



Student Ticket Subsidy (STS) Grant Guidelines FY12

DESCRIPTION

STS is a program funded by the Tennessee General Assembly and administered through the Tennessee Arts Commission. The program exists to provide ticket subsidy funds to **public schools** for arts and cultural experiences to encourage schools to expose Tennessee students to a broad variety of cultural experiences, arts disciplines and artists.

CHANGES TO STS FOR FY12

Please read the following information carefully as several changes have been made to the STS program:

- Schools must now make application **directly to the Tennessee Arts Commission** and **not** to a Designated Agency, as previously done.
- STS applications must be **submitted online** through the Commission's eGRANT system. **Faxed, mailed or hand delivered applications WILL NOT BE ACCEPTED.** Applications will be available beginning September 12, 2011 at www.tn.gov/arts. Once there, click on the eGRANT button on the left side of the homepage to access the STS application.
- STS artists must be selected from the Tennessee Arts Commission's online roster at <http://tac.roster.ercsystems.com>.
- If a school received STS funding to present an artist or arts group on site at their school last year, funds **MAY NOT** be requested to present the same artist(s) or arts group(s) in the current year. This restriction does not apply to field trips.
- A school may apply for a **maximum of \$3000** in STS funds per fiscal year.
- No less than five (5) days after the completion of the STS activity, the organizing teacher must complete the STS Evaluation form. **Failure to complete the form within five days will disqualify the school from receiving future STS funding.** Instructions for accessing the Evaluation form will be provided if the STS request is funded.

CONTACTS

Schools and artists should direct all questions to Ann Brown, Arts Education Projects Coordinator, at ann.brown@tn.gov or (615) 532-5939.

DEADLINES

Funding for STS is allocated per capita per county. STS applications are accepted on a first-come, first-serve basis until all funds are expended. Applications must be received a minimum of 30 days prior to the start of the project. *For example, if an STS activity begins December 12, your STS application must be submitted online by November 12.*

The Tennessee Arts Commission **will begin accepting applications at 7:00 am CST on September 12, 2011 for projects beginning no earlier than October 12, 2011.**

The STS eGRANT application will be available on the Commission's website **beginning September 12, 2011 at 7:00am** and may be accessed at www.tn.gov/arts.

REQUIREMENTS

- If organizing teachers are notified that their STS application has been awarded funding, they should notify their school accountant or bookkeeper to contact their central office's fiscal officer immediately. The Tennessee Arts Commission will make grant awards to each district, not to each school, approximately 30 days after an application is funded. Districts may transfer the funds to the school or write the check to the artist (depending on the fiscal policies of each district). Because funds are Legislatively mandated, school districts may not take a percentage of grant funds for administration fees. The full grant award must be applied toward the STS activity. Organizing teachers are responsible for maintaining communication with school accountants and districts to manage funding.
- Artists and arts organizations presenting STS-funded activities must provide student preparatory materials to teachers at least ten days prior to the event.
- Artists and arts organizations may not charge admission for teachers, principals, parent chaperones, and other school staff accompanying students (maximum of one free chaperone per ten students).
- Organizing teachers must submit ONE STS application for all students and teachers participating in a selected activity. **Multiple applications from one school will not be considered.**
- The organizing teacher **must** reserve tickets or book the arts event with the chosen artist or arts organizations. The teacher **will note the Reservation/Confirmation Number** provided by the artist or arts organization **on the STS application**.

- If a funded event is cancelled due to weather or other unforeseen circumstances, the organizing teacher or school principal must notify the TN Arts Commission within 10 working days from the date of cancellation.
- The **maximum amount of compensation** STS artists may receive in any fiscal year from all STS activities is **\$16,000 for individual artists** or **\$30,000 for arts groups**. In the event a school has selected an artist or arts group that has reached the maximum amount, schools will be given the opportunity to select an alternate.

SELECTING STS ARTISTS

Follow these steps to locate and select approved STS artists:

1. Approved STS artists may be found on the Commission's Web site at <http://tac.roster.ercsystems.com>.
2. Once on the Web site, organizing teachers should scroll down to the bottom of the page and click on "Teaching Artist Roster."
3. On the next page, under "Program Type" in the first box, select "Student Ticket Subsidy," and then use the remaining boxes to narrow your search by region, art form, etc. As many STS artists work statewide, teachers may want to use broad search criteria.
4. Click on the name of an artist to view that profile. There will be a "Program" tab on the artist's profile page. Click that tab and you will see a list of programs. If the artist has more than one program, click on the one that says "Student Ticket Subsidy." Otherwise, you should see "Student Ticket Subsidy" as the Program Title.
5. Scroll down the artist's profile to view the artistic discipline, areas of interest, and STS "Sample Programs." Open the sample programs to view the STS activities, dates, locations, and other information.

SUBMITTING THE APPLICATION

The online eGRANT application will become available at 7:00am CST on September 12, 2011. Below is a list of information that schools will need in order to complete the application. Applicants are **strongly encouraged** to prepare this information ahead of time so that when the application becomes available, it can be completed in a short amount of time. **Please use the checklist below as a worksheet to gather information.**

INFORMATION NEEDED TO COMPLETE THE STS APPLICATION:

- Name of school contact person for STS grant (person most knowledgeable about the project)
- Email address & phone number of the school contact person for STS grant.
- Physical address of school (no P.O. Boxes)
- 9-digit zip code. If you do not know your 9-digit zip code, contact your local post office or obtain it from <http://zip4.usps.com>.
- Legislative Districts based on your school's **physical address (not P.O. box – this must be correct!)**. Contact your local election commission if you do not know.
- County in which school is located
- Name & email for your school bookkeeper or school accountant
- Name of school district (example: *Knox County Schools*)
- Name of Director of Schools
- Email & phone number for Director of Schools
- Name & email address of the Central Office fiscal officer for your school district
- Actual number of students (not %) by race/ethnicity participating in the STS activity:
 - _____ American Indian or Alaska Native
 - _____ Asian
 - _____ Black/African American (Not Hispanic)
 - _____ Hispanic or Latino
 - _____ Native Hawaiian or Other Pacific Islander
 - _____ White (Not Hispanic)
 - _____ Some Other Race (Multi-racial)
 - _____ Total Number of Participating Students
- Percentage of entire school enrolled in free/reduced lunch program
- Name of Artist or Arts Group
- Name of Artist Contact (if group)
- Event Title
- Event Date (No earlier than October 12, 2011)
- Ticket Reservation/Confirmation #
- Type of STS event: In-school or field trip
- Cost Per Ticket

- Overall Travel Cost
- Overall Cost of Event
- Amount of STS Request (cannot exceed \$3000)