

ILLINOIS ARTS COUNCIL
SHORT TERM ARTISTS RESIDENCY
PROGRAM
GUIDELINES & APPLICATION

ILLINOIS ARTS COUNCIL
An agency of the state of Illinois
James R. Thompson Center
100 West Randolph, Suite 10-500
Chicago, IL 60601-3230

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ABOUT THE ILLINOIS ARTS COUNCIL

PURPOSE AND FUNDING SOURCES

In 1965, the Illinois General Assembly created the Illinois Arts Council (IAC) for the purpose of encouraging development of the arts throughout Illinois. This state agency assists artists, arts organizations and other community organizations that present arts programming by providing financial and technical assistance. Funds are provided annually to the Council by the Illinois State Legislature and the National Endowment for the Arts.

THE COUNCIL AND ITS ACTIVITIES

The agency is governed by a Council comprised of up to thirty-five private citizens, from throughout Illinois, who are appointed by the Governor. Chosen for their demonstrated commitment to the arts, the Council is charged with developing the state's public arts policy, fostering quality culturally diverse programs and approving grants expenditures. These members serve in a voluntary capacity for four-year terms.

ADVISORY PANELS AND STAFF

Advisory panels - composed of volunteer, statewide experts - are appointed by the Council Chairman to assist the Council in the review of grants applications and to lend expertise on policy and program development. Panelists are selected through open nominations and serve for one-year terms.

A professional staff administers and develops the Council's programs, assists grants applicants and provides pertinent information to the public. The Arts Council staff provides technical assistance and lends expertise to artists, arts organizations and community organizations that present arts programming.

ILLINOIS ARTS COUNCIL MISSION

Building a strong, creative, and connected Illinois through the engagement of all Illinoisians in the pursuit of, participation in, and the enjoyment of the arts.

ILLINOIS ARTS COUNCIL CORE VALUES

- Access is not enough; we believe in active **engagement** with all Illinoisians, ensuring that residents of all ages and abilities have the opportunity to participate in, and experience, the arts and culture.
- We appreciate, respect, and are committed to supporting the rich **diversity** of the arts and culture in Illinois.
- We are committed to the pursuit of **excellence** in everything we do and in the caliber of arts experience for all Illinoisians.
- We strive to cultivate long-term **sustainability** in the vitality of our creative spirit and the pathways through which that creativity is channeled by and to the people of Illinois.
- Just as art is meant to be shared with others, we believe in **partnership and collaboration** in all aspects of our work, and we encourage collaboration between the arts and cultural community in Illinois and the broader community in our state, our country, and around the world.

POLICIES & PRIORITIES

In the review of any application submitted to the Council for funding, the policies and priorities listed below are taken into consideration. Please note that each grant program has specific evaluation criteria and matching fund requirements.

POLICIES

- Each applicant organization must be registered as a not-for-profit corporation with the Office of the Illinois Secretary of State. Units of government, publicly constituted schools, colleges and universities or religious organizations are also eligible to apply.
- Unincorporated organizations and individuals may not apply to the IAC through a fiscal agent.
- Applicant organizations must have been in active service to the public for at least a year prior to the date of application.
- While the Council recognizes the need of arts organizations for financial support, grant funds from the Council should be considered supplemental. No guarantee can be made for support for more than one year.
- Organizations which are receiving support from other government sources are eligible to apply for Council funds for arts projects.
- Recognizing the importance of sound management practices in the arts, the council maintains that an operating surplus realized by an organization in one fiscal year will not result in a reduction of grant funds.
- The Council is supportive of those programs of artistic quality which reach special audiences comprised of citizens who are not regularly served by the arts. These include, but are not limited to, persons with disabilities, institutionalized persons, older individuals and lower income groups.
- The Council recognizes the importance of maintaining Illinois' rich heritage and supports the diverse art forms of all ethnic and racial groups.
- Acknowledging that access to the arts is vital to all Illinois residents, the Council strives to support programs of artistic quality that will serve small and rural communities.
- The Council recognizes that increasing public understanding of and demand for the arts through comprehensive arts education at all age levels is one way to create proper support for the arts. While the Council will continue to assist with arts activities that complement the school curriculum through such activities as the IAC's Art-in-Education Program, the major responsibility for arts education lies with educational institutions. Schools, colleges, and supporting local and state departments of education are primarily responsible for arts education.

