



## Tennessee Arts Commission - Grant Guidelines Arts Education Artist-in-Residence Fiscal Year 2013

### Arts Education Grant Guidelines Artist-in-Residence (AE-AR) FY 2013

Before applying for a grant, applicants are responsible for reading and complying with all [LEGAL REQUIREMENTS](#) on the Commission's website at [tn.gov/arts/legal.htm](http://tn.gov/arts/legal.htm).

#### DESCRIPTION

The AE Artist-in-Residence (AE-AR) grant provides students and teachers with direct, hands-on arts experiences through personal interaction with teaching artists in a traditional school setting. Arts integration is the primary focus of the residency program, and projects should center around collaborative lesson plans and/or units designed to integrate the arts within a non-arts subject such as math, history, social studies, language arts, etc. However, arts education residencies designed to introduce or enhance student knowledge of and participation in a particular art form such as dance, theatre, music, creative writing, storytelling, visual art (including video and graphic design), or traditional folk and ethnic arts, may also be funded **only** if curriculum-based.

Organizations and schools must hire professional performing, visual, folk and ethnic, or literary artists or companies who are approved teaching artists with the Tennessee Arts Commission. A directory of approved artists and services may be viewed on the Teaching Artist Roster at [tac.roster.ercsystems.com/](http://tac.roster.ercsystems.com/).

Artist-in-Residence projects must be a minimum of five days and may last up to a full year. Residency days and weeks do not have to be consecutive. **Funds may NOT be used to hire guest artists to direct, choreograph, conduct or assist with productions, performances and/or exhibitions.** Applicants may request funding for up to three artist residencies in one application provided the residencies all take place at the same school within the same fiscal year. Residency content may vary, and different artists may be used.

#### DEADLINE

**Three deadlines exist for this program:**

- 1) Applicants must notify Nan Zierden at [nan.zierden@tn.gov](mailto:nan.zierden@tn.gov) at least one week prior to submitting an eGrant.
- 2) The completed eGrant application must be submitted electronically online by **Monday, January 9, 2012 at 4:30 p.m. CST.**
- 3) The required number of hard copies must be postmarked or hand-delivered to the Commission by **Monday, January 9, 2012 at 4:30 p.m. CST.**

**Failure to meet all of these deadlines will disqualify the application.**

Projects may not begin until July 1, 2012 and must conclude by May 15, 2013.

**ELIGIBILITY**

Only **public Pre K-12 schools and school systems** may apply.

**CONTACT**

Nan Zierden, Program Coordinator of Arts Education,  
[nan.zierden@tn.gov](mailto:nan.zierden@tn.gov) or (615) 532-5934

**FUNDING**

Minimum request: \$500. Maximum request: \$6000.

Funds may **ONLY** be requested in **TWO** of the following categories: artist fees, in-state travel or lodging for artists, marketing, and consumable supplies related to the instructional component of the residency, including teacher training. Funds may also be used for field trip admission (excluding transportation) to museums, theaters, galleries, etc. for the core group of students **only** if it is integral to the instructional component of the residency and includes a guided lesson. A core group of students is typically one classroom or 25-35 students.

**Funds may not be used for:**

- Projects in which the artist is to serve as the arts teacher in the absence of any on-going arts education programs
- Permanent staff of an organization
- Incentives for participation including cash awards
- Projects designed primarily as performances, demonstrations, or exhibits with only minimal impact and limited hands-on participation
- Competitions and/or tours in which students are presenting, performing, and/or exhibiting
- Out-of-state travel
- Individual private lesson instruction
- Payment for apprentices or interns
- Capital outlay for permanent or non-consumable materials or equipment purchases (such as musical instruments, books, cameras, easels, etc.)
- Planned fundraising activities
- After-school clubs
- Scholarships or competitions
- Food
- Grant writing fees
- Non-classical art forms including, but not limited to culinary arts, martial arts, healing arts, exercise programs, acrobatics or gymnastics
- Payments to an employee or official of the State of Tennessee (exceptions exist-contact the Commission for details)

## MATCHING FUNDS

Arts Education grants do **not** require a dollar for dollar match; however, applicants are strongly encouraged to match the grant as much as possible to strengthen the competitiveness of the application. In-kind contributions **cannot** be used for matching purposes but will strengthen the application. The eGrant application provides a space for estimating the value of all in-kind contributions. Such contributions should include those services and supplies for which the applicant under normal circumstances would have to pay but are being donated to the program. AE funds **cannot** be used for salary support for full-time employees but a portion of the employee's salary related to the amount of time spent on the AE project/program may be used as part of the applicant's cash match. This type of match is called a "soft match."

## RESIDENCY REQUIREMENTS

### To be eligible for funding, residencies must:

- Include a minimum of 5 days instruction with at least one core group of students. Days do not have to be consecutive.
- Contain effective hands-on and interactive activities that directly involve students in the creative process. Residencies cannot be primarily performance or demonstration based.
- Contain a strong instructional component. The instructional component details the content of the residency – how subject matter will be taught and reinforced, the goals of the residency, hands-on activities, any problem-solving or critical thinking components, etc. If linking to state and/or national standards, do not simply list the standards. Explain how the standards will be incorporated as part of the instruction and how they relate to the project outcomes being evaluated.
- Include a sample lesson plan that must be submitted with the application.
- Take place in a classroom space that is properly equipped and conveniently located for student and teacher access.
- Include an evaluation component that measures the effectiveness of the residency. For assistance on designing an effective evaluation component, consult the [Evaluation Handbook](#) on the Arts Education page of the Commission's website.
- Provide all teaching supplies as needed by the artist.
- Show teacher participation and planning in all classes involving the artist. **A teacher must be present in the room during all residency activities.** Residencies are excellent sources of professional development for classroom teachers.
- Include with the application the **Letter of Intent** signed by the artist. The Letter may be downloaded from the [Artist in Residence Handbook for Teachers & Artists](#).
- Include two **Supplemental Activities**.



### **Choose TWO Supplemental Activities:**

- Staff professional development or in-service workshop led by the residency artist
- An “end of project” event, such as a curriculum-related performance, exhibition, reading, or presentation that demonstrates for parents, school personnel, and the community what the students learned during the residency
- Related arts field trip to an in-state museum, gallery, concert, or performance for the core group of students
- Participatory family night that involves adults and students in joint hands-on arts activities as they relate to the residency

### **ADDITIONAL RESOURCES**

For more information on organizing and conducting an in-school or community-wide artist residency, review the [\*Artist in Residence Handbook for Teachers & Artists\*](#) available to download from the Arts Education page of the Commission’s website.

### **ARTISTS AND FEES**

Artists must be drawn from the Commission’s Teaching Artist Roster located online at [tac.roster.ercsystems.com/](http://tac.roster.ercsystems.com/).

**The applicant is responsible for submitting information illustrating the qualification of these artists and verifying their inclusion on the Teaching Artist Roster.**

Each artist maintains his/her own fee scale and requirements for compensation and travel. Applicants are responsible for contacting artists about compensation and availability BEFORE submitting an application. **A Letter of Intent *signed by the artist* must be submitted with the application.**

### **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.

## **EVALUATION CRITERIA**

**Advisory panels reviewing grant applications for this program use the following evaluation criteria:**

- Evidence that the proposed project demonstrates artistic, cultural and/or educational value to the community being served (10 points)
- Evidence that the proposed project advances the organization's mission to the community being served (10 points)
- Evidence that the organization understands and is responsive to the diverse interests and needs of the community it serves (10 points)
- Evidence that the proposed project supports the work of artists through payment of fees, services or appropriate benefits (10 points)
- Evidence that the organization understands and acts as an advocate for the public value of the arts in the community (10 points)
- Evidence that planning procedures are comprehensive, inclusive and communicated (10 points)
- Evidence that the organization understands principles of documentation and evaluation and results are used to guide future planning and programming (10 points)
- Evidence that the organization understands and demonstrates the value of public and private partnerships (5 points)
- Evidence that organization demonstrates financial stability and a broad base of financial support (5 points)
- Evidence of the organization's ability to carry out proposed project based on history of Commission funding (10 points)
- Evidence that the organization's application is well planned, addresses all questions, and is correct and complete in all information provided (10 points)

## HOW TO APPLY

- STEP #1:** READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY. Failure to complete all the necessary application requirements will disqualify the application.
- STEP #2:** Read all of the [LEGAL REQUIREMENTS](#) on the Commission's website at [tn.gov/arts/legal.htm](http://tn.gov/arts/legal.htm) to ensure your school is eligible for funding and that the project is within the scope of what the Commission is able to fund.
- STEP #3:** Contact Nan Zierden at [nan.zierden@tn.gov](mailto:nan.zierden@tn.gov) to discuss your project and ensure that funding is still available.
- STEP #4:** Be prepared to:
- Complete and submit the online eGrant application by the deadline
  - Submit the required number of hard copies by the deadline
- STEP #5:** Access the online [eGrant](#) application by clicking on the [eGrant](#) link or by accessing the application through the Commission's home page at [tn.gov/arts](http://tn.gov/arts). The eGrant must be submitted online by 4:30 p.m. CST on January 9, 2012. For a question-by-question guide on completing the eGrant application, consult the **Question-by-Question Grant Instructions** at the end of these guidelines.
- STEP #6:** Complete all sections of the eGrant. The final section, entitled "**Required Documents**" (see green arrow below) contains the Narrative, Budget and Assurances pages. Click on the designated links under this section to open these documents. For technical assistance, contact Lee Baird at [lee.baird@tn.gov](mailto:lee.baird@tn.gov).



- STEP #7:** Complete and print the Narrative, Budget and Assurance pages found under the "Required Documents" section. You will need them later to collate with the hard copy of the eGrant application. In order to save and print the Narrative, Budget and Assurances pages, **YOU MUST SAVE THEM TO YOUR DESKTOP.** These documents will become part of the hard copy applications. For instructions on how to respond to Narrative and complete the project Budget page, see Section V of the eGrant guidelines contained later in this document.

- STEP #8:** 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 accepted.**

**STEP #9:** **Additional Information:** Once you have printed out a hard copy of the eGrant application as well as hard copies of the Narrative, Budget and Assurance pages, you must also include the following with the application:

- **Key Staff Bios:** Short bios (2-3 sentences) of the primary administrative and artistic personnel, including contract artists, who will be involved in the grant activity. **Do NOT send resumes.**
- **Lesson Plan or Content Outline:** Insert one sample lesson plan for one lesson that will be taught as part of the proposed project (limit 5 pages). Do **NOT** send lesson samples for the entire project or for more than one lesson. Samples should include instructional objectives and method of assessment. A content outline is a less formal version of a lesson plan but should still include instructional objectives and method of assessment.
- **Schedule:** Outline the schedule of activities with as much detail as possible, such as the daily and/or weekly schedule for both students and artists.
- **Evaluation Tools:** Insert one sample of each type of evaluation tool that will be used during the project. Do NOT include several completed evaluation instruments as part of the application. These may be included with support materials but are inappropriate as a part of the application.
- **Letter of Intent:** A Letter of Intent for each artist must be provided in the application. For groups, one letter for the entire group is sufficient. A sample Letter of Intent may be downloaded from the [Artist-in-Residence Handbook for Teachers & Artists](#). Include the Letter of Intent as part of the application.
- **Proof of Arts Advocacy:** Arts advocacy is communicating to elected officials your views on the importance of the arts and how public support of the arts can and has impacted your community. Examples of arts advocacy proof may include membership in *Tennesseans for the Arts*, copies of recent letters to legislators and other elected officials, photos of elected officials at the applicant's arts events, newspaper clippings that create awareness about public support for the arts through the organization's activities (news articles that primarily market events are not acceptable) and other pertinent print materials. **Proof of advocacy must be demonstrated by the applicant organization.** Applicants may **not** submit advocacy efforts conducted by contracted artists.
- **Optional Material:** Other printed support materials (artist resumes, reviews, clippings, and brochures) directly related to the application proposal. Do **not** include audio, video, or other electronic samples. Support material will **not** be returned. Do not include any original materials. Do not include optional material in the application. It should be organized in a separate folder.

**THE PRINTED eGrant APPLICATION ALONG WITH THE NARRATIVE, BUDGET, ASSURANCE PAGE AND BULLETED LIST OF ADDITIONAL ITEMS ABOVE COMPRISE A COMPLETED GRANT APPLICATION. APPLICATIONS NOT COLLATED CORRECTLY ACCORDING TO THE DIAGRAM PROVIDED OR MISSING ONE OR MORE OF THE ABOVE WILL BE DISQUALIFIED.**

**STEP #10:** Make four (4) single-sided copies of the completed eGrant application plus required documents **for a total of five (5) applications.** **Staple** the original and each copy in the upper left-hand corner. Place the original application at the top of this stack and write the word "original" at the top of the first page. **NOTE:** The original application is the one with the original signatures.

**STEP #11:** To complete the application process, mail the required number of applications (5) to: Tennessee Arts Commission, 401 Charlotte Avenue, Nashville, TN 37243-0780 Applications must be postmarked or hand-delivered to the Commission by 4:30 p.m. CST January 9, 2012. **NOTE:** An application will NOT be processed until both the electronically submitted eGrant and printed copies are received by the Tennessee Arts Commission.

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

- eGrant completed & submitted online by deadline
- eGrant printed out correctly using yellow "VIEW" button
- Additional required documents attached to hard copy of eGrant
  - Narrative
  - Project Budget
  - Key staff bios (NO resumes)
  - Lesson plan or content outline (maximum 5 pages)
  - Schedule
  - Evaluation tools (one blank sample for each type)
  - Letter(s) of Intent
  - Assurances page (Must have two different signatures. The same person cannot sign both.)
- All of the above copied single-sided, collated and stapled into five (5) applications (one with original signatures). Do NOT separate each application by placing in binders, envelopes, folders, etc.

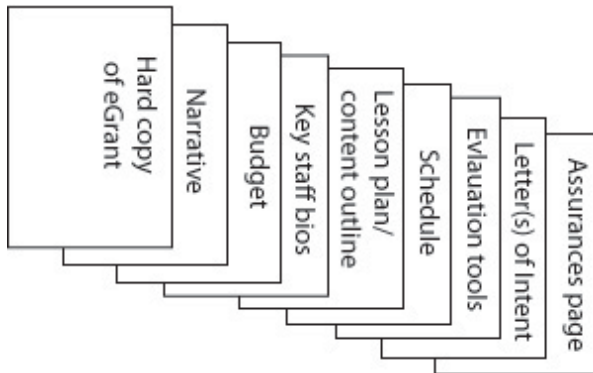
One separate packet containing:

- Arts advocacy samples from the applicant organization
- Evaluation summary (continuing projects only)
- Optional support material

## **DIAGRAM FOR COLLATING GRANT APPLICATIONS**

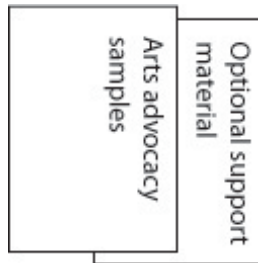
Pages of EACH grant application should be arranged as shown:

Collate five (5) applications in this order:



Applications should be copied single-sided and stapled in the upper left-hand corner.

Include one (1) separate packet containing one (1) copy each of the following:



### **DIRECTIONS:**

Put **ONE (1)** staple through the left-hand corner of each collated application. You should have five (5) applications with one (1) staple in each.

- Do **NOT** staple each section of the application individually. For example, do not staple the narrative, and then staple the budget, etc. Each application should have only **ONE** staple.
- Do **NOT** insert cover letters, table of contents, cover pages or section dividers. Applications should only include what is requested.
- Do **NOT** submit applications as loose-leaf pages. If the application is too thick for a standard stapler, then go to a copy center such as Kinko's to access a larger stapler.
- Do **NOT** use paper clips, tape, binder clips or anything other than a staple to hold the applications together.
- Do **NOT** place each application in a binder, folder or any other container.
- Do **NOT** insert any additional information into the application other than what is requested in the Grant Guidelines.
- Do **NOT** submit un-collated applications. The diagram above provides clear instructions on how each application should be arranged.
- Do **NOT** hand-write any sections of the application. The only section where handwriting is appropriate is on the designated signature area of the Assurances page. If you encounter difficulty typing in an eGrant document, contact Lee Baird at [lee.baird@tn.gov](mailto:lee.baird@tn.gov).

## Question-by-Question eGrant Instructions for Grants

### 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
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Use the drop down box to select the grant application you need. Then click the “Create New Application” box.

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

2010 TAC Arts Education: Artist in Residence Grants (ID:47894)	Application – AE-AR	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.



### SECTION I: APPLICANT PROFILE

Provide contact information for the organization applying for the grant. If the application is funded, the applicant organization will be responsible for managing the grant, contracts, and the close-out process.

- **Zip Code:** You **MUST** include your 9-digit zip code. If you do not know your 9-digit zip code, contact your local post office.
- **Federal EIN (Employee Identification Number):** This information may be obtained from your accountant or located on your IRS Determination Letter.

- **Contact Person:** The individual listed as the Contact Person must be a full-time employee of the applicant organization who is legally able to represent the organization such as the Executive Director, Development or Project Directors. Contracted artists or other non-permanent staff members may NOT be listed.
- **Address:** If the organization’s mailing address differs from the physical address, you will need to provide information for both.
- **Legislative Districts:** Provide legislative district numbers based on your *physical address*, NOT mailing address. If unsure about your district numbers, follow the links provided in the application or contact your county election commission. **Do NOT type the name of your senator or representative. Only the correct legislative district number.**
- Next, click the appropriate button. “Save Your Work” allows you to save inputted information and come back to it later. “Save & Next” will save your information and take you to the next section of the application.



## SECTION II: APPLICANT INFORMATION

- **Applicant Status:** Use the drop-down menu to select the appropriate legal description of your agency. For example, a county library would be “Government-County.” A public school may be “Government-County” or “Government-Municipal” depending on the location of the school district. All 501(c)3 organizations should select “Organization-Nonprofit.”
- **Applicant Institution:** Use the drop-down menu to describe the type of organization applying.
- **Mission Statement:** In 250 words or less, tell us why your organization exists.
- **Grantee Race:** Use the drop-down menu to select the code that represents 50% or more of your organization’s board or membership.
- **Applicant Discipline:** Use the drop-down menu to select the main art form of the organization, NOT the project. For organizations focused on many different art forms, select Multi-Disciplinary. For organizations that are not arts organizations, select “Non-arts/Non-Humanities.” **Note: Public schools are NOT arts organizations, even though the arts may be a predominant feature of the curriculum. Select “Non-arts/Non-Humanities.”**
- **County Demographics:** Insert the statistical information for the underserved populations listed. Click on the links provided in the application for assistance with identifying demographics.
- **Underserved Statement:** In the space provided, list any activities that your organization provided in the past year that were targeted toward underserved populations and efforts taken to include them in activities.
- **Advocacy Statement:** Describe efforts your organization has undertaken to make elected officials aware of the importance of public funding for the arts. Include advocacy work on both a local and state level.
- **Board of Directors Overview** (This question is for 501(c)3 organizations only.): Provide information on term limits, length of service and other questions as it pertains to your organization’s Board of Directors. The information listed here should match the board list you submitted with your application.
- **Underserved & Under-represented on Board** (This question is for 501(c)3 organizations only.): Provide percentages for those board members who are underserved. This information should match the board list you submitted with your application.
- Then click the appropriate “Save” button depending on what action you wish to take.

### SECTION III: FINANCIAL – **ONLY 501(c)3 organizations complete this section.**

If your organization is an entity of government (such as a **public school**) and NOT a 501(c)3 organization, you must input “0” (zero) into all of the spaces before saving and moving forward in the application.

- **Four-Year Cash Operating Budget History:** In the appropriate year, provide the total operating cash revenues and expenses for a four-year period for the organization's operating budget. **Year one and year two figures should be completed and documented operating statements.** Exclude only the following:
  - (a) revenues and expenses that are in-kind
  - (b) revenues and expenses for capital expenditures or capital disbursements
  - (c) endowments or trusts
- **Non-arts organizations should show figures for ARTS PROGRAMMING ONLY.**
- **For arts organizations:** the figures you provide for your most recently completed fiscal year **MUST MATCH** the one-page financial statement you provided with the application.

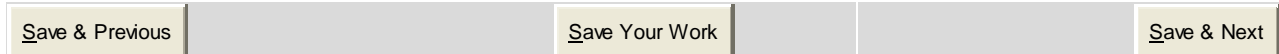
### SECTION IV: PROJECT

The purpose of this section is to provide a snapshot of the project for which you are requesting funding.

- **Project Title:** Type the name of your project.
- **Funding Description:** Include a brief explanation of exactly how grant funds will be used. For example, “*Artist fees to teach music workshops.*”
- **Amount Requested:** Insert the total amount of grant funds you are requesting. This amount must match the amount on the Project Budget page.
- **Date(s) of Activity:** Insert the project dates in the format shown. Check the grant guidelines to make sure the project falls within the funding period.
- **Individuals Benefitting:** Estimate the total number of individuals directly benefitting from the proposed project. This may include actual participants in the project as well as audience members (family, friends, community members) who may attend a performance or exhibition as part of the proposed project. **Do not include individuals who were not exposed directly to the project.** For example, if a school holds an end-of-project performance, only include those individuals who actually participated or attended. Do not include people who may hear about the performance after-the-fact from audience members or participants.
- **Youth Benefitting:** Isolate the number of youth (18 and under) who will participate in the project or benefit from seeing a final performance, exhibition or other event related to the project.
- **Artists Participating:** Include the actual number of professional artists (paid and unpaid) who will be participating in the project. Do NOT include children, college students or interns.
- **Underserved:** Estimate the percentage of underserved involved in the project.
- **Project Discipline:** Select the art form that best describes the focus of your project. For projects involving many art forms, select “Multi-disciplinary.”
- **Type of Activity:** Select the description that best describes the focus of your project. For example, if the application requests funds to bring in a teaching artist to a school, you would select “School/Residency.”
- **Arts Education:** Choose the percentage that best represents how much of the project is targeted toward a certain age group such as K-12, preschool, higher education, etc. 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 arts education funds.*

- **Project Race:** If the project is designed to reach one particular race or group, select the appropriate description from the drop-down menu. If the project is not for any one single group, select “No Single Group.”
- **Project Information:** List the number of years your organization has been doing the project
- **In-kind Contributions:** Insert a description of any donated goods and services you anticipate receiving for the proposed project. For example, if a local hardware store is donating lumber, estimate the value of the lumber. If parents are volunteering to assist in the classroom as part of a residency, estimate the value of their time. Then, in the box below, insert the estimated dollar amount of the donated items or services. **Do NOT include these in your Project Budget.**
- 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 the next section. This is what it will look like:



## SECTION V: REQUIRED DOCUMENTS & INSTRUCTIONS

This section contains additional documents that will require Adobe Reader Version 8.0 or newer. Follow the instructions on the eGrant for downloading the correct version. Required Documents are:

- **Narrative:** Provides a detailed description of what will occur during the project. Answer each question as specifically as possible. The narrative is the heart of the application and the information written here conveys a great deal about your capacity for managing and executing the proposed project. Remember to proofread and spell-check!
- **Project Budget Page:** Shows how Commission funds will be used and how the organization plans to match the funds requested. **Do NOT use this form to list the entire project budget.** This form must ONLY contain figures on the line item in which you are requesting TAC funds and the line item(s) where you will match the funds. Use the space in the narrative to list entire expenses for the project.
  - Use the boxes provided under each section to give a breakdown of fees. For example: **3 artists @ \$50/day x 5 days = \$750.** Then insert the dollar amount in the right hand column. Round all numbers to the nearest \$10.
  - Matching funds are not required for arts education grants but applicants are encouraged to list a match (expenses that the organization will incur) to make the application more competitive.
  - If listing matching funds, ONLY list up to the dollar amount requested from the Commission. Do NOT overmatch. For example, if requesting \$3,000 from the Commission, do not show matching funds over \$3,000.
  - Additionally, the Commission's arts education funds cannot be used for permanent personnel of an organization. Permanent personnel would be anyone hired full-time by the organization who is not working on a temporary contractual basis. Salary from permanent personnel directly involved in implementing and managing the project may be included as a soft match and should be limited to actual hours spent on the project. For example, if the length of the project is two weeks, with four weeks spent in planning, six weeks of the full-time employee's salary may be listed as a soft match on the Budget page.

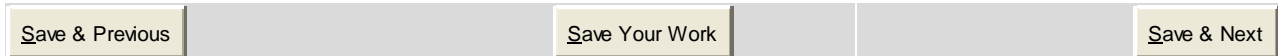
- **Assurances Page:** Assurances page is required to validate the information in the application. Two different signatures from full-time employees of the organization are required. Contracted artists may NOT sign.

**NOTE:** Once you open these documents, you will need to **SAVE THEM TO YOUR COMPUTER'S DESKTOP** in order for your information to be saved. With older versions of Adobe, you may be able to open and type in the documents, but information will **not be saved**. Make sure to have the newest version of Adobe and save the documents to your computer's desktop.

## **SECTION VI: FINISHING & SUBMITTING THE eGrant:**

**Once you have completed all sections of the eGrant, you will be prompted to do the following:**

To submit your eGrant application click on "**Save and Next**" as shown below.



Clicking on one of the "SAVE" buttons will save the application but **NOT** the Narrative, Budget or Assurances page. These documents must be saved individually to your desktop!

"Save & Previous" will save the application and return you to the previous section.

"Save Your Work" will save the application so that you can come back later and finish.

"Save & Next" will take you to the final section of the eGrant for submission.

**NOTE:** The Narrative, Budget and Assurances page found under the Required Documents section (SECTION III) **WILL NOT** submit electronically with the eGrant application (**which is why it is important to save them to your computer desktop**). Only Sections I-IV transmit electronically. Make sure to save the Required Documents as they will need to be printed out and inserted into the hard copy applications that you will mail to the Commission.

## **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 until all errors have been corrected.

Once you have corrected errors and hit the "Submit" 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.