



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.

Evaluation Criteria:

- 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

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.

Accessibility:

- 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.**
- Thinking about accessibility issues (e.g., accessible websites, sign language interpreters, recordings of printed materials, audio-description descriptors, 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.

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

Attachments (PDFs):

- Narrative
- Contract
- Promotional Material (can be URL)
- Block-booking Information (if applicable)
- Proof of IL Not-for-Profit Eligibility

Application Requirements

Application Attachments

Refer to the description for each of the following attachments:

- Narrative (no more than 1 page)
- Contract
- Promotional Materials
- Project Schedule
- Block-booking information (if applicable)

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

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. If in person, describe how you will meet social distancing guidelines.

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 submitting a link, select the "Provide a link" button and enter a working URL.

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

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

The grants office will do the following:

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

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Legislative Letters

For any questions, please contact the Office of Advancement.



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