get the objective information and analysis they need before they commit their organization's energies and financial resources to a facilities project. Organizations that provide arts programming to Illinois residents may apply for Rebuild Illinois Cultural Capital Planning Grants to plan for capital projects.

The Rebuild Illinois Cultural Capital Planning Grants are funds that were included in the Illinois [House Bill 0900](#) of 2019. IACA was granted spending authority for the technical assistance planning funds for FY24.

Eligibility Requirements

- Applicant must be pre-qualified in the [Illinois Grant Accountability and Transparency Act \(GATA\)](#) (see below for details). GATA pre-qualification certifies that applicants are 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.
- Applicant must be a 501c3 or branch of government that provides arts programming to Illinois residents.
- Applicant must be able to expend the funds by the end of calendar year 2024.
- Applicant must submit all required application materials by the deadline.

Applicant Restrictions

- Multiple applications will not be accepted from a single applicant. Submitting more than one application will make all applications from the single applicant ineligible.
- Organizations with which advisory panelists or IACA Board members are affiliated are eligible to apply. However, a panelist or Board member may not be the authorizing official signing any documents relating to an application or grant award.

Deadline

The FY24 Rebuild Illinois Cultural Capital Planning Grants deadline is Wednesday, October 25, 2023. The application must be successfully submitted by 11:59 PM CST to [IACA's online grant system](#).

Please note that all draft applications will be removed from the IACA system 30 days after the deadline.

Grant Period

FY24 Rebuild Illinois Cultural Capital Planning Grants will support projects related activity from January 1, 2024 – December 31, 2024.

Award Amount

Applicants will request a specific amount in the application. Awards will range from \$5,000 - \$50,000.

Allowable Expenditures

Funds made available under the Rebuild Illinois Cultural Capital Planning Grants generally include, but are not limited to, one or more of the following purposes:

- Architectural planning and design
- Site selection
- Feasibility studies
- Expansion planning
- Energy efficiency planning
- Accessibility and ADA planning
- Systems replacement planning
- Environmental screenings
- Field investigations
- Business and operational planning related to a new or expanded facilities
- Consultant expenses (up to 15% of the grant amount)
- Community meetings and stakeholder meetings (up to 10% of the grant amount)

In general, approval of expenditures will be guided by the following general principles:

- The project expenses will be to plan for capital projects, not for the implementation of capital improvements.
- The project, if implemented, would confer long-term (non-transitory) benefits to the citizens of the State of Illinois.

Non-Allowable Expenditures

In general, the following expenditures will not be considered appropriate for funding:

- Operational expenses
- Lease payments for rental of equipment or facilities
- Any permanent capital improvement
- Complete architectural drawings
- Expenditures to acquire or construct temporary or permanent facilities
- Non-facilities-related planning efforts (such as an overall organizational strategic planning)
- Site acquisition
- Fundraising or marketing activities

Cash Match Requirements

No cash match is required for this grant.

The Illinois Accessibility Code

The Illinois Environmental Barriers Act ensures Illinois citizens with disabilities are treated fairly and equally. Newly-constructed or renovated buildings must comply with accessibility standards that guarantee they are safe and readily accessible to persons with disabilities. These standards are known as the Illinois Accessibility Code.

For further information and resources [The Illinois Accessibility Code](#).

Illinois Grant Accountability and Transparency Act (GATA)

- Before submitting an application through the [IACA online grant system](#), applicants must first complete a validation process through the [State of Illinois's 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 Grantee Portal (<https://grants.illinois.gov/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)

As part of the SAM.gov registration necessary for GATA qualification applicants must enter a UEI number. 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. New applicants will set-up a UEI as part of the SAM.gov registration.

For more information on the UEI transition, please visit the SAM.gov webpage: [Unique Entity ID \(SAM\) Transition resource page](#).

Procurement

Grantees will be required to follow procurement standards that are outlined in [2 CFR 200.317 through 2 CFR 200.327](#). All procurement processes must be documented.

Business Enterprise Program

IACA encourages grantees to utilize vendors certified with the [Business Enterprise Program](#) for Minorities, Females, Veterans, and Persons with Disabilities. The Illinois Commission on Equity and Inclusion maintains a [certified vendor database](#) to aid the search for vendors.

Informational Webinar and Drop Ins

Opportunities to connect with IACA staff for questions:

- Cultural Capital Planning Grant Webinar
 - Pre-registration required: [Friday, September 8, 2023, at 11:00am](#)
- A Drop-in session for interactive conversation on questions. No registration is required, to join click on the link at the meeting time:
 - [Friday, September 29, 2023, at 11:00am](#)

Process, Notification, Compliance, and Reports

Review Process

- When the application is created, the Salesforce platform will issue an application number that will be used in future communication regarding that application.
 - Applications which have been ruled ineligible or incomplete will not be reviewed.
 - Applications are reviewed based on the evaluation criteria (*see page 10*).
 - The final recommendations are presented to the IACA board for their consideration and approval.
 - A record of the review process is maintained for all reviewed applications; applicants are encouraged to call for review feedback after receiving decision notification.
-

Notification

All applicants will be notified of funding decisions once the IACA has reviewed and approved funding recommendations. Applicants approved for funding will receive, via email, instructions regarding requirements to accept and claim the grant (see Grant Acceptance section below). Once all grant agreement documentation has been returned via the IACA online grant system and all requirements met, including the completion, and filing of all previous Quarterly and Final Reports, the first installment of the grant will be processed, and the payment voucher will be sent to the office of the State Comptroller. The process of issuing payments can take up to six months once the payment voucher has been received by the State Comptroller. Additional installments will be sent to the State Comptroller following the completion of Quarterly reports and compliance verification.

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. If you have questions on the direct deposit, you will need to contact the Illinois Comptroller's office as IACA cannot answer questions on the direct deposit.

Compliance

Grant Acceptance

For awards to be processed all grant acceptance documents must be submitted to the IACA grants office. Grant acceptance is a multi-step process that requires uploads to the online grant system and email exchanges. It is the responsibility of the applicant to read all emails carefully and follow the instructions.

The documents to be submitted via the IACA online grant system include:

- W9
- Copies of letters submitted to legislators. 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 electronic copies of the letters to include with your grant acceptance materials.
- Legal Status Disclosure Certificate (LSDC) signed and dated by the authorizing official.
- Grant agreement signed and dated by the authorizing official.

Applicants will be sent the grant agreement and asked to upload a sign and scanned copy of the grant agreement, LSDC, a W9, and copies of the legislative letters to [IACA's online grant system](#).

Reports

Quarterly Reports

Recipients of Illinois Arts Council Agency grants of \$25,000 and above are required to complete and submit quarterly reports. Reports are to be submitted January 31st, April 30th, July 31st, and October 31st for the three-month period ending thirty days prior to those dates. Quarterly reports will include the completion of form fields, narrative, and financial reporting. Additional attachments will include contracts and proof of payments.

Final Reports

All grantees will be required to submit a final report via Salesforce at the completion of the capital planning project. Final reports will include the completion of form fields, narrative, and financial reporting. Additional attachments will include contracts and proof of payments not previously reported.

Contracts

Grantees will be required to submit copies of fully executed contracts with vendors or service providers pertaining to the Rebuild Illinois Planning Capital Grant.

The Copies of Contracts will need to be combined into a single pdf file and submitted with the quarterly or final report documentation.

Proof of Payments

Grantees will be required to submit proof of payments for all vendors or service providers pertaining to the Rebuild Illinois Planning Capital Grant.

Grantees need to provide proof of payment for 50% of project expenditures.

Note that additional proof of payments may be requested at any time.

Proof of Payment may be documented with:

- Receipts
- Lien Waiver
- Cancelled Checks
- Wire Transfer Documentation
- Electronic Payment Documentation

The Proof of Payments will need to be combined into a single pdf file and submitted with the quarterly or final report documentation.

Application Overview

IACA utilizes an [online grant system](#) to accept applications. The IACA Salesforce Rebuild Illinois Cultural Capital Planning Grants online 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, including a [user manual](#), please go to the [Using Salesforce](#) section of the IACA website.

New applicants will need to make a new account here: <https://arts-illinois.force.com/>.

If your organization has applied previously but has a new individual managing grants that individual must make a new user account here: <https://arts-illinois.force.com/>. Notify IACA staff when that is complete, and the new user will be assigned as the owner of the organizational account and past applications.

How to Apply

First:

- Verify eligibility including GATA prequalification (*see page 4*)
- Prepare all required attachments

Next:

- Log into [IACA online grant system](#)
- Review and update the Applicant Information tab – or add an applicant if applying for the first time
- 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

Application Components

1. Applicant Information

Under this tab, please create or update the entity applying for the grant.

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)
- 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:

- Rebuild – Cultural Capital Planning

If the user has multiple applicants set up, the system will prompt the selection of the applicant organization to move forward. The applicant for the Rebuild Illinois Cultural Capital Planning Grants must be an organization.

On this main section please provide:

- Applicant’s Website
- Acknowledgement that the Applicant Information tab is updated
- Notification Official Name
- Notification Official Title
- Notification Official Email
- Notification Official Phone
- Project Street Address (if known)
- Project City (if known)
- Project Zip +4 (if known)
- Do you own the property on which this capital planning project is taking place? (yes or no checkbox)
- Total Project Budget
- Grant Request Amount
- Brief Project Description (one sentence)

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.

3. Supporting Documents

The attachments to be uploaded are:

- Application Narrative
- Copy of Lease (if applicant is not the property owner)
- Owner Approval (if applicant is not the property owner)
- Budget – *use required template*
- Timeline
- Proof of cost
- Two years of financials
- Conflict of Interest Disclosure
- Mandatory Disclosure
- Additional Attachments (up to 3)

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.

- Clarity of project
- Impact of the proposed project to advance the applicant’s mission
- Community impact
- Ability of the applicant to carry out the project

Scoring

The following values are assigned to each numeric point:

5 points	Outstanding
4 points	Excellent
3 points	Good
2 points	Marginal
1 point	Poor

Priority will be given to applications:

- From rural or low-income communities
- With projects that would expand facility accessibility
- ALAANA led/serving applicants

For the purposes of this grant program the following definitions will be applied to the priority focus areas:

- Rural is defined as counties outside of at least one urbanized area of 50,000 or more population, plus adjacent territory that has a high degree of social and economic integration.
- Low-Income community is defined as any population census tract where the poverty rate for such tract is at least 20%.
- Accessibility projects focus on standards that guarantee facilities are safe and readily accessible to persons with disabilities.
- ALAANA is defined as African, Latinx, Asian, Arab, and Native American.

Application Attachments

Refer to the description for each of the following attachments:

1. Application Narrative
2. Copy of Lease (if applicant is not the property owner)
3. Owner Approval (if applicant is not the property owner)
4. Budget – *use required template*
5. Proof of cost
6. Two years of financials
7. Timeline
8. Conflict of Interest Disclosure
9. Mandatory Disclosure
10. Additional Attachments (up to 3)

Application Narrative

The Narrative is a required document for all applicants.

The Narrative must:

- Be limited to 4 pages
- 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. It is suggested to use the header/footer feature and page numbering tool in your word processor software.

Applicant Description

- Clearly state the organization's mission, goals, and primary population served
- Describe the current facilities utilized by the organization

Project Description

- Clearly state the capital planning work, the goals of the project, and why this is the next step in your facility planning process
- How the work being done will impact your mission, artists, and community
- Why is the project necessary and what is the expected benefit
- Identify who is doing the planning project and describe their qualifications

Community Support or Opposition

- Describe what support has come from your community for this project
- If there has been opposition to the project, please describe that in detail

Permits

- Describe what permits, if any, may be needed and the status of obtaining them

Measures & Standards

- Describe how the project will be evaluated
- Describe what success of the project will look like
- Describe how next steps for the capital project may be determined

Submit this document as a PDF file named: OrgName_Narrative

Copy of Lease

A copy of the organization's lease is required for applicants that do not own their property. A lease is not required if site selection is part of the planning project.

The copy of the lease must:

- Show a fully executed lease agreement for a minimum of 10 years

Submit this document as a PDF file named: OrgName_Lease

Owner Approval

Documentation showing the owner of the property or building approves of the capital planning project is required for applicants that do not own their property. Owners should also note preliminary approval of the intended capital project pending results of the planning work. Owner approval is not required if site selection is part of the planning project.

The owner approval document must be signed by the building owner.

Submit this document as a PDF file named: OrgName_Approval

Budget

The Budget is required for all applicants. Applicants must use [provided template](#) for this attachment.

The budget template details revenue and expense for the project.

Submit this document as an Excel file named: OrgName_Budget

Proof of Cost

Proof of cost is optional documentation showing the submitted budget is feasible for vendors and contractors.

Proof of Cost may be documented with:

- Written proposals or estimates
- Scope of Service statements
- Other written documentation

Submit this document as a PDF file named: OrgName_CostProof

Two years of financials

Financial documentation is required for all applicants. The two most recent years of financials must be uploaded as two separate files.

Proof of Cost may be documented with:

- 990's
- Audit Statements

Submit this document as a PDF file named: OrgName_FY_Financials

Timeline

The Timeline is a required document for all applicants. The timeline should include start and end dates, project milestones, and clear deliverables from contractors.

The Timeline must:

- Be limited to 4 pages
- 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.

Submit this document as a PDF file named: OrgName_Timeline

Conflict of Interest Disclosure

The Conflict of Interest Disclosure is required for all applicants. Applicants must use [provided template](#) for this attachment.

The Conflict of Interest Disclosure must:

- Be signed by the Authorizing Official
- Be saved as a pdf

Submit this document as a PDF file named: OrgName_COI

Mandatory Disclosure

The Mandatory Disclosure is required for all applicants. Applicants must use [provided template](#) for this attachment.

The Mandatory Disclosure must:

- Be signed by the Authorizing Official
- Be saved as a pdf

Submit this document as a PDF file named: OrgName_Disclosure

Additional Attachments

Additional attachments are optional opportunities to submit photographs, drawings or other documentation pertaining to the capital planning project. Applicants may submit up to three additional attachments.

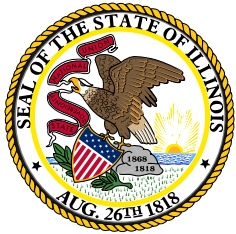
Additional Attachments should be uploaded into the Illinois online grant system in the following formats:

- Acceptable formats are: .pdf, .jpg, .jpeg, .png, .gif, .tif, .tiff, .bmp, .vsd OR
- A direct link to web-based promotional materials
- There is an optional description text field if space is needed to describe the file.

Submit this document as a PDF file named: OrgName_FILE DESCRIPTION

For general information contact:

Illinois Arts Council Agency
James R. Thompson Center
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.