



Tennessee Arts Commission - Guidelines ARTS PROJECT SUPPORT & RURAL ARTS PROJECT SUPPORT Fiscal Year 2013

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

DESCRIPTION

Arts Project Support (APS)

APS provides funds for a variety of quality arts projects. Funds awarded to a single organization in this category range from **\$500 to \$7,000** for non-arts organizations and **\$500 to \$9,000** for arts-focused groups. Arts organizations serving a statewide audience may apply for up to **\$10,000**. (For a description of "statewide," see definition under "Legal Requirements" at the website listed above). An organization may submit only one (1) APS application for Fiscal Year 2013 funding.

Rural Arts Project Support (RAPS)

RAPS also provides funds for a wide variety of quality arts projects in Tennessee's rural areas. Funds awarded to a single organization in this category range from **\$500 to \$7,000** for non-arts organizations and **\$500 to \$9,000** for arts-focused groups. An eligible organization may submit only one (1) RAPS application for Fiscal Year 2013 funding.

APS & RAPS applicants may **not** apply for a Partnership Support, Cultural Education Partnership, or Major Cultural Institution grant. The organization, if eligible, may also submit one (1) Arts Access or one (1) Arts Education grant application. 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). Grant funds in these categories must be matched one-to-one (1:1). A project may start no earlier than July 1, 2012, and must end no later than June 15, 2013.

ELIGIBILITY

An **APS** application must be submitted only by an organization chartered in Tennessee and located in an urban county. A **RAPS** application must be submitted only by an organization chartered in Tennessee and located in a rural county. A current listing of TAC's urban and rural designations is provided at the end of these guidelines.

K-12 schools are not eligible under this category.

Only one application per organization may be submitted under this category. **NOTE:** groups applying for funding under the umbrella of a national or regional 501(c) 3 organization are restricted to **one application only**. Multiple applications from organizations chartered under the same national or regional entity will **not** be accepted.

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.

First time applicants must contact the TAC prior to submitting an application to verify eligibility.

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 that 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.

APPROPRIATE ACTIVITIES

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

- **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 an arts 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/presenting projects* that bring professional performers to communities across the state

*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 agreement for use” or a signed contract between the **venue** and the applicant if a rental facility is being utilized for the activity. The submitted document must state the name of the artists(s) and date of rental.

*This pertains to 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 arts, 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 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)

NOTE: Arts education-based projects, especially those primarily serving youth, must be submitted under one of the four Arts Education grant categories (Artist in Residence, Community Learning, Funds for At-Risk Youth, or Teacher Training).

HOW TO APPLY

All APS and RAPS applicants must submit an online eGrant application. The link to the eGrant form can be found at: <http://tacarts.egrant.net/login.aspx> . 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, then 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 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 indicate 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 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, please click here: tn.gov/arts/resources/example_financial_statement_nonarts.pdf .

Make 15 single-sided copies of the completed eGrant application plus required supplemental documents 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



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: tnbear.tn.gov/Ecommerce/FilingSearch.aspx .

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 current printed support materials (reviews, clippings, and brochures) directly related to the application proposal. Do not include audio, video, or other electronic samples. Supplemental information will not be returned, therefore do not include any original or irreplaceable materials.

See the checklist and diagrams on page 8 for further information on assembling your grant packet.

APS/RAPS 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 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 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)

APS & RAPS CHECKLIST:

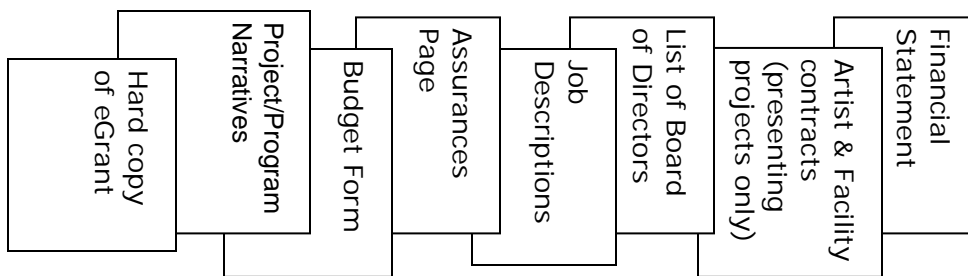
- eGrant submitted electronically
- Hard copy of eGrant Application Form
- Required Documents:
 - Project/Program Narratives
 - Budget Form
 - Assurances Page
- Bios and Job Descriptions (including contract artists)
- List of Board of Directors
- Financial Statement
- Signed artist(s) contract and facility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

DIAGRAM FOR COLLATING GRANT APPLICATIONS

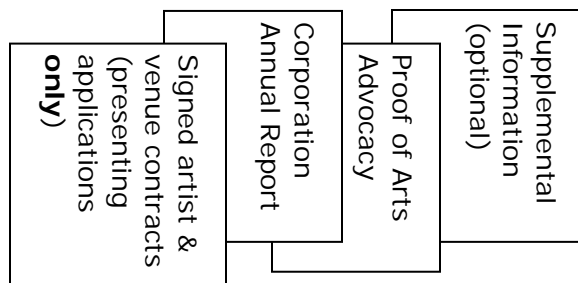
Pages of EACH grant application should be arranged as shown:

(Submit a total of sixteen sets – fifteen copies and one original)

Note: applications must be copied single-sided and stapled in the upper left hand corner.



Submit one copy of the following:



**Tennessee Arts Commission - Fiscal Year 2013
Tennessee Rural and Urban Counties**

Rural Counties (Submit RAPS application):

Bedford	Grundy	Meigs
Benton	Hamblen	Monroe
Bledsoe	Hancock	Moore
Campbell	Hardeman	Morgan
Cannon	Hardin	Obion
Carroll	Hawkins	Overton
Carter	Haywood	Perry
Cheatham	Henderson	Polk
Chester	Henry	Rhea
Claiborne	Hickman	Roane
Clay	Houston	Robertson
Cocke	Humphreys	Scott
Coffee	Jackson	Sequatchie
Crockett	Jefferson	Stewart
Cumberland	Johnson	Picket
Decatur	Lake	Smith
DeKalb	Lauderdale	Tipton
Dickson	Lawrence	Trousdale
Dyer	Lewis	Unicoi
Fayette	Lincoln	Union
Fentress	Loudon	Van Buren
Franklin	Macon	Warren
Gibson	Marion	Wayne
Giles	Marshall	Weakley
Grainger	McMinn	White
Greene	McNairy	

Urban Counties (Submit APS application):

Anderson	Putnam
Blount	Rutherford
Bradley	Sevier
Davidson	Shelby
Hamilton	Sullivan
Knox	Sumner
Madison	Washington
Maury	Williamson
Montgomery	Wilson