



Tennessee Arts Commission - Grant Guidelines
Arts Education-Community Learning Fiscal
Year 2013

Arts Education Grant Guidelines
Community Learning (AE-CL)
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.

DESCRIPTION

The AE Community Learning (AE-CL) grant provides funding for projects that demonstrate creative and innovative arts education programming in community settings or non-traditional school environments for populations of all ages. Examples of projects may include, but are not limited to, after school programs for at-risk youth, projects involving adults as the primary learners, community wide events with strong arts learning components or short-term teacher training activities. Professional visual, performing, folk and ethnic, or literary artists must be used. The Commission gives priority to funding the fees of professional artists. **NOTE:** This category is not intended to provide support for guest artists to direct, choreograph, or conduct productions or performances.

Applications **MUST** have a **single project focus**. Organizations with expansive education programs should narrow their focus to one component of their overall educational programming.

DEADLINE

Three deadlines exist for this program:

- 1) Applicants must notify the Director of Arts Education 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 June 15, 2013.

ELIGIBILITY

Nonprofit arts organizations, arts councils, libraries, nonprofit non-arts organizations, government agencies or human service organizations **whose primary mission is education** may apply. Pre K-12 public schools and school systems may **NOT** apply in this category. Private Pre K-12 schools possessing nonprofit 501(c)3 status are eligible to apply.

CONTACT

Ann Brown, Interim Director of Arts Education, ann.brown@tn.gov or (615) 532-5939

FUNDING

Two funding tiers exist for this grant program:

Tier One - \$500-\$5,000 for innovative arts education programming in community settings or non-traditional school environments for populations of all ages.

Tier Two - \$500-\$7,000 for projects serving elementary, middle and/or secondary students through hands-on, experiential arts education programs. A minimum of 500 students must be reached through the proposed project with each student receiving at least three contact sessions with professional teaching artists involved in the design and implementation of the project. The proposed project must include a strong curriculum-based approach and thorough assessment plan that measures student learning in the art skills being taught, as evidenced through a well-constructed lesson plan and evaluation tools submitted with the application.



NEW

Applications must contain a clear, single-project focus. **This means that TAC funds requested should be listed under only one (1) expense category on the budget page.** Funds may be requested for **ONE** of the following:

- Professional artist fees
- In-state travel and/or lodging for artists
- Space rental (for locations not currently being rented by the applicant organization)
- Marketing
- Consumable supplies related to the project

Funds may **NOT** be requested in multiple categories. The applications that are most competitive are those that request funding for professional artist fees.

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
- Field trips
- 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 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."

PROGRAM

REQUIREMENTS

In order to be eligible for funding under the Community Learning category, projects must:

Serve a population defined by the organization's mission. Directly involve participants in a hands-on learning experience focused on performing, visual and/or literary arts. Applications for projects that are performance or demonstration based where learners are primarily spectators will not be considered.

Have a clear beneficial educational focus which demonstrates thorough planning and implementation.

Include an instructional component that clearly defines the goals and objectives of the project, provides learners with historical and/or social context, and demonstrates and/or reinforces the skill sets needed for the artistic medium being used. The instructional component details the content of the project – how subject matter will be taught and reinforced, the goals of the project, 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. **A sample lesson plan or content outline from one class session must be submitted with the application.**

Applicants are encouraged (but are not required) to link content to state and/or national curriculum standards. State standards may be accessed from the TN Department of Education's website.

Include an appropriate evaluation component that measures the planning, implementation, and successes of the program and addresses improvements or expansion of future projects. Evaluations should effectively measure the goals and objectives (outcomes) of the project and whether or not those outcomes were sufficiently met. For information on developing an evaluation plan, consult the [Evaluation Handbook](#).

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)

FUNDING ELIGIBILITY REQUIREMENTS

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.

