



**Tennessee Arts Commission – Individual Artist Fellowships
(IAF)
Fiscal Year 2013**

General Instructions

DESCRIPTION

This award provides fellowships to outstanding professional artists who live and work in Tennessee. No matching funds are required and no specific project has to be carried out with the funds. The Commission anticipates that each fellowship in FY 2013 will be \$5,000. In the coming year, the Tennessee Arts Commission may award up to two (2) fellowships each in Craft, Design, Media, Visual Art, Dance, Music, and Theater, as well as three (3) in the Literary category.

ALL applicants must read and follow the instructions for the category that you are applying under. Specific instructions are listed on the **Fiscal Year 2013 IAF Application Instructions**.

ELIGIBILITY

Fellowship applicants must be at least 18 years of age and be legal residents of Tennessee at the time of application with a Tennessee mailing address. The Commission will accept as evidence of such residency a Tennessee voter registration card or a State of Tennessee driver's license. Applicants may be requested to submit a copy of their most recently filed Federal Income Tax Form 1040, if there is a question concerning legal residency.

Individuals may apply in only one fellowship category each fiscal year. Those artists who have received full or partial ("Honorable Mention") fellowships in the past may **not** reapply for a fellowship.

This award is designed to recognize professional artists, i.e. those individuals who either by education, experience, or natural talent engage in a particular art form or discipline. To qualify, an artist must be financially compensated for his or her work, and this compensation must be a significant source of support for their livelihood.

The Commission does not recognize in this category full-time students, either elementary, secondary, college, or university as professional artists.

Those **not** eligible to apply include: minors (individuals under 18 years of age), full-time State of Tennessee employees (other than instructors on the faculties of state-supported educational institutions); members of the Commission, its staff, and members of their families.

TAC STAFF CONTACT

Music, Theater, Dance: Hal Partlow, Director of Performing Arts, Hal.Partlow@tn.gov or (615) 532-9801.

Visual Arts, Craft, Media, and Design: Julie Horn, Director of Visual Arts, Craft, and Media, Julie.Horn@tn.gov or (615) 532-9798.

Literary Arts: Lee Baird, Director of Literary Arts, Lee.Baird@tn.gov, (615) 532-0493.

ACCESSIBILITY

No person on the grounds 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.

DEADLINE

Two Deadlines exist for this grant.

1. The online eGrant must be submitted electronically by **Monday, January 23, 2012 by 4:30 p.m. (CST).**
2. The printed application and required documents/materials must also be postmarked or hand-delivered to the Tennessee Arts Commission, 401 Charlotte Avenue, Nashville, TN 37243-0780 by **Monday, January 23, 2012 by 4:30 p.m. (CST).**

NOTE: An application does not meet the deadline until both steps are complete, and will NOT be considered eligible until both the electronically submitted eGrant and printed copies are received by the Tennessee Arts Commission.

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: Contact the appropriate TAC program director (listed above) if you have any questions about your eligibility.

STEP #3: Be prepared to:
✓ Complete the online eGrant application by the deadline

- ✓ Submit the required number of hard copy applications by the deadline
- ✓ Submit the appropriate number of copies of your Tennessee voter's registration card, or a legal and valid Tennessee driver's license
- ✓ Submit the appropriate number of copies of your current professional artist resume
- ✓ Submit the appropriate number of copies of an artistic statement, not to exceed one page, in which you describe your work and artistic intention
- ✓ Submit the appropriate number of other supporting materials as required (see IAF Application Instructions).

STEP #4: 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 by January 23, 2012. A step-by-question guide on completing the eGrant application follows:

LOG-IN & PASSWORD:

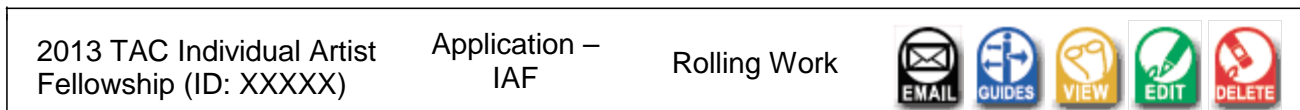
Individuals should use the same log-in and password for ALL applications submitted to the Tennessee Arts Commission. Do NOT create separate log-in and password information for each application! For new applicants, click the [Registration Instructions](#) provided on the eGrant home page for creating 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 TN 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

Provides contact information including your physical and mailing addresses, phone numbers and email address. Answer the following questions by selecting the appropriate response in the drop down menu or by inputting the correct information.

Grant Category for this Application: Use the drop down box to select “Individual Artist Fellowship”.

Individual Artist Fellowship Category: click on the right hand side for a drop down box that will list all categories that are offered for this year. Choose the correct category that best fits your work.

Grantee Race: Choose the appropriate response.

Applicant Legal Name: This should be the name that is on your TN Driver’s License or your Voter Registration card.

Mailing Address: Use the most current and correct mailing address – **including nine-digit zip code***-where all future application information from the Commission will be sent. *Can be found at: USPS.com .

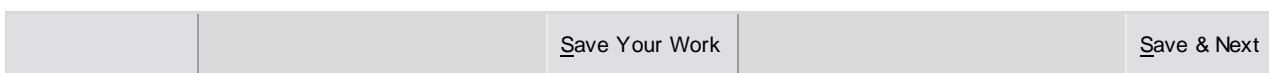
Email Address: Use the most current email address that you regularly check in case the Commission needs to contact you via email.

Daytime Phone: Use the most current phone number with an active voicemail account in case the Commission needs to contact you via phone.

Evening Phone: Required, if different from daytime phone number.

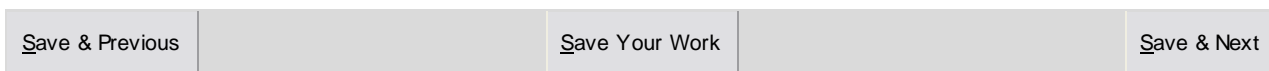
Physical Address: Leave blank unless different from mailing address. ***NOTE- If this IS different from your mailing address, it still needs to be a legal residence in the State of Tennessee.**
Legislative Districts: Provide legislative district numbers based on your **physical address**, NOT mailing address. If unsure about your district numbers, follow the links provided in the application or contact your county election commission or Votessmart.org . **Do NOT type the name of your senator or representative. Indicate the correct legislative district numbers only.**

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: Required Documents

Skip this section. There are no Required Documents for the IAF Application that need to be downloaded online.



SECTION III: VERIFICATION & SUBMISSION of your eGrant Application

To submit and print your eGrant application, click the **SUBMIT MY DATA** button.

NOTE: 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 My Data” 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.

STEP #5:

Go back to the **Main Menu** and print a copy of the completed eGrant application by clicking on the yellow “VIEW” button:



NOTE: Once the application is printed, if **text boxes** are still visible, the application is printed incorrectly – **you must print**

from the yellow VIEW button. If “DRAFT” is printed across each page, go back into your application (using the **green** edit button) and click SUBMIT MY DATA after completing the application. Failure to make these corrections will make your application ineligible. **You must print in the “VIEW” mode for the application to be accepted.**

Once you have printed out a hard copy of the eGrant application, which includes the Applicant Profile (page 1) and Assurances page (page 2), **sign** the assurance page.

Below your printed two-page eGrant application, collate these additional materials in the following order:

1. A photocopy of applicant’s Tennessee voter’s registration card, or a legal and valid Tennessee driver’s license.
2. A current professional, artist resume.
3. An artistic statement, not to exceed one page, in which you describe your work and artistic intention for the adjudicator.
4. Submit the appropriate number of other support materials as required (see IAF Application Instructions for specific directions).

Make the required number of copies of the completed eGrant application plus required documents/materials. **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 signature.

To complete the application process, mail the required number of applications to: Tennessee Arts Commission, 401 Charlotte Avenue, Nashville, TN 37243-0780. Applications must be postmarked or hand-delivered to the Commission by **Monday, January 23, 2012 by 4:30 p.m. (CST).**

NOTE: An application will NOT be considered eligible until both the electronically submitted eGrant **and** printed copies are received by the Commission.