



TENNESSEE ARTS COMMISSION

Arts Build Communities (ABC) Grant Program Guidelines

Fiscal Year 2016: August 16, 2015 – June 15, 2016

Before applying for a grant, all applicants are responsible for reading the Legal Requirements for Tennessee Arts Commission funding, located at <http://www.tn.gov/arts/legal.htm>.

OBJECTIVES

The Arts Build Communities (ABC) grant program is designed to provide support for arts projects that broaden access to arts experiences, address community quality of life issues through the arts, or enhance the sustainability of asset-based cultural enterprises. ABC funds may be used to:

- Provide innovative arts experiences that are new or unfamiliar to community residents
- Offer arts programs that are designed to help affect positive change in community social issues
- Develop arts programming that strengthens social networks through community engagement
- Undertake cultural arts initiatives that enhance a community's identity and/or economic development
- Offer training that helps experienced or emerging artists/arts administrators develop entrepreneurial skills or innovative strategies for building sustainability

The Tennessee Arts Commission (TAC) offers the ABC program through a decentralized decision-making and distribution process in partnership with regional designated agencies. Through ABC, the TAC seeks to build communities by nurturing artists, arts organizations (including local arts agencies), and arts supporters in each of Tennessee's 95 counties.

DESCRIPTION

- **13 designated agencies** administer the ABC program statewide on behalf of the Tennessee Arts Commission in all 95 counties.
- Funds a variety of quality arts projects
- Awards range from **\$500 to \$2,000**
- Funds requested may be listed in up to two Expense Categories in the GRANT REQUEST & CASH MATCH page of the application
- Grant funds in this category must be matched dollar-for-dollar (please review "Matching Requirements" in these guidelines)
- Only one grant application may be submitted per applicant per year in this program

APPLICATION DEADLINE

Applications must be submitted online through the Commission's eGrant system by **4:30 p.m. (CT) on July 1, 2015**. The ABC online application can be accessed beginning at 8:00 a.m. (CT) on April 1, 2015 at www.tn.gov/arts. Once there, scroll over "Grants" on the left side of the homepage and click on the eGrant button to access the ABC application. **Faxed, mailed, or hand delivered applications will not be accepted by the TAC or designated agencies.**

APPLICATION DRAFT REVIEW

Prior to submitting an application, qualifying organizations should discuss the program or project proposal with your designated agency or the TAC representative listed below:

Shannon Ford, Director of Community Arts Development
Phone: (615) 532-9796 Fax: (615) 741-8559
Web: www.tn.gov/arts Email: shannon.ford@tn.gov

DESIGNATED AGENCIES

Designated agencies are trained to assist ABC applicants with identifying eligible activities, provide feedback on draft applications, administer local grant review panels, and help grant recipients track the success of funded activities. To identify the appropriate designated agency, look for the applicant's home county in the following list. If you need help, please contact one of the designated agencies or the Tennessee Arts Commission.

ArtsBuild

Contact: Rodney Van Valkenburg
406 Frazier Avenue, Chattanooga, TN 37405-4174
Phone: (423) 756-2787, ext. 13 Fax: (423) 756-2156
Email: rodney@artsbuild.com
Web: www.artsbuild.com
County Served: Hamilton

Arts and Culture Alliance of Greater Knoxville

Contact: Suzanne Cada
PO Box 2506, Knoxville, TN 37901-2506
Phone: (865) 523-7543 Fax: (865) 523-7312
Email: sc@knoxalliance.com
Web: www.knoxalliance.com
Counties Served: Anderson, Blount, Campbell, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, Union

ArtsMemphis

Contact: Parke Kennedy
575 South Mendenhall, Memphis TN 38117-4215
Phone: (901) 578-2787 Fax: (901) 578-2784
Email: pkennedy@artsmemphis.org
Web: www.artsmemphis.org
Counties Served: Fayette, Lauderdale, Shelby, Tipton

Clarksville Arts & Heritage Development Council

Contact: Ellen Kanervo
PO Box 555, 200 South Second Street
Clarksville, TN 37041-0555
Phone: (931) 551-8870 Fax: (931) 553-5179
Email: artsandheritage@cdelightband.net
Web: www.artsandheritage.us
Counties Served: Cheatham, Dickson, Houston, Humphreys, Montgomery, Robertson, Stewart

Greater Nashville Regional Council

Contact: Greer Broemel
501 Union St., Floor 6, Nashville, TN 37219-1705
Phone: (615) 862-8848 Fax: (615) 862-8840
Email: gbroemel@gnrc.org
Web: www.gnrc.org
Counties Served: Rutherford, Sumner, Trousdale, Williamson, Wilson

Jackson Arts Council

Contact: Melinda Hearn
314 East Main St., Jackson, TN 38301-6226
Phone: (731) 423-2787 Fax: (731) 424-2040
Email: jac@aeneas.net
Web: www.jacksonartscouncil.tn.org
Counties Served: Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, Madison, McNairy

KingsportARTS

Contact: Cathie Faust

1200 East Center St., Ste. 216, Kingsport, TN 37660-4958

Phone: (423) 392-8420

Email: ccfaust@gmail.comWeb: www.KingsportARTS.com**Counties Served: Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, Washington****Metro Nashville Arts Commission**

Contact: Kana Gaines

P.O. Box 106300, Nashville, TN 37219-6300

Phone: (615) 862-6744 Fax: (615) 862-6731

Email: kana.gaines@nashville.govWeb: <http://www.artsnashville.org>**County Served: Davidson****Northwest Tennessee Development District**

Contact: Barbara Tuck

PO Box 963, Martin, TN 38237-0963

Phone: (731) 587-4213 Fax: (731) 587-4587

Email: Barbara.tuck@nwtdd.orgWeb: www.nwtddhra.org**Counties Served: Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, Weakley****Rose Center**

Contact: Drew Ogle

PO Box 1976, 442 West Second North Street, Morristown, TN 37816-1976

Phone: (423) 581-4330 Fax: (423) 581-4307

Email: director@rosecenter.orgWeb: www.rosecenter.org**Counties Served: Claiborne, Cocke, Grainger, Hamblen, Jefferson****South Central Tennessee Development District**

Contact: Brianne Huitt-Thornton

101 Sam Watkins Blvd., Mt. Pleasant, TN 38474-4024

Phone: (931) 379-2944 Fax: (931) 379-2640

Email: bhuitt@sctdd.orgWeb: www.sctdd.org**Counties Served: Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry, Wayne****Southeast Tennessee Development District**

Contact: Jenni Veal

1000 Riverfront Parkway, Chattanooga, TN 37405-2103

Phone: (423) 424-4222 Fax: (423) 267-7705

Email: jveal@sedev.orgWeb: www.sedev.org**Counties Served: Bledsoe, Bradley, Grundy, Marion, McMinn, Meigs, Polk, Rhea, Sequatchie****Upper Cumberland Development District**

Contact: Judy Roberson

1225 South Willow Ave., Cookeville, TN 38506-4158

Phone: (931) 476-4168 Fax: (931) 432-6010

Email: jroberson@ucdd.orgWeb: www.ucdd.org**Counties Served: Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, Warren, White**

ELIGIBILITY REQUIREMENTS

Any organization awarded Major Cultural Institution, Cultural Education Partnership, or Partnership Support funding for FY2016 (July 1, 2015 – June 30, 2016) is not eligible to apply for an Arts Build Communities grant.

Financial assistance may be requested by an organization for arts activities if it meets all applicable requirements described in these guidelines. **Individuals are not eligible to apply for ABC funding.**

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

An organization is eligible to apply for funding support of its arts activities if the organization meets one of the following qualifications:

- The organization is a nonprofit organization legally chartered in Tennessee and 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. Private educational institutions must be a nonprofit and meet these tax-exempt requirements.
- OR-
- The organization is an entity of government (such as city/county government departments, public libraries, public schools, etc.)

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 collegiate students and the academic community are not eligible.

REQUIREMENTS FOR 501(c) 3 APPLICANTS

All 501(c) 3 applicants must have on file with their Designated Agency 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.

