



Tennessee Arts Commission - Guidelines MAJOR CULTURAL INSTITUTION Fiscal Year 2013

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

DESCRIPTION

The Major Cultural Institution (MCI) category provides general, non-project support to those well-established Tennessee arts organizations that represent the highest level of quality programming and administration. MCI applicants must have an annual cash operating income (excluding in-kind contributions) of at least \$1 million per year.* The maximum grant amount is **10 percent** of the total cash operating expenses of the organization's most recently completed, audited year, **up to \$100,000**.

The total cash operating expenses will be verified with the submitted audit and determined by adding together the personnel, outside fees and services, space rental, travel, marketing, and remaining operating expenses. The following are not allowed as operating expenses; capital expenses, endowment funds, penalties payments, in-kind expenses, bank penalties, or furniture and fixture expenditures exceeding \$2,500.

*If organization fails to meet the \$1 million base operating figure, it will have a one-year "grace period" to again meet the \$1 million budget requirement before losing eligibility in the MCI category. The organization must maintain the \$1 million operating budget level **for a minimum of two consecutive years** before another request for a one year grace period may be made.

Prior to its application, the organization must have received, for three (3) of the past five (5) years, funding from the Commission through one of the following grant categories: Arts Access, Arts Project Support, Rural Arts Project Support, or Partnership Support.

Applicant organizations are reviewed every other year by out-of-state evaluators. NOTE: Organizations must submit a completed application with the required attachments every year. **Organizations being reviewed must submit eight (8) sets. Organizations not being reviewed submit**

only four (4) sets. (See "What to Submit" for specific submission instructions.)

ELIGIBILITY

In addition to having an artistic mission and satisfying all "General Requirements," an organization must comply with all of the following conditions to qualify for MCI:

Applicants must be one of the following:

- A **single-entity agency**, responsible for its own programming and primarily dedicated to one art discipline.
- An **arts council**, which serves a broad population and interacts with local arts organizations.

NOTE: A freestanding **academic institution**, which has as its mission training and accreditation in one or more arts disciplines, is **not eligible in this category**. (These organizations currently include: Arrowmont School of Arts and Crafts, Memphis College of Art, O'More College of Design, and Watkins College of Art and Design.) These and eligible organizations may submit an application under TAC's **Cultural Education Partnership** grant category.

Arts festivals, arts centers, and presenting organizations are **not eligible** for this grant category.

Specific eligibility for this grant category will be determined by:

- The existence of professional management, which is defined as a full-time, paid professional business staff and/or full-time paid artistic director.
- The applicant must have existed as an arts institution or arts council for a minimum of five (5) years prior to the date of application.
- The organization must demonstrate ongoing fiscal responsibility through an audit conducted externally by a certified public accountant (CPA) for its **most recently completed fiscal year** at the time of application. Organizations in this category should use an accrual accounting system. **Failure to submit an audit of the most recently completed fiscal year at the time of application requires a letter by the organization's CPA explaining why the audit is unavailable and when it will be completed. The most recent audit must be submitted no later than March 1, 2012.** Under no circumstances will a MCI grant contract be issued without receipt of the grantee's audit covering the required time

frame. First time applicants in this category must include an audit at the time of application.

- A demonstrated commitment to compensate (in salaries, wages, fees, and/or benefits) the administrative, artistic, and technical/production personnel whose services contribute directly to the organization applying for matching funds.
- A significant amount of year-round public activity is required.

PLEASE NOTE: If an organization is aware at the time of application they cannot meet all of the above stated requirements, they should not apply in this grant category.

HOW TO APPLY

All MCI applicants must submit an online eGrant application. The link to the eGrant form can be found at: tacarts.egrant.net/login.aspx .
In addition, applicants MUST:



- 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.

- 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 3, 2012, at 4:30 p.m. (CST).**

- The printed application and required documents must also be postmarked or hand-delivered to the Tennessee Arts Commission at 401 Charlotte Avenue, Nashville, TN, 37243-0780 by **Tuesday, January 3, 2012, at 4:30 p.m. (CST).**

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

WHAT TO SUBMIT – ALL MCI APPLICANTS

- Submit a completed FY 2013 TAC Organization eGrant application online by the required deadline.



- 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.

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.**

- 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, #4 – Assurances Page. *These documents are in PDF format, must be saved to your computer, and can be accessed through this section of the eGrant menu:*



APPLICANTS BEING REVIEWED:

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

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

Long-range Plan: Plan should cover at least the current and next fiscal years.

Operational Summary: This narrative should describe the organization's history and mission by addressing the following issues (no more than 5 pages):

- Leadership activities (including leadership activities within the community that the organization serves)
- Marketing strategies and accomplishments
- Publications, films, recordings, slide shows, etc.
- Educational projects and programs
- Productions, presentations, and exhibitions

Organizational Flowchart

Financial Statement: Statement must be **one-page**. The total revenue and expense figures from this statement **must** match the figures given for FY 2011 in the **Four Year Cash Operating Budget History** on page 4 of the eGrant application. The financial statement must be typed and include the period covered by your organization's most recently completed fiscal year at the time of application. The statement should have a beginning balance, itemized list of income and expenses (do NOT include capital expenses, endowment funds, penalties payments, in-kind expenses, bank penalties, or furniture and fixture expenditures exceeding \$2,500.), and an ending balance. *Organizations in this category should use an accrual accounting system. Do not submit profit and loss statements, check ledgers, or assets and liabilities statements.*

Make seven (7) single-sided copies of the completed eGrant application plus required supplemental documents for a **total of eight (8) 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 copies of all the required supplemental material and any optional support material. Any additional copies will be discarded. Supplemental materials should include:

Financial audit and management letter from an independent Certified Public Accountant for applicant organization's most recently completed fiscal year at the time of application (**3 copies**).

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 submit a copy of the email 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 (1 copy).

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.

Optional: Supplemental Information. Other current printed support materials (reviews, clippings, and brochures within the last year) 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.

APPLICANTS NOT BEING REVIEWED:

Submit four (4) copies of the following:

- Hard copy of complete FY 2013 TAC eGrant application (1 with original signatures plus 2 copies)
- List of Board of Directors (with required information and codes – see **List of Board of Directors** on pages 4 & 5)
- Operational Summary of no more than **2 pages** describing any significant changes that effect administrative and/or artistic activities of the organization since time of last application
- Financial audit and management letter

One (1) copy of the following:

- Corporation Annual Report.
- Proof of arts advocacy
- Supplemental information (optional)

See the checklist and diagrams following the “Evaluation Criteria” for further information on assembling your grant application packet.

PANEL REVIEW

Applicants will appear every other year in Nashville before a review panel in the spring. The panel reviews half of the MCI applicants every year. You will be notified of the specific date and time of the review. It is recommended that the director, chief financial officer, and board chair / president represent the organization at the review meeting.

Applicants may be asked by the panelists to address topics included in the grant proposal, “Evaluation Criteria,” and/or any of the following:

- Community outreach activities
- Unique services offered by the organization
- Evidence of local, state, regional, or national recognition and impact.
- General arts advocacy efforts in Tennessee and nationally
- Organizational long-range goals and objectives
- Detailed information about major productions, presentations, or exhibitions in the recent past, the present, and the next two years
- Preservation, conservation, or restoration activities
- The space(s) in which your organization conducts its artistic and administrative activities
- Recent and anticipated major equipment acquisitions
- Program evaluation process
- Board and committee responsibilities
- Board/staff relationships
- Board diversity
- Educational programming
- Salary information for administrative and artistic personnel
- Hiring practices and personnel policies
- Policy and procedures relevant to financial activities, such as planning, fund-raising, internal control, endowment, capital assets, strengths and weaknesses for major programmatic activities, potential for growth, special short-range issues, and travel budget

EVALUATION CRITERIA

Evaluators reviewing grant applications under this program use the following evaluation criteria (10 points each):

- Evidence that the proposed programs/projects advance the organization's mission and artistic vision
- Evidence that the proposed programs/projects demonstrate artistic, cultural, and/or educational value to the community being served
- Evidence that the organization understands their role as an advocate for the public value of the arts in the community
- Evidence that the organization understands and is responsive to the diverse interests and needs of the community it serves
- Evidence that planning procedures are comprehensive, inclusive, and communicated
- Evidence that the organization understands and demonstrates the value of public and private partnerships
- Evidence that organization demonstrates financial stability and a broad base of financial support
- Evidence that organization understands principles of documentation and evaluation and results are used to guide future planning and programming
- Evidence that organizational management demonstrates consistency and stability
- Evidence that the organization's application is well planned, addresses all questions, and is correct and complete in all information

MCI CHECKLIST:

For Applicants BEING Reviewed:

- eGrant submitted electronically
- Hard copy of completed eGrant application
- Required documents (from eGrant):
 - Project/Program Narratives
 - Budget Form
 - Audit Response
 - Assurances page
- Bios & Job descriptions (including contract artists)
- List of Board of Directors
- Long-range plan
- Operational summary
- Organizational flowchart
- Financial statement

- Make seven (7) single-sided copies of the above for a total of eight (8) packets. On the bottom of the stack include:

- Financial audit & management letter from CPA (3 copies)
- Corporation Annual Report (1 copy)
- Proof of arts advocacy (1 set)
- Supplemental information (optional - arranged in a separate packet)

For Applicants NOT Being Reviewed:

- eGrant submitted electronically
- Hard copy of completed eGrant application
- Required documents (from eGrant):
 - Project/Program Narratives
 - Budget form
 - Audit Response
 - Assurances page
- List of Board of Directors
- Operational summary

- Make three (3) single-sided copies of the above for a total of four (4) packets. On the bottom of the stack include the following:

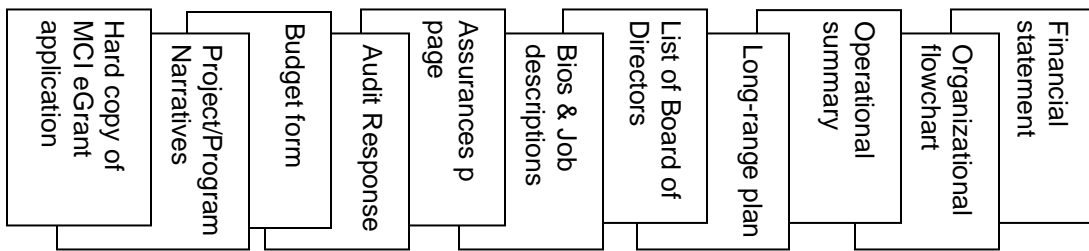
- Financial audit & management letter from CPA (3 copies)
- Corporation Annual Report (1 copy)
- Proof of arts advocacy (1 set)
- Supplemental information (optional - arranged in a separate packet)

DIAGRAM FOR COLLATING GRANT APPLICATIONS

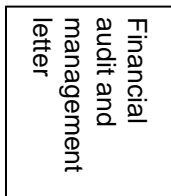
Pages of EACH grant application should be arranged as shown:

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

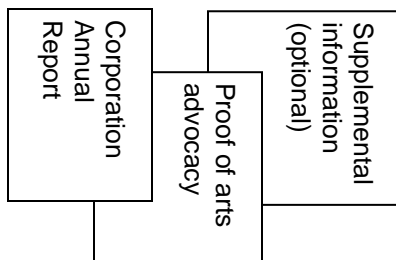
Applicants BEING reviewed – eight (8) sets:



Applicants BEING reviewed (con't.) – three (3) copies:

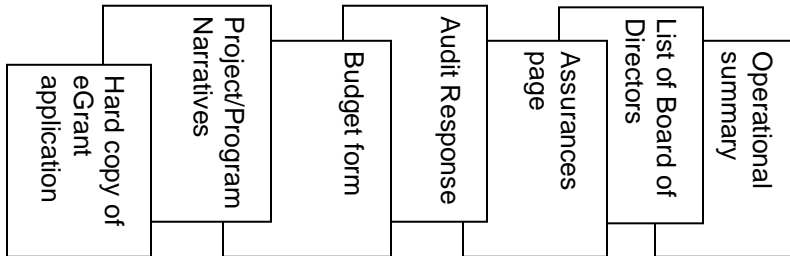


Applicants BEING reviewed (con't.) – one (1) copy:

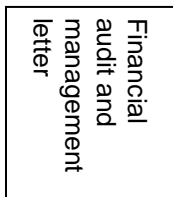


Applications should be copied single-sided and stapled in the upper left-hand corner.

Applicants NOT being reviewed – four (4) sets:



Applicants NOT being reviewed (con't.) – three (3) copies:



Applicants NOT being reviewed (con't.) – one (1) copy:

