<div align="center">
Tennessee Arts Commission - Guidelines
ARTS PROJECT SUPPORT & RURAL ARTS PROJECT SUPPORT
Fiscal Year 2016
Deadline: Tuesday, January 20, 2015, by 4:30 p.m. (CST)
</div>

DESCRIPTION
Arts Project Support (APS) AND Rural Arts Project Support (RAPS)
These categories provide funds for arts projects in urban (APS) and rural (RAPS) counties. A listing of TAC's urban and rural designations is provided at the end of these guidelines.

A project may start no earlier than July 1, 2015, and must end no later than June 15, 2016.

Funding will depend upon an organization's rating in the review process and upon the total amount of funds available to the Commission for grant allocation. This grant category is competitive.

Funds awarded to a single organization in these categories range from **$500 to $7,000** for non-arts organizations and **$500 to $9,000** for [arts organizations.](#) Arts organizations serving a statewide audience may apply for up to **$10,000.** An organization may submit only one (1) APS or RAPS application for any given fiscal year.

APS & RAPS applicants may **not** apply for a Partnership Support, Cultural Education Partnership, or Major Cultural Institution grant. If eligible, an organization may also submit applications in the Arts Access and Arts Education categories.

Funds requested may be listed in up to two expense categories on the budget page. The requested grant amount must be matched dollar for dollar (1:1). Matching funds may be listed in multiple expense categories. For purposes of this application, do NOT overmatch your request with a projection of total matching funds that exceed your total grant request.

AFFIRMATIVE DUTY TO REPORT MAJOR ORGANIZATIONAL CHANGE
Any grantee shall promptly notify the State in writing of any significant changes in the organization's structure, leadership or financial circumstances that could affect services provided under the grant contract resulting from this application.

ELIGIBILITY
First time applicants contact Associate Director for Grants at hal.partlow@tn.gov or (615) 741-2093 prior to submitting an application to verify eligibility.

> **DUNS Number:** All applicants are required to have a DUNS number. Information and application instructions can be found [here](#).

K-12 schools are not eligible under this category. Arts education-based projects, especially those primarily serving youth, must be submitted in one of the four Arts Education grant categories.

Organizations eligible to apply in more than one grant category in a single fiscal year must submit applications for unrelated projects.

Applicant organizations must be chartered in Tennessee. National or regional 501(c) 3 organizations, chartered in Tennessee, and serving as an umbrella organization applying for funds for another group are restricted to **one** application **only** per fiscal year (see below).

REQUIREMENTS FOR 501(c) 3 APPLICANTS
All 501(c) 3 applicants must have on file with the Commission copies of the basic nonprofit status documentation. **First-time applicants must provide** these documents by the time of application:
· Tennessee State Charter
· IRS 501(c) 3 Determination Letter
· Most recent copy of the By-laws of the organization
Failure to provide all nonprofit status documentation will result in the application being disqualified.

Organizations that have received Commission funding in the past two years may assume that these documents are complete and on file with the Commission unless otherwise notified.

ALL 501(c) 3 APPLICANTS must verify their tax exempt status is still legal. All 501(c) 3 nonprofit organizations are now required to submit "**Exempt Organizations Select Check**" verification from the IRS with every grant application as part of their Supplemental Materials. Access the search fields on the IRS website by following the link above. Enter information pertaining to your organization and click the "search" button. If your organization still retains legal status, a page will be generated listing your organization EIN, Legal Name, City, State, Country and Deductibility Status. Print this page from your browser. This is your Exempt Organizations Select Check verification.

If you are not listed after conducting the search, this would indicate that your organization's status has been revoked by the IRS and you are no longer eligible to apply for funding.

APPROPRIATE ACTIVITIES
Proposed arts projects must involve one or more TAC recognized art forms, including: visual arts, craft, media, design, music, theater, dance, folk and ethnic, or literary arts. The following are example activities and expenditures that are consistent with the funding philosophy for APS & RAPS:

- **Projects that involve and promote professional artists, especially Tennessee artists**
- Visiting artists conducting master classes
- Specific aspects of workshops, festivals, and conferences
- Public performances, productions, and exhibitions produced by the applicant
- Exhibitions of art by professional artists, especially Tennessee artists
- Projects involving and promoting folk and traditional artists
- Promotion, publicity, and newsletters
- Administrative and artistic staff support
- Research and documentation as part of an arts project or program development
- Consultancies and residencies for administrative and artistic activities
- The development of long-range planning documents
- Improved program accessibility for underserved constituencies, e.g. children, people living in rural communities or isolated settings, people with living with disabilities, people of color, and senior citizens
- Art in public places
- Extensions of literary projects, journals with continuing publication, or juried anthologies
- Apprenticeship programs
- Computer software/training
- Technical/production support
- Technical assistance projects

- Touring/presenting projects that bring professional and/or traditional folk performers to communities across the state

INAPPROPRIATE ACTIVITIES
The following are examples of activities and expenditures **not** fundable for arts projects:

- Insurance premiums
- Endowments
- Space rental
- Janitorial service and general physical plant maintenance
- Food and hospitality
- Permanent equipment purchases
- Scholarships
- Payment of accumulated deficits
- Capital improvements
- Vanity publications
- Out-of-state travel
- Scholarly arts-related research and writing
- Cash awards
- Purchase of local public art
- Legal fees
- Planned fundraising activities
- Events to which the general public is not invited
- Payments to members of the organization's board
- Payments to an employee or official of the State of Tennessee (exceptions exist - contact TAC for details)

EVALUATION CRITERIA
TAC staff will contact all applicants and inform them of the advisory panel review schedule. Advisory panels reviewing grant applications for this program use the following evaluation criteria citing evidence that the:

- proposed project demonstrates artistic, cultural and/or educational value to the community being served (10 points)
- proposed project advances the organization's mission to the community being served (10 points)
- organization understands and is responsive to the diverse interests and needs of the community it serves (10 points)
- proposed project supports the work of artists through payment of fees, services or appropriate benefits (10 points)
- organization understands and acts as an advocate for the public value of the arts in the community (10 points)
- planning procedures are comprehensive, inclusive and communicated (10 points)
- organization understands principles of documentation and evaluation and results are used to guide future planning and programming (10 points)
- organization understands and demonstrates the value of public and private partnerships (5 points)
- organization demonstrates financial stability and a broad base of financial support (5 points)
- organization's ability to carry out proposed project based on history of TAC funding (10 points)
- organization's application is well planned, addresses all questions, and is correct and complete in all information provided (10 points)

DEADLINE & HOW TO APPLY
1. Create and complete a "2016 TAC Organization Application (AA, APS, CEP, MCI, PS, RAPS)" eGrant application online using the "edit" button and save all "Required Documents" to your computer. Submit by **Tuesday, January 20, 2015, by 4:30 p.m. (CST).**
2. Print a copy of the submitted eGrant application, utilizing the "View" button on the Main Menu of the eGrant system. NOTE: Once printed, if the application has "DRAFT" printed across each page, then the application is printed incorrectly. **You must print in the "VIEW" mode after submitting online.**
3. Collate and stack your application as indicated below.
4. Mail (with postmark) or hand-deliver one original and fifteen copies of your printed eGrant application along with all Required Documents, Additional Information, and one copy of Supplemental Materials (See below.) to the Tennessee Arts Commission at 401 Charlotte Avenue, Nashville, TN, 37243-0780 by **Tuesday, January 20, 2015 by 4:30 p.m. (CST).**

REQUIRED DOCUMENTS
You will be prompted to save these PDF documents while in the eGrant system. Complete and save the information required in each document. Print 16 total copies of each and collate as directed below.
1. **Project/Program Narrative**
    Provide a detailed description of what will occur during the project and the planning process. 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.
2. **Budget Form**
    Show how TAC funds will be used and how your organization plans to match the funds requested. **Do NOT use this form to list the entire project budget.** (A narrative question exists to list entire project budget). This form must ONLY contain figures on the line items (up to two) in which you are requesting funds and the line item(s) where you will match the funds. 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 appropriate column. Round all numbers to the nearest $10.) *See details in eGrant instructions at the end of this document.*
3. **Assurances Page** (Before copying your Assurances Page, collect the appropriate signatures in blue ink).

ADDITIONAL INFORMATION
Create and title each of the following documents. When complete, print 16 copies of each and collate as directed below.
1. **Bios and Job Descriptions**
    Short, biographical statements and job descriptions of administrative and artistic personnel including those contracted who are involved in the grant activities. Full resumes should be included only with the optional materials. Detail each individual's project responsibility.
2. **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.

NOTE: Other biographical information about individual board members should **NOT** be included on this list. **Legal requirements state that Tennessee Arts Commission funds granted to an organization may not be used as a payment of any kind, for any purpose, to members of an organization's board.**

3. **Financial Statement**
   Statement must be **one-page**. The total revenue and expense figures from this statement should match the figures given under your most recently completed fiscal year 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 (this balance must indicate any deficit currently being held by the organization), itemized list of income and expenses (do NOT include in-kind), ending balance, and explanation of the method of accounting used. **Do not submit profit and loss statements, check ledgers, assets and liabilities statements, or standard summary printouts from computerized bookkeeping programs that do not conform to the requested format.** Follow this link for an example of an <u>arts organization Financial Statement</u>.

   Non-arts groups submit a two-part financial statement that includes overall income and expenses for the entire organization at the top of the page and an itemized list of income and expenditures of **arts activities only** in the lower portion of the statement. Follow this link for an example of a <u>non-arts organization Financial Statement</u>.

SUPPLEMENTAL MATERIALS
Submit the following:

1. **Corporation Annual Report** (required to be filed annually with the Secretary of State's Office).
   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 found <u>here</u>. Submit one (1) copy. Entities of government do NOT submit.
2. **Exempt Organizations Select Check verification** (501(c)3 non-profit organizations only)
   All 501(c)3 non-profit organizations are required to submit "**Exempt Organizations Select Check**" verification from the IRS with every grant application as part of their Supplemental Materials. Access the search fields on the IRS website by following the link above. Enter information pertaining to your organization and click the "search" button. If your organization still retains legal status, a page will be generated listing your organization EIN, Legal Name, City, State, Country and Deductibility Status. Print this page from your browser. This is your Exempt Organizations Select Check verification. If you are not listed after conducting the search, this would indicate that your organization's status has been revoked by the IRS and you are no longer eligible to apply for funding.
3. **Proof of Arts Advocacy**
   Advocacy is educating and communicating to the public, including public officials, 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 public officials, photos of public officials at the applicant's arts events, newspaper clippings that create awareness about public support for the arts through the organization's activities (news articles that primarily market events are not acceptable) and other pertinent print materials. Multiple examples of arts advocacy will strengthen the application, but only one (1) example proving advocacy is required.
4. **Optional Materials**
   Other current printed support materials (reviews, clippings, and brochures) directly related to the application proposal. Do not include audio, video, or other electronic samples.

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

Arts Project Support & Rural Arts Project Support Checklist:

☐ eGrant submitted electronically
☐ Hard copy of eGrant Application Form (16 copies)
☐ Required Documents (16 copies each):
    ☐ Project/Program Narrative
    ☐ Budget Form
    ☐ Assurances Page
☐ Additional Information (16 copies each):
    ☐ Bios and Job Descriptions (including contract artists)
    ☐ List of Board of Directors
    ☐ Financial Statement
☐ Supplemental Materials
    ☐ Corporation Annual Report (1 copy)
    ☐ Exempt Organizations Select Check verification (1 copy, non-profit organizations only)
    ☐ Proof of Arts Advocacy (1 example minimum)
    ☐ Optional Materials

DIAGRAM FOR COLLATING GRANT APPLICATIONS

Submit a total of 16 sets (1 original and 15 copies). **The original application is the one with the blue ink signatures on the "Assurances Page".**
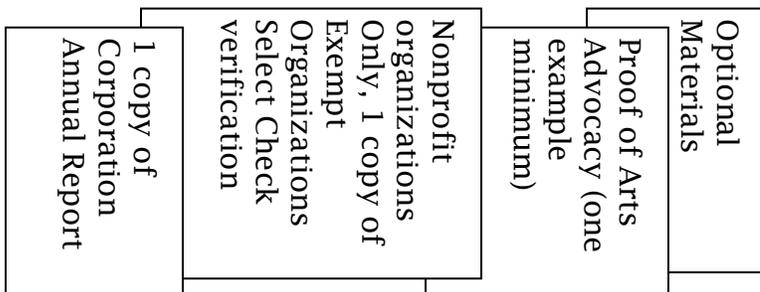
Staple each application in the upper left-hand corner.

Each grant application should be arranged as shown in this diagram.

Hard copy of eGrant | Project/Program Narrative | Budget Form | Assurances Page | Bios & Job Descriptions | List of Board of Directors | Financial Statement
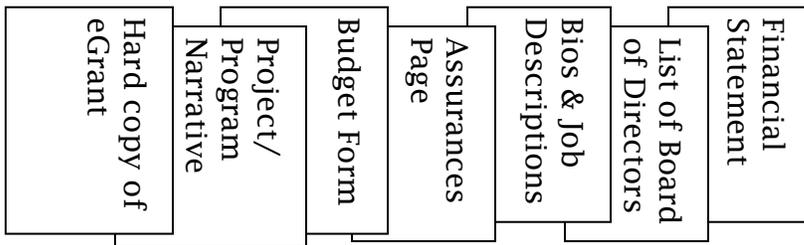
Stack the 15 copies of your application. Place the original application on the top of this stack & write the word "original" at the top of the first page after making the copies.

On the bottom of the stack, submit the following Supplemental Materials as shown in the diagram below.

1 copy of Corporation Annual Report | Exempt Organizations Select Check verification | Nonprofit organizations Only, 1 copy of Exempt Organizations Select Check verification | Proof of Arts Advocacy (one example minimum) | Optional Materials

- Staple each application in the top left corner. Each application should have only ONE staple. If the application is too thick for a standard stapler, then go to a copy center to access a larger stapler or use a binder clip to hold the entire application together.
- Inserting cover letters, table of contents, cover pages or section dividers, use of paper clips, tape, staples, binder clips, binders, folders or anything to separate or segment application sections creates more work for you. These extra items will be discarded.
- Inserting additional information into the application other than what is requested in the Grant Guidelines (this excludes optional materials) creates more work for you. These extra items will be discarded and not seen by the panelists.
- Applications submitted without being stapled or bound with a binder clip (loose leaf) are likely to get mixed up and the probability of information getting lost is higher.
- The **DIAGRAM FOR COLLATING GRANT APPLICATIONS** provides clear instruction about how each application should be arranged.
- All portions of the application should be typed. The only section where handwriting is appropriate is on the designated signature area of the Assurances page.
- If you encounter difficulty typing in an eGrant document, contact Lee Baird at lee.baird@tn.gov or Mike Chambers at mike.chambers@tn.gov.

Tennessee Rural and Urban Counties

Rural Counties (Submit RAPS application)

Bedford	Decatur	Hardin	Lincoln	Roane
Benton	DeKalb	Hawkins	Loudon	Robertson
Bledsoe	Dickson	Haywood	Macon	Scott
Campbell	Dyer	Henderson	Marion	Sequatchie
Cannon	Fayette	Henry	Marshall	Stewart
Carroll	Fentress	Hickman	McMinn	Picket
Carter	Franklin	Houston	McNairy	Smith
Cheatham	Gibson	Humphreys	Meigs	Tipton
Chester	Giles	Jackson	Monroe	Trousdale
Claiborne	Grainger	Jefferson	Moore	Unicoi
Clay	Greene	Johnson	Morgan	Union
Cocke	Grundy	Lake	Obion	Van Buren
Coffee	Hamblen	Lauderdale	Overton	Warren
Crockett	Hancock	Lawrence	Perry	Wayne
Cumberland	Hardeman	Lewis	Polk	Weakley
			Rhea	White

Urban Counties (Submit APS application)

|		
Anderson	Madison	Shelby
Blount	Maury	Sullivan
Bradley	Montgomery	Sumner
Davidson	Putnam	Washington
Hamilton	Rutherford	Williamson
Knox	Sevier	Wilson

eGrant Instructions

LOG-IN & PASSWORD

Applicants should always use the same log-in and password for every eGrant application submitted to the Tennessee Arts Commission. Do **NOT** create separate log-in and password

information for each application! For new applicants, click the "eGrant Registration Instructions" provided on the eGrant home page for instructions on creating an account.

CREATING THE APPLICATION

Once you have logged in to the eGrant system, you will need to create a new application from the **Applicant Menu**. On the left side of the screen, click the **"Opportunities" tab** and select "2016 TAC Organization Application (AA, APS, CEP, MCI, PS, RAPS)." Begin filling in the application. **Once you start working on an application it will appear in the "Drafts" tab of your main page until you successfully submit the application, at that time it will appear under the "History" tab.** It will look somewhat like this:
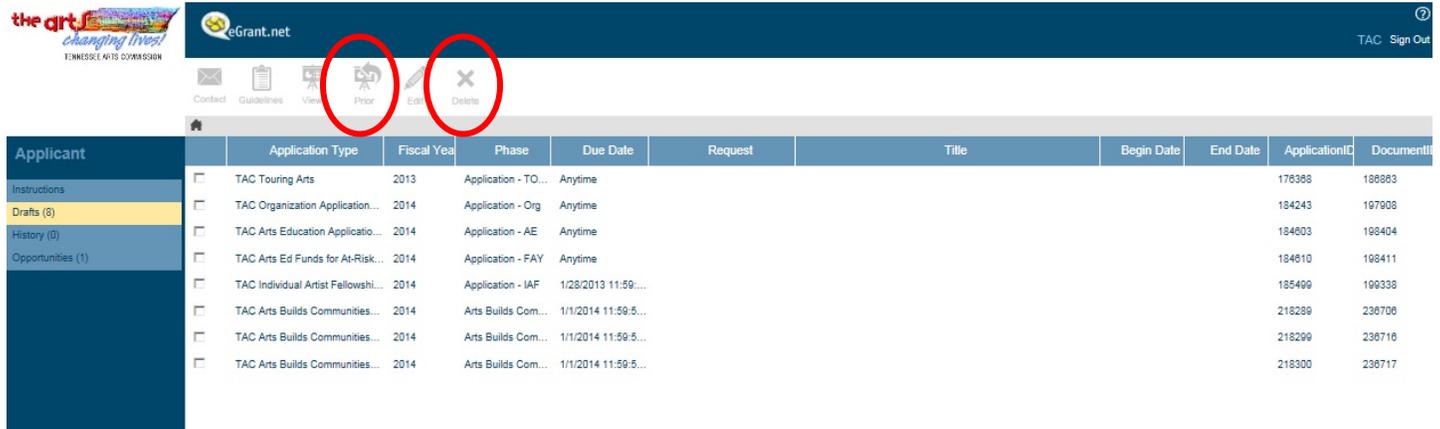
You may re-enter an application to edit it prior to submitting it. To do so, Click on the **"Drafts"** tab, check the box to the left of the application and press the **"edit"** button at the top of the list.
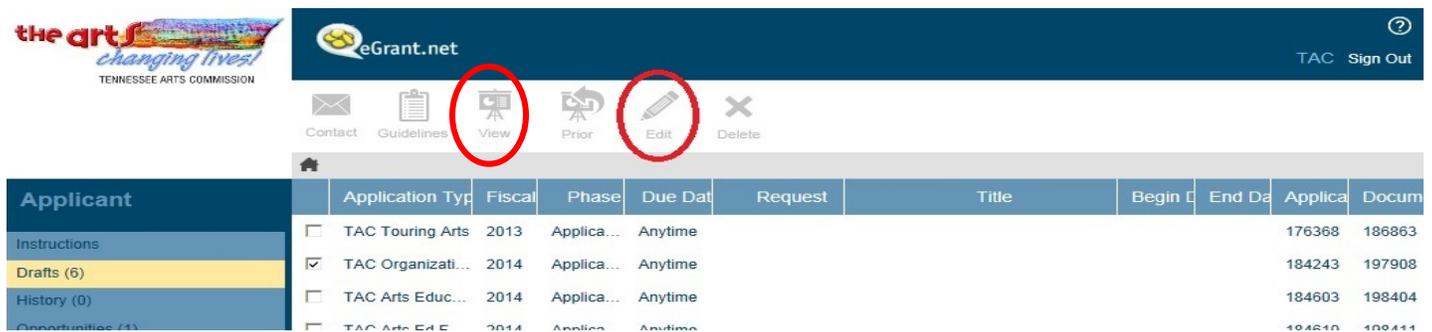
START WORKING IN THE APPLICATION

Complete all sections of the application. eGrant has three choices available to save your work. By pressing any of the following buttons, your work on the current page will be saved.

SECTION I: APPLICANT PROFILE ORG

Grant Program you are applying to - Choose One:
- Select the appropriate category from the drop down box.

Organization Name
- This must be the legal name of the organization. If the application is funded, the applicant organization will be responsible for managing the grant, contracts, and the close-out process.

Mailing Address, City, State, 9 Digit Zip Code & County
- Fill in accurate information. This is where future correspondence will be mailed to.

NOTE: You MUST include your **9-digit zip code**. If you do not know your 9-digit zip code, contact your local post office or go to [Look Up a ZIP Code™](#).

Organization Telephone, Fax, Voice/TDD (telephonic service for people living with hearing impairment), and **website**
- Fill in appropriate information.

Federal EIN (Employee Identification Number)
- This information may be obtained from your accountant or located on your IRS Determination Letter.

DUNS Number
- A Data Universal Numbering System from Dun and Bradstreet. The federal government requires organizations to provide a DUNS number as part of their grant applications in order to more easily track arts economic impact data. All applicants (who have not already done so) are required to have a DUNS number. There is no fee for registering for a DUNS number. Information and application instructions can be found [here](#).

Contact Person, Title of Contact Person, Telephone for Contact Person
- The individual listed as the Contact Person must be associated with the organization and able to represent the organization such as the Executive Director, Development or Project Director. If the organization has previously applied for funding from the Commission, check any pre-populated information to verify that it is current.

Email for Contact Person, Home Phone for Contact Person
- Please supply a direct way to contact the "contact person".

Accessibility Coordinator, Title, and Email
- Provide the name, title, and email of your organization's accessibility coordinator who is responsible for reasonable accommodations for people with disabilities.

Physical Address, City, State, 9 Digit Zip Code & County
- Even if the organization's mailing address is the same as the physical address, you must provide physical address here. NOTE: IMPORTANT--- You MUST include your **9-digit zip code for your physical street address**. If you do not know your 9-digit zip code, contact your local post office or go to [Look Up a ZIP Code™](#)

Legislative Districts
- Applicants must verify the legislative district information in the eGrant application. Visit [County Election Commission](#) or [Votesmart.org](#) to verify new district information. If using Votesmart, scroll down the page to the search box. Search by your 9–digit zip code for your physical street address. Enter new legislative district numbers based on your physical address into the required fields in the eGrant application. Indicate legislative district numbers only; do NOT type the name of your senator or representative.

Save your work frequently!

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SECTION II: APPLICANT INFORMATION ORG
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 applicant organization.

For 501(c)(3) organizations only
- Enter the year your organization was founded.
- Enter the year your organization was incorporated.

Mission Statement
- In 250 words or less, provide your board approved mission statement.

Organization 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."

County Demographics
- Insert the statistical information for the underserved populations listed in the application. Follow the link provided here or in the application for assistance with identifying your county demographics.

Underserved Statement
- In the space provided, indicate efforts made by your organization in the past year to include underserved artists and audiences in your programming. Specific evidence of proactive outreach to underserved constituents described here and demonstrated by supplemental materials will strengthen your application.

Advocacy Statement
- Arts advocacy is educating and communicating to the public, including public officials, the importance of the arts and how public support of the arts can and has impacted your community. Indicate efforts your organization has undertaken to advocate public funding for the arts within the space provided. Examples of arts advocacy include, but are not limited to, membership in Tennesseans for the Arts and participation in their activities, **recent** letters to legislators and other elected officials, inviting elected officials to participate in arts events, newspaper clippings that create awareness about public support for the arts through your organization's activities (news articles that primarily market events are not acceptable), and promoting specialty license plate sales. Multiple examples of arts advocacy will strengthen an application. Include examples in your optional materials.

Board of Directors Overview
- 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:
- Provide percentages, not the number of individuals, of board members representing underserved populations. This information must match and will be cross-referenced with the board list you submit with your application.

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SECTION III: FINANCIAL ORG
Four-Year Cash Operating Budget History
- In the space provided, provide the total operating cash revenues and expenses for a four-year period for the organization's operating budget. Exclude only the following:
    - (a) In-kind donations or expenditures
    - (b) Capital expenditures or capital disbursements
    - (c) Endowments or trusts
Note: in this section, non-arts organizations should report revenues and expenses for arts programming only.
    - Year one and year two figures should be accurate and documented operating budgets for completed fiscal years. **NOTE: The figures you provide for year two, your most recently completed fiscal year, MUST MATCH the one-page financial statement you provide with the application.**
    - Year three is the current fiscal year and is a projected operating budget.
    - Year four is next fiscal year, during which your proposed activity will occur, and is also a projected operating budget. You must enter a number in every blank on this page. If something is not applicable to your organization, enter zero (0).
    - Non-arts applicants should list revenues and expenses (excluding a, b and c above) for arts activities only.
- If a variation of **10% or more** occurs **between your most recently completed and current fiscal year revenues or expenses** you must explain why in the space provided.
- **If a deficit is indicated in the most recently completed fiscal year (year two),** you must provide an explanation of 1. How the shortfall was covered and 2. What caused the shortfall and your organization's efforts to prevent its reoccurrence? The Commission will NOT fund organizations with a deficit who do not adequately answer this narrative question.

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SECTION IV: PROJECT/PROGRAM DESCRIPTION ORG
The purpose of this section is to provide a snapshot of the project for which you are requesting funding. This, along with information provided in the Project/Program Narrative, becomes the scope of your project. If your grant is awarded funds, the scope of your project must be followed in detail. Any changes to the scope of your project must be submitted to the Commission in writing, a.s.a.p., and no later than the beginning date indicated in the **Date(s) of Activity**.

Project Title
- Type the name of your project. Partnership Support, Cultural Education Partnership and Major Cultural Institution applicants enter "Operating Support" as their title.

Funding Description
- Include a brief **AND** specific explanation of exactly how grant funds will be used. For example, *"Artist fees for workshop clinicians", "Salary support for part-time executive director", or "Funds will be used for marketing of festival."* Partnership Support, Cultural Education Partnership and Major Cultural Institution applicants enter "Operating Support" as their title.

Amount Requested
- Insert the total amount of grant funds you are requesting. This amount must match the amount on the Budget Form PDF and must be rounded **down** to the nearest $10.

Date(s) of Project Activity
- Insert the project dates in the format shown. Check the grant guidelines to make sure the project falls within the funding period. For project support grants the beginning date is

the first day of the proposed activity and the ending date is the last day of the proposed activity, not the end of the fiscal year.

Number of days the project activity will occur
- Estimate the number of days during which activities for the project will occur.

Estimate Individuals Benefitting
- Estimate and enter the number of people who will be directly engaged with the activity, whether through attendance at an event or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include audience estimates based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.
  (a) Estimate the Number of ADULTS engaged
  (b) Estimated Number of YOUTH engaged
  (c) The estimated Total Individuals engaged for the project/activity will prepopulate.

Media organizations or media based projects only
- If your organization primarily programs or the project for which you are applying is **primarily media based** (which includes programming and projects presented via film, television, radio, audio, video, and the Internet) estimate and enter the number of individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media.
  (a) Estimate the Number of ADULTS engaged
  (b) Estimated Number of YOUTH engaged
  (c) The estimated Total Individuals engaged for the project/activity will prepopulate.

Estimated Artists Participating
- Estimate the number of artists participating in the activity by providing artistic services specifically identified with the award. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. If no artists will be directly involved in providing artistic services enter 0.

Estimate the percentage of this project's audience that is "traditionally underserved or underrepresented"
- Input **percentages**. Be realistic in your estimate of populations of each underserved demographic benefitting as directly served. "Underserved and underrepresented" audiences may cross county lines. These percentages should reflect those individuals primarily reached in the Estimated Total Individuals Benefiting.

Project Discipline
- Use the drop-down menu to select the appropriate art form that best describes the focus of your project. For projects involving many art forms, select "Multi-disciplinary."

Type of Activity
- Use the drop-down menu to select the appropriate description of your project. For example, if the application requests funds to bring in a teaching artist to a school, you would select "School/Residency."

Strategic Outcome
- Choose one item from the drop-down box that best describes the PRIMARY strategic outcome associated with the project.

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.

Project Descriptors
- Choose any of the project descriptions listed that comprise a significant portion (50% or more) of your project resources/activities. Check all that apply. DO NOT check descriptors that apply to a small or indeterminate portion of your project activities.

Project Race
- If the project is designed to reach out to, involve or represent the cultural arts of a specific group, select the appropriate description from the drop-down menu. If the project is not for any one single group, select "No Single Group."

Number of Years Project in Existence
- List the number of years your organization has been doing this specific project.

Number of years Arts Commission Funding Received for Project
- List the number of years your organization has received Arts Commission funding for this specific project. Do not include the proposed year for this application.

Total Number of years Organization has received Arts Commission Funding
- List the total number of years your organization has received funding from the Arts Commission for any project. Do not include the proposed year for this application.

In-kind Contributions
- In the spaces provided, explain and list the monetary value of all 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 total dollar amount of the donated items or services. **You cannot include in-kind contributions on your Budget Form PDF or Financial Statement.** In-kind contributions reflect community support for your project and will strengthen your application.