The following requirements must be met before an institution is eligible for funding from the Tennessee Arts Commission. Additionally, some arts education grant categories have further restrictions. Applicants should consult the guidelines specific to each grant category prior to making application. *First time applicants must contact the Director of Arts Education at the Commission prior to submitting an application to verify eligibility.*

An organization is eligible to apply for funding of its arts activities, if the organization is legally chartered in Tennessee and meets either of the following qualifications:

- 1) The group is a chartered nonprofit organization 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.

A copy of the organization's Tennessee state charter (verification of incorporation), current by-laws, and letter of determination from the Internal Revenue Service recognizing the applicant organization as a nonprofit corporation is on file with the Tennessee Arts Commission **at the time of application**. All applicants must provide a valid IRS Employer Identification Number that is issued in the name of the applicant organization.

- 2) The organization is a public or private educational institution (such as an elementary or secondary school), a school board, a governmental agency or a college or university. Private educational institutions must be nonprofit and meet the tax-exempt requirements explained above. Colleges and universities are eligible only for activities that clearly serve the needs of surrounding communities or the State and are designed to involve a broad audience. Activities that are credit-producing or oriented primarily to students and the academic community are not eligible.

REQUIREMENTS FOR FIRST-TIME APPLICANTS

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.

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 the [LEGAL REQUIREMENTS](#) on the Commission's website at tn.gov/arts/legal.htm to ensure your organization is eligible for funding and that the project is within the scope of what the Commission is able to fund.
- STEP #3:** Contact the Director of Arts Education at ann.brown@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. 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.



- 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. The schedule should match dates and activities that you have referenced in your narrative and other sections of your application.

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.

List of Board of Directors (Entities of government do NOT submit.):The board list (at the time of application) must include the following:

- Full Name
- Occupation
- Address
- Phone number
- Email address
- Number of years on the board
- Length of term(s)
- Notations identifying which members represent underserved populations: persons of color (C), persons with disabilities (D), and senior citizens over 65 (S). If no underserved populations are represented on the board, please indicate.

Financial Statement: Statement must be **one-page**. The total revenue and expense figures from this statement should match the figures given under FY 2011 under the FINANCIAL SECTION of the eGrant application. The financial statement must be typed and include the period covered by your organization's most recently completed fiscal year. The statement should have a beginning balance, itemized list of income and expenses (do NOT include in-kind), ending balance, and explanation of the method of accounting used. **Do not submit profit and loss statements, check ledgers, pages from your audit, or assets and liabilities statements.**

Non-arts groups submit a two-part financial statement that includes overall income and expenses for the entire organization at the top of the page and an itemized list of income and expenditures of **arts activities only** in the lower portion of the statement. For an example of a two-part financial statement, click [here](#).

Corporation Annual Report as filed annually with the Secretary of State's Office. **For nonprofit organizations only. Entities of government do NOT submit.** In lieu of the report, you may also submit a copy of the email verification issued by the Secretary of State's office or a copy of the online verification sheet from the Secretary of State's Office at tnbear.tn.gov/Ecommerce/FilingSearch.aspx.

Corporation Annual Report

The image shows a screenshot of a 'Corporation Annual Report' form. The form is titled 'CORPORATION ANNUAL REPORT' and includes various sections for reporting financial and operational data. A green arrow points to a specific section of the form, likely indicating where to find an example of a two-part financial statement as mentioned in the text.

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 (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.

Evaluation Summary (for ongoing projects only): If your project received Commission funding within the past two years, include one copy of a data summary from the most recently completed project.

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 twelve (12) single-sided copies of the completed eGrant application plus required documents **for a total of 13 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 (13) 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. on 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 competed & submitted online by deadline
- eGrant printed out correctly using yellow "VIEW" button
- Additional 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)
 - Board of Directors list (nonprofits only)
 - Financial Statement (nonprofits only)
 - Assurances page (Must have two different signatures. The same person cannot sign both.)
- All of the above copied single-sided, collated and stapled into thirteen (13) applications (one with original signatures). Do NOT separate each application by placing in binders, envelopes, folders, etc.

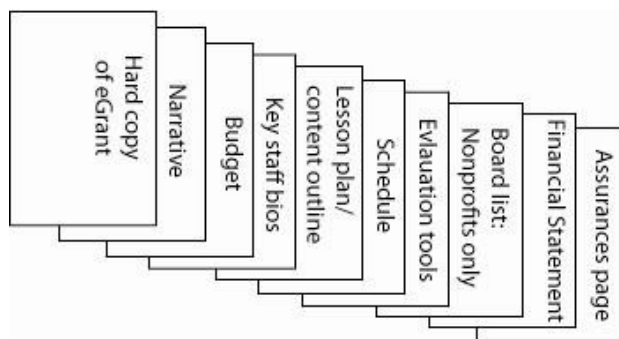
One separate packet containing:

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

DIAGRAM FOR COLLATING GRANT APPLICATIONS

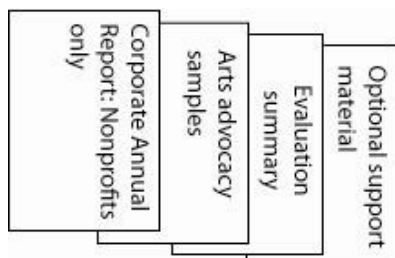
Pages of EACH grant application should be arranged as shown

Collate thirteen (13) 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:



First-time applicants must also include one copy of the following if not already on file with the Commission:

**IRS Determination Letter
TN State Charter
Recent By-laws**

DIRECTIONS:

Put **ONE (1)** staple through the left-hand corner of each collated application. You should have thirteen (13) applications with one staple in each.

Do **NOT** staple each section of the application individually. For example, do not staple the Narrative, 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 a document, contact Lee Baird at lee.baird@tn.gov.

Question-by-Question eGrant Instructions for Grants

LOG-IN & PASSWORD:

Organizations 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.

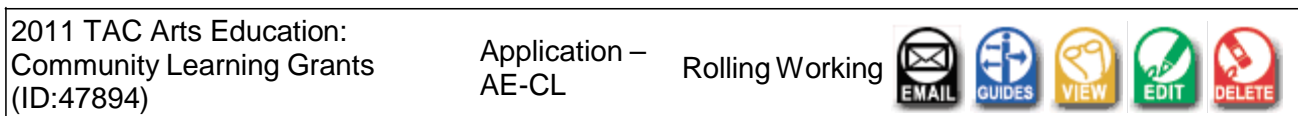
CREATING AN APPLICATION

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:



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:



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.

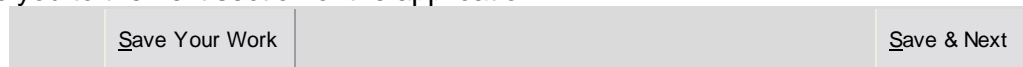
Federal EIN (Employee Identification Number): This information may be obtained from your accountant or located on your IRS Determination Letter.

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.

Save & Previous

Save Your Work

Save & Next

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

If your organization is an entity of government and NOT a 501(c)3, 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.*

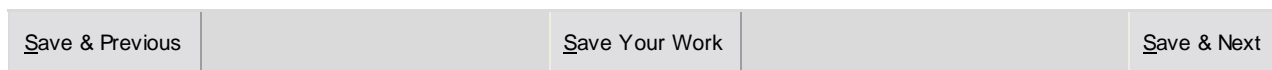
Project Race: If the project is designed to reach one particular race or group, select the appropriate description from the drop-down menu. If the project is not for any one single group, select “No Single Group.”

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. When asked to list the entire expenses for the project, include all expenses related to the 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 Commission 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: Signature page required to validate the information in the application. Two different signatures are required. Teaching artists or other employees who are not full-time personnel are not legally authorized to sign the Assurances page.

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.

<u>S</u> ave & Previous		<u>S</u> ave Your Work		<u>S</u> ave & Next
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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.