

Together We Heal Creative Place Program Frequently Asked Questions

ROLES & ELIGIBILITY

- **Who can be a “lead” on the project? Who is a supporting partner?**
 - Applicant co-leads must have a Chicago residential address. There should be two lead applicants - one representing an artistic lead and the other as a community lead. Artistic and community leads can be individuals, collectives, or organizations. You can have as many additional supporting partners as you like but make sure they contribute depth and meaning to the project proposal.
 - If you are applying as a collaboration comprised of an individual, collective, and/or community group, you must have a fiscal sponsor. Grant funds must be held and disbursed by a nonprofit entity.

- **How does a collective or pair apply as a co-lead? There is only space to list one name as a lead.**
 - The Cybergrants portal will only allow for one person or organization to be input as the artistic and community co-lead applicants. So, you should choose one of your pair to list for technical purposes. However, in the narrative, you can describe your co-lead entity as a collective or artistic pairing, etc. You can describe your roles as co-lead collaborators in the project and include the collective entity’s combined resumes and other relevant information.

- **Can a cultural producer or community lead/organizer be co-lead on more than one application?**
 - Individuals, collectives, or organizations can only be a lead on one application submission. However, they can be supporting partners/collaborators on other applications.

- **Can a nonprofit support an application acting as a fiscal sponsor on one application but also as a co-lead on a separate project?**
 - Yes, a nonprofit organization can be a co-lead on one application submission while also serving as the fiscal sponsor on a separate application.

- **Are 501c4 organizations eligible to apply as co-lead applicants?**
 - Social welfare organizations are not eligible to serve as co-lead applicants. As per federal guidelines funds must be held by organizations that are tax-exempt. However, social welfare groups can serve as supporting partners on an application or, if they have proof of tax-exemption, a case may be made to include them.

- **Can city agencies and departments like schools, libraries, parks, transportation, planning, etc. be lead applicants?**
 - No, they cannot apply as lead applicants. However, they can be supporting partners providing access to space, permits, and other administrative logistics for a project proposal.

- **We are a new nonprofit. Can we apply as a lead?**
 - Yes. If your nonprofit has been incorporated for less than a year, please submit the following documents in place of a 990 or audited financial statements:
 - Letter from the Department of the Treasury, Internal Revenue Service, designating organization as a 501 (c) (3) tax exempt organization.
 - Articles of incorporation
 - Past internal year-end financial report and/or budget vs. actuals from a past project

- **Can we list potential partnerships even if they aren't confirmed?**
 - Yes. You can list potential partnerships as pending and note their anticipated role and contribution to the project.

- **Do we need to have commitments / permissions from City Departments at the time of our application submission?**
 - No, you do not need to have firm commitments. However, you are highly encouraged to secure letters of support where possible that note interest and value in the project proposal.

- **What communities are eligible to apply?**
 - Priority will go to low-income neighborhoods and commercial corridors identified through the City of Chicago's [INVEST South/West](#) initiative; additional community areas identified through the City of Chicago's [Our City, Our Safety](#) initiative; and community areas that have not received direct funding through DCASE's other Cultural Grants Program over the past two years. Finally, if your community is in a Qualified Census Tract it is an eligible community area.

- **How do I find out if my community is in a qualified census tract (QCT)?**
 - You can enter your site address at the link below to see what QCTs it is in or close to: https://www.huduser.gov/portal/sadda/sadda_qct.html
 - Enter the address in the top left box.
 - Select the boxes that say color QCTs and show outlines

GRANT EXPENSES & PAYMENTS

- **Can the grant support programming expenses?**
 - Yes, programming can be a component of the project. The project must also make some sort of intervention in publicly shared or accessible space via convenings, gatherings, engagements, activations, and/or physical improvements.

- **When are the payment installments scheduled to be disbursed annually?**
 - Awards are scheduled to be paid in two annual installments in Fall 2022 and Fall 2023. Alternative payment arrangements for the second installment may be considered after consultation with program leadership about project plans. If the project lasts one year, one payment will be made in Fall 2022.

- **Can equipment purchases be up to \$5K for each item or is it a total allowable expense of \$5K for equipment?**
 - The total allowable expense for equipment purchases is \$5K. You can indicate additional funding that is part of the larger project proposal that would cover equipment costs over \$5K.

- **Are In-kind Donations Considered as a part of the income? Is there a lead applicant/ applicant match share requirement?**
 - Yes. There is a line for in kind donations to be included on the budget template. There is no match share requirement for this program.

- **Are cultural and neighborhood planning activities eligible as part of project costs?**
 - Projects that entail large scale cultural planning activities in neighborhoods are eligible. For example, focus groups and community engagement around designing an arts-based community center, project related staffing, and design plans are all eligible costs as part of planning activity.

- **In the eligibility requirements, it says that we are not able to request funds for vehicle rentals. Can we hire a bus service?**
 - Vehicle rental is not allowed as an expense. However, it is an allowable expense to contract a bus or car service to provide travel accommodations for a program.

- **How important is it that the tangible outcome be completed by the end of the grant period? For example, would it be possible to apply for community engagement on the design of a permanent community arts facility as well as to pay for architectural design costs associated, even if the building itself will not be finished during the grant period?**
 - Yes, these costs would be eligible. Community engagement is listed as a project component in the grant guidelines. Design plans building on the community input from engagement activities is also eligible, though the purchase and construction of a building would have to come from other funding sources.

OUTPUTS (the What?) & OUTCOMES (the Why?)

- **Can murals be on privately owned but publicly facing and accessible property (i.e., close to parks, libraries, commercial corridors, etc.)?**
 - All projects must be free and accessible to the public. Projects can be on city-owned or managed land or be in locations where the public has full access to the site of the project.
- **Should community engagement be part of the project design?**
 - As per the grant guidelines, all projects must have a robust community engagement plan or strategy that outlines how residents, businesses and other local stakeholders will contribute to the vision and development of the project.
- **Should our timelines begin now and include the preliminary planning and relationship building?**
 - Yes, you may include all preparatory research, design, and community engagement work as part of your project timeline.
- **Can we make improvements to an existing space or project already in motion?**
 - Yes, existing spaces and projects are eligible to apply. The proposal should push them into further development.
- **What are some examples of physical improvements?**
 - Working within the parameters of the federal funding requirements, we imagine physical improvements as enriching, revitalizing, and/or beautifying community, or leaving a mark behind that is a reminder of the impact of the work/project. This could be things like gardens, gathering spaces, markers, plaques, other public signage, and activations that might incorporate any of these. We also welcome other proposed ideas. While the designated improvement does not have to be complete, it should be underway and costs associated with the grant should be expended by the end of the grant period.
- **What are some examples of Activation and Transformation level projects?**
 - **Activation Grants (up to 30 grants):** Neighborhood-focused projects such as walking or bike tours or performances and other activations that may result in temporary or permanent changes to the built environment or physical character of a place
 - **Transformation Grants (up to 20 grants):** Represent substantial community projects that are ready for full implementation with the necessary partners, community support, and funding to complete and result in a transformative physical improvement. These might include:
 - Updating or developing community gardens or gathering spaces
 - Updating or the development of neighborhood arts incubator spaces that are free and open to the public

- Working with a cohort of artists on multi-neighborhood cultural projects that support TWHCP program goals
- Large scale cultural planning activities in neighborhoods (e.g, [PARTY](#), long-term planning process for public art projects)
- Public art/transportation projects (e.g. Public art on CTA including artist fees, community engagement, fabrication, shipping/delivery and contingency)
- Commissions for sculptures in neighborhood spaces (e.g., artists/communities working with SSAs or Chambers)
- Multi-neighborhood trails

APPLICATION PREP

- **Can we prepare the Excel budget worksheet and upload it, or cut & paste the information?
Can the narrative components also be cut & pasted from Word, or similar?**
 - The budget template should be downloaded, completed, and uploaded back to Cybergrants.
 - We recommend preparing the narrative application components on a separate document and then pasting it into Cybergrants. Your work will be saved in an alternate location and you will be better able to adjust language to fit the character counts.