



TENNESSEE ARTS COMMISSION

Technical Assistance (TA) Grant Program

- **Arts Access Technical Assistance Grant Guidelines**
- **General Technical Assistance Grant Guidelines**

FY 2012

DESCRIPTION

This program provides funds for technical assistance during the Tennessee Arts Commission's 2012 fiscal year (July 1, 2011 – June 30, 2012). Technical Assistance funds are primarily used to bring in an outside consultant for intensive work needed to strengthen the applicant **arts organization**.

There are two (2) categories in this program. The **Arts Access (AA) Technical Assistance** grant category funds are only available to arts organizations of color or to arts organizations chartered to serve people with disabilities. Arts organizations of color must have a Board of Directors whose membership is composed of at least 51% people of color. Grants in this category range from \$500-\$3,500. The **General Technical Assistance** grant category is available to arts organizations who meet the *Eligibility* requirements below. Grants in this category range from \$500-\$3,500.

A cash match from the grantee is not required but demonstrates commitment from the applicant organization toward the project and may affect the award amount.

Example Projects:

- Contracting with a consultant to address the organization's short- and long-term planning, marketing and promotion, board/staff development, financial management, technical skills, personnel needs, or similar administrative and managerial topics.
- Facilities or activities assessment.
- Assistance in grants making, fundraising, and other fiscal development.
- Computer software purchase in conjunction with computer training.
- Web site development or redesign. Note: TA support of expenses related to ongoing Web site updates and maintenance is not allowed.

An organization may use in-state or out-of-state consultants for the project, but must be approved by the Commission. The Commission's Capacity Building Services program offers a list of trained Peer Advisors, professional consultants and other resources that may be utilized with Technical Assistance funding. For more information, go to: www.arts.state.tn.us/resources_statewide.htm .

ELIGIBILITY

An organization is eligible to apply for technical assistance if the organization meets **one** of the following qualifications:

- The organization is a nonprofit **arts** organization (or an arts organization of color or an arts organization legally chartered in Tennessee to serve people with disabilities - **for AA applicants only**) 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 these tax-exempt requirements.
- The organization is an entity of government with an **arts focus** (such as an arts council or commission).

Non-arts organizations may **not** apply in this category. All grant applicants must provide the Commission with copies of the basic nonprofit status documentation. If you have previously received Commission grant funding, you may assume that your charter file in the Commission's office is complete. A staff member will contact you 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 Technical Assistance Program 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.

HOW TO APPLY

Prior to submitting a Technical Assistance application, qualifying organizations must check on the status of funding availability in this category and discuss their proposed project with TAC staff. For AA Technical Assistance, contact the Director of Arts Access at (615) 532-9797 or beverly.scott@tn.gov . For General Technical Assistance, contact the Deputy Director at (615) 741-2093 or rod.reiner@tn.gov .

WHAT TO SUBMIT

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

- Complete all sections of the Technical Assistance Program eGRANT application form.
- **Electronically submit the current (FY12) Technical Assistance eGRANT application and:**
- **Submit one original (with original signatures) and two (2) completed hard copy printouts of the current (FY12) eGRANT Technical Assistance application (utilizing the yellow “View” button on the eGRANT).** *Note: The application must be submitted online **prior** to printing it, or a “DRAFT” notice will appear across each page.* Required attachments, 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.
- Attach a resume or bio of the person(s) or organization conducting the technical assistance consultancy.
- First-time Computer Equipment Applicants: Submit three (3) estimates from established businesses, listing equipment along with brief descriptions of features the organization wishes to purchase with Technical Assistance funds. Prior approval from the Tennessee Arts Commission must be obtained before purchasing any equipment.
- **Include 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 .**



Please Note: If your Technical Assistance project is funded by the TAC and involves a consultant’s report, a copy of that report must be sent to the TAC along with grant close-out paperwork.

DEADLINE

The Technical Assistance eGRANT application must be submitted electronically at least thirty (30) days prior to the beginning of the Technical Assistance 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 Technical Assistance 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”).

After the Commission's approval of the grant request, Technical Assistance grantees may request 40% of the grant amount. The final payment shall be made only after the grantee has completed the project and has submitted a final financial report of the expenditures and other required documents.

APPLICATION INSTRUCTIONS

Electronically submit the current (FY12) Technical Assistance eGRANT application. Also submit one original (with original signatures) and two (2) completed hard copy printouts of the application. Staple all pages of each hard copy application, including the Financial Profile page, together in the upper left-hand corner of the first page of the application.

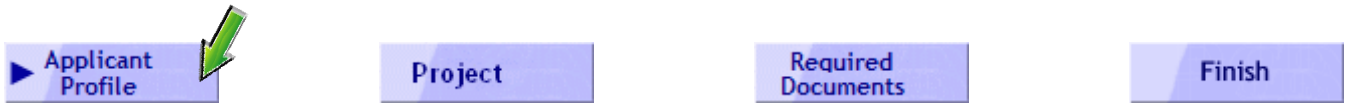
Required attachments should be duplicated in the amount stated, collated, and stapled to the application as directed.

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 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:



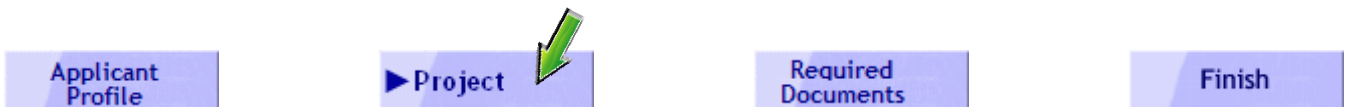
APPLICANT PROFILE INFORMATION

Give the name and mailing address, nine-digit zip code, and physical address of applicant organization, not the individual completing the application.

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 US Congressional district(s) in which the organization is located. **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 office, or go to: www.votesmart.org . Do not list more than one (1) House, Senate or Congressional district in each space.



PROJECT

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



REQUIRED DOCUMENTS

NOTE: Save the documents under this section of the application to your computer. After completion, print and mail all documents with printed grant application. **Handwritten documents will not be accepted.**

REQUIRED DOCUMENTS / NARRATIVE

Use the space provided to describe your technical assistance project, outlining the proposed consultant(s), proposed scope of services, and timeline. Use the space provided only and do not attach an additional narrative.

REQUIRED DOCUMENTS / BUDGET FORM

Indicate your Commission request and the matching portion of the grant on this page.

Contractual Fees and Services/Technical Assistance Consultant: Within the space provided, specify the consultant(s) to be used. Indicate the Applicant's Cash Match, TAC funds requested, and the total cost of the consultant on the lines to the right of the box. ***The individual(s) being utilized for this project may not be full or part-time employees of the organization, but work with your organization on a temporary basis and are professional consultants, peer advisors, or individuals with specific expertise or training.***

Other: Within the space provided, list any other expenditure that will be used toward this project. Indicate the Applicant's Cash Match, TAC funds requested, and the total expense on the corresponding lines to the right of the box. Total the figures on the lines at the bottom of the page.

Note: Requests for permanent equipment is not allowed, but an organization's purchase of such items may be used as a match up to \$2,500. Vehicular travel should be calculated at \$.46 per mile.

REQUIRED DOCUMENTS / ASSURANCES PAGE

Complete the Assurances Page. Two different original signatures are required.

CHECKLIST

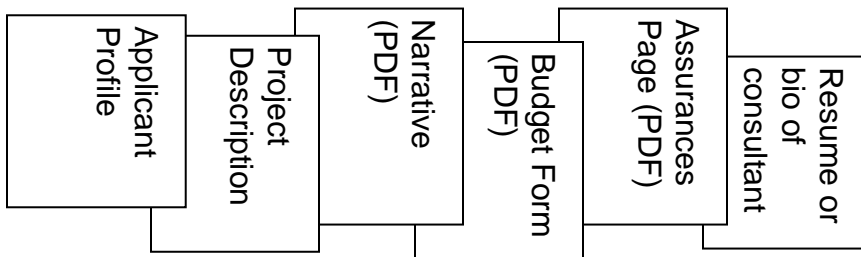
Check boxes to ensure application procedures are complete:

- eGRANT completed & submitted online by deadline, including:
 - Applicant Profile
 - Project Description
 - Required PDF documents including: Narrative, Budget Form and Assurances Page
- eGRANT printed out correctly using yellow "VIEW" button.
- Resume or bio of the person(s) or organization conducting the technical assistance consultancy.
- Current corporation annual report verification documentation (one copy -Non profit organizations only).

- First-time Computer Equipment Applicants only.* Submit three (3) estimates from established businesses, listing equipment along with brief descriptions of features the organization wishes to purchase with Technical Assistance funds.
- 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:



One copy only:

