

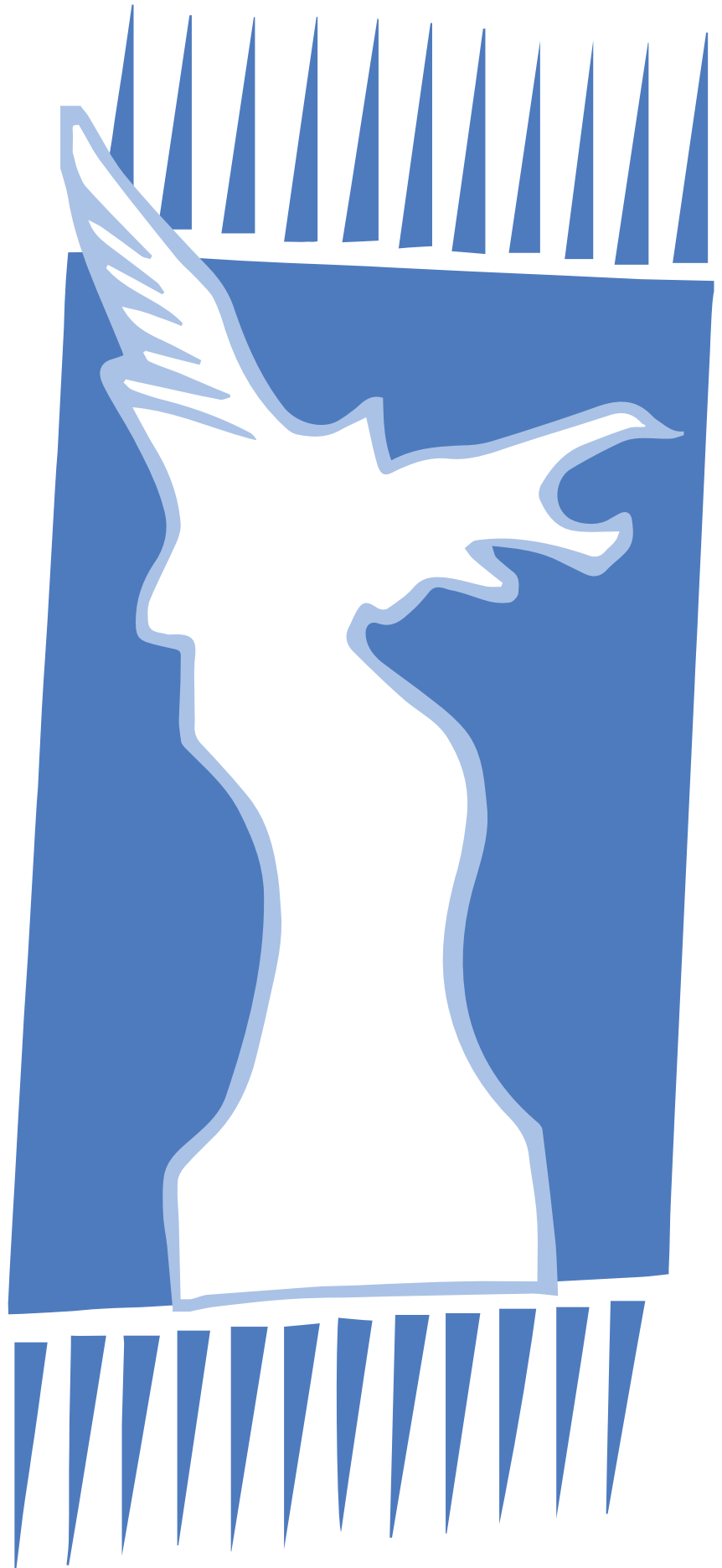
**State of Illinois**  
JB Pritzker, Governor

**Illinois Arts Council Agency**  
Shirley R. Madigan, Chairman  
Rhoda A. Pierce, Vice-Chairman  
Joshua Davis, Executive Director

# **StARTS: Short-term Artists Residency Program**

Guidelines  
Fiscal Year 2020  
Open Deadline

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



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## Program Contact

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For specific information on this program contact:

**Jerome Grand**  
Program Director  
Phone: +1 (312) 814-6766  
Email: [Jerome.Grand@illinois.gov](mailto:Jerome.Grand@illinois.gov)

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## Accessible Guidelines

To obtain assistance regarding applications and written materials, contact the agency's ADA/504 Access Coordinator:

Encarnación M. Teruel  
Phone: +1 (312) 814-6753  
TTY: +1 (888) 261-7957  
Email: [Encarnacion.Teruel@illinois.gov](mailto:Encarnacion.Teruel@illinois.gov)

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The Illinois Arts Council Agency logo and cover image are a stylized version of a cast bronze sculpture, *Hybrid Muse*, created by Illinois' renowned artist Richard Hunt.

