



TENNESSEE ARTS COMMISSION

Special Opportunities Grant Program Guidelines FY 2012

DESCRIPTION

This grant category provides funds for **unexpected**, but important arts activities throughout the Tennessee Arts Commission's fiscal year. No grant may exceed **\$750**, which must be matched with an equal amount of income/expenditure from the applicant.

Examples of activities supported in the Special Opportunities grant category include:

- Consultations for management and/or artistic improvement, including (but not limited to) consultancies from those listed on the Commission's Web site Network at: http://www.arts.state.tn.us/resources_capacity_bldg.htm.
- Programs for special constituencies and underserved groups, i.e. persons with disabilities, arts organizations of color, older persons, young people, those living in rural or isolated settings.
- Ticket subsidies for members of special charitable groups (senior citizens centers, schools, citizens with disabilities, etc.).
- Professional development assistance for professional arts administrators and board members. The individual requesting professional development assistance must be the official representative of the applicant organization. Preference will be given to staff members of the organization rather than others who are only affiliated with the organization. In general, no more than two individuals representing an organization may receive financial assistance for any one training opportunity. Information about the particular training opportunity must be submitted with the application. In general, no information is required for training offered by the SouthArts, Association of Performing Arts Presenters, and Americans for the Arts, and similar regional and national organizations. **NOTE:** The grant amount will be for the **registration fee only** and it must be a minimum request of \$100. **No Commission funds may be used for travel, lodging, meals or similar expenses**, but these expenses may be used as the match for the Commission funds. The grantee must pay the full registration fee, and then submit a final report to the Commission for reimbursement in the amount awarded.
- Sponsor/presenters support for performance and exhibits featuring out-of-state and Commission-approved artists with these restrictions:

- The audience being served is one not regularly available to the artist(s).
- The event must be publicized and open to the general public, not part of a regular subscription series.
- The sponsor/presenter must make all booking arrangements and must handle ticket printing and sales.
- Give credit to the Commission in all programs and publicity.
- Permit free inspection of the sponsored event by Commission members, staff, or representatives of the Commission.

Please note: All Special Opportunities grantees must be prepared to handle all necessary expenditures because Commission funds will be paid as **reimbursement** to the grantees upon submission and approval of reports and invoices. No Commission funds are available prior to the Special Opportunities activity.

ELIGIBILITY

An organization is eligible to apply for funding support of its arts activities, if the organization meets one of the following qualifications:

- The organization is a nonprofit **arts** organization legally chartered in Tennessee and in possession of a determination letter from the Internal Revenue Service declaring the organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Private educational institutions must be a nonprofit and meet these tax-exempt requirements.
- The organization is an entity of government with an **arts focus** (such as an arts council or commission).
- Non-arts entities are **ineligible** in this category.

If the applicant has previously received Commission grant funding, they may assume that the charter file in the Commission office is complete. A staff member will contact the applicant if any material is missing from the file.

For further eligibility information, please refer to “Legal Requirements” at: www.arts.state.tn.us/legal.htm .

Except in unusual circumstances, only one (1) Special Opportunities grant will be awarded to any one applicant in a single fiscal year.

ACCESSIBILITY

No person on the ground of race, color, national origin, disability, age, religion or sex shall be excluded from participation in, or be denied benefits of, or otherwise be subject to discrimination of services, programs and employment provided by the Commission and its contracting agencies.

DEADLINE

The Special Opportunities eGRANT application must be submitted electronically at least thirty (30) days prior to the beginning of the Special Opportunities activity.

Also, the printed application and required documents / materials must be postmarked or hand-delivered to the TAC at least thirty (30) days prior to the beginning of the Special Opportunities activity.

The earliest starting date for a project is July 1, 2011. The latest end date for a project is June 15, 2012. This program is open until June 15, 2012, OR until all funds are expended (“first come, first served”).

HOW TO APPLY

Prior to submitting a Special Opportunities application, qualifying organizations must check on the status of funding availability in this category and discuss their project proposal with the Deputy Director at (615) 741-2093 or rod.reiner@tn.gov or (615) 741-1701 (TDD).

