



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 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 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 in the eGrant system. **Failure to complete the Evaluation within five days will disqualify the school from receiving future STS funding.** Instructions for accessing the Evaluation will be provided if the STS request is funded.

CONTACTS

Schools and artists should direct all questions to Ann Brown, Interim Director of Arts Education, 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 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 ONE 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 awarded STS funds, the school is responsible for paying the artist or arts organization the agreed upon fee that is associated with the Reservation/Confirmation Number. Failure to do so may impact future funding.
- If a funded event is cancelled due to weather or other unforeseen circumstances, the organizing teacher or school principal must notify the Tennessee 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 website at tac.roster.ercsystems.com.
2. Once on the website, 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 & phone 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 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
- Federal 9-digit Employee Identification Number (EIN)
- Name & email for your school bookkeeper or school accountant
- Name of school district (example: *Knox County Schools*)
- Name of Superintendent/Director of Schools
- Email & phone for Superintendent/Director of Schools
- Name & email of the Central Office fiscal officer for your school district
- Project Race (See Step #6 on page 8)
- Grantee Race (See Step #6 on page 8)
- Name of Artist or Arts Group
- Name of Artist Contact (if group)
- Did you receive STS funds to have this artist or arts group perform or exhibit at your school during the last school year (July 2010-June 2011)?
- Event Title
- Event Date (No earlier than October 12, 2011)
- Ticket Reservation/Confirmation #
- Type of STS event: In-school or field trip
- Total number of participating students
- Ticket Funding Request
- Travel Funding Request

Total TAC Subsidy Request (cannot exceed \$3000)

What are your goals in seeking STS funding?

HOW TO APPLY Follow these instructions for completing the STS application:

STEP #1: Access the online eGrant application by visiting: tacarts.egrant.net/login.aspx?PIID=147&OID=15 or by accessing the application through the Commission's home page at tn.gov/arts. The eGrant must be submitted online no less than 30 days prior to the STS activity.

STEP #2: LOG-IN & PASSWORD:

Schools should use the same log-in and password for ALL applications submitted to the Tennessee Arts Commission. Do **NOT** create separate log-in and password information for each application! For new applicants, click the [Registration Instructions](#) provided on the eGrant home page for creating an account.

CREATING AN APPLICATION






Once you have logged in, you will need to create a new application. Scroll down to the bottom of the page where you will see the following:



(Select a Grant Type)  Create New Application

Use the drop down box to select the grant application: “**2012 TAC Student Ticket Subsidy**”. Then click the “Create New Application” box.

STEP #3: After clicking “Create New Application,” you will then see the new application appear. It will resemble something similar to the following:

2012 TAC Student Ticket Subsidy (ID:142453)	STS Application (ID:149594)	Rolling Working					
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To the left, you will see the name of the application you are working on along with an ID number. Toward the right, you will see the words “Rolling Working.” This means the application has not been completed. Once you have finished the application, you will notice that “Rolling Working” changes to “Submitted.” This verifies that the application has been submitted to the Tennessee Arts Commission.

To the far right, you will see five different colored buttons:

Click on the **black** “EMAIL” button to reach technical support.

Click on the **blue** “GUIDES” button to access all grant guidelines.

Click on the **yellow** “VIEW” button when it's time to print the application.

Click on the **green** “EDIT” button to open and begin working in the application. If you decided to stop and go back to the application at a later time, you will always click the green EDIT button to reenter the application.

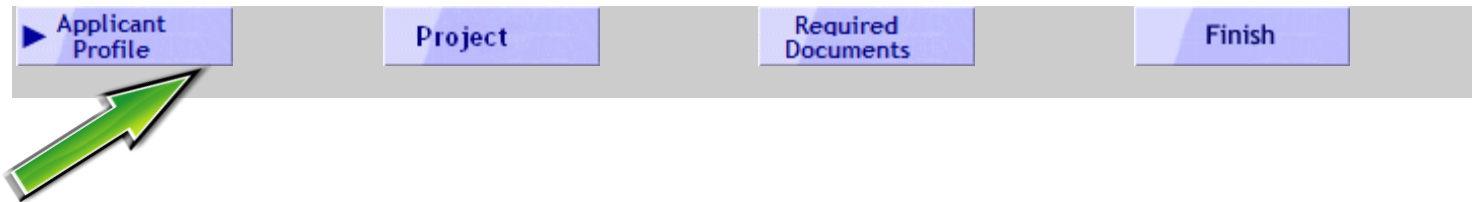
Click the **red** “DELETE” button to delete applications that you are no longer using.

START WORKING IN THE APPLICATION



To get started working in the application, click the green EDIT button.
This will open the application so that you may begin working.

STEP #4: Complete all three sections of the eGrant (**Applicant Profile**, **Project**, and **Required Document**) as show in the diagram below. The final section, entitled “**Required Documents**,” contains the Assurances page. Click on the designated link under the Required Document section to download the Assurances page. For technical assistance, contact Lee Baird at lee.baird@tn.gov.



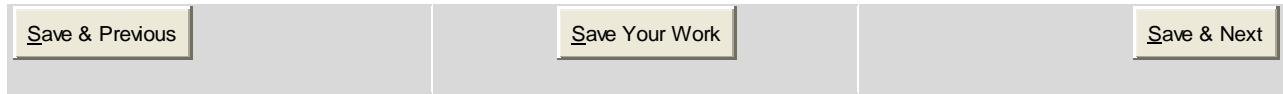
STEP #5: **Section I: Applicant Profile**
Organization Name: Name of your school
Mailing Address: Provide the address issued by the U.S. Postal Service
City: Enter your city **State:** Enter TN
9-Digit Zip: Nine digits are required. **County:** County must be in Tennessee.

Organization Phone: School phone
Federal 9-Digit EIN: Employee Identification Number may be obtained from your accountant.
Contact Person: Full time staff person in charge of the project
Title for Contact Person: ex: Teacher or Principal
Contact Person Email
Contact Person Phone: Include area code

Principal Name
Principal Phone: Include area code
School District Name
Superintendent/Director of Schools Name: At the district level
Superintendent/Director of Schools Email
Bookkeeper Name: At the district level
Bookkeeper Email

Physical Address: Complete the physical address even if it is the same as the mailing address.
City: Enter your city **State:** Enter TN
9-Digit Zip: Nine digits are required. **County:** County must be in Tennessee
Legislative Districts: Provide legislative district numbers based on your physical address. If unsure about your district numbers, follow the link provided in the application Votesmart.org or contact your county election commission. DO NOT type the name of your senator or representative. Only provide the correct legislative district numbers.

Next, click the appropriate button. Next, click the appropriate button. Then, click either the “Save & Previous” button to go back to the previous section; the “Save Your Work” button to save your information and come back at a later date to finish your application; or the “Save & Next” button to continue to the **Project Description** section. This is what it will look like:



STEP #6: **Section II: Project Description**

Project Title: Enter the name of the STS performance or event

Project Race: If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed in the drop-down menu, choose that group from the list. If the grant or activity is not designated to represent or reach any one particular group, choose "No single group". Most public schools should select “No single group”.

Grantee Race: Use the drop-down menu to select the one that represents 50% or more of your school’s population.

Arts Education Code: Choose the percentage that best represents how much of the project is targeted toward a certain age group such as K-12 or preschool. If the project does not involve arts education, select “None of the project involves arts education. **NOTE:** Applicants who select “None of the project involves arts education” should NOT APPLY for Student Ticket Subsidy funds.

Artist/Arts Group: Name of Artist or Arts Group as it appears on the Teaching Artist Roster.

Arts Group Contact Person: If working with an Arts Group, provide the name of the contact person for the group.

Did you receive STS funds to have this artist or arts group perform or exhibit at your school during the last school year (July 2010-June 2011)?: Select Yes or No. If you select Yes, then you may not apply for STS funds to bring this same Artist or Arts Group for an In-School STS event. This does not apply to field trips.

Reservation/Confirmation Number: The Artist or Arts Group should provide a Reservation/Confirmation Number that indicates an agreement between the school and STS provider to hold the STS event. It is the responsibility of the school and STS provider to carry through with the proposed project.

Event Type: Select Field Trip if students will travel to a venue (ex: symphony hall or theater) to participate in the STS event. Select In School if the Artist or Arts Group will provide the STS experience in the school. **NOTE:** If you selected Yes to the question about having this artist or arts group perform or exhibit at your school during the 2010-2011 school year, then you cannot select In School for the Event Type.

Event Date: Enter the date of the STS event. The project cannot begin before October 12, 2011. The eGrant application must be submitted at least 30 days before the STS project.

Total Participating Students: Provide the estimated number of participating students. **NOTE:** You will be asked to provide the actual number of participating students after the STS event.

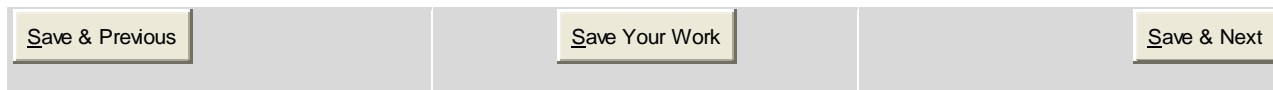
Ticket Funding Request: Provide the total amount of ticket costs or fee required by the artist or arts group that you are requesting from the Tennessee Arts Commission. This amount must be provided to the artist or arts group.

Travel Funding Request: Provide the amount of travel costs for Field Trip projects **ONLY** if you are requesting travel support from the Tennessee Arts Commission. **NOTE:** Travel funds may not be requested in this category for the artist or arts group to travel to your school.

Total TAC Subsidy Request: This amount is automatically figured by finding the sum of the Ticket Funding Request and Travel Funding Request. This is the total amount that you are requesting for Student Ticket Subsidy funds.

What are your goals in seeking STS funding?: In the space provided, describe the goals of the Student Ticket Subsidy program and the value of this program for your students.

Next, click the appropriate button. Click either the “Save & Previous” button to go back to the previous section; the “Save Your Work” button to save your information and come back at a later date to finish your application; or the “Save & Next” button to continue to the **Required Document** section. This is what it will look like:



STEP #7: **Section III: Required Document**

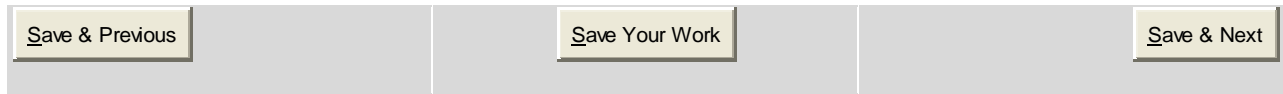
Assurances Page: Two hand-written signatures are required for the Assurances page, one each from the Principal and Contact Person for the STS project. You may print the Assurances page at the end of these guidelines or follow the link on the Required Document page of the eGrant to download and print it from your computer. Once you have secured the signatures, you must scan the document onto your computer in PDF format. If you have scanned the Assurances page as an image (jpg) or in another format, you must convert it to a PDF document.

NOTE: It is suggested that you have the Assurances page with the hand-written signatures already saved to your computer before beginning the application in the eGrant system.

Upload the completed Assurances page (in PDF format) by clicking the “Browse” button on the Required Document page of the eGrant. Locate the Assurances page in your computer files, click on the document, and click “Open”. Once you have uploaded the Assurances page, click the “Save Your Work” button. Then, you will see the title of your Assurances page listed on the Required Document section of the eGrant. It should look similar to this below:

Uploaded File: Assurances Page.pdf [Delete](#) [View](#)

Then, click either the “Save & Previous” button to go back to the previous section; the “Save Your Work” button to save your information and come back at a later date to finish your application; or the “Save & Next” button to continue on to **Finish** and submit your application. This is what it will look like:



STEP #8: FINISHING & SUBMITTING THE eGrant:

Once you have completed all 3 sections of the eGrant, read the instructions on the “Finish” page of the eGrant application. For Student Ticket Subsidy, you will see:

Student Ticket Subsidy (STS) grant application includes: the Assurances page that must be signed, scanned and submitted at time of eGrant application submittal. No hard copies of the STS eGrant application should be submitted to the Commission.

To submit your eGrant application click on "**Submit My Data**" button at the bottom of the “Finish” page.

STEP #9 VERIFICATION & SUBMISSION

If there are errors in the application, you will see a “Go fix it!” message. Click on the “Go fix it” link to be taken back to the specific issue in the application. You will NOT be able to submit the eGrant application until all errors have been corrected.

Once you have corrected errors and hit the “Submit My Data” button, you will receive an email confirmation that your eGrant has been received by the Tennessee Arts Commission. **SAVE THIS EMAIL** in case you need to provide verification that the grant application was submitted.

STEP #10: Once you have finished all sections of the eGrant and hit “submit,” go back to the **Main Menu** and print a copy of the completed eGrant application by clicking on the yellow “VIEW” button.



It looks like this!

NOTE: Once printed, if text boxes are still visible or if the application has “DRAFT” printed across each page, then the application is printed incorrectly. **You must print in the “VIEW” mode for the application to be readable.** Keep a copy of the eGrant application for your records. **No hard copy of the eGrant application should be submitted to the Tennessee Arts Commission for Student Ticket Subsidy grant requests.**

AWARD NOTIFICATION

Submitting an eGrant application does not automatically assure STS funding. The school and school district will receive notification by mail of the status of the grant award.

CANCELLATION OF EVENT & RETURN OF FUNDS

If a funded event is cancelled for any reason, the organizing teacher or principal **must inform the Tennessee Arts Commission within ten (10) working days from date of cancellation.** The teacher or principal may propose to the Commission a different STS event presented by approved artists or arts organizations in order to use the allocated funds. Failure to reschedule a funded activity or return STS funds will jeopardize future funding.

CHECKLIST: Use the check boxes to ensure all steps have been completed:

- eGrant completed & submitted online at least 30 days before the project
 1. Section I: Applicant Profile
 2. Section II: Project Description
 3. Section III: Assurances Page (with two original signatures in PDF format)
- eGrant printed out correctly using yellow "VIEW" button to save for your records

ASSURANCES

The Applicant Assures the Tennessee Arts Commission that:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
2. The filing of this application has been duly authorized by the applicant.
3. **The applicant will expend funds received as a result of this application solely for the described project or program.**

By signing this application, the Applicant hereby assures and certifies that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes and that it immediately will take any measures necessary to comply.

Application will not be accepted without **TWO (2)** original signatures. **Signatures cannot be from the same person.**

Chief Authorizing Official or Principal

Signature: _____
Title: _____
Name: _____
Date: _____

Project Director

Signature: _____
Title: _____
Name: _____
Date: _____

Please Note: If this application is being submitted by an organization acting as a fiscal agent for another organization, the Chief Authorizing Official and Project Director of the organization acting as fiscal agent and holding the not-for-profit letter of determination must sign this application.