



2021 Saints Arts Grants

The Saints ~ *Volunteers for the Performing Arts* invite you to review the 2021 Saints Arts Grants application process.

Welcome Performing Arts Organizations and Supporters!

The Saints have been serving as volunteers for the performing arts for over 40 years. Our 1200+ members attend to well over two hundred fifty Chicago and suburban theater, dance and music organizations, ranging in size from storefronts to world-class theaters, from seasonal musical groups to traveling dance companies. We encourage participation in the arts through every medium, in every community, showcasing the rich diversity of the Chicago area and beyond.

The Saints Arts Grants Program was established to recognize, honor and support the performing arts in Chicagoland. Our grants programs continue to reinforce our dedication to the cultural vibrancy of the performing arts by affording access to necessary funding. Through the years, we have granted more than \$1,150,000 to assist in the archiving, amplifying, costuming, repairing, scoring, shedding light on and providing greater accessibility for performers and patrons.

The Saints Grants Commission will limit our 2021-22 budget to mini-grants with a maximum award of \$2,500 per grantee. This is a short turn-around cycle in these uncertain times with an application timeline from October 15 – November 15, 2021 for projects occurring from September 1, 2021 – May 31, 2022. Please be sure to read the altered criteria for the 2021-2022 application.

We will consider all submitted applications. Carefully review our guidelines as you craft your proposals prior to submission. We're happy to answer questions before you apply.

We look forward to reviewing your best project ideas.

The Saints Grants Commission



2021 Guidelines for the Saints Arts Grant Application

**Applications open October 15, 2021 through November 15, 2021
For projects funded from September 1, 2021 through May 31, 2022**

**The Saints organization awards grants to assist performing arts organizations in Metro Chicago
Use of Saints services is not necessary for consideration**

CRITERIA FOR CONSIDERATION

- For specific projects implemented between September 1, 2021 through May 31, 2022
- Funding requests up to \$2,500 including partial funding of projects more than \$2,500
- Support of artistic development or production-related costs including, but not limited to:
 - ◇ Covid Compliance
 - ◇ Artist salaries and stipends
 - ◇ Commissioning or licensing works
 - ◇ Unique costumes, make up, props or puppetry
 - ◇ Community engagement and enrichment projects
 - ◇ Improvements to applicant-owned equipment or premises
 - ◇ Computer/technical items, such as, sound or lighting needs
 - ◇ Showcasing the talents of diverse or culturally specific artists, or artists with disabilities
- Organization must have been established for a minimum of three years
- Organization must be an incorporated 501(c)(3) public charity having filed at least one IRS form 990
- Limit of one application per organization

NOT FUNDED

- Administrative or operational costs including rent, marketing and fundraising
 - School-related/educational outreach programs & groups that are legally, financially or operationally part of a larger institution, e.g. the art department of a college
 - Grants through fiscal sponsors or agents
 - Travel, housing and/or *per diem*
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ONLINE APPLICATIONS MUST INCLUDE ALL THE FOLLOWING LEGAL & FINANCIAL DOCUMENTS:

- ✓ Budget for proposed project
- ✓ 2019 or 2020 **filed** IRS Form 990 Organization Exempt from Income Tax (most recent)
- ✓ Budget for current fiscal year with projected revenues and expenses.
- ✓ Current State Certificate of Good Standing (screenshot from ilsos.gov website accepted)
- ✓ IRS Employer Identification Number (EIN) (State tax exemption form **NOT ACCEPTED**)

PRESCRIBED NAMING SCHEME FOR ALL PDF DOCUMENTS UPLOADED MUST USE THE FOLLOWING:

YOUR ORGANIZATION NAME followed by **SHORT FORM NAME OF DOCUMENT**. See examples:

- YOUR_ORG_NAME Project Budget
- YOUR_ORG_NAME 990
- YOUR_ORG_NAME Current Fiscal Year Budget
- YOUR_ORG_NAME Good Stand

APPLICANTS MUST SUBMIT AN ONLINE GRANT APPLICATION

[SAINTS ARTS GRANTS](#)

Applications will be accepted between October 15 and November 15, 2021.
Grant recipients will be notified by mid-December 2021. Awards will be presented in January 2022.
To download a PDF copy of full application for advance viewing [Click Here](#).

www.saintschicago.org



Frequently Asked Questions

Each year The Saints: *Volunteers for the Performing Arts* receive many grant proposals. Our requirements help us compare proposals fairly and efficiently. These Frequently Asked Questions provide answers to many of the questions we receive each year.

APPLICATION

Q. What organizations are eligible to receive a grant?

A. The Saints grants process is open to performing arts organizations in metro Chicago that have been 501(c)(3) for at least three years.

Q. How do we submit the grant application?

A. All grant applications must be submitted online.

Q. Can our organization submit more than one application?

A. No. Only one application per organization allowed. **Additional applications will cause all your applications to be disqualified.**

Q. Why are there word limits in the application?

A. To fairly evaluate the many applications for funding that we receive, we place limits on the amount of text.

Q. Can we send/submit additional materials?

A. No. Please submit only the requested information. Supplementary materials do not enhance and **may disqualify your application.**

Q. What file format will be accepted for attachments?

A. Adobe PDF.

Q. Are there any rules about how to name our files?

A. Yes. There is a prescribed naming convention outlined in the guidelines. **Failure to follow the requested naming scheme may disqualify your application.**

Q. What is the deadline for the application?

A. The online system automatically provides a date/time stamp. Your submission must show a date/time stamp for **no later than 11:59 pm Monday, November 15, 2021.**

Q. We're having computer problems. Can we complete a paper application and bring it to your office to apply?

A. No. Only online submissions will be accepted. Please plan accordingly and don't wait until the last moment.

Q. How do we know that our application has been received?

A. When your online application is submitted, you will receive a final screen indicating that it has been received. An automated message from the Saints is sent to the email address associated with the field for contact person. If you do not receive a confirmation message, immediately contact: grants@saintschicago.org.

The Saints: 2021 Grants Program F.A.Q. (cont.)

FINANCIALS AND DOCUMENTATION

Q. Why are some applications eliminated in the first round?

A. Applications with incomplete, incorrect or missing documents are eliminated in the first round. Please verify that the proper documentation has been submitted. For example:

- Ensure that all documents use the prescribed naming scheme
- Do not upload the same document for two different categories
- Make sure your State Certificate of Good Standing is current
- Provide your (IRS) Employer Identification Number (EIN) and not state tax exemption number
- Provide your IRS Form 990 and not your IL AG990.

Q. The application requires an IRS Form 990; however, we do not file a true 990. We file an electronic 990-N. Is that acceptable to The Saints?

A. Yes. All forms of 990s are acceptable: 990, 990EZ or 990-N

Q. How do we know what year the IRS 990 form represents?

A. The year the IRS form represents can be found in the box in the upper right hand corner of the 990 form.

Q. We have a tax letter from the State of Illinois. Can we send that to verify our tax exemption status?

A. No. Exemption from state taxes is NOT the same as federally approved 501(c)(3) status. Your (IRS) Employer Identification Number (EIN) is required. Clue: It's on your IRS 990.

Q. What do we need to include in a budget for our current fiscal year?

A. A budget for your current fiscal year should include projected revenues and expenses.

Q. Do we have to supply a new State of Illinois Certificate of Good Standing?

A. No. We will accept a screenshot from the Illinois Secy of State website provided your Certificate of Good Standing is up to date.

<http://www.ilsos.gov/corporatellc/>

More Questions? Contact Grants@SaintsChicago.org

Feel free to contact us at any time during the application process. We'll do our best to assist you. We look forward to reading the well-crafted proposals for the funding of your creative endeavors.

The Saints Grants Commission

www.saintschicago.org



2021 Saints Grant Application Checklist

- We have read the 2021 Guidelines for the Saints Grant Application
- Our project will be implemented between September 1, 2021 and May 31, 2022
- Our 501(c)(3) organization has been established for a minimum of three years
- Mission statement (50 words or less)
- Project name
- Project description (300 words or less)
- Project budget
- Summary of how you will use Saints grant funds (50 words or less)
- If requesting partial project amount, how will you obtain balance needed to complete project (100 words or less)
- 2019 or 2020 filed IRS Form 990 (or most recent). Not Form AG990-IL
- Proposed budget for your current fiscal year.
- Up-to-date State Certificate of Good Standing (screenshot of online certificate accepted)
- Employee Identification Number (EIN) - not state tax exemption number
- Fill in all required Saints Arts Grant Application fields
- DON'T FORGET:** Make a copy of completed application form for your records. Be sure to click the "Print Form" button BEFORE you submit.