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INTRODUCTION

City of Chicago Department of Cultural Affairs

The Department of Cultural Affairs (DCA) coordinates cultural programming, policy and development for the City of Chicago and provides grants, resources, and services to the arts community citywide. DCA programs enhance Chicago's cultural environment by increasing the public's level of arts awareness and involvement, and by creating opportunities for artists and arts organizations. This is achieved through a variety of public programs and services that are organized, produced, and presented by the DCA at no charge. They include: cultural grants (funding for artists and arts organizations), art resource development (workshops and registries for artists, arts administrators, and students), public cultural activities (performing and visual arts programs and exhibits offered daily at the Cultural Center, Daley Plaza and Millennium Park and administration of the city's Percent-for-Art public art program.

Since 1979, the Cultural Grants program has continued to grow and develop with the arts community it serves. During this time, over \$33 million has been awarded to the city's artists, arts organizations, and cultural institutions.

CityArts Program

The CityArts Program is a triennial, multi-year grant program designed to assist the not-for-profit arts and cultural community of the City of Chicago. Since its inception in 1979, the CityArts Program has awarded over \$26 million to Chicago-based not-for-profit organizations.

CityArts I and II grants encourage the attainment of artistic excellence and financial stability through the development of arts programming and services. CityArts I and II funds are available for general operating support to arts organizations and cultural institutions, and for project support of arts programming for social service agencies. Priority is given to organizations whose projects benefit low-income communities, serve neighborhoods which generally lack arts programming, or that meet the need of special audiences such as youth, senior citizens or the persons with disabilities.

CityArts III and IV grants provide financial assistance to mid-size and major arts organizations and cultural institutions. Priority is given to organizations whose projects increase the accessibility of cultural activities for diverse and underserved populations and/or advance Chicago as a center for tourism through the local presentation of world-class arts and cultural activities.

DCA Programs and Other Resources

Community Arts Assistance Program (CAAP)

(312) 744-8937

Annual technical assistance grant program for new, emerging and mid-career artists, and emerging arts organizations.

Applications will be available in November 2009.

Chicago Artist Resource (CAR) www.chicagoartistsresource.org

CAR is a website for Chicago artists to find resources, services and opportunities related to all aspects of their professional practice, and a promotional tool for local arts organizations that provide services to artists.

Arts and Business Council of Chicago www.artsbiz-chicago.org

(312) 372-1876

The Arts & Business Council of Chicago builds dynamic partnerships between the arts and business that enhance the management capacity of arts organizations and facilitate business participation in the arts.

Lawyers for the Creative Arts www.law-arts.org

(312) 649-4111

Assists organizations in registering as a not-for-profit, obtaining 501(c)(3) tax-exemption, and other legal issues. Assists organizations in registering as a not-for-profit corporation, obtaining 501(c)(3) tax-exemption, and other legal issues.

ILLINOIS CULTURAL DATA PROJECT

Beginning this year, DCA is engaging in a new partnership with the Illinois Cultural Data Project (Illinois CDP). The first management tool of its kind, the Illinois CDP is a state-wide, collaborative effort of public and private funders and advocacy agencies throughout Illinois, and consists of an online system for collecting and standardizing historical financial and organizational data. You will use the information you enter into the Data Profile for your application to DCA, as well as to other participating funders throughout the state.



The Illinois CDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in Illinois, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

Illinois CDP Requirements for CityArts Applicants

DCA, along with other funders in Illinois, will participate in the Illinois Cultural Data Project by incorporating the funder reports generated by the CDP as part of their application processes. Over the next two years, the Illinois CDP will be phased into the CityArts Application, Multi-Year Request and Final Report process.

All applicants to CityArts are strongly encouraged to participate in the Illinois Cultural Data Project as part of the 2010 • 2011 • 2012 Application. Participants in the Illinois Cultural Data Project will not need to complete pages 24 or 25 of the Fiscal Accountability section of this application. They will instead replace these pages with the two-page CDP Funder Report for CityArts.

Any applicant receiving funding for CityArts in the first year (2010) will be required to participate in the Illinois Cultural Data Project to be eligible for funding for the following two years (2011 and 2012). The Illinois CDP Funder Report for CityArts will be REQUIRED as part of the Multi-Year Request and Final Report.

Instructions for the use of the Illinois CDP

- 1) Go to <http://www.ilculturaldata.org> and click on “New User Registration”
- 2) **Create new Data Profile.** Complete a Data Profile for each of the TWO most recently completed fiscal years; start with the earliest year.
- 3) **For instructions on completing a Data Profile,** go to: <http://www.ilculturaldata.org/orientation.aspx>
- 4) **Once the Data Profile is submitted, click on the Funders Report link next to the Data Profile.** Click on the report for CityArts and print.
- 5) **Review your Funder Report;** if you need to make changes, call the Help Desk.
- 6) **Replace pgs 24 & 25 of the CityArts Application with the two page CDP Funder Report for CityArts**

Please Note: As part of the effort to ensure the accuracy of your data, throughout the year the Illinois CDP Help Desk will review each of your submitted Data Profile(s) and contact you with suggested revisions. It is your responsibility to respond to the Help Desk and to make any necessary changes to the submitted Cultural Data Profile(s). This process will not interfere with your ability to run Funder Reports and apply for grants.

Online training for the Illinois CDP is available here: <http://www.ilculturaldata.org/training.aspx>.

Please direct questions concerning the Cultural Data Profile to the Illinois CDP Help Desk:

Toll Free: 1-866-99-ILCDP (1-866-994-5237)

Email: help@ilculturaldata.org

The Illinois CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm CST.

GUIDELINES

Please read all guidelines thoroughly.

Application Deadline: Monday, August 17, 2009, 5:00 PM

Grant Request: Arts & Culture applicants apply for General Operating Support at one of four (4) different program levels.

Social Service applicants apply as CityArts I for Project Support restricted to the arts programming of the agency's activities.

Application Assistance Workshops

It is **strongly recommended** that all applicants, regardless of previous funding in the CityArts Program, attend an Application Assistance Workshop. Pertinent information and instructions will be given at the workshops regarding this application.



The Illinois CDP will host two training sessions immediately before CityArts Application Assistance workshops. On these dates, you may choose to participate in both trainings. These joint workshops are listed below with an asterisk (*). For a complete listing of Illinois CDP training sessions, visit <http://www.ilculturaldata.org>.

For special assistance considerations such as a sign language interpreter or Braille translation, please contact Cultural Grants staff at 312-744-8937 at least two weeks prior to the meeting date. The Chicago Cultural Center is wheelchair accessible at the Randolph Street entrance.

