



Tennessee Arts Commission - Guidelines ARTS ACCESS Fiscal Year 2013

Before applying for a grant, applicants are responsible for reading TAC's Legal Requirements found on the Commission's web site at: tn.gov/arts/legal.htm

DESCRIPTION

Funds awarded under this program are made possible through a grant from the National Endowment for the Arts. This grant category offers direct support for arts projects to arts organizations of color and to non-arts organizations whose programs and services primarily benefit persons of color.

The Commission awards grants in amounts ranging from **\$500 to \$9,000** for project support to arts organizations of color and from **\$500 to \$7,000** to non-arts organizations whose programs and services primarily benefit persons of color. **Arts Access grants must be matched one-to-one (1:1).**

Applications must contain a clear, single-project focus. **This means that TAC funds requested should be listed under one (1) expense category on the budget page** (and should correspond with the **Activity Code** indicated on the application). A project may start no earlier than July 1, 2012, and must end no later than June 15, 2013.

Most applicants will be asked to participate in an on-site review conducted by a member of the Commission's staff and/or an independent consultant.

ELIGIBILITY

An applicant organization is eligible for support of its arts activities if the organization meets one of the following qualifications:

- The applicant is a **nonprofit arts organization of color** 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. At least 51% of the organization's Board must reflect the culture of the target population.

- The applicant is a **nonprofit organization whose programs and services primarily benefit persons of color** and is 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. At least 51% of the organization's board must reflect the culture of the target population.

K-12 schools are not eligible under this category. Only one application per organization may be submitted in this category.

For applicants that are eligible to apply in more than one TAC grant category in a single fiscal year, applications must be for unrelated projects.

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 2 years may assume that these documents are complete and on file with the Commission unless otherwise notified.

NOTE: New applicants may not submit an application without prior consultation with TAC's Director of Arts Access. The Director of Arts Access may be reached at (615) 532-9797. **The consultation deadline is Friday, January 13, 2012 at 4:30p.m. (CST).** Former applicants are encouraged to contact the Director of Arts Access to discuss proposed projects.

APPROPRIATE ACTIVITIES

The following are examples of single-project focused activities and expenditures that are consistent with the funding philosophy for Arts Access:

- **Projects that involve and promote professional Tennessee artists**
- Visiting artists conducting master classes

- Specific aspects of workshops, festivals, and conferences
- Public performances, productions, and exhibitions produced by the applicant
- Exhibitions of art by Tennessee artists and artists from outside Tennessee
- Promotion, publicity, and newsletters
- Administrative and artistic staff support
- Research and documentation as part of a project or program development
- Consultancies and residencies for administrative and artistic activities
- The development of long-range planning documents
- Improved program accessibility for underserved constituencies, e.g., children, people living in rural communities or isolated settings, people with disabilities, people of color, and senior citizens
- Art in public places
- Extensions of literary projects, journals with continuing publication, or juried anthologies
- Apprenticeship programs
- Computer software/training
- Technical/production support
- Technical assistance projects
- Touring projects that present professional performers to communities across the state*

* **For presenting projects only:** Organizations applying for funds for a performing arts presenting project **MUST** submit the following support materials at the time of application:

- A signed “letter of intent to hire” or a signed contract between the **artist** (or artist representative) and the applicant.
- A signed “letter of intent for use” or a signed contract between the **venue** and the applicant if a rental facility is being used for the activity. The submitted document must state the name of the artist(s) and date of rental.

*For performing arts presentations only. NOTE: Fairs and festival projects are **excluded** from this requirement.*

NOTE: For proposed arts projects, application **must** involve one or more TAC recognized classical art forms, including: visual art, craft, media, music, theater, dance, folk and ethnic, or literary arts.

INAPPROPRIATE ACTIVITIES

The following are examples of activities and expenditures **not** fundable for Arts Access projects:

- Insurance premiums
- Endowments
- Space rental
- Janitorial service and general physical plant maintenance
- Food and hospitality
- Permanent equipment purchases
- Scholarships
- Payment of accumulated deficits
- Capital improvements
- Vanity publications
- Out-of-state travel
- Scholarly arts-related research and writing
- Cash awards
- Purchase of local public art
- Legal fees
- Planned fundraising activities
- Events to which the general public is not invited
- Payments to members of the organization's board
- Payments to an employee or official of the State of Tennessee (exceptions exist - contact TAC for details)

HOW TO APPLY

New applicants must consult with Commission staff members (in person) by Friday, January 13, 2012, at 4:30 p.m. (CST).

All Arts Access applicants must submit an online eGrant application. The link to the **eGrant** form can be found at: tn.gov/arts/ . **In addition, applicants MUST:**



- Print a copy of the completed eGrant application, utilizing the yellow “View” button of the eGrant, and submit along with all required documents. (See “What to Submit” below).

NOTE: Once printed, if text boxes are still visible or if the application has “DRAFT” printed across each page, the application is printed incorrectly. **You must print in the “VIEW” mode for the application to be accepted.**

- Send the required number of printed applications and required documents to the Tennessee Arts Commission to complete the application process.
- The online eGrant must be submitted electronically by **Tuesday, January 17, 2012, at 4:30 p.m. (CST).**
- The printed application and required documents must also be postmarked or hand-delivered to the TAC at 401 Charlotte Avenue,

Nashville, TN, 37243-0780 by **Tuesday, January 17, 2012, at 4:30 p.m. (CST).**

WHAT TO SUBMIT

- Complete a Fiscal Year 2013 TAC Organization **eGrant** application online by the required deadline.



- Once you have finished all sections of the eGrant, electronically submit the application. Then go back to the Main Menu and print a copy of the completed eGrant application by clicking on the **yellow “VIEW” button**. **NOTE:** *The application must be submitted online prior to printing it, or a “DRAFT” notice will appear across each page.*

- Print out all required documents from the “Required Documents” page of the eGrant and attach them to the hard copy of the completed eGrant application. This includes: #1- Project/Program Narratives, #2 – Budget Form, #3 – Audit Response (MCI, PS, and CEP applicants only), #4 – Assurances Page. *These documents are in PDF format, should be saved to your computer, and can be accessed through this section of the eGRANT menu:*



- Attach the following additional information to the hard copy of the electronic application in the order listed below:

Bios and Job Descriptions. Short, biographical statements and job descriptions of administrative and artistic personnel including contract artists involved in the grant activities. *Full resumes should be included only with the supplementary materials.*

List of Board of Directors. 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 (this balance must include any deficit currently being held by the organization), 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, or assets and liabilities statement.** 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, click here: tn.gov/arts/resources/example_financial_statement_nonarts.pdf .

Make 15 single-sided copies of the completed application packet for a total of **16 packets**. 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.

On the bottom of the stack, submit only **one (1) copy** of the following material (NOTE: Any additional copies will be discarded):

For Performing Arts Presenting Projects Only:

- A signed "letter of intent to hire" or a signed contract between the **artist** (or artist representative) and the applicant.
- A signed "letter of intent to hire" or a signed contract between the **venue** and the applicant if a rental facility is being used for the activity.



Corporation Annual Report as filed annually with the Secretary of State's Office. **For Nonprofit organizations only. Public schools and entities of government do NOT submit.** In lieu of the report, you may also submit 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 www.tennesseeanytime.org/sosname.

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.

Optional: Supplemental Information. Other printed support materials (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; therefore, do not include any original or irreplaceable materials.

See the checklist and diagrams below for further information on assembling your grant packet.

AA GRANT CLOSE-OUT REQUIREMENTS

Final payment request, financial report of expenditures and project/program evaluation are to be submitted by the Grantee within thirty (30) days after the ending date of the project/program, or by June 15, whichever comes first. Failure to comply with this requirement will negatively impact future grants with the TAC.

EVALUATION CRITERIA

Advisory panels reviewing grant applications and support material under this category 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 TAC 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)

ARTS ACCESS CHECKLIST:

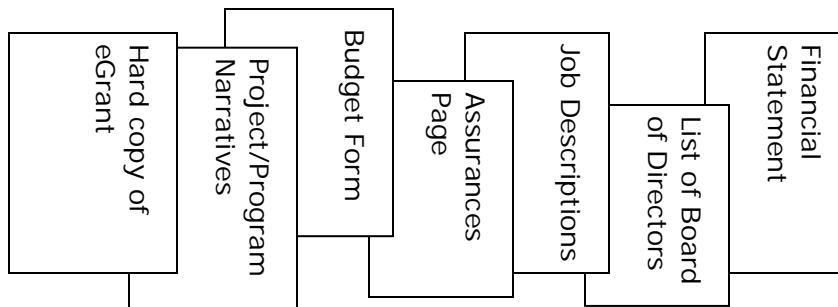
- eGrant submitted electronically
- Hard copy of eGrant Application Form
- Required Documents:
 - Project/Program Narratives
 - Budget Form
 - Assurances Page
- Bios and Job Descriptions (including contract artists)
- List of Board of Directors
- Financial Statement
- Signed artist(s) letter of intent & venue rental agreement **if applicable**
- Corporation Annual Report
- Proof of Arts Advocacy
- Supplemental Information (optional - arranged in a separate packet)

DIAGRAM FOR COLLATING GRANT APPLICATIONS

Pages of EACH grant application should be arranged as shown:

(Submit a total of eleven sets – ten copies and one original.)

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



Submit one copy of the following:

