



**Welcome to the Tennessee
Arts Commission's
Fiscal Year 2013
Online Grant Workshop**

The following presentation outlines the Fiscal Year 2013 Tennessee Arts Commission (TAC) grant categories and takes you through the essential steps in completing a TAC grant application.

This presentation contains four sections:

- I. General Requirements
- II. Application Deadlines and Grant Categories
- III. eGrant Instructions
- IV. Additional Information

First-time Applicants Note: It is strongly recommended that you review this entire presentation and consult with the appropriate TAC program director **before** applying for a grant (for a TAC staff directory [click here](#)).

I. General Requirements

General Eligibility Requirements

- 1) 501(c)(3) organization
- or -
- 2) Entity of Government (such as public elementary or secondary school, a school board, a governmental agency or a public college or university)

An organization is eligible to apply for funding of its arts activities, if the organization is legally chartered in Tennessee and meets either of the following qualifications:

1.) The group is a chartered nonprofit organization in possession of a determination letter from the Internal Revenue Service, declaring the organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

A copy of the organization's Tennessee state charter (verification of incorporation), current by-laws, and letter of determination from the Internal Revenue Service recognizing the applicant organization as a nonprofit corporation must be on file with the Tennessee Arts Commission office. All applicants must provide a valid IRS Employer Identification Number that is issued in the name of the applicant organization.

2.) The organization is a public or private educational institution (such as an elementary or secondary school), a school board, a governmental agency or a college or university. Private educational institutions must be nonprofit and meet the tax-exempt requirements explained above. Colleges and universities are eligible only for activities that clearly serve the needs of surrounding communities or the State and are designed to involve a broad audience. Activities that are credit-producing or are oriented primarily to students and the academic community are **not** eligible.

Eligibility (cont.)

~ Any question of eligibility should be directed to the Commission before the application is submitted ~

Contact Rod Reiner, TAC's deputy director, at 615-741-2093 or rod.reiner@tn.gov if you have any question about eligibility requirements.

Multiple Applications

- Applicants may submit only one application per grant year per category
- In some cases, applicants may apply to more than one grant category during the same fiscal year, but the applications must be for completely different projects (no "double-dipping")
- Partnership Support, Cultural Education Partnership, or Major Cultural Institution grantees may not apply to APS/RAPS (some eligible organizations may also submit one Arts Access or one Arts Education grant application for different projects)
- Organizations submitting applications in more than one category must submit separate online eGrants
- Do not include more than one hard copy application and its attachments in a single envelope

Application Requirements for ALL

- Use current eGrant application form and submit electronically
- Application must be filled out on a computer (using Adobe Reader 8.0 or higher, a free shareware program)
- Hard copy print-outs of the application must be complete with all attachments
- Two different original signatures required

*NOTE: New applicants should contact the TAC before submitting applications in **multiple categories**.

General Funding Restrictions

TAC cannot fund:

- Capital improvements (buildings or construction) and equipment purchases
- Programs not open to the general public
- “Seed money” or start-up funds
- Planned fundraising events
- Elimination of an accumulated deficit
- In-school, curriculum-based projects except through Arts Education categories
- Applications for colleges or universities that do not involve community planning and implementation
- Applications to begin, match, add to, or complete any type of endowment campaign or program

Funding Restrictions (cont.):

- “Statewide” organizations must have a statewide mission and board members located throughout the state.
- Organizations with a standing deficit must submit a plan to reduce that deficit with the application.
- Faith-based organizations may not apply for faith-based projects.

For a full list of TAC funding restrictions, [click here](#).

TAC can fund:

- **Professional Tennessee Artists**
 - Promotion, publicity, newsletters
 - Administrative or artistic staff support
 - Exhibitions of art by TN artists and artists from outside TN
 - Workshops, festivals, conferences
 - Public performances, productions, and exhibitions produced by the applicant
 - Touring projects – presentation of professional artists

Matching Requirements

All grant categories for applications that receive a panel review require at least a one-to-one (1:1) dollar match of Commission funds with the exception of these categories:

- Arts Education*
- Individual Artist Fellowship

** It's encouraged (but not required) to include matching funds on the budget page of the application – this helps to demonstrate the organization's financial commitment toward the project*



Accessibility

- All Commission programs, services, and facilities are fully accessible to all Tennessee artists and citizens
- 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 Tennessee Arts Commission and its contracting agencies

II. Application Deadlines & Grant Category Descriptions

FY13 Application Deadlines

- **January 3, 2012**
 - Cultural Education Partnership
 - Major Cultural Institution
- **January 9, 2012**
 - Arts Education
 - Artist-In-Residence
 - Community Learning (notify AE director at least one week before deadline)
 - Funds for At-Risk Youth
 - Teacher Training
- **January 17, 2012**
 - Arts Access (conference deadline 1/13/12)
 - Arts Project Support / Rural Arts Project Support
 - Partnership Support
- **January 23, 2012**
 - Individual Artist Fellowship

The following is an overview of the TAC grant categories with January deadlines:

Major Cultural Institution

- General, non-project support to well-established TN arts organizations
- \$100,000 maximum request
- Annual cash operating income of \$1 million +
- Audit conducted by a CPA for most recently completed fiscal year
- Funded by TAC for 3 of the past 5 years
- Full-time professional staff
- Been in existence as an arts organization* for a minimum of five years prior to the date of application.
 - **Arts festivals and arts centers are not eligible in this category.**

Cultural Education Partnership

- General, non-project support to well-established cultural education organizations
- \$60,000 maximum request
- Annual cash operating income of \$1 million +
- Audit conducted by a CPA for most recently completed fiscal year
- Funded by TAC for 3 of the past 5 years
- Full-time professional staff
- Been in existence as a freestanding education organization for a minimum of five years prior to the date of application



Partnership Support

- 12% of operating expenses up to \$40,000
- Eligibility:
 - Funded by TAC for 3 of past 5 years
 - Audit for last completed fiscal year
 - Full-time, year-round staff
 - Long range plan
- Reviewed every other year by panel

Note: If new to this category, verify eligibility with TAC staff prior to application

Arts Project Support (APS)

- Community valued arts projects for organizations located in urban counties
- \$500 - \$7,000 for non-arts* organizations
- \$500 - \$9,000 for arts organizations
- \$500 - \$10,000 for statewide arts organizations
- Dollar-for-dollar match required
- Single project focus (request in one expense category on budget page of application)

***e.g. universities, health care and social service agencies, senior citizens centers, etc.**



Rural Arts Project Support (RAPS)*

- Community valued arts projects for organizations located in rural counties
- \$500 - \$7,000 for non-arts organizations
- \$500 - \$9,000 for arts organizations
- Dollar-for-dollar match required
- Single project focus (request in one expense category on budget page of application)

***Same as APS, but only organizations located in rural counties may apply (see rural county list on last page of APS/RAPS guidelines)**

Arts Education

Grants offered in these categories:

- Artist-In-Residence – curriculum-based projects using TAC approved artist-in-residence
- Teacher Training – for arts organizations that provide professional development for educators & teaching artists
- Community Learning – innovative arts education projects in non-traditional K-12 school setting or for adult learners
- Funds for At-Risk Youth – for after-school or summer camp arts programs designed specifically for elementary and secondary school at-risk children



Arts Education (cont.)

- Award amounts range between \$500 and \$6,000 (\$10,000 for certain types of AE-TT).
- Projects may be curriculum based for K-12 students or involve adult learners in community arts education activities.
- Projects must be hands-on and not demonstration or presentation based.
- AE funds may not be used to hire guest directors, conductors, or set designers.

Arts Access

- Arts project support to arts organizations of color (\$500-\$9,000 grant amount)
- Arts project support to non-arts organizations whose programs and services primarily benefit persons of color (\$500-\$7,000 grant amount)

~ Contact William Coleman, Director of Arts Access at 615/532-9797 for more information ~



Individual Artist Fellowship

- Fellowships recognize outstanding work by professional TN artists
- Must be a legal resident of Tennessee
- May apply in one category **ONLY** per year
- For professional artist only - minors and full-time students may **not** apply
- Artists who have received full fellowships in the past may **not** reapply
- Reviewed by out-of-state evaluators

Fellowship Categories for FY13

- Craft
- Dance (solo performance & choreography)
- Design (graphic design)
- Literary (fiction/creative nonfiction & poetry)
- Media (film, video, and photography)
- Music (solo instrumental performance)
- Theater (acting and directing)
- Visual Art (three-dimensional work)

III. eGrant Instructions

ACCESSING THE ONLINE eGrant

Access to the online eGrant application may be found on the Commission's home page at tn.gov/arts .

LOG-IN & PASSWORD

Organizations should use the same log-in and password for ALL applications submitted to the TN 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:



(Select a Grant Type) ▼ Create New Application

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 the following:

2013 TAC Arts Ed Funds for
At-Risk Youth Application
(FAY)
(ID:147739)

Application -
FAY
(ID:156782)
1/10/2012
4:59 PM Working



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 “Working.” This means the application has not been completed. Once you have finished the application, you will notice that “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

Applicant
Profile

Provide contact information for the organization applying for the grant. If the application is funded, the applicant organization will be responsible for managing the grant, contracts, and the close-out process.

- **Zip Code:** You **MUST** include your 9-digit zip code. If you do not know your 9-digit zip code, contact your local post office.
- **Federal EIN (Employee Identification Number):** This information may be obtained from your accountant or located on your IRS Determination Letter.
- **Contact Person:** The individual listed as the Contact Person must be directly associated with the applicant organization who is legally able to represent the group such as the Executive Director, Development or Project Director. Contracted artists or other non-permanent staff members may **NOT** be listed.
- **Address:** If the organization’s mailing address differs from the physical address, you will need to provide information for both.
- **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. **Do NOT type the name of your senator or representative. List only the correct legislative district number.**
- Next, click the appropriate button. “Save Your Work” allows you to save entered 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: APPLICANT INFORMATION

- **Applicant status:** Use the drop-down menu to select the appropriate legal description of your agency. For example, a county library would be “Government-County.” A public school may be “Government-County” or “Government-Municipal” depending on the location of the school district. All 501(c) 3 organizations should select “Organization-Nonprofit.”
- **Applicant institution:** Use the drop-down menu to describe the type of organization applying.
- **Mission statement:** In 250 words or less, tell us why your organization exists.
- **Grantee Race:** Use the drop-down menu to select the code that represents 50% or more of your organization’s board or membership.
- **Applicant Discipline:** Use the drop-down menu to select the main art form of the organization, NOT the project. For organizations focused on many different art forms, select Multi-Disciplinary. For organizations that are not arts organizations, select “Non-arts/Non-Humanities.” Note: Public schools are NOT arts organizations, even though the arts may be a predominant feature of the curriculum. Select “Non-arts/Non-Humanities.”
- **County Demographics:** Insert the statistical information for the underserved populations listed. Click on the links provided in the application for assistance with identifying demographics.
- **Underserved statement:** In the space provided, list any activities that your organization provided in the past year that were targeted toward underserved populations and efforts taken to include them in activities.
- **Advocacy statement:** Describe efforts your organization has undertaken to make elected officials aware of the importance of public funding for the arts. Include advocacy work on both a local and state level.
- **Board of Directors overview** (this question is for 501(c) (3)’s only): Provide information on term limits, length of service and other questions as it pertains to your organization’s board of directors. The information listed here should match the board list you submitted with your application.
- **Underserved & Under-represented on Board** (this question is for 501(c)(3)’s only):
Provide percentages for those board members who are underserved. This information should match the board list you submitted with your application.
- Then click the appropriate “Save” button depending on what action you wish to take.

SECTION III: FINANCIAL

- **Four-Year Cash Operating Budget History:** In the appropriate year, provide the total operating cash revenues and expenses for a four-year period for the organization's operating budget. **Year one and year two figures should be completed and documented operating statements.**

Exclude only the following:

- (a) revenues and expenses that are In-Kind

- (b) revenues and expenses for capital expenditures or capital disbursements
- (c) endowments or trusts.

• **Non-arts organizations should show figures for ARTS PROGRAMMING ONLY.**

- **For arts organizations:** the figures you provide for your most recently completed fiscal year **MUST MATCH** the one-page financial statement you provided with the application.

SECTION IV: PROJECT

Project/Program

The purpose of this section is to provide a snapshot of the project for which you are requesting funding.

- **Project Title:** Type the name of your project.
- **Funding description:** Include a brief explanation of exactly how grant funds will be used. For example, *“Artist fees to teach music workshops.”*
- **Amount requested:** Insert the total amount of grant funds you are requesting. This amount must match the amount on the Project Budget page.
- **Date(s) of Activity:** Insert the project dates in the format shown. Check the grant guidelines to make sure the project falls within the funding period.
- **Individuals benefitting:** Estimate the total number of individuals directly benefitting from the proposed project. This may include actual participants in the project as well as audience members (family, friends, community members) who may attend a performance or exhibition as part of the proposed project. **Do not include individuals who were not exposed directly to the project.** For example, if a school holds an end-of-project performance, only include those individuals who actually participated or attended. Do not include people who may hear about the performance after-the-fact from audience members or participants.
- **Youth Benefitting:** Isolate the number of youth (18 and under) who will participate in the project or benefit from seeing a final performance, exhibition or other event related to the project.
- **Artists Participating:** Include the actual number of professional artists (paid and unpaid) who will be participating in the project. Do NOT include children, college students or interns.
- **Underserved:** Estimate the percentage of underserved individuals involved in the project.
- **Project Discipline:** Select the art form that best describes the focus of your project.. For projects involving many art forms, select “Multi-disciplinary.”
- **Type of Activity:** Select the description that best describes the focus of your project. For example, if the application requests funds to bring in a teaching artist to a school, you would select “School/Residency.”
- **Arts Education:** Choose the percentage that best represents how much of the project is targeted toward a certain age group such as K-12, preschool, higher education, etc. If the project does not involve arts education, select “None of the project involves arts education.” **NOTE:** *Applicants who select “None of the project involves arts education” should NOT APPLY for arts education funds.*

- **Project Race:** If the project is designed to reach one particular race or group, select the appropriate description from the drop-down menu. If the project is not for any one single group, select “No Single Group.”
- **Project Information:** List the number of years your organization has been doing the project
- **In-kind contributions:** Insert a description of any donated goods and services you anticipate receiving for the proposed project. For example, if a local hardware store is donating lumber, estimate the value of the lumber. If parents are volunteering to assist in the classroom as part of a residency, estimate the value of their time. Then, in the box below, insert the estimated dollar amount of the donated items or services. **Do NOT include these in your Project Budget.**
- Then click either the “Save & Previous” button to go back to the previous section; the “Save Your Work” button to save your information and come back at a later date to finish your application; or the “Save & Next” button to continue on to the next section. This is what it will look like:

SECTION V: REQUIRED DOCUMENTS & INSTRUCTIONS

Required Documents

This section contains additional documents that will require Adobe Reader Version 8.0 or newer. Follow the instructions on the eGrant for downloading the correct version. Required Documents are:

- **Narrative:** Provides a detailed description of what will occur during the project. Answer each question as specifically as possible. The narrative is the heart of the application and the information written here conveys a great deal about your capacity for managing and executing the proposed project. Remember to proofread and spell-check.
- **Budget Page:** Shows how Commission funds will be used and how the organization plans to match the funds requested. Use the boxes provided under each section to give a breakdown of fees. For example: **3 artists @ \$50/day x 5 days = \$750**. Then insert the dollar amount in the right hand column. Round all numbers to the nearest \$10.
- **Audit Response:** Only CEP, MCI or PS applicants use this form.
- **Assurances page:** Signature page required to validate the information in the application. Two different signatures are required. **NOTE:** Once you open these documents, you will need to **SAVE THEM TO YOUR COMPUTER’S DESKTOP** in order for your information to be saved. With older versions of Adobe, you may be able to open and type in the documents, but information will **not be saved**. Make sure to have the newest version of Adobe and save the documents to your computer’s desktop.

SECTION VI: FINISHING & SUBMITTING THE eGrant:

Finish

Once you have completed all sections of the eGrant, you will be prompted to do the following:

To submit your eGrant application click on "**Save and Next**" as shown below. Clicking on one of the “SAVE” buttons will save the application but **NOT** the narrative, budget or Assurances page. These documents must be saved individually to your desktop. “Save & Previous” will save the application and return you to the previous section. “Save Your Work” will save the application so that you can come

back later and finish. "Save & Next" will take you to the final section of the eGrant for submission.

NOTE: The narrative, budget and assurances page found under the Required Documents section (SECTION III) **WILL NOT** submit electronically with the eGrant application (**which is why it is important to save them to your computer desktop**). Only Sections I - IV transmit electronically. Make sure to save the Required Documents as they will need to be printed out and inserted into the hard copy applications that you will mail to the Commission.

VERIFICATION & SUBMISSION

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" button, you will receive an email confirmation that your eGrant has been received by the TN Arts Commission. **SAVE THIS EMAIL** in case you need to provide verification that the grant application was submitted.



IV. Additional Information

Grant Writing Tips

1. Start planning your application **early**
2. Read the guidelines **thoroughly**
3. **Stay informed of current trends** in your community and in your arts discipline. Consider pursuing **new, innovative ideas** for arts projects
4. **Involve a diverse group of community members** in your planning
5. **Board diversity** (representative of the community) and **serving under-served populations** is important
6. When writing application, remember that panelists **probably don't know your organization** or your community

7. Use **legal name** of organization on application
8. Confirm required **legislative districts**
9. Do NOT ask for the maximum grant amount **unless your project warrants it**
10. **Check your math** on the budget pages
11. Application should be **COMPLETE, CONCISE and CORRECT**
12. Typos and errors **will lower your score**
13. Do what is asked in the grant guidelines - **no more, no less**
14. **Have someone else read application draft** for clarity and accuracy (preferably someone who is not familiar with your organization)



15. Ask your TAC program director to review your draft
16. **Two different signatures** are required – the board chair and the project director
17. **Obtain proper signatures for your application before making copies** - after making copies, write "original" on the top page of the packet with original signatures
18. Put the application and support materials together **in the order noted in the guidelines**
19. Staple each complete copy of the application in the upper left hand corner **separately - do not use paper clips**

20. Do **not** submit applications in notebooks, binders, or folders
21. Submit only **one copy of optional supplemental materials**
22. Cover letter is **not** necessary
23. **Keep a copy of the final application packet** for your file and **bring it to the panel review**
24. Be certain to have your application(s) postmarked or delivered by hand to the TAC **on or before the deadline date**
25. Consider using **certified mail or** a courier service like **FedEx or UPS** to track your package



Evaluating Your Project

- Evaluation is instrumental in developing and sustaining good work - **evaluation is for YOUR benefit** - plan to use evaluation methods that will help you improve your projects in the future
- Evaluation can be the most effective **advocacy tool** an organization can create – hard evidence in tangible form to place in the hands of legislators, policy makers, journalists, teachers, principals, parents and the general public

For more information about evaluation tools, please access this TAC Website:

http://www.tn.gov/arts/ae_stuff/evaluation_handbook.pdf

Example Evaluation Methods

- Collect audience data for future marketing and promotional efforts (zip codes, home addresses, county names on license plates, etc.)
- Count Web site hits, use online survey tools (SurveyMonkey, SurveyGizmo, Zoomerang), etc.
- Collect verbal and written audience feedback, published reviews, comment cards, student thank-you letters, etc.
- Accurately count audience and/or participants for comparison
- Administer a pre- and post-test to participants (adults and children) to determine impact



Arts Advocacy

Arts advocacy is communicating to elected officials your views on the importance of the arts and how public funding of the arts can and has impacted your community

Examples of arts advocacy proof that you may include with your eGRANT materials:

- Proof of membership in Tennesseans for the Arts (the state's arts advocacy organization) - visit www.tn4arts.org for membership information and advocacy resources
- Copies of letters, cards and emails you sent to your legislators
- News releases and articles announcing your presentations at public functions regarding arts issues
- Proof of your promotion of specialty license plates (brochures available from TAC)

Obligation of Compliance

The Tennessee Arts Commission is a recipient of federal financial support from the National Endowment for the arts and the U.S. Department of Education. By signing an application and as a recipient of Tennessee Arts Commission funds, your organization is subject to compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Americans with Disabilities Act (ADA) of 1990, and Title IX of the Education Amendments of 1972 as well as all regulations from the National Endowment for the Arts and the State of Tennessee pursuant to these statutes and that it immediately will take any necessary measures to comply.



TAC Grant Cycle

- Oct–Dec:** TAC staff consultations
- January:** Grant application deadlines
- February:** Applications processed at TAC
- March:** Applications sent to panelists
- April:** Panel review meetings
- May:** Staff allocations
- June:** Commission meets to approve grant awards
- July 1:** Grant announcements

Arts Program Staff

Rod Reiner, Deputy Director
(615) 741-2093
rod.reiner@tn.gov

Vickie McPherson, Secretary
(615) 741-1705
vickie.mcpherson@tn.gov

Lee Baird, Literary Arts
(615) 532-0493
lee.baird@tn.gov

Dr. Robert Cogswell, Folklife
(615) 532-9795
robert.cogswell@tn.gov

William Coleman, Arts Access
(615) 532-9797
william.coleman@tn.gov

Dana Everts-Boehm, Folklife
(615) 532-0169
dana.everts-boehm@tn.gov

Ann Brown, Arts Education
(615) 532-5939
ann.brown@tn.gov

Nan Zierden, Arts Ed. Spec. Projects
(615) 532-5934
Nan.zierden@tn.gov

Hal Partlow, Performing Arts
(615) 532-9801
hal.partlow@tn.gov

Shannon Ford, Community Arts
(615) 532-9796
shannon.ford@tn.gov

Julie Horn, Visual Arts/Craft/Media
(615) 532-9798
julie.roberts@tn.gov

Diane Williams, Grants Manager
(615) 741-6395
diane.williams@tn.gov

For TAC grant guidelines and a link to the eGrant, click link below:

http://www.tn.gov/arts/grant_categories.htm

