



Tennessee Arts Commission - Guidelines PARTNERSHIP SUPPORT 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 Partnership Support (PS) category provides general, non-project support to established Tennessee arts organizations. The maximum grant amount is **12 percent** of the total cash operating expenses of the organization's most recently completed, audited year, **up to \$40,000**. The total cash operating expenses will be verified with the submitted audit and determined by adding together 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.

This category provides non-project assistance toward ongoing administrative costs for qualifying arts organizations. Most PS recipients are organizations operating with an annual budget below \$1 million. However, the category is open to arts organizations with budgets in excess of this level, but who do not qualify for the Major Cultural Institution or Cultural Education Partnership categories (see MCI and CEP guidelines for further information).

The actual amount of an applicant organization's grant for PS will depend upon its rating in the review process and upon the total amount of funds available to the Commission for grant allocation.

Applicant organizations are reviewed every other year by a peer advisory panel. NOTE: Organizations must submit a completed application with the required attachments every year. **Organizations being reviewed must submit sixteen (16) copies. Organizations not being reviewed submit four (4) copies.**

- New organizations eligible to apply in the Partnership Support category must be reviewed for two consecutive years by a

peer advisory panel before they may begin the review rotation process.

- The staff of the Commission will contact all current Partnership Support applicants and inform them of the review schedule.

ELIGIBILITY REQUIREMENTS

To be eligible to apply in the Partnership Support category, organizations must be a free-standing arts group independent of any other organization. Applicants must also be an established arts organization responsible for its own programming. The organization's mission statement must be solely arts-focused. Most applicants are single-entity groups dedicated to one arts discipline, but cross-disciplinary supporting or sponsoring arts agencies, such as arts councils, arts festivals, or arts centers, are also eligible. Colleges, universities, and government units are not eligible for PS unless the unit is an official arts agency.

First time applicants in the PS category MUST consult with TAC staff before applying.

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

- Prior to submitting an 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, or Rural Arts Project Support.
- The organization must have year-round paid professional managerial leadership at the time of application. There must be at least one (1) full-time paid administrator employed by the applicant organization, not by a subsidiary entity. Additional employees of the applicant organization must also be paid by the applicant organization and not by a subsidiary entity. In general, "full-time" means the individual is paid for approximately 40 hours of work per week and the salary is the individual's primary source of income.
- The organization must demonstrate ongoing fiscal responsibility through a single entity audit conducted externally by a certified public accountant (CPA) for its **most recently completed fiscal year** at the time of application. Organizations with budgets over \$100,000 annually should use an accrual accounting system. Organizations with annual budgets under \$100,000 may use a cash accounting system and may submit a one-year audit and management letter every two years, e.g., for Fiscal

Year 2013, an audit for either the organization's Fiscal Year 2010 or 2011. **Failure to submit a single entity audit of their 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 by the date of the application's scheduled panel review and cannot be submitted as a subsidiary of another organization.** If the required audit is NOT submitted by that date, the applicant's eligible funding request will be established using the organization's operating expenses from their most recent audit on file at the TAC. Under no circumstances will a PS 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.

- The organization must have a board-approved long-range plan covering at least the current fiscal year and the next fiscal year.

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



It looks like this!

- 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.

- 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 Tennessee Arts Commission at 401 Charlotte Avenue, Nashville, TN, 37243-0780 by **Tuesday, January 17, 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

•Submit a completed Fiscal Year 2013 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:*



•Attach the following additional information to the hard copy of the electronic 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 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 **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. **Do not submit profit and loss statements, check ledgers, or assets and liabilities statements.**

Applicants being reviewed must make fifteen (15) single-sided copies of the completed eGrant application plus required supplemental documents for a total of **sixteen (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.

Applicants not being reviewed should submit only four (4) single sided copies of the completed application and required supplemental documents. 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, all applicants must put **three (3)** copies of the following:

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

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)

Additionally, all applicants need to submit only **one (1) copy** of the following: (NOTE: Any additional copies will be discarded.)

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 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.

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. Supplemental information will not be returned, therefore do not include any original or irreplaceable materials.

See the checklist and diagrams following the "evaluation criteria" for further information on assembling your grant packet.

EVALUATION CRITERIA

Advisory panels reviewing grant applications under this program use the following evaluation criteria:

- Evidence that the proposed programs/projects demonstrate artistic, cultural and/or educational value to the community being served (10 points)
- Evidence that the proposed programs/projects advance the organization's mission and artistic vision (10 points)
- Evidence that the proposed programs/projects support 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 the organization understands and is responsive to the diverse interests and needs of the community it serves (10 points)
- Evidence that planning procedures are comprehensive, inclusive and communicated (10 points)
- Evidence that 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 programs/projects 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)

PS CHECKLIST:

-Applicants BEING reviewed, make fifteen (15) single-sided copies of the following for a total of sixteen (16) packets.

-Applicants NOT being reviewed, make (3) single-sided copies of the following for a total of (4) packets.

- eGrant submitted electronically
- Hard copy of eGrant application
- Required documents:
 - Project/Program Narratives
 - Budget form
 - Audit Response
 - Assurances page
- Bios & Job descriptions (bio's & job descriptions, including contract artists)
- List of Board of Directors
- Financial statement

-On the bottom of the stack, all applicants must include:

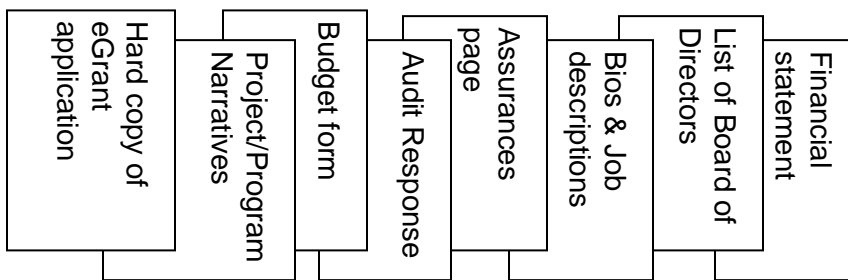
- Long-range plan (3 copies)
- Financial audit & management letter from CPA (3 copies)
- Corporation Annual Report (1 copy)
- Proof of arts advocacy (1 copy)
- Supplemental information (optional - arranged in a separate packet)

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

DIAGRAM FOR COLLATING GRANT APPLICATIONS

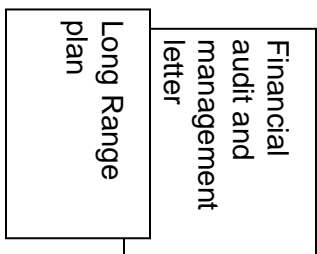
Pages of EACH grant application should be arranged as shown:

(Applicants being reviewed submit sixteen (16) sets total. Applicants not being reviewed submit four (4) sets total.)



Submit three (3) copies of the following:

(All applicants)



Submit one copy of the following:

(All applicants)

