



## TENNESSEE ARTS COMMISSION Touring Arts Grant Program Guidelines

- Arts Access Touring (AA-TR)
- Touring Arts (TOUR)

FY2012

DESCRIPTION

Before applying for a grant, applicants are responsible for reading TAC's Legal Requirements found on the Commission's Web site at: <http://www.arts.state.tn.us/legal.htm>

The Touring Arts Program primarily brings professional Tennessee artists to communities across the state by providing financial assistance to qualified presenters/sponsors.

**There are two (2) categories in this program.**

- The **Arts Access Touring Arts (AA-TR)** category is funded in part by the National Endowment for the Arts and is designed to stimulate and encourage the presentation of performing, visual and literary arts by professional Tennessee artists of color or artists with disabilities. **AA Touring Arts** grant funds are used to pay the artist's fee, which is established by the artist. **One-to-one (1:1) dollar matching may be required from the applicant.** Grant funds requested and awarded must range from \$500 - \$4000.
- The **Touring Arts (TOUR)** category supports professional Tennessee performing artists and groups. Additionally, under this program, presenters may apply to engage **ONE** out-of-state artist or group per fiscal year. **Touring Arts (TOUR)** grant funds are used to pay a portion of the artist's fee, which is established by the artist. **One-to-one (1:1) dollar matching is required from the applicant.** Grant funds requested and awarded must range from \$350 - \$4000.

In FY2012, a maximum of **\$8000** combined awards from both the Arts Access Touring Arts (AA-TR) & Touring Arts (TOUR) categories will be awarded to any individual artist or group (two or more persons).

In FY2012, a maximum of **\$8000** combined awards from both the Arts Access Touring Arts (AA-TR) & Touring Arts (TOUR) categories will be awarded to any presenting organization.

**Presenters may not apply to both the Arts Access Touring Arts (AA-TR) & Touring Arts (TOUR) categories for the same project.**

**Sponsored artists** must have a history of being financially compensated for their artistic work and this compensation must be a major source of support for their livelihood. Individual artists and groups presented under this program must also have a history of touring and high quality promotional materials. Promotional materials may include printed information, photographs, CD's, DVD's and Web sites.

**An educational/outreach activity must be included in the proposal.** This activity needs to be separate from the live public performance, and include interaction between the artist(s) and an audience (not necessarily the same audience that attended the public performance). Examples of educational/outreach activities are pre- or post-performance talkbacks, lecture/demonstrations, hands-on workshops, or master classes. *Schools, colleges, and universities must schedule public performances outside of school hours, and demonstrate that they are **open and marketed** to the public.*

Touring grant funds will be paid by **reimbursement** after the event.

*Due to reporting requirements, artist fees funded under this grant category must be paid directly to the artist by the grantee (and **not** to an artist representative or management company).*

**Please Note:** Tennessee presenters who receive National Endowment for the Arts/South Arts Regional Touring funding through South Arts may apply for matching support for one out-of-state artist through the **Touring Arts (TOUR)** category.

## ELIGIBILITY

An organization is eligible for funding support of its presenting activities, if the organization is legally chartered in Tennessee and meets **either** of the following qualifications:

- The group is a nonprofit 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 nonprofit and meet the tax-exempt requirements.
- The institution is an entity of government (such as parks and recreational organizations, libraries, and schools) or a college or university.

Colleges and universities are eligible only for activities that clearly serve the needs of the surrounding communities or the State and are designed to involve a broad audience. Activities that are credit-producing or are oriented primarily to students and the academic community are not eligible.

Schools, colleges, and universities must schedule public performances outside of school hours, and demonstrate that they are **open and marketed** to the public.

**Before or at the time of application**, all 501 (c) (3) grant applicants must provide the Commission with copies of all of the basic **nonprofit status documentation**, which includes a copy of the organization's:

- Tennessee State Charter
- IRS 501 (c) (3) Determination Letter
- Recent copy of the By-laws of the organization

These documents must be submitted **before** making application or provided **with** the application in order to be considered for funding. Failure to provide all nonprofit status documentation at the appropriate time will result in the application being disqualified.

Organizations who have received Commission funding in the past two years may assume that these documents are complete and on file with the Commission unless otherwise notified. A staff member will contact you should any material be missing from the file.

## INAPPROPRIATE ACTIVITIES

The following activities are not eligible for funding under the Touring Arts Program:

- Any activity used as a planned fundraising event.
- Any event which is part of a college or university's curriculum.
- Projects that do not include a public performance component and an additional education/outreach component.
- Presentation of out-of-state artists with this exception: *one (1) public performance and outreach activity by an artist or group based outside of Tennessee per organization will be allowed in the Touring Arts (TOUR) category.*
- Presentation of artists that reside within the applicant's county with this exception: *one (1) public performance and outreach activity by an artist or group residing within the presenter's county will be allowed per organization in both the Arts Access Touring Arts (AA-TR) and Touring Arts (TOUR) categories.*
- Producing arts organizations, such as orchestras, theater companies, dance companies, and opera companies requesting fee support for guest artists appearing as part of the organization's own performance, concert, or production.

## HOW TO APPLY

**Arts Access Touring Arts (AA-TR) applicants must contact William Coleman, Director of Arts Access at (615) 532-9797 or [william.coleman@tn.gov](mailto:william.coleman@tn.gov) before submitting an application.**

**Touring Arts (TOUR) applicants should contact Hal Partlow, Director of Performing Arts at (615) 532-9801 or [hal.partlow@tn.gov](mailto:hal.partlow@tn.gov) with any questions relating to the Touring Arts (TOUR) application. New applicants to Touring Arts (TOUR) must contact Hal Partlow (see above) before submitting an application.**

Any professional Tennessee artist or group (or one professional out-of-state artist or group in the Touring Arts (TOUR) category) may be presented provided the artist(s) has a history of touring and high quality promotional materials. **Prior to submitting an application**, the applicant must contact the artist or his/her

manager and book the artist with a binding contract, a contract containing a clause stating the performance will occur contingent upon Tennessee Arts Commission funding, or a letter of intent to hire. **The contract/letter must also include; 1. the date of the public performance, 2. the artist's fee, and 3. the type of educational/outreach activity that the artist will provide and when it will occur. BOTH PARTIES MUST SIGN THE CONTRACT/LETTER.** The applicant then submits an application (see below).

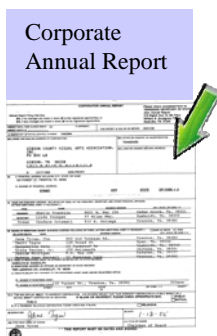
## WHAT TO SUBMIT



- Electronically submit the current (FY12) Touring eGrant application **AND**
- Submit one original (with original signatures) and three (3) completed hard copy printouts (utilizing the yellow “View” button of the eGrant) of the current (FY12) Touring eGrant application.

*Note: The application must be submitted online **prior** to printing it, or a “DRAFT” notice will appear across each page. **Do not** submit applications with the “DRAFT” notice across each page **OR** printed utilizing the green “Edit” button of the eGrant.*

- Submit four (4) hard copies of the artist(s) contract/letter (one with the original application and three (3) with each additional hard copy printout. The contract/letter must include the date of the public performance, the artist's fee, and the date and description of the educational/outreach activity the artist(s) has agreed to perform.
- Submit one (1) sample of artist(s) promotional materials.
- Submit one (1) copy of the applicant organization's current corporation annual report (501(c)(3) applicant organizations only) 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: <http://www.tennesseeanytime.org/sosname/> ).



Submit hardcopy applications to: Tennessee Arts Commission, 401 Charlotte Avenue, Nashville, TN 37243.

Applications may not be sent by FAX or e-mail.

## DEADLINE

Touring eGrant application must be submitted electronically a minimum of thirty (30) days prior to the beginning of the project. **Also**, the printed eGrant application and all required documents and materials must be postmarked or hand-delivered to the Art Commission office a minimum of thirty (30) days prior to the beginning of the project.

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").

## REVIEW PROCESS

The Commission reviews each application. Criteria (in addition to the availability of funds and eligibility of the applicant) include:

- Evidence that the presenter is introducing new or untried performing arts events that will broaden audience appreciation for a variety of art forms.
- Evidence of cooperation with other sponsors/presenters through "block" (group) booking.
- Evidence that the presenter is serving audiences in rural communities or isolated settings and/or other underserved constituencies.
- Evidence of one or more education/outreach activities (workshops, master classes, lecture-demonstrations, etc.).
- Evidence of promotion efforts toward filling the house.
- Evidence of generating substantial percentage of expenses.

## APPLICATION INSTRUCTIONS

Submit the Touring **eGrant** application electronically as well as the original and required **hardcopies** of the Touring Arts application. Staple all pages of each hard copy application, including the Budget Form 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.

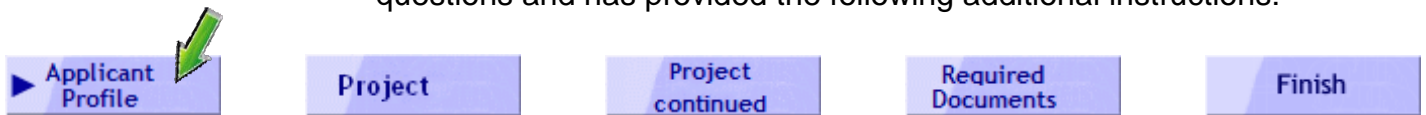
One (1) copy of any supporting materials may be included, but should not be stapled to the application. Additional copies will be discarded.

PLEASE NOTE: Supplying complete and accurate information is the responsibility of the applicant.

Handwritten and/or incomplete applications will **not** be accepted.

### SECTION BY SECTION INSTRUCTIONS

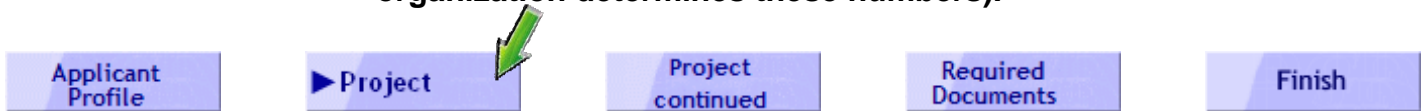
Some questions on the application form may not be familiar to the applicant. The staff of the Commission has identified these questions and has provided the following additional instructions:



#### APPLICANT PROFILE

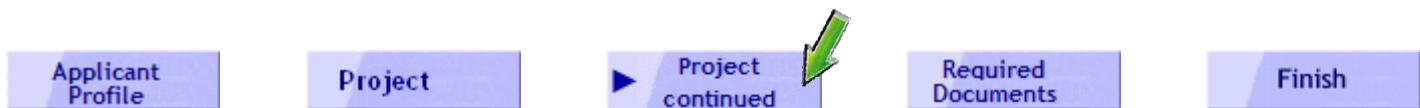
Include the organization's mailing address, 9 digit zip, physical address, and 9-digit Federal Employment Identification Number from the Internal Revenue Service letter granting tax-exempt status to the organization, contact person, and phone number(s).

Note that the application requests the **numbers** for the Senate, House, and U.S. Congressional districts. If this information is not known, contact your [County Election Commission's office](#), or go to: [www.vote-smart.org](http://www.vote-smart.org) (the specific street address of your organization determines these numbers).



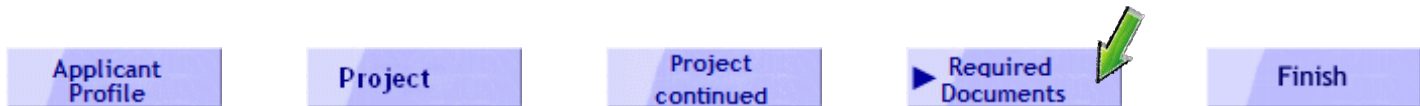
#### PROJECT

Give information about the project, including Artist/Company, Engagement, etc.



### PROJECT CONTINUED

Give further information about the project including Individuals Benefiting, Youth Benefiting, Artists Participating, Project Discipline, etc.



### REQUIRED DOCUMENTS

Complete **Narrative** portions, **Budget Form**, and **Assurances** page:

**NARRATIVE:** Be specific and thorough. The information is critical to the proposal's evaluation.

**BUDGET FORM:** Note that the category is divided into two (2) sections. Under EXPENSES - TAC SUPPORT you may apply for up to 50 percent of the artist(s) fee, not to exceed a \$4,000 request in the Touring Arts (TOUR) category and up to 100 percent of the artist(s) fee, not to exceed a \$4,000 request in the Arts Access Touring Arts (AA-TR) category. On the right side complete all items under "TOTAL." Here in brief form, itemize all the costs anticipated to produce the program.

The following information explains each item under EXPENSES:

- Artist/Group Fee: Fees negotiated between the arts organization and the requested artist or group.
- Accessibility: Estimate costs associated with making your project, program, or facility more utilized and accessible to underserved populations, particularly individuals with disabilities and person's of color.
- Technical/Production Costs: Estimated costs for technical personnel, equipment rental, lighting, sound crew, etc.
- Space Rental: Estimated payments specifically identified with the program for rental of office, rehearsal space, theater, hall, gallery, etc.
- Travel (during residency): Estimated costs for travel directly related to the travel of an individual specifically identified with the program. Include any fares, hotel, food, taxis, per diem payments, mileage, and other lodging expenses.

- Marketing (promotion/publicity): Estimated costs for marketing, publicity, and promotion as specifically identified with the program. Include costs of advertising, printing, and mailing of brochures, flyers, posters, etc. Do not include payments to individuals or firms that belong under Technical/ Production costs.
- Capital Expenditures: Commission funds cannot be used for capital expenditures; however, capital costs up to \$2,500 may be shown if they are related directly to this project.
- Remaining Operating Expenses: Include all expenses not entered into other categories that are specifically identified with the program or project. Include expenses for supplies and materials, insurance, electricity, telephone, shipping, etc.

The following information explains each item under REVENUE:

- Admissions: Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. for events connected to the program.
- Corporate Support: Revenue derived from contributions given for this program by businesses and corporations or a proportionate share of such contributions allocated to this program.
- Other Support: Revenue derived from sources other than corporate contributions.
- Government Support: Revenue derived from grants to this program by city, county, instate, regional, and other local government agencies, or a proportionate share of such grants allocated to this program.
- Other Income: Revenue derived from sources other than corporate or private contributions or local government grants.
- Applicant Cash (Existing Funds): Funds from the accumulated resources that the organization has budgeted or has reasonably anticipated needing in advance of the program or project. Enter only the amount required to implement the project. **Do not include any funds already listed under the above income line items.**
- TAC Support (Grant Request): The amount of funds requested from the Commission for the program.
- Total Cash Income: Income from all resources including the Tennessee Arts Commission.

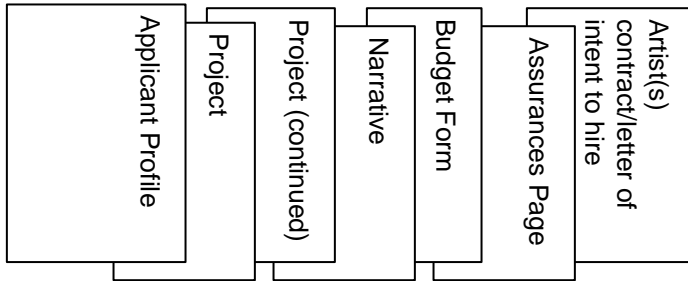
**ASSURANCES PAGE:** Complete the Assurances Page. **Two different original signatures are required.**

**CHECKLIST: Check boxes to ensure application procedures are complete:**

- eGrant completed & submitted online by deadline
- 4 completed and collated sets of hardcopy applications (single-sided, 1 original plus 3 copies), mailed or hand-delivered to the Tennessee Arts Commission by deadline.
  - Applicant Profile
  - Project
  - Project Continued
  - Narrative (under “Required Documents” button of eGrant) Budget Form (under “Required Documents” button of eGrant) Assurances Page (under “Required Documents” button of eGrant) Four (4) copies of the artist(s) contract/letter of intent (including date of public performance, artist’s fee, and date and description of educational outreach activity)
- One (1) sample of artist(s) promotional materials
- One (1) copy of Corporation Annual Report (nonprofit organizations only)
- One (1) copy of other support materials (optional)

**DIAGRAM FOR COLLATING GRANT APPLICATIONS**

Pages of EACH grant application should be arranged as shown:



**One copy only:**