WHAT TO SUBMIT

By the specified deadline, **applicants must:**

- Complete all sections of the Special Opportunities eGRANT application form. The link to the eGRANT form can be found at: www.arts.tn.gov .
- Electronically submit the current (FY12) Special Opportunities eGRANT application
- Submit one original (with original signatures) and two (2) completed hard copy printouts (utilizing the yellow “View” button of the eGRANT) of the current (FY12) Special Opportunities application.



Required attachments (see below), collated and stapled in proper order, must also accompany the hard copy applications. These documents must be mailed or dropped off at the office of the Tennessee Arts Commission, 401 Charlotte Avenue, Nashville, TN 37243.

- *For training opportunities only:* Submit **one set** of accompanying materials that includes information about the sponsoring organization and the event. In general, no information is required for training offered by SouthArts, Association of Performing Arts Presenters, and Americans for the Arts, and similar regional and national organizations.



- *For consultancies only:* Attach a resume or bio of person(s) or organization conducting the consultancy.

-Submit one (1) copy of the applicant organization's current corporation annual report **or** a copy of the e-mail verification issued by the Secretary of State's office **or** a copy of the online verification sheet maintained by the Secretary of State's office at this Web site: www.tennesseeanytime.org/sosname/ .

EVALUATION CRITERIA

Special Opportunities applications will be reviewed by Commission members and staff using the following criteria to be considered for support:

- In the case of programmatically oriented projects, the need for the project should be adequately defined, its budget should be reasonable, and imagination should be shown in its design.
- The proposal should promote excellence in the arts and professional development for administrators and/or artists of merit.
- The applicant organization should have a history of providing quality artistic programming and/or demonstrate potential to achieve quality artistic activity.
- The applicant organization should show evidence of public and private financial commitment and of strong support for its activities as measured by indicators such as ticket sales, number of participants, and in-kind contributions.
- The applicant should have a past record of administrative cooperation and compliance with Commission grant requirements and procedures, if Commission funding has previously been awarded to the organization.
- The application should be well planned and presented.
- The project should serve the applicant organization's community or area of the State.
- The applicant organization should offer employment opportunities for qualified arts administrators and artists.
- The proposed project must provide access without regard to geography, level of income, level of education, physical or mental disabilities, or social or ethnic patterns.
- The applicant organization must demonstrate that the diverse cultural, ethnic, and artistic populations in its community are represented in the planning, execution, and evaluation of its programs and services.
- The size of the project's audience must be appropriate to the type of service being offered.

APPLICATION INSTRUCTIONS

Applicants must read the following Application Instructions section before completing the application form.

Submit the required eGRANT electronically and print out hard copies of the completed Special Opportunities application (utilizing the yellow “View” button of the eGRANT). Staple all pages of each hard copy application, including the Projected Budget page, together in the upper left-hand corner of the first page of the application.

Required attachments should be duplicated in the amount stated, collated, and stapled to the application as directed.

One (1) copy of any supporting materials may be included, but should not be stapled to the application. Additional copies will be discarded.

Supplying complete and accurate information is the responsibility of the applicant. Handwritten and/or incomplete applications will **not** be accepted.

Some questions on the application form may not be familiar to the applicant. The staff of the Commission has identified these questions and has provided the following additional instructions:



APPLICANT PROFILE

Give the name and address, nine digit zip code, and mailing address of the applicant organization, not the individual completing the application. If your mailing address is *not* the same as your physical address, enter your physical address in the spaces indicated. Otherwise, leave the physical address fields blank.

Enter the nine digit Federal Employer Identification Number (EIN) from your Internal Revenue Service letter granting tax-exempt status to your organization.

Give the **number** of the Tennessee House, Senate, and the U.S. Congressional district(s) in which the organization is located. Note: the specific street address of your organization determines these numbers.

If you do not know the numbers of the State or U.S. Congressional districts in which your organization is located, contact your County Election Commission, or go to: www.votesmart.org . **Do not list more than one (1) House, Senate, or Congressional district in each space.**



PROJECT DESCRIPTION

Complete all fields on this page, including Project Title, Amount Requested, Funding Description and Date of Project Activity, etc.



REQUIRED DOCUMENTS

REQUIRED DOCUMENTS / PROPOSAL NARRATIVE

In the space provided for the *narrative*, provide details of the project and address the evaluation criteria as specified on pages 4 and 5 of these guidelines. Use the space provided only. Do not attach additional narrative.

REQUIRED DOCUMENTS / BUDGET FORM

Read all guideline instructions before completing any part of the Budget Form page.

In the spaces provided, briefly identify the specific nature of the use or source for **all sums listed**, e.g., line 5: Travel 20 miles/day X 5 days @ .46 per mile.

EXPENSES

#1 Permanent Staff: Show estimated payments for salaries, wages, fees, and benefits specifically identified with the project or program for individuals who are employees of your organization. (Provide job titles, number of personnel under each title, and annual salary or percentage of salary devoted to the project.)

Administrative: Executive and supervisory staff, program or project directors, clerical staff, support staff such as maintenance, security, ushers, box office personnel employed by the applicant organization.

Artistic: Artistic directors, directors, conductors, curators, dance masters, composers, video artists, filmmakers, designers, choreographers, actors, dancers, singers, authors, instructors, painters, musicians, etc., employed by the applicant organization.

Technical/Production: Technical directors, wardrobe, lighting, sound crew, etc., employed by the applicant organization.

#2 Contractual Fees and Services: Should show estimated payments to firms or persons for the services of individuals who are not normally considered employees, but consultants or the employees of other organizations whose services are specifically identified with the project or program and who are serving in non-employee/non-staff capacities. (Provide job titles, number of personnel under each title, and annual salary or percent of salary devoted to the project.)

Administrative: Executive and supervisory staff, program or project directors, clerical staff, support staff such as maintenance, security, ushers, box office personnel not on permanent staff of organization.

Artistic: Artistic directors, directors, conductors, curators, choreographers, and resident artists not on permanent staff of organization. Specify number of days and amount to be paid per day.

Technical/Production: Technical directors, wardrobe, lighting, sound crew, etc., not on permanent staff of the organization.

Other: Other consultants or temporary employees not on permanent staff of the organization.

#3 Accessibility: Estimate costs associated with making your project, program, or facility more utilized and accessible to underserved populations, particularly individuals with disabilities and persons of color.

#4 Space Rental: Estimated payments specifically identified with the program or project for rental of office, rehearsal space, theater, hall, gallery, etc.

#5 Travel: Estimated costs directly related to the travel of an individual or individuals specifically identified with the program or project. Include any fares, hotel, food, taxis, per diem payments, mileage, and other lodging expenses.

NOTE: Unless under special circumstances, **Commission funds may not be used for travel, lodging or similar expenses, but these expenses may be used as the match for the Commission funds.**

#6 Marketing: Estimated costs for marketing, publicity, and promotion as specifically identified with the project or program. Include costs of advertising, printing and mailing of brochures, flyers, posters, etc. Do not include payments to individuals or firms which belong under Personnel or Outside Professional Services.

#7 Remaining Operating Expenses: Include all expenses not entered into other categories and specifically identified with the program or project. Include estimated expenses for supplies and materials, scripts, sets and props, catalogs, insurance, equipment rental, electricity, telephone, shipping, etc. **Costs associated with food, refreshments, receptions, etc., may not be included except as part of the Applicant Cash Match.**

#8 Capital Expenditures/Acquisitions: Commission funds cannot be used for capital expenditures; however, capital costs up to \$2,500 as shown below can be used to match Commission funds, if they are related directly to the project or program. Acquisitions include expenses for additions to a collection.

#9 Total the columns: The totals of "Applicant Cash Match" and "TAC Funds" should equal the "Total Expense".