**Save your work frequently!**

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SECTION V: PROJECT/PROGRAM DESCRIPTION - page 2 ORG

Populations Benefitting
- For the next three questions, **select all categories that, by your best estimate, will make up 25% or more of the population that will directly benefit** from the award during the period of support. These responses should refer to individuals primarily reached in the Estimated Total Individuals Benefiting.
  (a) Population Benefited by race/ethnicity: (select all that apply)
  (b) Population Benefited by Age: (select all that apply)
  (c) Population Benefited by Distinct Groups: (select all that apply)

Save your work frequently!
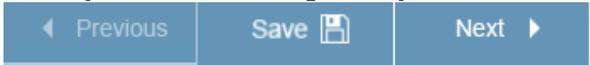
SECTION VI: REQUIRED DOCUMENTS & INSTRUCTIONS ORG

- Follow the eGrant instructions to download Adobe Reader Version 8.0 or newer.
- While in the eGrant system, save PDF Required Documents to your computer desktop prior to filling in any requested information. Note: older versions of Adobe may be able to open and allow you to 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.
- Complete information in each PDF document, save and print out. Note: The Required PDF Documents **do not** get submitted electronically with the eGrant. Hard copies need to be saved to your computer, printed out, collate with the print out of the e-Grant application, and mailed to the Commission.

1. **Project/Program Narrative PDF document:** Provide a detailed description of what will occur during the project and the planning process.
   - 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.
   - Information provided here, along with information provided in the Project/Program Description, becomes the scope of your project. If your grant is awarded funds, the scope of your project must be followed in detail. Any changes to the scope of your project must be submitted to the Commission in writing, a.s.a.p., and no later than the beginning date indicated in the **Date(s) of Activity**.
   - Answer each question as specifically as possible. Project/Program narrative questions differ between grant categories. Refer to the evaluation criteria for the grant you applying for guidance.
   - Involve a diverse group of community members in your planning process.
   - When describing partnerships, include only those in which partnering organizations, businesses or government entities have contributed human resources to planning or executing projects or initiatives.
   - Remember that panelists don't necessarily know your organization or your community.
   - Questions about the evaluation methods your organization plans to use are important. Remember that evaluation is beneficial to your organization as it is instrumental in developing and sustaining good work. Plan to use evaluation methods that will help you improve your projects in the future. Evaluation can also be an effective advocacy tool because it provides hard evidence that can be given to legislators, policy makers, journalists, teachers, principals, parents, and citizens. Supplying examples of evaluation tools and data as Optional Materials will strengthen an application.
   - Remember to proofread and spell-check!
2. **Budget Form PDF document:** Projected budget for the fiscal year for which you are applying for funds. Use the boxes provided under each section to give a breakdown of fees. Round all numbers down to the nearest $10. Check your math.
   - **AA, APS, and RAPS applicants** list only the amount requested under TAC Funds AND an exact dollar-for-dollar match under Applicant Cash Match in the expense section. The amount requested must fall in no more than <u>two</u> categories while the match may be in multiple categories. The total cash expenses (line #9) must equal the total cash income (line #22). Indicate where your match is coming from on the income pages, as well as your TAC request.

- *The following provided as guidance for expense and income definitions:*
  EXPENSES - DEFINITIONS

  For *permanent staff expenses*, provide pro-rated estimates—based on the amount of time in the project—for salaries, wages, fees, and benefits of individuals who are employees of the applicant organization. In the lines under personnel types, provide job titles, number of individuals under that title, and annual salary or percent of salary devoted to the project.

Permanent Staff (Administrative)	Permanent executive and supervisory staff, teachers, principals, program or project directors, clerical staff, and support staff such as maintenance, security, ushers,
Permanent Staff (Artistic)	Permanent artistic directors, directors, conductors, curators, dance masters, composers, video artists, filmmakers, designers, choreographers, actors, dancers, singers, authors, instructors, painters, musicians, etc.
Permanent Staff (Technical, Production)	Permanent technical directors, wardrobe, lighting, sound crew, etc.

For *contracted personnel expenses*, provide estimated payments to firms or persons for the services of individuals who are not normally considered employees, but consultants or the employees of other organizations whose services are specifically identified with the project or program and who are serving in non-employee/non-staff capacities. (In the lines under personnel types, provide job titles, number of individuals under that title, and annual salary or percent of salary devoted to the project.)

Contracted Personnel (Administrative)	Contracted (part-time) executive and supervisory staff, teachers, principals, program or project directors, clerical staff, and support staff such as maintenance, security, ushers, box office personnel.
Contracted Personnel (Artistic)	Contracted (part-time) artists, artistic directors, directors, conductors, curators, choreographers, etc.
Contracted Personnel (Technical)	Contracted (part-time) technical directors, wardrobe, lighting, sound crew, etc.
Other Personnel (Contracted)	Contracted (part-time) consultants or other personnel not listed above.
Accessibility	Estimated costs associated with making your project, program, or facility more utilized and accessible to underserved populations, particularly disabled individuals and persons of color.
Space Rental	Estimated payments specifically identified with the project for rental of rehearsal spaces, theaters, halls, galleries, etc.
Travel	Estimated costs for travel directly related to the individual or individuals specifically identified with the project. Include any fares, hotels, food, transportation, per diems, mileage, and other lodging expenses. Grant funds cannot be used for out-of-state travel (some exceptions apply), but such expenses are permissible as applicant match.

Marketing	Estimated costs for marketing, publicity, and promotion as specifically identified with the project. Include costs of advertising, printing and mailing of brochures, fliers, posters, etc. Do not include payments to individuals or firms, which belong under *Permanent Staff* or *Contract Fees and Services*.
Remaining Operating Expenses	Include all expenses not entered into other categories and specifically identified with the project. Include estimated expenses for supplies and materials, scripts, sets and props, catalogs, insurance, equipment rental, electricity, telephone, shipping, etc. Costs associated with food, refreshments, receptions, etc., may **not** be included.
Capital Expenditures	Funds cannot be used for capital expenditures (purchase of buildings or real estate, renovations or improvements involving structural change, etc.); however, capital costs up can be used to match funds if they are related directly to the proposed project.

INCOME – DEFINITIONS
Please itemize all income sources that support the proposed project under the appropriate categories. Note: these figures can be projected figures assuming the project is approved.

Admissions	Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. for events connected to the project.
Contract Services	Revenue derived from fees earned through the sale of services like workshops, consulting, etc. to other community organizations, government contracts for specific services conducted by your organization, performance or residency fees, tuition, etc.
Corporate Contributions	Revenue derived from contributions given for this project by businesses and corporations, or a proportionate share of such contributions allocated to this project or program.
Foundation Support	Revenue derived from foundations or a proportionate share of such grants allocated to this project.
Other Private Contributions	Revenue derived from cash donations given for this project or program or proportionate share of such contributions allocated to this project or program. Do not include corporate, foundation, or government contributions and grants.
Federal Gov Funds	Government sources, such as federal grants.
State/Regional Funds	Funds from other state agencies cannot be used to match TAC funds so do not include.
Local Gov't Funds	City or County support, grants from local governing entities or regional agencies.
Applicant Cash (Existing Funds)	Funds from the accumulated resources that the organization has budgeted or has reasonably anticipated needing in advance of the program or project takes place. Enter only the amount required to implement the project. Do not include any funds already listed under the above income line items.

3. **Assurances Page PDF document:** Before copying your Assurances Page, collect the appropriate signatures in blue ink. Two different signatures (by the Chief Authorizing Official and the Project Director of the applicant organization) are required to verify and validate that the information contained in the application is accurate. This information includes:
   1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
   2. The filing of this application has been duly authorized by the applicant.
   3. The applicant will expend funds received as a result of this application solely for the described project or program. (See Project/Program Description and Narrative for further explanation of scope of services).
   4. By signing an application and as a recipient of Tennessee Arts Commission funds, the applicant assures and certifies that it will comply with:
      (a) Title VI of the Civil Rights Act of 1964
      (b) Section 504 of the Rehabilitation Act of 1973
      (c) The Age Discrimination Act of 1975
      (d) The Americans with Disabilities Act (ADA) of 1990
      (e) Title IX of the Education Amendments of 1972
      (f) 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.

After you have successfully saved all Required Document PDF forms to your computer individually, click the appropriate "Save" button depending on what action you wish to take. *Clicking on one of the "SAVE" buttons will save the application but __NOT__ the Narrative, Budget, Audit Response and Assurances Page PDF documents. That is why these documents must be saved individually to your desktop! Clicking* "Save" or "Next" will take you to the final section of the eGrant for submission.

Save your work frequently!

◀ Previous	Save 💾	Next ▶

SECTION VII: ORG Submit Page
SUBMITTING THE eGrant application
- Read this entire page. To electronically submit your application you will be instructed to go to the next page and click the submit button. When you submit your electronic application the following portions of eGrant transmit: *Applicant Profile, Applicant Information, Financial, Project/Program.*

Save your work frequently!

◀ Previous	Save 💾	Next ▶

SECTION VIII: Check and Submit
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 Tennessee Arts Commission. SAVE THIS EMAIL in case you need to provide verification that the grant application was submitted.

- To print the electronic portions of your eGrant application, after submitting return to your eGrant homepage, select your application from the history menu, select "view" from the toolbar above, and push the print button. NOTE: Once printed, if the application has "DRAFT" printed across each page, then the application is printed incorrectly. **You must print in the "VIEW" mode after submitting online.**

FINISHING YOUR APPLICATION
- **Refer above for directions about Additional Information and Supplemental Materials.**
- The **APS & RAPS CHECKLIST** will indicate all the materials that will need to be included in your application (Each grant category has specific additional information and supplemental materials that need to be included).
- When you have all your materials, follow the **DIAGRAM FOR COLLATING GRANT APPLICATIONS**
- **Mail (with postmark) or hand-deliver the appropriate number of copies to the Tennessee Arts Commission by the deadline.**