



TENNESSEE ARTS COMMISSION

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Professional Development Support Grant Program Guidelines FY 2012

DESCRIPTION

The Professional Development Support (PDS) category is designed to assist individual Tennessee professional arts administrators and artists of all disciplines take advantage of a **unique opportunity that will significantly benefit their work or career development**. Professional arts administrators and artists may request support ranging from \$500 to \$1,000 for a **specific, documented opportunity** that will occur in Fiscal Year 2012 (July 1, 2011 - June 30, 2012).

PROFESSIONAL ARTS ADMINISTRATORS:

Examples of activities supported in the Professional Development Support grant category for professional arts administrators include:

- Attendance at an arts administration related training opportunity such as a workshop, seminar, conference, or symposium. *PDS funds may be used for registration fees, lodging, and travel.*
- Advanced study with a significant mentor (not related to any degree program).

PROFESSIONAL ARTISTS:

Examples of activities supported in the Professional Development Support grant category for professional artists include:

Attendance at a workshop, conference, seminar, or master class.

*NOTE: If applicant is being paid to attend, instruct, perform or present at the event, PDS funds may **not** be used for related expenses (such as travel, lodging, meals or per diem).*

- Advanced study with a significant mentor (not related to any degree program).

- Travel associated with an imminent, concrete opportunity such as an audition, artist's own exhibition, workshop, etc.
- Contracting for professional fees and services for a specific opportunity: i.e., lighting, set/costume design or carpentry.
- Purchase of expendable supplies or rental of equipment, instruments, or materials to complete work scheduled for a gallery exhibition, performance, publication, etc., that will have an impact on the artist's career.
- Development of promotional or marketing materials including consultant fees for the creation and / or design of a website or brochure.

PROFESSIONAL ARTS ADMINISTRATORS AND ARTISTS:

Examples of activities NOT supported in the PDS grant category include:

- **Strictly commercial activities** (i.e. projects that are primarily revenue-producing and benefit the applicant financially).
- Medical, legal, or accounting fees.
- Meals, food, hospitality expenses.
- Costs involved in real estate purchase, construction, or improvements.
- Applicant's own artistic, per diem, or consultant fees.
- Release time or sabbatical from work.
- Purchase of equipment.
- Programs that are currently or could potentially be funded under TAC's Arts Education category.
- Expenses involved in establishing, maintaining, or administering an organization or company.
- Finishing funds for a work in progress.
- Self-produced films, video, publications or recordings.
- Routine documentation of work without a specific opportunity.
- Projects that do **not** involve an imminent, concrete opportunity such as an audition, artist's own exhibition, workshop, etc.

COLLABORATIONS

Applications for collaborative proposals between two artists must be made in the name of one artist with the other artist listed on the application form. One application will be accepted per collaborative pair; however, resumes from both artists must be included. Artists applying collaboratively should document a history of working together. Applications for collaborations between more than two artists will not be accepted.

ARTS ADMINISTRATORS AND ARTISTS NOTE:

- An individual (not an organization) must make the application and administer the grant.
- The grant is for a single project only.
- A cash match is NOT required in this category, but demonstrates the arts administrator's or artist's commitment toward the project.
- After Commission approval of the grant request, funds are awarded to the grantee on a reimbursement basis. Payment shall be made only after the grantee has completed the project/program and has submitted a final financial report of the expenditures along with receipts.
- Fiscal Year 2012 project expenditures submitted for reimbursement under this grant must have been made between July 1, 2011 and June 15, 2012.
- Only one PDS application will be accepted from an individual in a single fiscal year.
- Only one PDS grant will be awarded to an individual in a single fiscal year.
- The state standard for gas mileage is \$.46 per mile.
- ARTISTS: The proposed application project must involve one or more TAC recognized classical art forms, including: visual art, craft, media, music, theater, dance, folk and ethnic, or literary arts.
- ARTS ADMINISTRATORS: Only one individual per organization per year may receive funds in this category. Other TAC grant funds, including Special Opportunities grants, may not be used in conjunction with a PDS award to fund participation in the same event.

ELIGIBILITY

All Professional Development Support applicants must be at least 18 years of age and be legal residents of Tennessee at the time of application with a permanent 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.

PROFESSIONAL ARTS ADMINISTRATORS:

Applicant must be currently serving in an administrative capacity with a Tennessee arts organization that has received funding directly from the TAC in the past three (3) years. Individual Arts Administrators may not apply if they have received PDS funding in the previous fiscal year.

PROFESSIONAL ARTISTS:

This grant category is designed to assist professional artists, i.e. those individuals who either by education, experience, or natural talent engages in a particular art form or discipline. Because of this participation, they are financially compensated for such, and this compensation provides a significant source of support for their livelihood.

Those **not** eligible to apply include: organizations; full-time State of Tennessee employees (other than instructors on the faculties of state-supported higher learning educational institutions); full-time K–12 teachers (NOTE: K-12 teachers may apply in the Art Education Teacher Incentive category for support of an eligible project); full-time registered students (either elementary, secondary, college or university) working toward a degree or diploma in an educational institution; and members of the Commission, its staff, and members of their families.

ACCESSIBILITY

No person on the ground 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

The PDS application must be submitted electronically at least thirty (30) days prior to the beginning of the proposed activity. Also, the completed printed (hard copy) application (utilizing the yellow “View” button of the application) and required documents/materials must be postmarked or hand-delivered to the TAC at least thirty (30) days prior to the beginning of the PDS activity. **NOTE:** Any planned TAC reimbursable expenditure(s) on the funded project must occur **at least 30 days after** the application is post-marked (or hand-delivered) to the TAC.

The earliest starting date for a project is July 1, 2011. The latest end date for a project is June 15, 2012. This program is open until June 15, 2012, OR until all funds are expended (funds are available on a “first come, first served” basis).

HOW TO APPLY

Prior to submitting a Professional Development Support application, qualifying applicants must check on the availability of funds and discuss their proposed project with the Deputy Director of the Commission at: (615) 741-2093 or rod.reiner@tn.gov or (615) 741-1701.

REVIEW PROCESS

The review of Professional Development Support applications is done "in-house" by Commission members and staff. Funding notification will take place within 30 days from the time the hard copy application arrives at the TAC office.

EVALUATION CRITERIA

PROFESSIONAL ARTS ADMINISTRATORS:

Proposed project has the potential of advancing the professional arts administrator's skills in one or more areas such as marketing, fundraising, financial management, computer software proficiency, strategic planning, human resources, board development, grant writing, public relations, program development, program evaluation, or technology management.

PROFESSIONAL ARTISTS:

Proposed project has the potential of advancing a professional Tennessee artist's work and/or career.

ALL APPLICANTS:

- Proposed narratives are clear.
- Merit of the opportunity and its feasibility.
- Application is well planned and presented.
- Artist's or arts administrator's work is of excellent quality and proposed project is a logical extension of applicant's previous work (or aesthetic interest).
- Proposal demonstrates the applicant can realistically accomplish the project or activity.
- Budget is clear, reasonable, and correlates with the narrative. (All necessary expenditures are included.)
- Proposed project provides access without regard to geography, level of income, level of education, physical or mental disabilities, or social or ethnic patterns.
- Applicant must have the ability to successfully manage the grant (including submission of required grant management forms) in a timely manner.

GRANT RECIPIENT REQUIREMENTS

Grant recipients are required to submit signed PDS contracts, Request for Funds form, receipts for expenditures on the funded project, and a Completed Form W-9 (for new applicants or if not already on file at the TAC or if information has changed), acknowledgements (when applicable), and adhere to applicable State and Federal laws. For any questions concerning these requirements, please contact Diane Williams, Director of Grants Management, at (615) 741-6395 or diane.williams@tn.gov. Report forms may be accessed via this TAC webpage: http://www.arts.state.tn.us/grant_forms.htm .

WHAT TO SUBMIT



By the specified deadline, applicants must:

- 1) Electronically submit the current (FY12) PDS application and
- 2) Submit one original (with an original signature) plus two (2) completed **hard copy printouts** of the current (FY12) PDS application form (utilizing the yellow “View” button of the application) **with the required attachments**. These materials must be mailed or dropped off at the office of the Tennessee Arts Commission, 401 Charlotte Avenue, Nashville, TN 37243.

Complete all sections of the PDS application form.

Submit three (3) hard copies of each of the following collated and stapled in proper order:

- Completed Professional Development Support (PDS) application form with required documents. One of these copies **must be the original with the original signature**.
- Current resume.
- Photocopy of current Tennessee voter registration card or State of Tennessee driver's license.
- If request is for a workshop, conference, seminar, master class, audition or training appointment, send **one set** of accompanying materials including (but not limited to) the brochure or a printout from the Web site publicizing the event.
- For artists, **one set** of related materials such as programs, clippings, reviews, etc. is **optional**. NOTE: Do **not** include original or irreplaceable materials as these will **not** be returned.

APPLICATION INSTRUCTIONS

The link to the form can be found on the TAC's homepage: www.arts.tn.gov. Read all instructions carefully before completing any part of the application form.

PLEASE NOTE: Supplying complete and accurate information is the responsibility of the individual applicant. Incomplete applications will **not** be accepted.

Some questions on the application form may not be familiar to the applicant. The staff of the Commission has identified these questions and has provided the following additional instructions:



APPLICANT PROFILE

Complete the fields on this page, giving your **legal** name (do **not** use nickname or stage name – must match the name on your TN driver's license or voter registration card), address with **nine digit zip code**, telephone number, etc. Give the correct **number** of the TN House, TN Senate and the U.S. Congressional district in which you reside. (The street address of your physical residence determines these numbers.)

If you do not know the numbers of the State or U.S. Congressional districts in which your residence is located, contact your [County Election Commission office](#), or go to: www.votesmart.org . Do not list more than one (1) House, Senate, or Congressional district in each space.

For “% of annual income derived through your art (estimate)”, estimate the percentage of your total work related income that was derived through your artistic activities (if you are applying as an artist) or administrative activities (if you are applying as an arts administrator) in the last completed Federal tax year. *Applicants may be requested to submit a copy of their most recently filed Federal Income Tax Form 1040 if there are questions regarding professional artist/administrator status.*



PROJECT

Complete all fields on this page, including Project Title, Amount Requested, Funding Description, Date(s) of project activity, etc.



REQUIRED DOCUMENTS

Save the documents under this section of the application to your computer. After completion, print and mail all documents with printed grant application. **Handwritten documents will not be accepted.**

REQUIRED DOCUMENTS / NARRATIVES

#1) Describe the project in detail and identify the specific area(s) where Commission monies will be utilized (this should correspond with the accompanying budget page). The narrative should also address the evaluation criteria for the project.

#2) Explain how the proposed project has the potential of advancing your work and/or career and is not primarily a revenue producing/commercial activity.

#3) Tell us about yourself. If you are an artist, describe your work and artistic intent. You may also tell us about your approach to your work, motivating factors, etc. If you are an arts administrator, tell us the position you currently hold within your organization, your job responsibilities, and professional goals.

NOTE: Use the space provided on these pages only. Do not attach additional narrative information.

REQUIRED DOCUMENTS / BUDGET FORM

Indicate your Commission request and the matching portion of the grant on this page as follows:

#1 - Direct Project Costs: TAC Funds ONLY: In the space provided, itemize the costs associated with the **PDS grant request only**. Do not

include any cash match that you plan to use toward the project in this section. Provide the **total** of #1 on the line to the right of this space. (This figure should match the "Amount Requested" under the Project Description.)

#2 - Other: Applicant Supported Costs: In this section, list **any other expenditures**, including the applicant's cash match that will be used toward this project. Provide details (itemize) specific expense categories in this space. Vehicular travel should be calculated at \$.46 per mile. Provide the **total** of #2 on the line to the right of this space.

TOTAL CASH EXPENSES: Provide total of #1 and #2.

REQUIRED DOCUMENTS / ASSURANCES PAGE

Print the document, sign the application (in **blue** ink), print your name, and date the application.

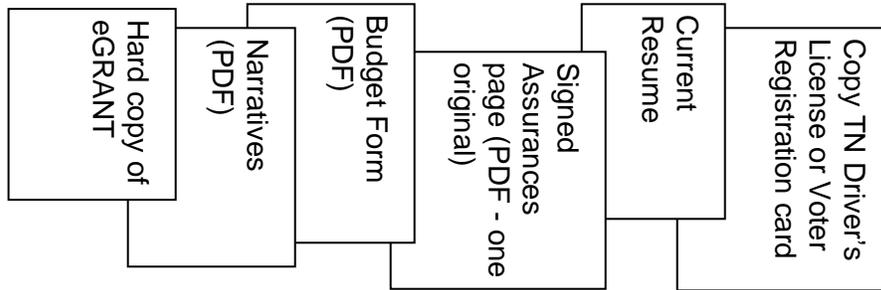
CHECKLIST

Check boxes to ensure application procedures are complete:

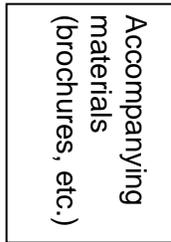
- Completed & submitted online by deadline
- eGRANT printed out correctly using yellow "VIEW" button of
- Additional required documents attached to hard copy print-out of:
 - Narratives (PDF document - under "Required Documents" button of eGRANT - #1).
 - Budget Form (PDF document - under "Required Documents" button of eGRANT - #1).
 - Signed Assurances page (PDF document - under "Required Documents" button of eGRANT - #2).
 - Current Resume.
 - Photocopy of Tennessee voter registration card or State of Tennessee driver's license.
 - If request is for a workshop, conference, seminar, master class, audition or training appointment, send **one set** of accompanying materials including (but not limited to) the brochure or a print-out from the Web site publicizing the event.
 - For artists, **one set** of related materials such as programs, clippings, reviews, etc. is **optional**. (Materials will **not** be returned.)
- 3 collated packets completed (single-sided, 1 **signed** original plus 2 copies).
- 3 packets mailed or hand-delivered to the TN Arts Commission by deadline.

DIAGRAM FOR COLLATING GRANT APPLICATIONS

Pages of EACH grant application should be arranged as shown:



For a workshop, conference, seminar, master class, audition or training appointment - **one set** of accompanying materials:



For artists - **one set** of related materials – **optional** (will **not** be returned):