Application assistance priority is reserved for those who attend a workshop. **No RSVP is necessary for CityArts workshops.** For questions after the workshops, contact Cultural Grants staff at (312) 744-8937.

2009 Workshop Dates

Tuesday, July 7, 2009, 4:00 – 6:00

Hyde Park Art Center

5020 S. Cornell Avenue

(p) 773.324.5520 www.hydeparkart.org

Thursday, July 9, 2009, 4:00 – 6:00

Victory Gardens Theater

2433 North Lincoln Avenue

(p) 773.549.5788 www.victorygardens.org

Monday, July 13, 2009, 1:00 – 3:00

Chicago Cultural Center

5th Floor, Garland Room, 78 East Washington Street

(p) 312.744.8937 www.cityofchicago.org/CulturalGrants

**Illinois CDP training session 10:00 – 12:00*

Tuesday, July 14, 2009, 5:00 – 7:00

National Museum of Mexican Art

1852 West 19th Street

(p) 312.738.1503 www.nationalmuseumofmexicanart.org

**Illinois CDP training session 3:00 – 5:00*

Tuesday, July 21, 2009, 10:00 – 12:00

Old Town School of Folk Music, Lincoln Square

4544 North Lincoln Avenue

(p) 773.728.6000 www.oldtownschool.org

Thursday, July 23, 2009, 4:00 – 6:00

South Shore Cultural Center

7059 S South Shore Dr

(p) 773.256.0149 www.chicagoparkdistrict.com

Monday, July 27, 2009, 3:00 – 5:00

Garfield Park Conservatory

Community Room

300 North Central Park Avenue

(p) 312.746.5100 www.garfield-conservatory.org

Tuesday, August 4, 2009 4:00 – 6:00

Chicago Cultural Center

5th Floor Garland Room, 78 East Washington Street

(p) 312.744.8937 www.cityofchicago.org/CulturalGrants

**Please RSVP for Illinois CDP Training Sessions at <http://www.ilculturaldata.org>. No RSVP is necessary for CityArts Application Assistance Workshops*

GUIDELINES

Who We Fund

Not-for-profit arts organizations, cultural institutions, and social service agencies that, **prior to the application deadline**, are/have:

- Incorporated in the State of Illinois as a not-for-profit corporation for at least twelve (12) months;
- Obtained 501(c)(3) status from the Department of Treasury, Internal Revenue Service;
- A resident company of the City of Chicago, with a valid Chicago street address, **(P.O. Boxes are not accepted)**;
- Primarily serving the residents of the City of Chicago **(51% of the organization’s programming must take place in Chicago with the intent to reach Chicago residents)**;
- Planning activities, including public programming, for the upcoming grant year.

What We Fund

Arts and Culture Organizations

General Operating Support for artistic, administrative and program activities including expenses such as salaries, marketing, insurance, supplies, professional services, fees and training incurred in programming.

Apply to the program level appropriate to your organization’s Adjusted Income for the most recently completed fiscal year. Adjusted Income is the level of Total Income minus Government Contributions (city, state, and federal grants). See “Adjusted Income” and “Government Contributions,” page 12. This number may also be found on your Illinois CDP Funder Report for CityArts.

Line Item 14 of the “Fiscal Accountability” section on page 24 tells you how to calculate Adjusted Income:

If Adjusted Income (Line 14, pg. 24) is:	Apply As:	Request:
\$150,000 and under	CityArts I	\$4,000
\$150,000 - \$500,000	CityArts II	\$6,000
\$500,000 - \$2,000,000	CityArts III	\$8,000
\$2,000,000 and up	CityArts IV	\$10,000

Social Service Organizations

Project Support is restricted to the arts programming within an agency’s arts component activities. All Social Service applicants apply at the **same level**, regardless of income:

All Social Service:	Apply As:	Request:
Regardless of income	CityArts I	\$3,000

GUIDELINES

How We Fund

CityArts is a triennial multi-year grant program. Applicants awarded grants in year one (2010) are eligible to receive grants for two more consecutive years (2011 and 2012). A full application is not required for the second or third year awards, but subsequent awards require a Multi-Year Request and Final Report for each year, in addition to programming and organizational evaluations by Cultural Grants staff. **Approval for future payments is also contingent upon applicants meeting all previous years' reporting requirements and other related requests.**

The rank and placement in year one will be applied to available funds in years two and three. Funding for years two and three is contingent upon available resources in the CityArts budget. The amount received in year one is not guaranteed for years two and three. DCA recognizes the importance of sound management practices; therefore, an operating surplus in one fiscal year will not automatically result in a grant award reduction in succeeding years.

What We Do Not Fund

- Individuals
- Unincorporated organizations
- For-profit corporations/organizations without 501(c)(3) status
- Consortiums
- Public agencies (federal, state, municipal), hospitals, primary and secondary schools, colleges, universities, and religious institutions
- Previous grantees who have not fulfilled the terms of previous grant agreements
- Organizations applying through a fiscal agent
- Organizations submitting more than one application per year to CityArts
- Organizations not planning activities, including public programming, during the grant year
- Organizations that develop, produce, and/or distribute media or publicity for information or training in services not directly arts related
- Applications that are incomplete
- Applications that are received after the established deadlines
- Fundraising activities only
- Capital improvements, purchase of property or real estate, and retirement of accumulated deficits
- Expenses unrelated to organizational mission or activities intended only for an organization's membership
- Films, tapes, performances or printed media which are produced or distributed to provide information or training in services and careers not specifically related to the arts
- Unrelated business income tax expense

GUIDELINES

General Instructions

Please the **incorporated name** of the organization.

Applicants must provide a Chicago street address. P.O. boxes will not be accepted.

Application must be submitted on the electronic version of this form, downloadable at www.cityofchicago.org/CulturalGrants. If you have trouble downloading the E-form, please contact Cultural Grants staff at (312) 744-8937 for assistance or to request a hard copy or disk of the form.

Original signatures must be included on the "Statement of Assurances," page 29, in Original Set.

Copies of the application and attached materials will not be returned. **Retain a copy for your files.**

Budget Instructions

Use the following guidelines to complete the line items on page 15 (or 21 for Social Service applicants), 24, 25 and the narrative section on 26 and 27.

All applicants must use audited figures from the most recently completed fiscal year on pages 24 and 25. Applicants participating in the Illinois Cultural Data Project will not complete pages 24 and 25 of the application. Instead, they will replace these pages with the two-page Illinois CDP Funder Report for CityArts.

Applicants should list in-kind contributions in the Income and Expense sections on both pages 24 and 25, and provide a list of these contributions/expenses on page 26 Fiscal Accountability Narrative.

