Department of Cultural Affairs and Special Events (DCASE)
Chicago Arts Recovery Program
Guidelines

APPLICATION DEADLINE: Thursday, March 16, 2023 at 5 PM CT
Click here to submit your application through CyberGrants!

The COVID-19 pandemic has placed unprecedented strain on the arts and cultural community. The arts include bringing people together for live, shared experiences – activities that were impossible with the restrictions on gatherings to prevent the spread of COVID-19. The pandemic continues to affect participation in the arts. Arts organizations were some of the last businesses to reopen and have had to drastically rethink audience engagement, capacity, seating, staging and more.

Over the past two years, DCASE's budget has provided $36M in new arts and culture investments, including a $10M annual increase to the Cultural Grants Program and $16M in American Rescue Plan funds, supported by Mayor Lori Lightfoot's recognition that the arts are essential to the city's recovery on both an economic and a social level. The additional funding has led to a 200% increase in general operating support for arts nonprofits, a 60% increase in average grant size through Individual Artists Program, 60% of which were made to BIPOC artists and grants awarded in all 50 wards.

The Chicago Arts Recovery Program will provide resources to arts organizations to examine and address ongoing challenges brought on or exacerbated by the COVID-19 pandemic.

DCASE produced a series of convenings, input sessions and public surveys to help determine priorities for existing and new grant programs and strategies. The Chicago Arts Recovery Program's focus areas were identified through these public input processes. This program is supported by federal funding awarded to the City of Chicago by the US Treasury through American Rescue Plan Coronavirus State and Local Fiscal Recovery Funds.

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DCASE Contact Information
Please direct all inquiries to:
culturalgrantmaking@cityofchicago.org

Goals and Focus Areas

Goal: To support the arts and culture sector's recovery from the COVID-19 pandemic via:

- Project grants to nonprofit arts organizations, aligned with their identified needs.
- Focus on supporting projects that have potential to impact the rebuilding and recovery of Chicago's arts and culture sector at large.
- Project evaluation and peer learning to share results, best practices, and models that can help the field.

Focus Areas and Strategies

There will be one application where organizations can apply for grants in support of specified focus areas aligned with harms related to the COVID-19 pandemic. Each applicant must select one focus area for their grant request.

- **Marketing and audience development**
  COVID-19 Harms: Decreases in ticket sales, subscribers, members, audiences, students, partners and other participants.
  Strategy: To support marketing, promotional and audience/participant cultivation strategies to address drops in engagement since the pandemic, as well as new program models designed to engage new audiences including students.

- **Facility access and management**
  COVID-19 Harms: Loss of space, deferred maintenance, decreases in available arts facilities, rising space costs and/or new facility health and safety standards.
  Strategy: To provide administrative and capacity support to increase access to arts facilities, grants for maintenance on facilities, and support of feasibility studies related to acquiring new facilities for those that lost space due to the pandemic.

- **Technology**
  COVID-19 Harms: Mandated closures and decreases in live program attendance leading to shifts to virtual and other new programming formats associated with increased costs, and new equipment and staffing needs.
  Strategy: To provide support for increased digital demands, virtual and other new programming formats, and accessibility services and devices needed for these formats.

- **Workforce Supports:**
  COVID-19 Harms: Staff, artist and teaching artist shortages and inequitable pay and benefits alongside increases in physical and mental health support needs.
  Strategy: To support employee recruiting and retention efforts including training, professional development, and full-time or contract employee salary, fees and benefits.

- **Strategic and Operational Planning**
  COVID-19 Harms: All of the previously listed harms including shifts in programming formats and audience/participant interests and behaviors alongside rising costs,

decreases in income and staff shortages, have necessitated organizations to rethink missions, business models, capacity, and more.

Strategy: To support implementation of new business models and internal structures, including merging, partnering in new ways, and/or transition of an organization's operations or programs.

Eligibility Criteria for Applicants

To be eligible to apply for a Chicago Arts Recovery Program Grant, projects must be a response to a problem, challenge or harm the organization is facing related to the COVID-19 pandemic.

To be eligible to apply for a Recovery Program Grant, applicants must meet the following criteria:

- Be a nonprofit, 501(c)3 organization.
- Have a primary mission to create, produce, present, provide, or support arts and culture activities or services for the public.
- Be a resident company in the city of Chicago with a valid street address (P.O. Boxes will not be accepted). National organizations with a Chicago branch are eligible.
- Have been incorporated and operating in Chicago prior to March 2020.
- Have experienced negative impact due to the COVID-19 pandemic as indicated by rising costs and/or decreases in overall income, earned income, audiences, subscribers, members, students, partners and/or number of programs.

The following entities cannot be listed as the lead applicant on a proposal. However, collaborations with these entities are welcome.

- Organizations that received a grant through the Together We Heal Creative Place Program.
- For-profit organizations.
- Public or governmental agencies, municipal departments and their affiliate 501c3s, including libraries, parks, transit, and family services agencies
- Organizations with primary office addresses located outside of the city of Chicago.
- Organizations applying using a fiscal agent.
- Organizations applying on behalf of an organization/program for which they serve as a fiscal agent or fiscal sponsor.
- Athletic teams, social organizations, fraternal organizations.

DCASE can only accept one application per 501(c)3 through this program. If your organization is affiliated with a university or institution and does not have its own 501(c)3, either your affiliate organization OR the university can apply. Organizations can be listed as a collaborator on more than one application.

Funding Restrictions for Applicants

Funds cannot be used to support:

- Fundraising events, religious ceremonies or events, lobbying or campaigning for a candidate or a ballot issue.
- Investment management costs
- Fines, penalties or settlements
- Food and beverages
- Vehicle rental of any kind
- Travel expenses.
- Organizations with outstanding, existing debt with the City of Chicago. Debt does not need to be resolved prior to submitting an application but will need to be in order to receive a payment from the City. Please set up payment plans or pay off any existing debt (parking tickets, utility bills, etc.) with the Department of Finance: www.chicago.gov/city/en/depts/fin.html

Eligible Expenses:
Funds granted through the Chicago Arts Recovery Program can be used to cover all other costs associated with the funded project including hiring a project manager or consultant to lead the project. Chicago Arts Recovery Program grant funds can cover eligible project costs that your organization incurs during the grant period of January 1, 2023 – December 31, 2024.

Prioritization Criteria
We will prioritize funding:
- Organizations that have not received significant funding of $500,000 or more through federal relief and recovery grant programs.
- Proposals submitted on behalf of a collaboration or cohort of organizations.
- Proposals that have the potential to impact historically disinvested groups or geographies within the city.

We will prioritize funding projects that have the potential to impact the Chicago arts and culture sector at large by:
- **Developing replicable models or formats** for operating, presenting artwork, revenue generation, arts education, artist career opportunities, partnerships and/or collaborations across disciplines, sizes and sectors;
- **Developing collective strategies** for planning, presenting, marketing, branding, audience engagement, and/or artist development;
- **Piloting models that strive towards greater equity and arts and culture integration into broader community goals**, leading toward sector-wide structural change;
- **Conducting research studies** with potential findings that could drive updates to business models, health and safety guidelines, infrastructure, or marketing strategies; and/or
- **Pooling or sharing resources and information** to increase stability, sustainability, accessibility, efficiency and equity in the industry.

Grant and Learning Cohort Details

Grants requests can range from $50,000 - $250,000. Applicants can request up to $250,000 regardless of their budget size. We anticipate making up to 45 grants through this program.

Grantees will have the option of joining learning cohorts with other grantees receiving support. The timeline, structure, content and share-out format for the learning cohort processes will be customized based on the selected grantees' needs and capacity and developed by a team of consultants/facilitators to be selected via a City RFP process later in 2023. Grantees participating in learning cohorts will receive additional funding for participation in quarterly forums with peers executing similar projects to inform collective progress towards challenges identified.

Project Examples

Following are some examples of the types of projects we might support under each learning cohort focus area:

- **Marketing and audience development:** New models for memberships, subscriptions and/or ticket pricing structures; Developing systems and processes for collecting and analyzing data on audiences; Community input sessions and audience engagement efforts to support diverse, program development; Collective strategies for re-engaging audiences and promoting arts activities and brand awareness through social media and OOH campaigns; Collaborative incentive strategies for new and returning audiences; Building neighborhood-focused arts districts by connecting programming and sharing resources; New arts education program models to engage specific age groups or student populations.
- **Facility access and management:** Initiatives through which facility managers and owners give artists and companies access to studio and performance space; Feasibility studies to assess capacity to acquire or update facilities, and to identify buildings that could be converted to arts facilities; Research that identifies supports needed to sustain, rebuild or restore cultural assets in neighborhoods; Cultural asset mapping; Public facility and resource listings; Small capital projects to increase safety of facilities and/or to address deferred maintenance; Funding for organizations to access space for rehearsals, performances and exhibitions to expand their capacity to develop work, produce, and engage audiences.
- **Technology**: Sustaining digital and virtual programming formats; Development or exploration of new, replicable art forms/media that can be accessed virtually; Development of replicable earned revenue/sponsorship strategies for arts organizations' virtual experiences; Purchase of equipment needed for virtual programming; Hiring technicians/staff/consultants with digital expertise; Accessibility services and devices.
- **Workforce Supports:** Employee recruitment and retention efforts; Efforts to support staff wellness and healing; Initiatives that offer career training and opportunities for emerging artists, technicians and administrators; Restructuring business models and pay scales; Initiatives to increase access to employment opportunities for people with

disabilities; Collaborative efforts to establish benefit structures for artists; Research that provides data about inequities in the industry.

- **Strategic and Operational Planning:** Strategic planning processes for organizations looking to redefine their missions, goals and/or business models; Reassessing, developing, and redefining revenue streams for organizations primarily funded through fees from schools, rentals, and more; The development of partnerships, collectives or consortiums to share resources, staff and/or assets; Cross-sector collaborations to integrate arts and culture into broader community goals; Replicable models for collaborations across disciplines, sizes and sectors that could strengthen arts industry business models.

Review Criteria

All Chicago Arts Recovery Program proposals will be evaluated based on the following criteria:

- **Quality of Proposed Project:** The proposed project possesses rigor, curiosity, originality, and strategic risk-taking. *(5 points)*
- **Potential Impact on Applicant**: The project's potential to successfully address a problem, challenge or harm the applicant and field is facing related to the COVID-19 pandemic. *(5 points)*
- **Potential Impact on Arts and Culture Sector Recovery:** The project's potential to impact the recovery of Chicago's arts and culture sector at large by developing replicable models or formats, developing collective strategies, conducting research studies and/or pooling or sharing resources. *(5 points)*
- **Benefit to the Public and the Sector**: The project's potential to positively impact artists, arts organizations and/or the public. *(5 points)*
- **Feasibility of Proposed Project:** The applicant demonstrates capacity to develop, explore and/or execute project by presenting a logical and feasible plan, staffing and timeline. *(5 points)*
- **Equity:** Applicant demonstrates clear equity values and policies across race, ethnicity, class, ability, gender and sexual orientation that are evidenced in its strategic planning, artists, staff, board, audience, and artistic work, including programming that fills gaps in Chicago's cultural landscape or highlights underrepresented art forms. The City of Chicago defines equity as both an outcome and a process that results in fair and just access to opportunity and resources that provide everyone the ability to thrive. Please visit the City of Chicago's Office of Equity and Racial Justice for more information about the City of Chicago's Equity Statement of Principles. *(5 points)*

Review Process

Eligibility Screening

The DCASE Cultural Grants team will review all submitted applications to ensure they have met the minimal eligibility criteria and align with program focus areas. Those which do not meet the criteria will not move forward in the review process.

Peer Panel Grant Review

Panels of grant reviewers comprised of artists, arts administrators, arts advocates, arts stakeholders, arts funders, and other experts will be selected. Consideration is given to creating teams with demographics appropriate for each discipline and reflective of the city, including artistic expertise, race, gender, geographic knowledge of the city, and cultural understanding. A majority of the grant review panel will be BIPOC (Black, Indigenous and People of Color). Grant reviewers are charged with reviewing eligible proposals, providing extensive comments on each application, and assigning numerical scores using the program Review Criteria outlined in this guideline packet. Grant reviewers make final funding recommendations to DCASE. The role of the DCASE staff is to facilitate grant panel review and to aid grant reviewers in finding consensus.

Timeline ****All dates are subject to change*

Event	Dates
Application opens	February 2, 2023
Application deadline	**Thursday, March 16, 2023 5:00 PM CT** - No Extensions will be granted
Notification of results	May 2023
Contracting period	May – July 2023
Payments Disbursed	August 2023

What You Need to Apply

Responses to Narrative Questions describing:
- A problem, challenge or harm the organization is facing related to the COVID-19 pandemic.
- Proposed plan for addressing or assessing the problem.
- Anticipated outcomes and how your organization will measure success at addressing the pandemic-related harm.
- Description of organization's values and policies related to Equity across race, ethnicity, class, ability, gender identity and sexual orientation.
- Data from 2019 and 2022 about costs, income, earned income, audiences, subscribers, students, partners and number of programs.

Proof of 501(c)(3) Status – Submit a copy of the MOST RECENT first page of the official letter from the Department of Treasury, Internal Revenue Service, designating the organization as tax-exempt.

Certificate of Good Standing – Please provide a copy of your certification of good standing with the Secretary of State of Illinois. The electronic Corporation File Detail Report will suffice, which you can download from the [Secretary of State](#) website.

Board of Directors List – A one-page list including professional affiliations (i.e., place of employment and job title).

Key Personnel Biographies – A one-to-two-page document containing brief paragraph descriptions of the key people who lead your organization and that will play a key role in executing this project. For the purposes of this requirement, "personnel" should be defined broadly to include full and part-time staff persons, volunteers, contracted artists and/or consultants, including personnel from collaborating organizations.

Board and Staff Demographics – Using the template in the attachments section of the CyberGrants application, outline the demographics of your senior staff and board of directors.

Project Budget – A budget for the proposed project identifying all projected expenses.

Organizational Budget - An approved projected budget for the current fiscal year (FY23).

Financial Statements from the most recently completed fiscal year (FY21 financials can be accepted if your fiscal year end date is between June 30 – December 31).
- Organizational budget of less than $300,000: Please submit a copy of your Federal Form 990, 990EZ, or 990N e-Postcard.
- Organizational Budget over $300,000: Please submit Federal Form 990 or your audited financial statements.
- If your financial statements are from FY21, or if you are submitting your 990N e-Postcard, please also submit a year-end actuals statement for FY22 or a copy of State Form AG990-IL from 2020.

Link to Organization Website or a recent Work Sample – Applicants may provide URLs or web links or upload JPG images or PDFs. Please note that links to account-based file sharing websites like Dropbox or Google Drive cannot be accepted.

DataArts DCASE Funder Report (Optional) – The DataArts Funder Report is an optional component of the Chicago Arts Recovery Program application. Please visit SMU DataArts for detailed information about how to create a Cultural Data Profile and submit your Funder Report to DCASE.

How To Apply
Click **here** to complete the application through CyberGrants.

Previous applicants can log in using their previously created login information and should be sure to update all contact information throughout their CyberGrants account. If you do not remember your login/password, please contact CyberGrants by clicking on the "Have a question?" link at the bottom of the login page. New applicants will be required to register and create an account upon accessing the system.

Read and follow all directions and guidelines to ensure that your application is complete and accurate before submitting. You can save your work and return to complete the application later.

Even though you can type your responses to application questions directly into the online application, it is a good idea to draft your answers in a separate document, then copy and paste into the online application. This will prevent any loss of work due to internet connectivity or other technical issues encountered. To avoid errors, please do not use formatted text (such as italics or bold print) or special characters, such as quotation marks (") or asterisks (*) in your narrative. Please note that all character limits listed are for characters with spaces.

We strongly recommend submitting your application earlier than the stated deadline. **Late or incomplete applications will not be accepted or reviewed.**

ARPA Funding Category: 2.36 – Aid to Other Impacted Industries
This project is supported in whole by federal assistance listing number 21.027 awarded to the City of Chicago by the US Treasury through the American Rescue Plan Coronavirus State and Local Fiscal Recovery Funds.

Reporting and Compliance

Selected grantees will submit quarterly reports with current performance and financial information including background information about the awarded projects and financial details about obligations, expenditures, and direct payments.
Grantees will be responsible for providing program design information, outcome metrics, and expense reporting for awarded projects. Grantees will report any capital expenditures and track subcontracts generated by program activity.

Grantees must obtain a Unique Entity Identifier through the System for Award Management (SAM). Grant projects must follow regulations associated with American Rescue Plan Coronavirus State and Local Fiscal Recovery Funds including the final rule and 2 CFR 200 (uniform guidance) where applicable.

Grantees must retain all records associated with their projects until December 31, 2031.