- The Council supports college and university arts programs if they benefit and are accessible to the general public. Those events which are normally considered a part of regular or academic programs will not be funded.
- The Council will not support subsidizing an individual's academic study.
- The Council supports those programs that emphasize the professional presentation and production of the arts. Generally, the Council will not directly support the touring or sponsorship of non-professional groups within this policy. The Council recognizes the social contributions that can be the result of arts experiences.
- The Council will not support out-of-state touring.
- Council funds may not be used for capital improvements, construction or for the purchase of permanent equipment.
- Council funds may not be used to pay the balance of an organization's previous year's operating deficit.
- With the exception of state colleges/universities, which are required to match IAC funds from outside sources beyond staff time and overhead provided by the college and/or university, state agencies and their affiliates are ineligible to receive funds from the IAC. State agencies are those entities defined by the Office of the Comptroller in Procedure 27.50.10, pp3 to 60 of the SAMS manual.
- Council Funds may not be used for artistic programs at functions where the artists are not the primary focus.
- The Council will not support fundraisers, benefits, receptions, or other social functions.

PRIORITIES

- The Council recognizes the crucial role our state's artists and arts organizations play in society. Priority is therefore given to those programs involving Illinois artists and arts organizations. While the Council considers its primary responsibility to support Illinois arts organizations and artists, this does not exclude the use of out-of-state resources capable of providing services or programs determined to be unavailable within the State or to supplement those already available.
- Priority will be given to those programs which provide economic opportunities for Illinois artists.
- Generally, priority will be given to those programs for which a cash match has been established.
- Priority will be given to those programs that affect more artists and larger audiences within a specific community.
- Priority will be given to those organizations which have demonstrated a history of sound management practices.

GUIDELINES

General Information

Short Term Artists Residencies (S.T.A.R.) is a grants program of the Illinois Arts Council (IAC) emphasizing interaction between professional artists from Illinois and the public through workshops and classes sponsored by not-for-profit Illinois organizations. Each residency can range from 5 to 30 hours.

S.T.A.R. can be used by community organizations, arts and cultural centers, libraries, park districts, churches, housing agencies, hospitals and any other not-for-profit organization or public or governmental agency in collaboration with one individual artist to initiate a new program or to expand and/or diversify an existing program or event. Elementary and secondary schools and their affiliated organizations are ineligible to apply.

Residencies in any artistic discipline are eligible for funding. Each S.T.A.R. project should be designed by one artist and sponsoring organization. Residencies must provide a creative, hands-on experience for a defined core group of participants.

Examples of S.T.A.R. programs:

- ♦ A visual artist is engaged by a community center to work with a group of local teenagers to create a mural for the center.
- ♦ A poet is brought in by a library to conduct a writing workshop for local writers culminating in a public reading of their work.
- ♦ A theater artist works with a community theater group to produce a one-act play.

Eligibility

Organizations must be not-for-profit corporations currently registered with the Secretary of State or be an agent of a governmental body (i.e. park district, college, university).

Applicant organizations must submit one of the following as proof of not-for-profit status:

- ♦ a copy of current Annual Report to the Secretary of State (report must be signed and dated less than one year ago to be acceptable) or a copy of the cancelled check made payable to the Secretary of State; organizations incorporated prior to 1943 should submit a certificate of good standing from the Office of the Secretary of State or a copy of enabling legislation;
- ♦ a letter from the appropriate governmental body stating that the applicant is an official agency or branch of that governmental body or a copy of enabling legislation.

Do not send Internal Revenue Service documents or Annual Reports to the Attorney General. These do not provide proof of not-for-profit status.

Elementary and Secondary schools and their affiliated groups are ineligible to apply.

Residency artist must be a current resident of Illinois and must have been an Illinois resident for at least one year prior to residency date. For proof of residency, a copy of one of the following documents must be submitted:

- ♦ Illinois drivers license
- ♦ state of Illinois identification card
- ♦ state income tax forms
- ♦ voter registration card

Residency artist cannot be enrolled in a degree or certificate granting program of any kind.

Residency Requirements

Residencies must be a minimum of 5 hours and can be a maximum of 30 hours;

Each residency session must be at least 2 hours;

At least 5 hours of residency activities must take place per week and residencies must be completed within 6 weeks;

Programs involving school-age children are limited to after-school, weekend or summer programs.

S.T.A.R. funds cannot be used for ongoing programs or to pay existing staff;

Generally, the IAC will support only one S.T.A.R. project per sponsor per fiscal year;

The S.T.A.R. Program cannot be used in conjunction with an IAC Artstour or Arts-in-Education Residency grant.

Costs

The artist's fee is a minimum of \$50 per hour. The IAC will cover 50% of the artist's fee, up to \$1,000 per residency plus travel expenses; the local sponsor must provide the remaining 50% of the artist's fee, plus other expenses (e.g. materials, supplies, space rental, etc.) The IAC makes the grant to the sponsoring organization. The sponsoring organization is responsible for paying the artist.

In the event that the sponsor cannot match 50% of the artist's fee, the IAC may be able to negotiate the matching amount.

How to Apply

1. Identify the type of residency to be hosted.
2. Contact potential artists to discuss availability. (Contact the IAC if suggestions are needed).
3. Select one artist and work together to design the residency.

4. Once the residency is designed, draft a letter of agreement outlining the particulars of the residency. This agreement must be signed by the artist and an authorizing official of the sponsoring organization. (see Sample Letter of Agreement on page 6.)
5. Complete the S.T.A.R. application.
6. Submit the following to the IAC at least 8 weeks in advance of the residency start date:
 - ♦ The original signed application and 2 copies (a total of 3 copies);
 - ♦ Two copies of a letter of agreement between the sponsoring organization and the artist (signed by an authorizing official of the sponsoring organization and the artist);
 - ♦ Two copies of the artist's resume;
 - ♦ Documentation of artist's work (see Artist Documentation section);
 - ♦ One copy of proof of sponsor's not-for-profit status (see Eligibility section);
 - ♦ One copy of artist's proof of residency (see Eligibility section).

Evaluation Criteria

- ♦ Artistic quality and professionalism of the artist selected;
- ♦ Quality and appropriateness of activity planned;
- ♦ Plan for community awareness of residency;
- ♦ Priority will be given to programs that have a defined core group of participants and that provide hands-on experiences to those participants.

Artist Documentation

In addition to a resume, a work sample must be submitted that provides evidence of the residency artist's professional work as well as his/her ability to carry out the proposed residency activities. The work sample should be submitted in the following formats: videotape, DVD, manuscript, audiocassette tape, CD, CD-ROM, or no more than nine digital images or slides. IAC staff makes every effort to handle documentation with care; however, the IAC cannot be responsible for any loss or damage. Include a self-addressed envelope with appropriate postage if work sample should be returned. For artists whose work is available to view online, a website address (URL) may be provided in lieu of the work sample formats outlined above. The website must show examples of the artist's recent work. Provide navigational information, if necessary, to guide viewer to artwork examples .

A sheet providing information on the work sample submitted must also be included. When appropriate, include the media, the dimensions, when the work was created/produced, the performance/venue audience, and the total running time along with any additional information required to review the documentation. If the work presents several artists, indicate your specific involvement in the work.

Deadline

Applications are accepted throughout the year. Application must be received at least 8 weeks in advance of the residency start date.

Notification

Notification of funding will be sent 6 to 8 weeks after IAC receipt of application. If funded, this notification will include grant agreement and cash request forms which must be completed and returned. Once the appropriate documents are returned to the IAC, it will be approximately 8 weeks before a check will be issued by the State Comptroller. Funds will go directly to the sponsor.

Final Report

The Final Report form will be mailed to grantee prior to the residency's ending date and is due within 30 days after completion of the residency. Failure to submit a final report jeopardizes the receipt of future IAC funding.

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

Making The Residency Accessible

One of the conditions an organization agrees to in accepting a grant from the IAC is to make every attempt to ensure that the program is accessible to persons with disabilities. 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, cassette 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.

Tips For A Successful Residency

It is very important that the sponsoring organization coordinator talk with the residency artist before contracts are signed to ensure that the expectations of both are clearly understood. The sponsoring organization should furnish the artist with as much information as possible on all aspects of the artist's visit prior to the artist's arrival. The Letter of Agreement should include all details and expectations. [See page 6 for a sample Letter of Agreement.](#)

Explore the local community for possible artists. Contact the local arts council for suggestions. If the sponsoring organization is interested in a particular art form but does not have an artist in mind, the IAC staff can provide suggestions or referrals. The IAC also encourages artists to seek sponsors and initiate a program.

LETTER OF AGREEMENT

Sample Letter of Agreement

Below is a sample of a possible Letter of Agreement. The sponsoring organization may wish to draft its own letter following this example.

Letter of Agreement

____ The sponsor (organization's name) and artist (residency artist's name) agree to present the following residency (residency activity planned: workshop, lecture, demonstration, etc.) at site (location of residency activity, name and address). The above named sponsor will raise \$_____ to cover the costs of the residency, to be matched by \$_____ from the Illinois Arts Council, pending approval of this grant.

The above named sponsor will pay the above named artist the total sum of \$_____ which includes (artist's fee, travel, etc.) for (number of hours) to conduct (planned activity). The above named sponsor will pay the above named artist as follows: (one-half at the beginning of the residency and one-half upon the completion of the residency --OR-- the entire fee at the completion of the residency --OR-- the entire fee at the starting date of the residency, etc.)