ALL 501(c) 3 APPLICANTS must verify their tax exempt status. Beginning in Fiscal Year 2014, 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.

FUNDING RESTRICTIONS

- The proposed project must take place and grants funds must be used between August 16, 2015 and June 15, 2016.

ABC funds may *NOT* be used:

- to support a project already funded by the Tennessee Arts Commission
- for capital improvements (buildings or construction), for equipment purchases or for the elimination of an accumulated deficit. Such expenditures that relate to the proposed project may be used as matching expenses up to \$2,000
- as “seed money” for starting new organizations
- for in-school, curriculum-based projects. Projects may target youth as participants and can occur within school facilities outside of regular school hours
- to begin, match, add to or complete any type of endowment campaign or program
- for out-of-state travel expenses

Please note:

- All events sponsored in part or entirely with ABC funds must be open to the general public.
- Applications from colleges or universities or other institutions of higher education, whether public or private, must emphasize non-academic community involvement in the planning and implementation of the project.

APPROPRIATE ACTIVITIES

The following are examples of activities and expenditures that are consistent with the funding philosophy for Arts Build Communities:

- Projects that involve and promote Tennessee artists.
- Visiting artists conducting master classes.
- Workshops, festivals, and conferences.
- Public performances, productions, and exhibitions produced by the applicant.
- Exhibitions of art by Tennessee artists and artists from outside Tennessee.
- Promotion, publicity, and newsletters.
- Administrative and artistic staff support.
- Research and documentation as part of a project or program development.
- Consultancies and residencies for administrative and artistic activities.
- The development of long-range planning documents.
- Touring projects that bring professional performers to communities across the state.
- Improved program accessibility for underserved constituencies, such as at-risk youth, economically disadvantaged individuals, people living in rural communities or isolated settings, people 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.

INAPPROPRIATE ACTIVITIES

The following are examples of activities and expenditures not fundable through ABC:

- Insurance premiums.
- Endowments.
- Office space rental.
- Janitorial service and general physical plant maintenance.
- Food and hospitality.
- Permanent equipment purchases.
- Scholarships.
- Payment of accumulated deficits.
- Capital improvements.
- New periodicals, books, etc. (such as vanity publications)
- Out-of-state travel.
- Scholarly arts-related research and writing.
- Cash awards.
- Purchase of local public art.
- Legal fees.
- Planned fundraising events.
- Events to which the general public is not invited.
- Payments to members of the organization's board.

MATCHING REQUIREMENTS

Arts Build Communities requires at least a one-to-one (1:1) dollar match. "One-to-one dollar match" means the applicant must cover at least half the cost of a project or program through other income sources. Matching funds may be listed in multiple expense categories.

In-kind contributions **cannot** be used for the one-to-one (1:1) dollar match requirement, but the Tennessee Arts Commission wants to know about such contributions. Space is provided in the budget of the ABC eGrant application for estimating the value of in-kind contributions. Such contributions should include those services and supplies for which the applicant under normal circumstances would have to pay, but are being donated without charge for the project. The value of volunteer time should be estimated and included only when the time is directly related to the project.

To monitor the grant matching requirements, an applicant who receives ABC funds must maintain accurate records for all revenue and expenditures.

GRANTS REVIEW PROCESS AND EVALUATION CRITERIA

An application to Arts Build Communities goes through a local review process. Notification of your panel review date and time will be made within approximately 21 days from the application deadline. The review of these applications is done by an advisory panel of at least five (5) members. Four or more members are selected from the arts community represented by your designated agency. One panel member will be either a Tennessee Arts Commission member or staff person. While not required, your attendance at the panel review meeting is strongly encouraged.

Advisory panels reviewing grant applications for this program assign scores based on how well the proposed project addresses ABC program objectives (see page 1) and use the following evaluation criteria on a 100-point scale:

Artistic/Cultural Merit (35 points)

Applications should provide evidence of how the proposed arts/cultural project shows value to the community being served. Competitive applications may demonstrate artistic/cultural merit by showing how projects will accomplish one or more of the following:

- provide arts experiences that expose participants to new perspectives or media
- deepen audiences' appreciation of artists, media, or movements
- provide opportunities for engagement in the creative process
- advance community priorities and/or address social issues in or through the arts
- promote local traditions or community assets in or through the arts
- build social connections and understanding between diverse groups of people
- enhance the sustainability of cultural enterprises
- provide a hospitable environment for arts organizations and/or artists to thrive creatively and/or economically

Competitive applications may also demonstrate that proposed project supports the work of artists through payment of fees, services or appropriate benefits.

Community Engagement and Participation (35 points)

Applications should provide evidence of how organizations understand and are responsive to diverse interests and needs of communities served. Competitive applications will demonstrate the engagement and participation of their communities by not only showing how proposed projects advance organizational missions, but also by showing to what extent community members are involved in planning, executing, and evaluating the projects.

Additional evidence includes needs assessment research, formal partnerships that advance project goals through resource and responsibility sharing, and demonstrated support from local community leaders.

Competitive applications may also demonstrate goals and objectives that are designed to address social issues or build economic sustainability through the arts.

Budget and Financial Support (20 points)

Applications should include realistic project budgets with accurate cost and income estimates. Competitive applications will show that organizations are actively raising matching funds through requests to individual contributors, private corporations, foundations, government sources, AND/OR through viable earned revenue projections.

Operational Practice (10 points)

Applications should provide evidence that planning procedures are clear, inclusive, and include discussion on past project results (when appropriate). Competitive applications will address all application questions and provide correct and complete information.

ACCESSIBILITY

All ABC sponsored programs, services, and facilities are fully accessible to all Tennessee artists and citizens. Artists representing Tennessee's diverse artistic and cultural heritage are urged to apply and participate in programs and activities. 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. If an individual believes he or she has been

subjected to discrimination, he/she should contact the Commission's Director of Arts Access, William Coleman, at (615) 532-9797 or william.coleman@tn.gov.

GENERAL APPLICATION INSTRUCTIONS

- Read all instructions carefully before completing any part of the application form.
- All questions must be answered. Supplying complete and accurate information is the responsibility of the applicant. Incomplete applications will likely receive low scores by a review panel if they are accepted at all.
- Clearly and briefly respond to the questions asked. Regardless of the number of characters used, your answers **MUST** fit into the space provided online. We recommend editing your answers for clarity and simplicity.

STEP-BY-STEP INSTRUCTIONS

STEP #1: Access the online eGrant application by visiting: tacarts.egrant.net/login.aspx?PIID=147&OID=15 or by accessing the application through the Commission's home page at tn.gov/arts.

STEP #2: Applicants should use the same login and password for ALL applications submitted to the Tennessee Arts Commission. Do **NOT** create separate login and password information for each application! For new applicants, click the [Registration Instructions](#) provided on the eGrant home page for creating an account.

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 Arts Build Communities Application." Begin filling in the application.

The screenshot shows the eGrant.net interface. On the left, the 'Applicant' menu has the 'Opportunities (1)' tab selected and circled in red. The main table lists several applications. The application 'TAC Arts Builds Communities' for the year 2015 is checked with a red circle around the checkbox and circled in red in the table. The table columns are: Application Type, Fiscal Year, Phase, Due Date, Request, Title, Begin Date, End Date, ApplicationID, and DocumentID.

Application Type	Fiscal Year	Phase	Due Date	Request	Title	Begin Date	End Date	ApplicationID	DocumentID
<input type="checkbox"/> TAC Touring Arts	2013	Application - TO...	Anytime					176388	186883
<input type="checkbox"/> TAC Organization Application...	2014	Application - Org	Anytime					184243	197908
<input type="checkbox"/> TAC Arts Education Applicatio...	2014	Application - AE	Anytime					184603	198404
<input type="checkbox"/> TAC Arts Ed Funds for At-Risk...	2014	Application - FAY	Anytime					184610	198411
<input type="checkbox"/> TAC Individual Artist Fellowshi...	2014	Application - IAF	1/28/2013 11:59:...					185499	199338
<input checked="" type="checkbox"/> TAC Arts Builds Communities...	2015	Arts Builds Com...	1/1/2014 11:59:5...					218289	236706
<input type="checkbox"/> TAC Arts Builds Communities...	2014	Arts Builds Com...	1/1/2014 11:59:5...					218299	236716
<input type="checkbox"/> TAC Arts Builds Communities...	2014	Arts Builds Com...	1/1/2014 11:59:5...					218300	236717

Once you start working an application it will appear in the draft tab of your main page until you successfully submit the application. You may reenter 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.

The screenshot shows the eGrant.net interface. On the left, the 'Applicant' menu has the 'Drafts (3)' tab selected and circled in red. The main table lists several applications. The application 'TAC Arts Builds Communities' for the year 2015 is checked with a red circle around the checkbox and circled in red in the table. The 'Edit' button in the top toolbar is also circled in red. The table columns are: Application Type, Fiscal Year, Phase, Due Date, Request, Title, Begin Date, End Date, ApplicationID, and DocumentID.

Application Type	Fiscal Year	Phase	Due Date	Request	Title	Begin Date	End Date	ApplicationID	DocumentID
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<input type="checkbox"/> TAC Individual Artist Fellowshi...	2014	Application - IAF	1/28/2013 11:59:...					185499	199338
<input checked="" type="checkbox"/> TAC Arts Builds Communities...	2015	Arts Builds Com...	1/1/2014 11:59:5...					218289	236706
<input type="checkbox"/> TAC Arts Builds Communities...	2014	Arts Builds Com...	1/1/2014 11:59:5...					218299	236716
<input type="checkbox"/> TAC Arts Builds Communities...	2014	Arts Builds Com...	1/1/2014 11:59:5...					218300	236717

STEP #3: Complete all sections of the eGrant application (**Applicant Profile, Applicant Information, Project/Program Description, Narrative Information, Financial, and Required Documents**). For technical assistance, contact Lee Baird at lee.baird@tn.gov.

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.



STEP #4: **Section I: Applicant Profile**

Designated Agency: Select your designated agency from the dropdown menu

Organization Name: Name of your organization

Organization Department:

Mailing Address: Provide the address issued by the U.S. Postal Service

City: Enter your city **State:** Enter Tennessee

9-Digit Zip: Nine digits are required. **County:** County must be in Tennessee.

Organization Phone: **Fax:**

Contact Person: Person in charge of the project

Title for Contact Person: ex: Executive Director or Program Manager

Contact Person Email:

Contact Person Phone: Include area code

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

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

Physical Address: Complete the physical address even if it is the same as the mailing address.

City: Enter your city **State:** Enter Tennessee

9-Digit Zip: Nine digits are required. **County:** County must be in Tennessee

Legislative Districts: Fiscal Year 2016 applicants must verify the legislative district information in the eGrant application. Visit [County Election Commission](#) or [Votesmart.org](#) to verify district information. Enter the 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.

STEP #5: **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 applicant organization.
- **Mission Statement:** In 250 words or less, provide your board approved mission statement.
- **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.”
- **County Demographics:** Insert the statistical information for the underserved populations listed in the application. Follow the link provided 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.
- **Advocacy Statement:** Arts advocacy is communicating to elected officials your views on the importance of the arts and how public support of the arts impacts 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, and promoting specialty license plate sales.
- **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.

STEP #6: **Section III: Project/Program Description**

Project Title: Type the name of your project.

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.”*

Amount Requested: Insert the total amount of grant funds you are requesting. This amount must match the amount on the Financial Page of the application 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.

Estimate Individuals Benefitting

Estimate and enter the number of people (adults, youth, total individuals) 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 will be 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 actual audience estimates based on projected paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

MEDIA BASED APPLICATIONS 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.

Artists Participating: Estimate the number of artists participating in the activity by providing artistic services specifically identified with the requested funds. 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. **Do NOT include children, college students or interns.**

Underserved: Estimate the percentage of each underserved demographic benefitting from the project.

Project Discipline: Use the drop-down menu to select the appropriate art form that best describes the focus of your project. For projects involving more than one art form, 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 that best describes the PRIMARY strategic outcome associated with the project.

Arts Education Code: Choose the percentage that best represents how much of the project is targeted toward a certain age group such as K-12 or preschool. If the project does not involve arts education, select "None of the project involves arts education."

Project Descriptors: Choose any of the project descriptions below 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 project.

Number of years Arts Commission Funding Received for Project: List the number of years your organization has received funding for this project.

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 in your Budget.** In-kind contributions reflect community support for your project and will strengthen your application.

Populations Benefited: All categories that, by your best estimate, will make up 25% or more of the population that directly benefit from the award during the period of support.

STEP #7: **Section IV: Narrative Information**

ABC Objectives: Select all ABC objectives that your project is designed to address.

Project Narrative: Explain the project for which ABC funding is requested. Answer these questions in the space provided:

- What do you plan to do (how, when, where, for whom, and who benefits)?
- What goals and outcomes have been set for this project? How will you monitor and measure your progress toward achieving them?
- Who will be responsible for the implementation of the project?
- What criteria will be used to select artist(s) or administrator(s) involved in the project?
- How will you publicize your project?
- What is the value of the project to your community? Be specific.

STEP #8: **Section V: Financial (Budget Information)**

Project Budget: Applicants must summarize expenses and income in this section for the proposed project. These instructions are intended to provide guidance in determining the types of expenses and income sources that can be listed. Be reasonable when determining your expenses and realistic when projecting anticipated incomes. When ticket or admission income is expected, an anticipated number of attendees and a per-person ticket price should be noted. Provide a brief explanation in the line below any expense or income you include in this section.

IMPORTANT INFORMATION ABOUT REQUESTED FUNDS: Show how TAC funds will be used and how your organization plans to match the funds requested. 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.)

Total Project Costs: Enter the total costs for your entire budget. For projects that cost \$4000 or less, this amount will be your grant request plus match. For projects with costs greater than \$4000, this amount will include costs not included in the grant request and matching expenses.

Please visit this [link](#) to see a list of definition for expense and income line items.

STEP #9: Section VI: Required Documents

Assurances: Two different certifications are required for the Assurances, one each from the Chief Authorizing Official and the Project Director of the applicant organization. Both people must read the Assurances Page text and agree to the terms by typing his/her name and title in the space provided and clicking the “I certify” selection in the drop-down menu.

List of Key Staff. Short, biographical statements and job descriptions of all administrators and artists involved in this project.

Upload the List of Key Staff (in PDF format) by clicking the “Browse” button on the Required Document page of the eGrant. Locate the List of Key Staff in your computer files, click on the document, and click “Open”. Once you have uploaded the List of Key Staff, click the “Save Your Work” button. Then, you will see the title of your List of Key Staff listed on the Required Document section of the eGrant. It should look similar to this below:

Uploaded File: List of Key Staff.pdf [Delete View](#)

Repeat the Steps above to upload the following required documents as PDF documents.

List of Board of Directors. The board list (at the time of application) must include the following:

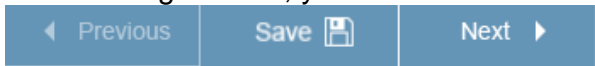
- Full Name
- Address
- Phone number
- Number of years on the board
- Length of term(s)

Notations highlighting which members represent underserved populations: persons of color (C), persons with disabilities (D), and older Americans over 65 (S). **If no underserved populations are represented on the board, please indicate.**

Corporation Annual Report as 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 at <https://tnbear.tn.gov/Ecommerce/FilingSearch.aspx>. *For nonprofit organizations only. Public schools and entities of government do NOT need to submit this document.*

IRS Exempt Organizations Select Check printout *For nonprofit organizations only. Public schools and entities of government do NOT need to submit this document. (see p. 4)*

SAVE YOUR WORK! 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.



STEP #10: FINISHING & SUBMITTING THE eGrant:

Once you have completed all sections of the eGrant, read the instructions on the “Finish” page of the eGrant application. For Arts Build Communities, you will see:

Arts Build Communities (ABC) grant application includes:

1. Assurances that must be certified
2. List of key staff
3. List of Board of Directors
4. Corporation Annual Report
5. IRS Exempt Organizations Select Check printout

These documents must be scanned and submitted at time of eGrant application submittal. No hard copies of the ABC eGrant application should be submitted to the Commission. To submit your eGrant application click on the **"Submit"** button at the bottom of the “Finish” page.

STEP #11 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 application 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.

STEP #13: Once you have finished all sections of the eGrant and hit “submit,” go back to the **Main Menu** and print a copy of the completed eGrant application by clicking on the “VIEW” button located at the top of the page.



It looks like this!

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 for the application to be readable.** Keep a copy of the eGrant application for your records. **No hard copy of the eGrant application should be submitted to the Tennessee Arts Commission or designated agencies for Arts Build Communities grant requests.**

PANEL REVIEW AND AWARD NOTIFICATIONS

Applications will be reviewed by locally organized peer review panels in late July or August. Your designated agency will send a letter confirming receipt of your application as well as a panel review schedule. If you have not received a confirmation letter by July 21, please contact your

designated agency or Shannon Ford (shannon.ford@tn.gov or 615-532-9796) at the Tennessee Arts Commission for more information.

OPTIONAL SUPPORT MATERIAL

Applicants may bring to the panel meeting **one (1) item** of printed support material (review, clipping, brochure, support letter, or other representative printed material) directly related to the application proposal. Do not bring audio, video, or other electronic samples. **Support material will be viewed by panelists only during the applicant's scheduled review and will not be accepted by the TAC or designated agencies prior to the panel meeting.**

NONPROFIT STATUS DOCUMENTATION

All grant applicants must provide their designated agency with copies of the basic **nonprofit status documentation**, as described below. If you have previously received ABC grant funding, you may assume that your charter file in the designated agency office is complete. A staff member will contact you if any material is missing from the file.

First-time ABC grant applicants:

New applicants must submit a copy of the organization's Tennessee state charter (verification of incorporation), current bylaws, and letter of determination from the Internal Revenue Service recognizing the applicant organization as a 501(c)(3) nonprofit corporation. You may contact the TAC or designated agency for further information.

- **Bylaws of your Organization.** This is the core legal document defining how your organization is constituted. It may also contain the title "Charter" or "Articles of Incorporation," but its contents specify your organization's name and describe its purpose and basic principles of operation. This is the document that was submitted to Federal and State authorities to qualify for the nonprofit status verified in the next two documents.
- **IRS Determination Letter.** This is a letter mailed to your organization or legal representative by the district office of the Internal Revenue Service, U.S. Department of the Treasury. It contains the language "we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code" as well as further determination of more specific category to which your organization conforms under the tax code. The heading of the letter also includes the Employee Identification Number (EIN) assigned by the IRS to your organization.
- **State Charter.** This document, issued by the Tennessee Secretary of State, confirms that your organization is incorporated in the State of Tennessee as a chartered nonprofit, and it bears the state seal. The appearance of the state charter document has changed over the years. Older organizations were issued a formal certificate with the bold Old English heading "State of Tennessee." In recent years, the document is a computer printout from the "Secretary of State/Corporation Section." These new printouts resemble the corporation annual report document separately required for all applications, but they are not equivalent.

Please note that an organization's nonprofit status documentation must also be current, reflecting any changes that have taken place in the group's operation. The designated agency **must have documentation relating to any change in the organization's name.** If you have legally registered a change in the name of your organization, we require new IRS and State Charter documents reflecting the change. If your organization is operating under a name that differs in any way from the original charter but you have not registered the change, the designated agency must have a letter on file from the organization specifying its status "doing business as" or "DBA" the adopted name. If your organization has legally filed any amendments to its original charter, copies of these updates must be submitted to the designated agency.

NOTE TO PUBLIC SCHOOLS, SCHOOL DISTRICTS, PUBLIC LIBRARIES, CITY/COUNTY DEPARTMENTS AND OTHER GOVERNMENT ENTITIES: You must submit all of the above documents except the corporation annual report, bylaws, IRS letter and state charter.

Any question of eligibility should be directed to the designated agency before the application is made.