# StARTS: Short-term Artists Residency Program

The Illinois Arts Council Agency's Arts-in-Education Short-Term Artists Residency program (StARTS) provides support to eligible Illinois not-for-profit organizations, schools, and school districts for short-term residencies focused on hands-on learning experiences conducted by Illinois artists, companies, or ensembles.

## Examples of programs:

- A public librarian engages a poet for six weeks to conduct a weekly writing workshop for senior adults that will culminate in a public reading of their work.
- A school teacher engages a visual artist to work daily with her third grade classroom for three weeks during their two hour science block on the study of the planetary system.
- A park district engages two theater artists to work for six weeks during the summer to present a play with community members with disabilities.

## Making the Project Accessible to All

According to state and federal law, every organization receiving public funding must ensure that it is in a position to provide accommodations when persons with disabilities make requests for services. Accessibility involves both the location (the facility) and the content (the activity or product) of the program. Thinking about accessibility issues, e.g., sign language interpreters, audio recordings of printed materials, audio-description describers 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 in the program. For further information and resources see the [Grantee Requirements](#) page on the IACA website.

## Deadline

This program has an open deadline. Applications must be received no less than 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, 2020.

## Grant Period

This program will support activities that occur before August 31, 2020.

## 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. a school, school district, park district, library, etc.) or institutions of higher education. Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.
- The artist, ensemble, or company selected to conduct the residency must be based in Illinois; individual artists must be Illinois residents; companies and ensembles must claim Illinois as their home base of operations with the majority of its members residing in Illinois.
- All required application materials must be submitted no less than eight weeks prior to the residency start date.

## Illinois Grant Accountability and Transparency Act <sup>NEW</sup>

- Before submitting an application through the Illinois Arts Council Agency's eGrant 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>).
- Refer to the [Grant Accountability and Transparency Act](#) page on the IACA website for specific details.

### **Project Requirements**

- Proposed residency project must meet an identified educational need and expand the artistic opportunities for the selected core group of learners.
- Proposed residency project requires a minimum of five hours, up to a maximum of thirty hours of artist contact time with the core group of learners.
- Minimum hourly wage for an individual residency artist is \$50 per contact hour. Artists may negotiate higher hourly fees. Companies and ensembles should negotiate fees appropriate for the art form and the number of artists participating, at no less than \$50 per contact hour.
- Residency artist must provide the residency site with a reasonable list of supplies, tools, equipment, and materials needed for the residency.
- Proposed residency must be documented in a manner that can be made available for public review/viewing.

### **Program Restrictions**

- Artists currently employed by the applicant/residency site in any capacity are not eligible to be the residency artist.
- Residency artists cannot be enrolled in any degree or certificate-granting programs.
- Funds cannot be requested for ongoing projects, workshops, or classes.
- Participants may not be charged for any activity related to the residency program.

### **Multiple Applications**

- Applicants may submit requests for up to two projects within the designated IACA funding period.
- Each residency project requires a separate application.
- Applications must involve different residency artists and different groups of learners.
- Priority will be given to the first application received and subsequent applications will be considered as IACA funding allows.

### **Request Amount**

Request amounts are calculated based on the information entered in the Budget form of the application. Minimum request amount is \$250 for any type of residency. Maximum total request amount is \$4,500 for any type of residency.

All applicants are eligible to request **75%** of the residency costs and may increase that percentage 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 will provide a professional development or teacher training session for residency staff and/or community members. This item must be listed as part of the artist contract.
- **Add 5%** if the artist's home-base is at least 100 miles from the residency site.

Additional percentages can be added up to, but not exceed, the \$4,500 request limit.

### **Cash Match Requirements**

The applicant must provide a cash match to cover the remaining portion of the residency costs from sources other than the state of Illinois, including the Illinois Arts Council Agency.

# Application Overview

The IACA utilizes [eGrant](#), an online application submission system. It consists of form field components and the uploading of required documents. Each component must be complete and submitted in the required format by the deadline. For complete Illinois eGrant instructions go to the [Using Illinois eGrant](#) section of the IACA website.

## How to Apply

- Read the IACA [Policies and Priorities](#) and the StARTS 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.
- Identify the core group of learners.
- Identify educational need and set goals to be achieved within the residency that are aligned with the applicant organization’s mission.
- Identify potential Illinois artists and contact them to discuss their availability, teaching requirements, fees, schedule of activities, etc.
- Once the artist is selected and the residency project has been designed, draft a letter of agreement with the artist.
- Negotiate a contract that includes the dates for the residency, schedule of activities, all fees, technical requirements, travel, etc.
- Identify an individual affiliated with the applicant organization/host residency site that will serve as the residency project supervisor and act as the liaison between the artist and host residency site.
- Complete the online [eGrant](#) application and upload the required attachments.
- Successfully submit the application to Illinois eGrant by the deadline.

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## Application Components

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### 1. Applicant Information

Under this tab provide contact information for applicant organization.

### 2. Project Description

Under this tab, provide:

- Name and contact information of artist, company, or ensemble contracted
- Proposed project dates

### 3. Budget

Under this tab provide:

- Percentage of Fee allowed for IACA Grant Request
- Residency costs amount
- IACA Grant Request amount
- Cash Match amount and source(s)

### 4. Attachments

Refer to the description for each of the following attachments:

- Narrative
- Schedule
- Artist Resume
- Residency Contract
- Proof of Illinois Not-for-profit Eligibility

### 5. Certification

Under this tab certify that the information provided is true, accurate, and complete.

### 6. Submit

Under this tab submit application to the [Illinois eGrant](#) system.

# Application Attachments

Refer to the description for each of the following attachments:

- Narrative (no more than 2 pages)
- Schedule (1 page)
- Artist Resume
- Residency Contract
- Proof of Illinois Not-for-profit Eligibility

## Formatting attachments

With the exception of 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

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## Narrative

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Address the following areas in no more than 2 pages.

### Applicant Information

Briefly describe the applicant organization, its mission, its arts-related programs, and the community it serves.

### Proposed Residency

Summarize the residency, its activities and location, and identify the educational need and goals. Discuss how the proposed residency will enhance the applicant organization's current programming. If applicable, describe any planned community events in relation to the residency.

### Core Group of Learners

Identify the core group of learners, its size, and why this group was selected. Indicate if the group has previously participated in an artist residency.

### Selected Artist

Identify the artist, ensemble or company and discuss the rationale for selection. Describe any plans to support the work of the artist during their residency (this could include providing an onsite space for them to work on their own during the residency, efforts to promote the artist's work in the community, etc.). Indicate if this is the artist's first residency with the organization.

### Evaluation

Discuss goals and target outcomes for core group of learners. Describe how goals and outcomes will be measured and the evaluation instruments to be used.

### Documentation

Describe how the residency will be documented (e.g. video/audio tape, journals, etc.) and how the documentation will be used in the future.

### Professional Development (if applicable)

Describe the professional development session goals, when it will take place and who will participate.

Submit this document as a PDF file and named:  
OrgName\_Narrative

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## Schedule

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On 1 page, provide a schedule for the entire residency with dates, times, and duration of each session of instruction by the artist with the core group of learners. If the residency is with an ensemble or company, indicate who of the group will be present for each session.

Include, as applicable, any dates and times of planned community events and professional development sessions.

Submit this document as a PDF file and named:  
OrgName\_Schedule

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## Artist Resume

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Upload the artist's resume or provide a link to the artist's website or other documents that list the artist's professional background.

Submit this document as a PDF file and named:  
OrgName\_Resume

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## Residency Contract

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Submit a copy of the signed contract between the applicant organization and the artist, company, or group. The contract must be signed by both parties and include:

- The dates and hours of activities for the residency
- Residency costs with itemization of the artist fee (hourly rate, agreed upon total residency hours) and other applicable costs such as travel or materials
- Other technical requirements and expectations such as fee payment schedule

The contract must reflect the total residency costs. It must show the total amount to be paid by the applicant organization to the artist, and, if applicable, other costs covered by the applicant organization.

A provision can be added to the contract stating that if the project is not funded by the Illinois Arts Council Agency the contract will be void.

Submit this document as a PDF file and named:  
OrgName\_Contract

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## Proof of Not-for-Profit Eligibility

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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 and named:  
OrgName\_NFP

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# Review Criteria and Process

## Evaluation Criteria

- Artistic quality and professionalism of the artist selected;
- Quality and appropriateness of activities planned;
- Clearly identified, consistent core group;
- Promotion of the project activities to the wider community; and
- Evidence of an effective plan to measure the impact of programming on the core group.

## 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 for review feedback after receiving funding notification. Funding recommendations are presented to the Executive Director and the IACA board of directors for approval



# Notification and Compliance

## Notification

Notification of funding will be sent approximately four weeks after IACA receipt of 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 a check to be issued by the State Comptroller.

## 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 participant-produced artwork or media from presentations as part of your final report.

## Final Report

All IACA grant recipients are required to complete and submit a final report by September 30, 2020. Notification and instructions for the final report will be sent to grantees in August. The Final Report will report on the activities that took place during the grant period specified in the Grant Agreement. Failure to submit a final report jeopardizes the receipt of future IACA funding.

## Crediting Requirements

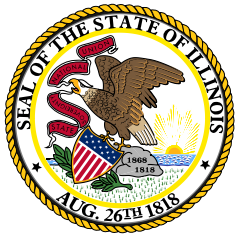
Grant recipients must credit the IACA in all promotional material and public notices in the following manner:  
**This program is partially supported by a grant from the Illinois Arts Council Agency.**



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

**For general information contact:**

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Chicago, IL 60601-3230  
Phone: +1 (312) 814-6750  
Toll-free in Illinois: +1 (800) 237-6994  
Email: [iac.info@illinois.gov](mailto:iac.info@illinois.gov)  
Web site: [www.arts.illinois.gov](http://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, transgender status, 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 or parental 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.