The residency is scheduled for (dates, hours, location)

The artist (artist's name) agrees to: (detail exactly what the artist will be doing during the residency; include an activity schedule if appropriate).

Signature of Authorized Official

Date

Signature of Artist

Date

S.T.A.R. SPONSOR APPLICATION

Please read the accompanying guidelines before completing this application. APPLICATIONS MUST BE TYPED; HANDWRITTEN APPLICATIONS WILL NOT BE REVIEWED. The application must be received at least 8 weeks before the residency starting date. If assistance is needed in completing this application, contact the IAC staff.

SUBMIT TO: Grants Office
Illinois Arts Council
James R. Thompson Center
100 W Randolph Street, Suite 10-500
Chicago, IL 60601-3230

_____ Check here if applicant is applying to the IAC for the first time.

APPLICANT ORGANIZATION INFORMATION

Name of Applicant Organization (please use organization's legal name) _____ Year Founded _____ Year Incorporated _____

Doing Business As _____

Address of Applicant Organization _____ Web Site Address _____

City, State, Zipcode _____ Daytime Telephone _____

Official to whom notification should be sent _____ Title _____ Email Address _____

Contact Person _____ Daytime Telephone _____

Address of Contact Person (if different than above) _____ Email Address _____

City, State, Zipcode _____ Illinois County of Applicant _____

SUMMARY OF THIS APPLICATION BUDGET

A. Total Cash Expenses \$ _____ (line 7 on Project Budget) C. Total In-Kind Contributions \$ _____ (line 8 on Project Budget)

B. Applicant Cash Match \$ _____ (line 10 on Project Budget) D. IAC Grant Request \$ _____ (line 9 on Project Budget)

Estimated number of individuals to benefit from this project _____

PROJECT INFORMATION

Name of Artist _____ Discipline _____ Project start/end dates _____

Residency Budget

<u>PROJECTED EXPENSES:</u>	Cash	In-Kind
1. Artist's Fee (\$50/hour minimum) # of hours _____ x hourly fee \$ _____	\$ _____	
2. Artist's Travel Estimated miles _____ x 50.5 cents <u>Other Expenses:</u>	\$ _____	
3. Materials	\$ _____	\$ _____
4. Space Rental	\$ _____	\$ _____
5. Marketing	\$ _____	\$ _____
6. Other (Specify) _____	\$ _____	\$ _____
7. TOTAL CASH EXPENSES: (add lines 1 to 6, Cash column)	\$ _____	
8. TOTAL IN-KIND CONTRIBUTIONS (add lines 3 to 6, In-Kind column)		\$ _____
<u>PROJECTED INCOME:</u>		
9. IAC Grant Request (50% of Artist's Fee + Travel)	\$ _____	
10. Sponsor Cash Match (50% of Artist's Fee + Other Expenses)	\$ _____	
Specify Income Sources:		
Source #1 _____	\$ _____	
Source #2 _____	\$ _____	
Source #3 _____	\$ _____	
11. TOTAL CASH INCOME (add lines 9 & 10) (This line should equal line 7)	\$ _____	

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Governor
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The Honorable Sheila Simon
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For specific information on this program contact:
**Encarnacion Teruel, Director of Visual Arts, Media Arts, and
Multi-Disciplinary Arts Program**
Phone: 312/814-6753 email: encarnacion.teruel@illinois.gov

For general information about the Illinois Arts Council contact:
Illinois Arts Council

An agency of the state of Illinois
James R. Thompson Center
100 West Randolph, Suite 10-500
Chicago, IL 60601-3230
312/814-6750
1/800/237-6994 Toll-free in Illinois
888/261-7957 TTY/telephone text for individuals who are deaf or
who have hearing or voice impairments

email: info@arts.state.il.us
web site: www.state.il.us/agency/iac

The Illinois Arts Council acknowledges continuous support from the
National Endowment for the Arts.

It is illegal for the Illinois Arts Council or anyone receiving assistance from the Illinois Arts Council to discriminate on the basis of race, color, religion, sex, national origin/ancestry status, disability, age, marital status, arrest record, military status, unfavorable discharge from military service and citizenship status. Any individual who has been subject to such discrimination may file a complaint. Call the Illinois Arts Council at 312/814-6750 or TTY 312/814-4831 and the Illinois Department of Human Rights at 312/814-6200 or TTY 312/263-1570.

**Individuals who are blind, visually
impaired or learning impaired, may obtain
assistance regarding Illinois Arts Council
applications and written materials by
contacting the 504 Access Coordinator at
the IAC office:
Encarnacion Teruel
Phone 312/814-6753
email:encarnacion.teruel@illinois.gov**