Arts & Culture applicants submit the Annual Operating Budget for the most recently completed fiscal year Fiscal Year. **Museum** applicants include Chicago Park District allocations for line item 10, "City Grants," if applicable.

Social Service applicants must submit the total Arts Programming Budget for the most recently completed Fiscal Year.

Calculating Percentages

This application requests several ratio calculations to present a quick and accurate financial picture. Each ratio line lists the items to use in the calculation. Refer to the example below to complete any section in the application that indicates "Percentages."

1) Line Item A requests the following:

Earned Income (B) ÷ Total Income (C)	%
--------------------------------------	---

2) According to your calculations:

Line Item B = \$5,000

Line Item C = \$10,000

3) $\$5,000 (B) \div \$10,000 (C) = 0.5 = 50/100 = 50\%$

4) Drop the decimal place and enter 50 as the answer for Line Item A

GUIDELINES

Financial Statements

All applicants are required to submit one of the following types of financial statements.

CityArts I Applicants

Arts & Culture applicants in this category should submit an audited statement of the most recently completed fiscal year, and a statement of activities for the current fiscal year, if available.

Arts & Culture applicants in this category without an audit must submit a Federal Form 990/990EZ or State Form AG990/AG990-IL for the most recently completed fiscal year, if gross receipts were \$25,000 or more.

Social Service applicants must submit an audited statement of the most recently completed fiscal year. The statement must distinguish the arts programming income and expense in the total agency budget. If the audit does not break out the arts programming, applicant must provide an audited income/expense statement for arts programming for the last fiscal year.

CityArts II, III, and IV Applicants

All applicants in this category must submit an audited statement of the most recently completed fiscal year. Audited statements must be prepared by an independent accountant not affiliated with the applicant and must be a complete bound copy.

Liability Insurance

All organizations receiving CityArts funds are required to carry general liability insurance with a minimum limit of \$500,000 for twelve months (January 1 - December 31) of the grant year. Coverage extensions must include contractual liability and name the City of Chicago as an additional insured without recourse or right of contribution for any liability arising out of the grant agreement.

All organizations receiving CityArts funds are required to maintain and submit Certificates of Insurance that show coverage for the entire grant period (January 1 - December 31). A copy of the Certificate of Insurance must be submitted to DCA prior to the release of the grant award. Current Certificates of Insurance will be required for each year the grant is awarded.

Please note: There will be no exceptions to this policy.

Regardless of insurance requirements or individually held policies, grantees agree to indemnify and hold the City of Chicago harmless of any liability damages related to the fulfillment of the grant agreement.

Grant funds may be used to offset insurance costs.

PROGRAM CALENDAR

This schedule of CityArts application review, grant allocation, and award distribution is subject to revision. Applicants requesting funds should plan for adequate cash flow between January and June in the event that payment of the grant is delayed.

Application Review

Monday August 17, 2009, 5:00 PM

Application deadline

August - September 2009

Staff reviews applications for completeness and eligibility

October - November 2009

Panelists review applications and offer recommendations based on established criteria

December 2009

The Mayor and City Council pass the 2010 city budget

January 2010

Recommendations are submitted to the DCA Commissioner for final approval

February - March 2010

Applicants are notified by mail regarding application results

Due to the volume of applications, phone calls or e-mails regarding allocations are not accepted prior to notification by letter.

Disbursement of Funds and Reporting Requirements

Following the announcement of an award, grantees:

- 1) Attend the Grant Orientation Meeting (mandatory for first-time grantees)
- 2) Complete and return the Award Claim Forms (each year)
- 3) Receive 100% payment after the Award Claim Forms have been processed (each year)
- 4) Maintain financial records and make them available to Cultural Grants staff upon request (each year)
- 5) Submit a Multi-Year Request by August 15th (prior to years two and three)
- 6) Submit a Final Report by December 1st of the grant year (each year)

If an award is made in a subsequent year, funds will be withheld for a limited period of time until all reporting requirements are met. Funds are subject to full forfeiture unless reporting requirements are met according to Cultural Grants requirements.

REVIEW CRITERIA

CityArts applications are evaluated by peer review panels composed of artists, arts administrators, arts advocates, and educators in all disciplines representing a broad range of the community.

CityArts panels evaluate grant applications according to the criteria listed below. Refer to the criteria when completing the corresponding section of the application. Proposals are not expected to satisfy each aspect of the criteria equally, but should address all criteria as completely as possible within the framework of the applicant's mission and goals.

Artistic Merit (40 Points)

- Effectiveness of programming
- Artistic or curatorial practice, service, philosophy expressed with clarity and purpose
- Activities are artistically or culturally unique
- Activities encourage the development of Chicago artists and/or youth
- Qualifications of personnel as indicated in application narrative and personnel biographies
- Organization is conscientious about evaluating programming impact
- Arts Service: Programs clearly provide unique service to Chicago artists and arts organizations
- Arts Education: Activities involve artists with students and/or teachers in a curriculum which meets state educational goals
- Venues/Presenting Organizations: Showcased or self-produced arts programming is of high artistic quality and reflects the diversity of Chicago residents

Social Merit (20 Points)

- Activities address social issues of contemporary significance
- Activities stimulate and involve cross-cultural exchange
- Activities provide arts or cultural education opportunities to Chicago youth
- Activities serve a special constituency that generally lacks arts or cultural opportunities
- Activities demonstrate commitment to community service
- Venues/Presenting Organizations: Venue provides free or low-cost space and/or services for artists/arts organizations to rehearse, perform or showcase their art form

Organizational Development (15 Points)

- Organization demonstrates ability to organize, implement, and successfully complete programming plans
- Organization demonstrates priority for paying artists and/or staff
- Organization demonstrates planning for an active Board of Directors
- Organization demonstrates main business operations and majority of programs are in the City of Chicago
- Organization demonstrates commitment to effective organizational development and change

Fiscal Accountability (15 Points)

- Budgets for organization or project are realistic
- Organization shows effectiveness in fundraising from the private sector
- Organization demonstrates a significant percentage of earned income
- Organization has realistic plan for retiring any accumulated deficits
- Organization clearly explains and describes plans to retire deficit shown on application or financial statements using Additional Space on page 27

Application Quality (10 Points)

- Overall quality and completeness of application, copies, and support documentation

GLOSSARY-DISCIPLINES

Cultural Grants staff is available to assist applicants with questions about these terms. Refer to the definitions on these two pages before beginning the application.

Arts Service	Trade associations for specific arts disciplines that provide general management support, resource networks, and philanthropic advocacy or not-for-profit businesses providing management services to not-for-profit arts and cultural organizations; Arts Service is considered an Arts and Culture applicant
Dance	Includes, but is not limited to, ballet, modern, experimental, jazz, culturally specific forms, and/or dance instruction
Literature	Includes, but is not limited to, publication, distribution, or public reading of creative literature
Media	Includes, but is not limited to, production, distribution, or screening/broadcasting of film, video, photographic, or audio work
Multi-Arts	Includes, but is not limited to, sponsoring or producing events in more than one discipline that include, but are not limited to, performance or time-art forms (example: installation with performance or a series of events presented in more than one discipline)
Museum	Includes, but is not limited to, significant permanent collections, rotating exhibitions, and committed outreach programming in areas of artistic, historical, or scientific interest; Museums are considered Arts and Culture applicants
Music	Includes, but is not limited to, production of or training in opera, vocal ensembles, orchestras, chamber music, jazz, blues, gospel, contemporary, concert and wind ensembles, and world music
Social Service	Non-arts organizations with arts activity as an aspect of their agency programming; Organizations that identify their primary mission as social service, directly serve a special constituency (i.e., low-income population, people with disabilities, etc.), and do not identify art as the primary agency mission
Theater	Includes, but is not limited to, all forms of professional theater productions and organizations, script and production development projects
Visual Arts	Includes, but is not limited to, galleries, alternative spaces, art centers sponsoring or producing rotating exhibitions that involve, but are not limited to, visual arts in two or three dimensions (for example: installation without performance or new genre presentation)

GLOSSARY-TERMS

Adjusted Income	Total Income minus Government Contributions, used to determine CityArts Program Level of Arts and Culture applicants
Artistic Statement	The artistic vision of the organization; why an organization has chosen its particular mission, focusing on a discussion of motivating principles
Chicago Based	Events held within the City of Chicago intended to reach Chicago residence
Culturally Specific	Of or belonging to a group within a social system that claims or is accorded distinction on the basis of variable religious, linguistic or ancestral characteristics
Earned Income – Non-program	Income that is not generated by the organization’s programming activities, i.e., gift shop/merchandise sales, concession revenue, rental income, advertising revenue
Earned Income – Program	Income generated by the organization’s programming activities, i.e., admissions, Ticket sales, tuitions, touring fees, membership dues/fees, subscriptions, sponsorship revenue
Fundraising Staff	Salaried employees whose primary responsibility is to raise funds for the organization
General & Administrative Staff	Employees in management, marketing, finance, support staff, etc.
Government Contributions	Municipal, state and federal grants
In-Kind	The value of goods or services donated in volunteer staff time or by vendors at no cash expense to the organization
Investment/Endowment Income	The portion of an organization's income that is derived from its investments, including interest and dividends on stocks and bonds. Includes Endowment Earnings.
Net Assets Released from Restrictions	Restricted funds which were released during the year into unrestricted funds, either as a result of the expiration of a time restriction or satisfaction of a program restriction
Organizational Mission	What an organization does and for whom; includes a brief description of the organization similar to the mission statement in the Articles of Incorporation.
Outreach	Service for an underserved population, from either mainstream or special constituency communities, which has limited access to arts or cultural activities and which fulfills at least one of the aspects that defines Social Merit (See p. 10)
Private Contributions	Corporate grants, foundation grants, and individual gifts
Professional Fees	Artist commission fees, fees and honoraria paid to fundraising professionals, and other professional fee, including accounting, advertising and marketing, internet and website, legal fees, etc.
Program	A single or series of performances, classes, workshops, exhibitions, publications or public readings
Program Staff – Artistic	Performers, directors, designers, curators, writers, composers, arts educators, etc.
Program Staff – Other	Exhibition installers, set, light or costume designers, sound technicians, videographers, etc.
Salaries and Fringe	Salaries, commissions, payroll taxes, health benefits, disability, workers’ Compensation, pension and retirement, other benefits provided for an organization’s staff

REQUIRED MATERIALS

- All applications (original and copies) must be collated properly – Please see below for illustrated collating instructions.
- Code all documents in the upper right corner using corresponding letters below (A, B, C, D, E, F, G, H, I, J)
- **Paperclip original application, staple copies**, no folders, binders, report covers

SUBMIT ONE (1) ORIGINAL SET and TEN (10) COPIES

A) Application Pages**

Arts & Culture: **Original Set:** pages 15-19, 24-32 (signatures on pg. 29); **10 Copies:** pages 15-19, 24-28
 Social Service: **Original Set:** pages 21-32 (signatures on pg. 29), **10 Copies:** pages 21-28



**Illinois CDP Participants see special instructions for CityArts Funder Report on pages 24 and 25

B) Current Budget *Original Set + 10 copies*

Arts & Culture: One (1) approved Total Operating Budget for current fiscal year
 Social Service: One (1) approved Arts Programming Budget for current fiscal year

C) Proof of Not-for-Profit Status and 501(c)(3) Status *Original Set only*

Most recent C54-14 Annual Report filed with the Secretary of State; For applicants incorporated prior to 1943: a current certificate of good standing from the Secretary of State or a copy of enabling legislation. Submit letter from the Department of Treasury, Internal Revenue Service, designating organization as a tax-exempt institution.

D) Financial Statements *Original Set only*

Two (2) sets of the financial information required for your program level and discipline. See “*Financial Statements*,” page 8

E) Personnel Biographies *Original Set + 10 copies*

One page (two-sided) containing brief paragraph descriptions of key personnel that include job title, status (full or part time/volunteer), duties, training, and credentials

F) Board of Directors List *Original Set + 10 copies*

Current list including professional affiliations (i.e., place of employment and job title)

G) Funders List *Original Set + 10 copies*

List of government, corporate, and foundation donors with grant amounts for current fiscal year

H) Artistic Support Documentation *Original Set only****

Artistic materials appropriate to your organization and discipline. Artistic support documentation cannot be more than two years old. Music organizations must submit an audio or video recording. See “*Support Documentation*,” page 28

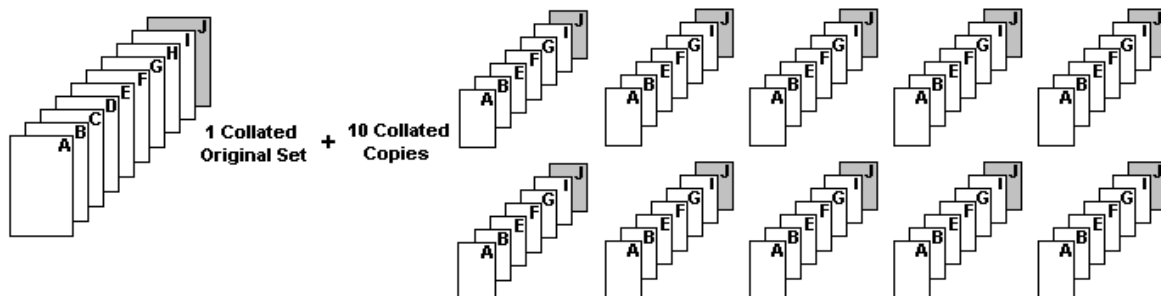
*** Applicants submitting printed Artistic Support (i.e., manuscripts, poems, etc.) should include it in the *Original Set + 10 copies*

I) Supplementary Documentation *Original Set + 10 copies*

Printed materials appropriate to your organization and discipline. Printed supplementary documentation can include critical reviews, letters of support, promotional materials, public relations materials, etc. Current CityArts grantees must include at least one sample which credits the support of the Department of Cultural Affairs.

J) Arts Curriculum/Programming (if applicable) *Original Set + 10 copies*

Social Service and Arts Education applicants only. A copy of Arts Curriculum or schedule of arts programming activities



GENERAL INSTRUCTIONS

Please follow these instructions for submitting the Application and return of Artistic Support Documentation.

- Only one application per organization will be accepted.
- Application must be submitted on the E-form downloadable at www.cityofchicago.org/CulturalGrants/. Contact grants staff for hard copy or disk of the application at (312) 744-8937.
- Written ink signatures must be included on page 25, "**Statement of Assurances**" in Original Set.

DELIVERY REQUIREMENTS

- Mailed applications must be postmarked by the U.S. Post Office no later than **Monday, August 17, 2009**.
- Hand delivered applications must arrive before **5:00 PM, Monday, August 17, 2009**.
- Please submit entire application (original and copies) in one single envelope package.
- Applicants must provide a Chicago street address. **P.O. Boxes will not be accepted.**

*Please address your
application
package as shown:*

YOUR NAME Address City, State, Zip Department of Cultural Affairs CULTURAL GRANTS 78 E. Washington St., 4th FL Chicago, Illinois 60602 CityArts Application

SUPPORT DOCUMENTATION RETURN POLICY

- Copies of the application, and printed materials such as brochures, critical reviews, letters of support, and literary samples **will not be returned**. Please retain copies for your files.
- Cultural Grants staff will make every effort to protect artistic support documentation; however, staff is not liable for any damage or loss that may occur.

IF YOU WOULD LIKE YOUR ARTISTIC SUPPORT DOCUMENTATION RETURNED:

1. Enclose a self-addressed envelope with sufficient postage and protective packaging,

OR

2. Artistic support documentation will be ready for return on designated pick-up days. Applicants will be notified by mail following panel review.

*Note: Due to lack of storage space, support materials will be discarded if unclaimed after **March 31, 2010**.*

**2010 • 2011 • 2012 CITYARTS
ARTS & CULTURE APPLICATION**

DEADLINE: August 17, 2009, 5:00 PM

ALL PAGES MUST BE TYPED

Organization		New Applicant (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No
_____ Name	_____ (Area Code) Telephone	_____ FEIN
_____ Street Address (no PO Boxes)	Chicago, IL 606_____ ZIP+4	_____ (Area Code) Fax
_____ Email Address	_____ Web Address	_____ Date of not-for-profit incorporation
_____ Contact Person	_____ Title	_____ Chief Staff Officer

Program Level/Grant Request: (check one) I \$4,000 II \$6,000 III \$8,000 IV \$10,000

Discipline: (check one) Arts Service Dance Literature Media Multi-Arts
 Museum Music Social Service Theater Visual Arts

Current Funders (non-individuals)		Government (IAC, NEA, etc)	Private (corporate, foundation, etc)
YEAR	AMOUNT	FUNDER NAME	FUNDER NAME
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		

Summary Information	Last Fiscal Year	Current Fiscal Year	Next Fiscal Year
Programming			
Total Public Programs			
Subtotal Chicago Public Programs			
Attendance Chicago Public Programs			
Total Chicago Outreach Programs			
Attendance Chicago Outreach Programs			
Finance			
Total Income			
Total Expense			
Surplus/<Deficit>	\$	\$	\$

1) Briefly state the organizational mission.

See "Organizational Mission," page 12.

2) Discuss the organization's artistic statement/vision. Explain why the organization has chosen its mission and what benefits it hopes to share through its work. *See "Artistic Statement," page 12.*

ARTISTIC MERIT NARRATIVE

Arts & Culture

- 3) List at least three (3) Chicago-based programs planned for the upcoming grant year. Give sites, dates, and description of events.

See "Program," page 12.

- 4) A. List at least three (3) Chicago-based programs held in the last year. Give sites, dates, and descriptions.
B. Evaluate the overall successes and shortcomings of these activities.

SOCIAL MERIT NARRATIVE

1) **A. List at least three (3) Chicago-based outreach programs planned for the upcoming grant year. Give sites, dates, and audiences.**

B. Describe the themes or educational content of these activities.

See "Outreach," page 12.

2) **A. List at least three (3) Chicago-based outreach programs held in the last year. Give sites, dates, and audiences.**

B. Discuss the effectiveness of these activities.

ORGANIZATIONAL DEVELOPMENT NARRATIVE Arts & Culture

Current Fiscal Year	# of Paid Full Time	# of Paid Part Time	# of Volunteer
Board of Directors	N/A	N/A	
Administrative Personnel			
Artistic Personnel			
Technical Personnel			

- 1) **How often does the full Board of Directors meet?** _____ **List the Board’s major responsibilities. Discuss board performance.**

- 2) **Describe any growth or initiatives that have taken place in the last three years to stabilize operations.**

- 3) **Describe any growth or initiatives that have taken place in the last three years to increase revenue.**

- 4) **Identify any managerial areas which should be improved and describe the process by which these changes are approved and implemented.**

- 5) **Does your organization have an accumulated deficit?** _____ **If yes, what is being done to retire the deficit?**
If necessary use additional space on p.27.

Arts & Culture Application continues on page 24

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**2010 • 2011 • 2012 CITYARTS
SOCIAL SERVICE APPLICATION**

DEADLINE: August 17, 2009, 5:00 PM

ALL PAGES MUST BE TYPED

Organization		New Applicant (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No	
_____	_____	_____	_____
Name	(Area Code) Telephone	FEIN	
_____	Chicago, IL 606_____	_____	_____
Street Address (No PO Boxes)	ZIP+4	(Area Code) Fax	
_____	_____	_____	_____
Email Address	Web Address	Date of not-for-profit incorporation	
_____	_____	_____	_____
Contact Person	Title	Chief Staff Officer	

Program Level/Grant Request: (check one) I \$3,000 (Social Service Only)

Brief Description of Arts Programming: _____

Current Funders (Arts Programming Only)		Government (IAC, NEA, etc)	Private (corporate, foundation, etc)
YEAR	AMOUNT	FUNDER NAME	FUNDER NAME
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		

Summary Information	Last Fiscal Year	Current Fiscal Year	Next Fiscal Year
Programming			
Total Public Arts Programs			
Subtotal Chicago Public Arts Programs			
Attendance Chicago Public Arts Programs			
Total Chicago Arts Outreach Programs			
Attendance Chicago Arts Outreach Programs			
Arts Program Financial Information			
Total Income			
Total Expense			
Surplus/<Deficit>	\$	\$	\$

ARTISTIC MERIT NARRATIVE

Social Service

1) Briefly state the organizational mission.

See "Organizational Mission," page 12.

2) Describe the arts programming for which funding is requested. Give sites, dates, and audiences. Attach schedule of arts programming activities as support documentation.

3) Describe the qualifications of the person(s) who will direct the arts programming and their ability to supervise arts projects. List artists in the Personnel Biographies, if applicable.

SOCIAL MERIT NARRATIVE

Social Service

4) List at least three (3) Chicago-based arts programming activities held in the last year. Describe the artistic and social impact of these activities.

See "Program," page 12.

ORGANIZATIONAL DEVELOPMENT NARRATIVE

Social Service

Current Fiscal Year	# of Paid Full Time	# of Paid Part Time	# of Volunteer
Board of Directors	N/A	N/A	
Administrative Personnel			
Artistic Personnel			
Technical Personnel			

1) Describe the organization’s structure and the role of arts programming in its mission. Explain what benefits the agency hopes to impart through arts activities.

2) Describe how funding for the arts programming is determined.

3) Describe how the organization promotes its arts programming to its intended audience.

4) How often does the full Board of Directors meet?: _____

Describe how the board is involved in artistic and arts budgeting decisions.

5) Does your organization have an accumulated deficit? _____

If yes, what is being done to retire the deficit?

Social Service Application continues on page 24

FISCAL ACCOUNTABILITY

ALL APPLICANTS



Applicants participating in the Illinois Cultural Data Project DO NOT COMPLETE THIS PAGE. Instead, replace this page with page one of your Illinois CDP Funder Report for CityArts

Arts & Culture applicants list the Total Operating Budget for last fiscal year (see page 7). **Social Service** applicants list the Arts Programming Budget for last fiscal year (see page 7). **All figures should reflect UNRESTRICTED INCOME**

All Applicants

MONTH / DAY

Fiscal Year Ends (Last day of last month)	
-------------------------------------------	--

Income	Most Recently Completed FY _____
Earned Income	
1) Program Income	
2) Non-program Income	
A) Subtotal Earned Income (1+2)	\$
Investment/Endowment Income	
B) Investment/Endowment Income	\$
Private Contributions	
3) Board Contributions	
4) Individual Contributions	
5) Corporate Contributions	
6) Foundation Support	
7) Special Event Income	
8) Other Contributed Income _____	
C) Subtotal Private Contributions (3-8)	\$
Government Contributions	
9) City Grants	
10) State Grants	
11) Federal Grants	
D) Subtotal Government Contributions (9-11)	\$
Other Income	
12) Other Income _____	
13) Net Assets Released from Restrictions	
E) Subtotal Other Income (12+13)	\$
F) TOTAL INCOME (A+B+C+D+E)	\$

Arts & Culture Adjusted Income

17) Total Income (F) - Government Contributions (D)	\$	**
Total In-Kind Contributions (List on page 26)	\$	

All Applicants Percentages

Earned Income (A) ÷ Total Income (F)	%
Private Contributions (C) ÷ Total Income (F)	%
Government Contributions (D) ÷ Total Income (F)	%

****Determines your CityArts Program Level (I, II, III, or IV)**

FISCAL ACCOUNTABILITY**ALL APPLICANTS**

Applicants participating in the Illinois Cultural Data Project **DO NOT COMPLETE THIS PAGE**. Instead, replace this page with page two of your Illinois CDP Funder Report for CityArts

Arts & Culture applicants list the Total Operating Budget for fiscal years (FY) requested (see page 7)

Social Service applicants list the **Arts Programming Budget** for fiscal years (FY) requested (see page 7)

Refer to glossary for definitions on page 12 when completing this section.

All Applicants Expense	LAST FY _____
Salaries and Fringe Expenses	
15) Program Staff Salaries and Fringe – Artistic	
16) Program Staff Salaries and Fringe – Other (inc. Tech Staff)	
17) Fundraising Staff Salaries and Fringe	
18) General & Admin Staff Salaries and Fringe	
G) Subtotal Salaries and Fringe (15-18)	\$
All Other Expenses	
19) Artists & Performers (non-salaried)	
20) Professional Fees	
21) Supplies	
22) Advertising and Marketing	
23) Fundraising	
24) Rent & Facilities (<i>explain on pg. 26</i>)	
25) Travel	
26) Insurance	
27) Other Expenses (<i>explain on pg. 26</i>)	
H) Subtotal Expenses (19-27)	\$
I) TOTAL EXPENSE (G + H)	\$
J) NET GAIN/(LOSS) (F – I)	\$
Total In-Kind Expense	\$

All Applicants Percentages	
Salaries and Fringe (G) ÷ Total Expense (I)	%
Fundraising (23) ÷ Total Expense (I)	%

Social Service Percentage	
Total Expense (I) ÷ Agency Operating Budget	%

1) Provide an explanation of rent & facilities, line item 24.

2) Provide an explanation of other expenses, line item 27.

3) List and explain in-kind contributions.

4) Explain any significant variances or special circumstances between your most recently completed fiscal year as presented on pages 24/25 (or Illinois CDP Funder Report for CityArts) and your current fiscal year budget. This may include capital, one-time or extraordinary fundraising events that are not consistent from year to year.

5) Describe budget projections for the next fiscal year. Describe how projections differ from the current fiscal year budget.

FISCAL ACCOUNTABILITY/ADDITIONAL SPACE ALL APPLICANTS

6) Indicate below if your organization has recently completed a capital or endowment fundraising campaign. Include when the campaign was completed/is expected to be completed, what the campaign goal was (in dollars) and, if the campaign is in process, how much has been raised as of the end of the most recently completed fiscal year.

7) List any additional information for this application. Clearly identify to which page and question this additional information refers.

ARTISTIC SUPPORT DOCUMENTATION


Provide the following information for the Artistic Support Documentation you are submitting. Contact Cultural Grants before submitting documentation other than slides, photos, audio, video/DVD, CD with jpegs or printed support. **SUBMIT ARTISTIC SUPPORT DOCUMENTATION WITH THE ORIGINAL SET ONLY.**

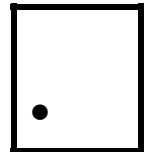
DO NOT SUBMIT ORIGINAL SUPPORT

SLIDES OR PHOTOS (check one) Six (6) 35MM Slides Six Digital (jpeg)* Six (6) Photographs

Label and number each slide or photograph

Title	Event	Date	Dimensions (H x W x D)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

Please place a RED DOT on bottom left corner on front of slide to indicate bottom 



****Digital images must be jpegs**, no larger than 2 megabytes each (total maximum size: 12 megabytes). Please use the follow naming convention: organizationname1.jpg, organizationname2.jpg, organizationname3.jpg, etc. in the order you would like the images to be viewed. Submit images on a CD-R labeled with your name in permanent marker.

VIDEO OR AUDIO (check one) Video Audio

Identify the media submitted and describe the cued 3-minute segment. Label CD, DVD or VHS with your name and cue position.

CD/DVD/VHS: Cue a 3 min. segment. Cue Position: Beginning Mid-Point End CD: Play 3 min. of Track: _____

Title: _____ Year Completed: _____ Full-Length Time: _____ Hours _____

Description:

SUPPLEMENTARY DOCUMENTATION (check all that apply)

Submit up to three (3) appropriate types of Supplementary Documentation. If currently receiving CityArts funding, include at least one sample which credits the support of the Department of Cultural Affairs. **SUBMIT SUPPLEMENTARY DOCUMENTATION WITH THE ORIGINAL SET AND TEN (10) COPIES.**

- Creative Writing
- Critical Reviews
- Letter of Support
- Promotional Materials
- Public Relations Materials
- Other (Specify): _____

STATEMENT OF ASSURANCES

Do Not Duplicate

THE APPLICANT HEREBY AGREES THAT:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
2. Any funds received under this grant shall not be used to supplant funds normally budgeted for services of the same type.
3. Applicants will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) to the end that, in accordance with Title VI of the Act, no person in the United States shall, on the grounds of race, color, religion, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity including employment for which the Applicant received Federal, State, or City financial assistance from the Chicago Department of Cultural Affairs; And FURTHER AGREES THAT Applicant will comply with Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Employment Opportunity Act of 1972 (Public Law 92-261) and the Constitution of the State of Illinois (Article 1, sections 17-19) to the end that no person shall on the grounds of race, color, religion, national origin, sex, or solely handicap unrelated to the job be denied equal opportunity in the hiring process, or be otherwise subjected to discrimination in employment or promotion practices for any position supported in whole or in part by Federal, State, or City financial assistance from the Department of Cultural Affairs; and FURTHER AGREES THAT Applicant will comply with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) as amended to the end that no otherwise qualified person in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity for which the applicant received Federal, State, or City financial assistance from the Department of Cultural Affairs.
4. The figures, facts, and representations made in this application, including all exhibits and attachments, are true and correct to the best of the Applicant's knowledge and belief.
5. The filing of this application has been authorized by the governing board of the applicant.
6. Applicant will expend funds received as a result of this application solely on the described projects and programs, and in the case of an organization, will separately provide funds for the maintenance of the organization.

THIS ASSURANCE is given in consideration of obtaining City of Chicago Department of Cultural Affairs grants, contracts, or other financial assistance extended after the date hereof, including payments after such date regarding assistance committed before such date. Applicant agrees that such assistance will be extended in reliance on this Assurance, and that the government agency operating pursuant to Acts cited above shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees. The person or persons whose signature appears below is authorized to sign this Assurance on behalf of the Applicant.

CERTIFICATION AND RELEASE

The undersigned certifies that he or she (1) is an authorized signatory of the Applicant; (2) has knowledge of the information presented herein; (3) has read the guidelines of the City of Chicago/CityArts program incorporated herein by reference, and that this Applicant releases the City of Chicago Department of Cultural Affairs/CityArts Program, their employees and agents, with respect to damages to property or materials submitted in connection herewith. **These signatures must be of different individuals and must be signed by the Chief Executive Officer and the Secretary of the Board as indicated on the provided Board and Staff lists. At least one signature must be from a non-staff member of the Board of Directors. Signatures must be original. Photocopies of signatures are not valid.**

ORGANIZATION (please type)

Name

Address

Chicago IL 606

ZIP+4

(Area Code) Telephone

SIGNATORIES (please type)

Chief Staff Officer Name

Chief Staff Officer Title

Chief Staff Officer Original Signature

Date

Secretary of the Board Name

Secretary of the Board Original Signature

Date

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SUMMARY OF APPLICATION

Do Not Duplicate

This summary of information is required for computerization of data and will be used for statistical purposes only
All sections must be completed.

Organization **Program Level/Grant Request:** I \$3,000 I \$4,000 II \$6,000 III \$8,000 IV \$10,000

_____	_____	_____
Organization Name	(Area Code) Telephone	FEIN
_____	Chicago, IL 606_____	_____
Street Address	ZIP+4	(Area Code) Fax
_____	_____	_____
Email	Web Address	Date of Not-for-Profit incorporation
_____	_____	_____
Contact Person	Contact Person Title	
_____	_____	
Chief Staff Officer	Chief Staff Officer Title	

Demographic Information *(Respond to all which apply. Project for 2010)*

Estimate total number of programs (performances, exhibits, classes, workshops, etc.): _____

Estimate total number participants in classes/workshops _____

Estimate total audience for all of your public activities this year: _____

Estimate total subscribers for publications (if applicable): _____

Applicant Profile

Are you a new applicant to CityArts?: Yes No Have you received DCA Grants in the past? Yes No

Current Fiscal Year	# of Paid FT	# of Paid PT	# of Volunteer
Board of Directors	N/A	N/A	
Administrative Personnel			
Artistic Personnel			
Technical Personnel			

<p>Discipline (Check one)</p> <p><input type="checkbox"/> 00 Museum <input type="checkbox"/> 09 Media <input type="checkbox"/> 01 Dance <input type="checkbox"/> 10 Literature <input type="checkbox"/> 02 Music <input type="checkbox"/> 13 Arts Service <input type="checkbox"/> 04 Theater <input type="checkbox"/> 14 Multi-Arts <input type="checkbox"/> 05 Visual Arts <input type="checkbox"/> 15 Social Service</p>	<p>Support Documentation (Check one or more)</p> <p><input type="checkbox"/> 01 Publicity Materials <input type="checkbox"/> 02 Photographs <input type="checkbox"/> 03 Manuscript/Poems <input type="checkbox"/> 04 Audio Cassette <input type="checkbox"/> 05 Slides <input type="checkbox"/> 06 Video Cassette <input type="checkbox"/> 07 Other</p>
<p>Organization Type (Check one)</p> <p><input type="checkbox"/> 16 Presenting/Sponsoring <input type="checkbox"/> 26 Touring <input type="checkbox"/> 34 Arts Education <input type="checkbox"/> 36 None of the Above</p>	

SUMMARY OF APPLICATION

Do Not Duplicate

All sections must be completed.

Project Profile

Check the letter in Division A which best describes the predominant characteristics of 51% or more of your board, staff, volunteers, and other participants.

Check the letter in Division C which best describes the predominant characteristics of 51% or more of your audience/constituency.

Divisions B and D are optional and allow more than one choice per division. All other sections must be completed.

For Applicant

For Applicant's Audience/Constituency

<p>Division A (Check one only)</p> <p><input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> African-American, not Latino <input type="checkbox"/> Latino <input type="checkbox"/> European-American <input type="checkbox"/> Other (Specify):</p>	<p>Division C (Check one only)</p> <p><input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> African-American, not Latino <input type="checkbox"/> Latino <input type="checkbox"/> European-American <input type="checkbox"/> Other (Specify):</p>
<p>Division B (Check one or more)</p> <p><input type="checkbox"/> Developmentally Disabled <input type="checkbox"/> Hard of Hearing/Hearing Impaired <input type="checkbox"/> Blind/Visually Disabled <input type="checkbox"/> Wheelchair User <input type="checkbox"/> Female <input type="checkbox"/> Youth <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Gay/Lesbian <input type="checkbox"/> Other</p>	<p>Division D (Check one or more)</p> <p><input type="checkbox"/> Developmentally Disabled <input type="checkbox"/> Hard of Hearing/Hearing Impaired <input type="checkbox"/> Blind/Visually Disabled <input type="checkbox"/> Wheelchair User <input type="checkbox"/> Female <input type="checkbox"/> Youth <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Gay/Lesbian <input type="checkbox"/> Other</p>

Fiscal Profile

Your Fiscal Year is: / to /			
	Last Fiscal Year	Current Fiscal Year	Next Fiscal Year
INCOME	\$	\$	\$
EXPENSE	\$	\$	\$
Net Gain/(Loss)	\$	\$	\$

CHECKLIST**Do Not Duplicate**

- Type application
- Ten (10) Copies of the application
- Original signatures on "Statement of Assurances," page 29
- Arts & Culture: Original Set:** pgs 15-19, 24-32 (signatures on pg. 29); **10 Copies:** pages 15-19, 24-28
- Social Service: Original Set:** pages 21-32 (signatures on pg. 29), **10 Copies:** pages 21-28
- Applicants participating in the **Illinois Cultural Data Project** replace pages 24 and 25 of the application with the two page Illinois CDP Funder Report for CityArts.
- Use space provided only, no photo-reductions
- Valid FEIN (Federal Employer Identification Number)
- Current Budget (Original and Copies)
- Proof of Not-for-Profit Status from the Illinois Secretary of State (Original)
- Proof of 501(c)(3) Status from the US Dept. of Treasury, Internal Revenue Service (Original)
- Two (2) sets Financial Statements (Original)
- Personnel Biographies (Original and Copies)
- Board of Directors List (Original and Copies)
- Funders List (Original and Copies)
- Artistic Support Documentation (Original)
- Supplementary (print) Documentation (Original and Copies)
- Label all slides with name, title, year, and red dot to indicate bottom
- Number slides and photographs 1-6
- Code all documents in upper right corner using letters in "Required Materials," page 13
- Omit Proof of Not-for-Profit Status and Financial Statements from Copies
- Collate copies in correct numerical order
- Paperclip Original Set (Do not staple)
- Staple Copies (Do not paperclip)
- No folders, binders, report covers, or envelopes
- Retain extra copy for organizational records**

City of Chicago Department of Cultural Affairs
CULTURAL GRANTS

CAAP NAP CityArts

2010 PANELIST RECOMMENDATION FORM

(OPTIONAL)

The Department of Cultural Affairs offers grant programs that provide general operating and project-based financial support for individual artists and organizations in Chicago's not-for-profit sector of the arts. The programs are designed to discover, nurture, and expand Chicago's multi-ethnic arts community and provide support to artists and organizations who have had limited access to funding in both public and private grant programs. The programs also strive to increase public access for communities and constituencies who have been underserved in the arts.

New peer panels are developed each year for the proposal review and selection process. The Cultural Grants Division maintains a comprehensive file of potential panelists. In an effort to represent the needs of artists and organizations in Chicago, we are seeking recommendations for Chicago-based individuals who would strongly represent a diversity of fields in the panel review process. Please indicate artistic discipline of nominee.

1

Name

Street Address

Zip Code (Area Code) Telephone

Email

Affiliation Discipline

2

Name

Street Address

Zip Code (Area Code) Telephone

Email

Affiliation Discipline

3

Name

Street Address

Zip Code (Area Code) Telephone

Email

Affiliation Discipline

Name of individual submitting recommendation

Address

4

Name

Street Address

Zip Code (Area Code) Telephone

Email

Affiliation Discipline

Organization

Phone

YOUR RECOMMENDATIONS ARE GREATLY APPRECIATED. THANK YOU!

APPLICATION RECEIPT CARD

(OPTIONAL)

If you would like to receive notification of the receipt of your application, print out, **mount on cardstock**, self-address, stamp, and include the card below as the first item in your application package.

CARD MUST BE STAMPED

<p>City of Chicago Department of Cultural Affairs Cultural Grants Division 78 East Washington Street, 4th Floor Chicago, Illinois 60602-4801</p> <p>Thank you for applying to the 2010•2011•2012 CityArts Program of the Department of Cultural Affairs.</p> <p>This is to acknowledge receipt of your application.</p>	<div data-bbox="1252 663 1403 816" style="border: 1px solid black; padding: 5px; text-align: center;">PLACE STAMP HERE</div> <hr/> <p>Contact</p> <hr/> <p>Organization</p> <hr/> <p>Address</p> <p>Chicago IL 606_____</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------