INCOME

#10 Admissions: Revenue derived from the sale of admissions; tickets, subscriptions, memberships, etc. for events connected to the program or project.

#11 Contract Services: Revenue derived from fees earned through the sale of services like workshops, etc. to other community organizations, government contracts for specific services conducted by your organization, performance or residency fees, tuition, etc.

#12 Other: Revenue derived from sources other than those listed.

CONTRIBUTIONS

#13 Corporate: Revenue derived from contributions given for this project or program by businesses and corporations, or a proportionate share of such contributions allocated to this project or program.

#14 Foundation: Revenue derived from foundations, or a proportionate share of such grants allocated to this project or program.

#15 Other Private: Revenue derived from cash donations given for this project or program, or proportionate share of such contributions allocated to this project or program. Do not include corporate, foundation, or government contributions and grants.

GOVERNMENT

#16 Federal: Revenue derived from grants for the project or program by agencies of the federal government or a proportionate share of such grants allocated to this program or project. Indicate the source(s) of such funds, e.g.

National Endowment for the Arts, National Endowment for the Humanities, Institute for Museum Services, etc.

#17 State/Regional: Revenue derived from grants given for this project or program by agencies of the State of Tennessee and/or multi-state consortia of state agencies, such as the SouthArts, or a proportionate share of such grants allocated to this project. Do not include anticipated funds from the Commission.

#18 City/County: Revenue derived from grants to this project or program by city, county, in-state regional, and other local government agencies, or a proportionate share of such grants allocated to this program or project.

#19 Existing Funds: Funds from the accumulated resources that the organization has budgeted or reasonably anticipates needing before the program or project takes place. Enter only the amount required to do the project or program.

#20 Total Income Listed Above: Income from all sources other than the Tennessee Arts Commission.

#21 Arts Commission Funds Requested: The amount you are requesting from the Commission.

#22 Total Cash Income: Total Items #20 and #21 and enter the amount in the space provided. The total must be at least as much as Total Cash Expenses, #9, on the Financial Profile form.

REQUIRED DOCUMENTS / ASSURANCES PAGE

Sign, complete Signature, Title, Printed Name and Date lines. *Note: two different authorizing signatures are required.*

CHECKLIST

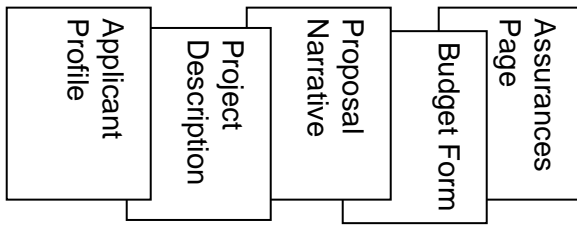
Check the boxes to ensure application is complete:

- eGRANT completed & submitted online by deadline
- eGRANT printed out correctly using yellow "VIEW" button, including:
 - Applicant Profile
 - Project Description
 - Proposal Narrative (PDF document - #1 under "Required Documents" button of eGRANT)
 - Budget Form (PDF document - #2 under "Required Documents" button of eGRANT)
 - Assurances Page (PDF document - #3 under "Required Documents" button of eGRANT)
 - For training opportunities only:** Submit one set of accompanying materials that include information about the sponsoring organization and the event.

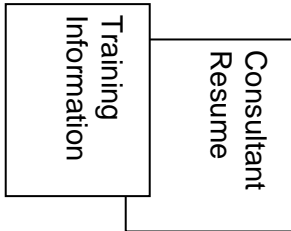
- For consultancies only:** Attach a resume or bio of person(s) or organization conducting the consultancy.
- 1 copy of current Corporation Annual Report verification (nonprofits only)
- 3 completed and collated sets of hardcopy applications (single-sided, 1 original plus 2 copies), mailed or hand-delivered to the TN Arts Commission by deadline.

DIAGRAM FOR COLLATING GRANT APPLICATIONS

Pages of EACH grant application should be arranged as shown:



Include one copy only if applicable:



One copy only:

