

**Tennessee Arts Commission - Guidelines**  
**MAJOR CULTURAL INSTITUTION**  
**Fiscal Year 2016**  
**Deadline: Monday, January 5, 2015, by 4:30 p.m. (CST)**

**DESCRIPTION**

Major Cultural Institution (MCI) category provides operating support to well-established [arts organizations](#) chartered in Tennessee that represent the highest level of quality programming and administration.

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 category is competitive.

Organizations may request **10 percent** of their total cash operating expenses in their most recently completed fiscal year at the time they submit their application, up to but not exceeding the maximum grant of **\$100,000**.

Applicants must have an **annual cash operating income** (excluding in-kind contributions) of at least \$1 million per year. If the organization ever fails to meet the \$1 million base operating figure, it will have a one-year grace period to again meet the \$1 million budget requirement before losing eligibility in this category. Additionally, the organization must maintain the \$1 million budget level for a minimum of two consecutive years before another request for a one year grace period may be made.

The total **annual cash operating expenses**, verified by an audit submitted by the applicant, will be determined by the sum total of personnel, outside fees and services, space rental, travel, marketing, and remaining operating expenses. The following are not allowed as operating expenses; capital expenses, endowment funds, penalties payments, in-kind expenses, bank penalties, or furniture and fixture expenditures exceeding \$2,500.

Applicant organizations are reviewed every other year by out-of-state evaluators, although organizations **must** submit a complete application with the required attachments every year. **Organizations being reviewed must submit eight (8) copies. Organizations not being reviewed submit four (4) copies.**

Tennessee Arts Commission staff will contact all current Major Cultural Institution recipients and inform them of the review schedule.

**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 REQUIREMENTS**

First time applicants to this category must contact Tennessee Arts Commission's Associate Director for grants at [hal.partlow@tn.gov](mailto: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](#).

Applicant must be either a **single-entity organization** responsible for its own programming & primarily dedicated to one art discipline, or an **arts council** which serves a broad population and interacts with local arts organizations. (Arts festivals, arts centers, and presenting organizations are **not eligible** for this grant category.)

Applicant must have existed as an arts organization or arts council for a minimum of six (6) years prior to the date of application and have received a minimum of three (3) consecutive years of TAC funding in the Partnership Support grant category.

A freestanding academic institution, which has as its mission training and accreditation in one or more arts disciplines, is not eligible in this category. Such organizations may submit an application under the Cultural Education Partnership (CEP) Grant category.

The existence of professional management, which is defined as employing a full-time, paid administrative or artistic director, must be evident. Additionally, a commitment to compensating (in salaries, wages, fees, and/or benefits) the administrative, artistic, and technical/production personnel whose services contribute directly to the organization must be evident.

The organization must demonstrate ongoing fiscal responsibility through an audit conducted externally by a certified public accountant (CPA) for its **most recently completed fiscal year** at the time of application. Organizations in this category should use an accrual accounting system. If the audit is not available at the time of application, a letter from the organization's CPA explaining why the audit is unavailable and when it will be completed is required. Under this circumstance the audit must arrive in the TAC office no later than 3 working days in advance of the first scheduled review meeting, regardless of when or if the applicant is scheduled for a review. **Note: Failure to submit a single entity audit of the most recently completed fiscal year will jeopardize eligibility and funding.**

A significant amount of year-round public activity and programming must be evident. Organizations must have a board-approved long-range plan covering at least the current and next fiscal years.

**ALL 501(c) 3 APPLICANTS must verify their tax exempt status is still legal.** All 501(c) 3 non-profit 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.

**PLEASE NOTE: If an organization is aware at the time of application they cannot meet all of the above stated requirements, they should not apply in this grant category.**

#### **PANEL REVIEW & EVALUATION CRITERIA**

It is recommended that the director, chief financial officer, and board chair/president represent the organization at the review meeting. Evaluators reviewing grant applications under this program use the following evaluation criteria (10 points each) citing evidence that the organization:

- advances the organization's mission and artistic vision
- demonstrates artistic, cultural, and/or educational value to the community being served
- understands their role as an advocate for the public value of the arts in the community
- understands and is responsive to the diverse interests and needs of the community it serves

- planning procedures are comprehensive, inclusive, and communicated
- understands and demonstrates the value of public and private partnerships
- demonstrates financial stability and a broad base of financial support
- understands principles of documentation and evaluation and results are used to guide future planning and programming
- management demonstrates consistency and stability
- application is well planned, addresses all questions, and is correct and complete in all information

Additionally, evaluators may ask applicants to address other topics, including but not exclusive to:

- how the organization meets the evaluation criteria
- specific information found in the grant application
- community outreach activities
- unique services offered by the organization
- evidence of local, state, regional, or national recognition and impact
- general arts advocacy efforts in Tennessee and nationally
- organizational long-range goals and objectives
- detailed information about major productions, presentations, or exhibitions in the recent past, the present, and the next two years
- preservation, conservation, or restoration activities
- the space(s) in which your organization conducts its artistic and administrative activities
- recent and anticipated major equipment acquisitions
- program evaluation process
- board and committee responsibilities
- board/staff relationships
- board diversity
- educational programming
- salary information for administrative and artistic personnel
- hiring practices and personnel policies
- policy and procedures relevant to financial activities, such as planning, fund-raising, internal
- control, endowment, capital assets, strengths and weaknesses for major programmatic activities, potential for growth, special short-range issues, and travel budget

## 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 **Monday, January 5, 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 the appropriate number of copies of your printed eGrant application along with all Required Documents, and one copy of Supplemental Materials (See below) to the Tennessee Arts Commission at 401 Charlotte Avenue, Nashville, TN, 37243-0780 by **Monday, January 5, 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. Applicants being reviewed must print 8

copies and collate as directed below. Applicant's not being reviewed must print 4 copies and collate as directed below.

**1. Project/Program Narrative**

Provide a detailed description of any programs that will occur during the requested funding period. Answer each question as specifically as possible. The answers in the narrative provide the reviewers with the information needed in which to evaluate your capacity for managing and executing programs based on the EVALUATION CRITERIA. Remember to proofread and spell-check!

**2. Budget Form**

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 the amount listed.

**3. Audit Response** (Before copying your Audit Response fill in any information and collect the appropriate signature in blue ink).

**4. Assurances Page** (Before copying your Assurances Page, collect the appropriate signatures in blue ink).

**ADDITIONAL INFORMATION**

Create and title each of the following documents. See description below for how many copies needed and how to collate your application.

**1. Bios & Job Descriptions. Applicants being reviewed only.**

Short, biographical statements and job descriptions of administrative and artistic personnel including those contracted who are involved in the grant activities. Full resumes should only be included with the supplementary materials.

**2. List of Board of Directors. All applicants.**

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. Long-range Plan. Applicants being reviewed only.**

Plan should cover at least the current and next fiscal years.

**4. Operational Summary. All applicants, no more than 7 pages.**

This narrative should describe the organization's history and mission by addressing the following issues:

- Leadership activities including within the community that the organization serves and within the community where the organization is located
- Identifying and serving underserved populations
- Marketing strategies and accomplishments
- Publications, films, recordings, slide shows, etc.
- Educational projects and programs
- Productions, presentations, and exhibitions
- Supplying evidence of the long-term viability and sustainability

**5. Organizational Flowchart. Applicants being reviewed only.**

**6. Financial Statement. Applicants being reviewed only.**

Statement must be **one-page**. The total revenue and expense figures from this statement **must** match the figures given for the 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 capital expenses, endowment funds, penalties payments, in-kind expenses, bank penalties, or furniture and fixture expenditures exceeding \$2,500.), and an ending balance. **Do not submit profit and loss statements, check ledgers, assets and liabilities statements, or standard summary printouts from computerized bookkeeping programs that do not conform to the requested format.**

**SUPPLEMENTAL MATERIALS**

All applicants submit the following:

**1. Financial audit and management letter** (from an independent CPA)

For applicant organization's most recently completed fiscal year, at the time of application. Submit three (3) copies.

**2. 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 [here](#). Submit one (1) copy. Entities of government do NOT submit.

**3. Exempt Organizations Select Check verification** (501(c)3 nonprofit organizations only)

All 501(c)3 nonprofit 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. Submit one (1) copy.

**4. 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 elected officials, photos of elected officials at the applicant's arts events, newspaper clippings that create awareness about public support for the arts through the organization's activities (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.

**5. Optional Materials** (Applicants being reviewed only)

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.

**Major Cultural Institution Checklist:**

Applicants BEING reviewed, make eight (8) single-sided copies of the following. Applicants NOT being reviewed, make (4) single-sided copies of the following.

- eGrant submitted electronically
- Hard copy of completed eGrant application
- Required documents (all applicants):
  - Project/Program Narratives
  - Budget Form
  - Audit Response
  - Assurances page
- Additional Information:
  - Bios & Job descriptions (applicants being reviewed only)
  - List of Board of Directors (all applicants)
  - Long-range plan (applicants being reviewed only)
  - Operational summary (all applicants)
  - Organizational flowchart (applicants being reviewed only)
  - Financial statement (applicants being reviewed only)
- Supplemental Materials (all applicants):
  - Financial audit & management letter from CPA (3 copies)
  - Corporation Annual Report (1 copy)
  - Exempt Organizations Select Check verification (1 copy, nonprofit organizations only)
  - Proof of arts advocacy (1 example minimum)
  - Optional Materials

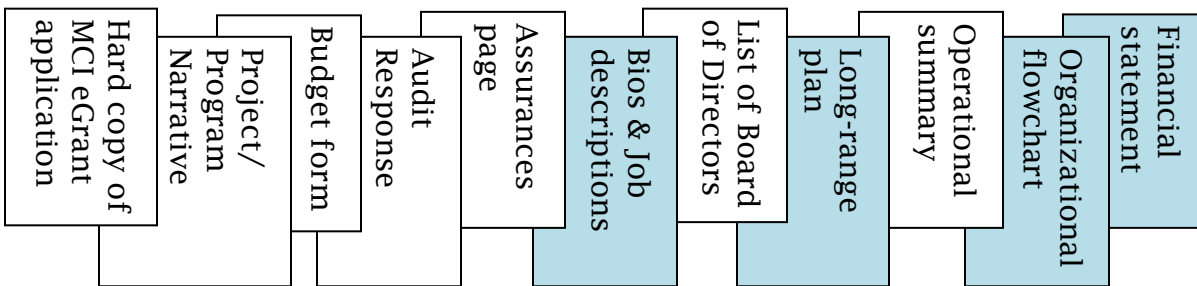
**DIAGRAM FOR COLLATING APPLICATIONS**

**Applicants being reviewed** submit a total of 8 sets (1 original and 7 copies).  
**Applicants not being reviewed** submit a total of 4 sets (1 original and 3 copies).  
**The original application is the one with the blue ink signatures on the “Audit Response” and “Assurances Page”.**

Staple each application in the upper left-hand corner.

Each grant application should be arranged, in order, as shown in the diagram #1 below.  
**Applicants being reviewed** must collate every document in the diagram.  
**Applicants not being reviewed** must collate documents that are in white boxes.

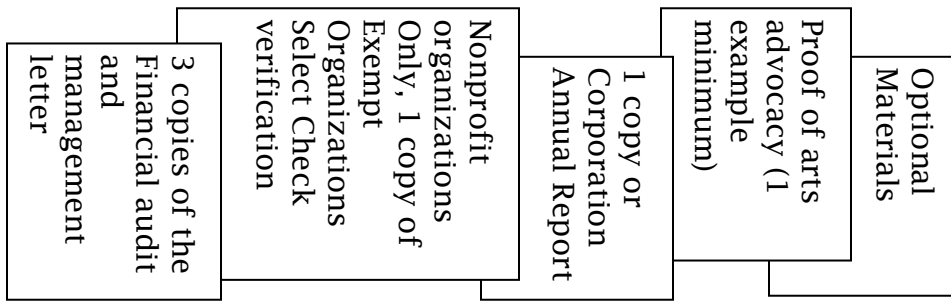
Diagram #1



Stack the 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, arrange the following Supplemental Materials as shown in diagram #2.

Diagram #2



- 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](mailto:lee.baird@tn.gov) or Mike Chambers at [mike.chambers@tn.gov](mailto:mike.chambers@tn.gov).

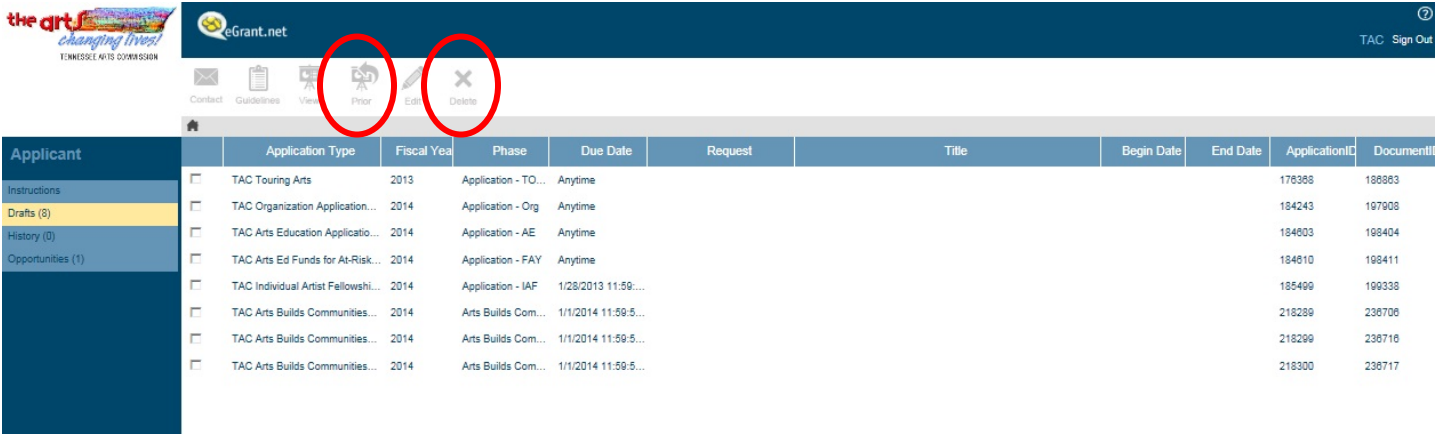
## eGrant Instructions

### LOG-IN & PASSWORD

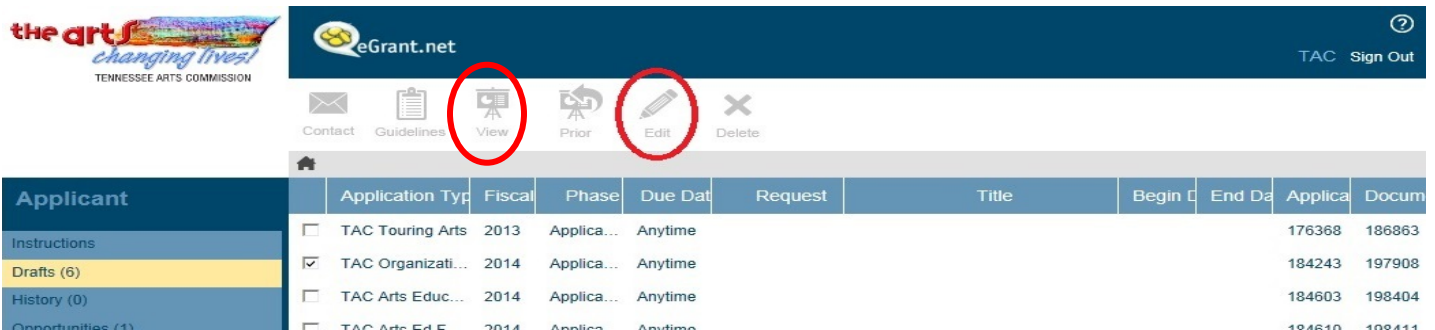
Applicants should always use the same log-in and password for every eGrant application submitted to the Tennessee Arts Commission. Do **NOT** create separate log-in and password information for each application! For new applicants, click the “eGrant Registration Instructions” provided on the [eGrant](#) 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!**



## **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.

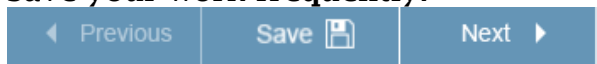
## Board of Directors Overview

- 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.

## Save your work frequently!



## 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

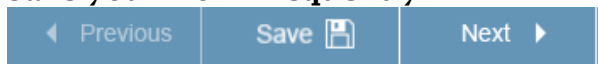
Note: in this section, non-arts organizations should report revenues and expenses for arts programming only.

- 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.

**Save your work frequently!**



#### **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 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**

- Operating support applicants list the number of days which your organization's programmatic activities are available.



### Estimate Individuals Benefitting

- 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 Benefitting.

### 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 Benefitting.
  - Population Benefited by race/ethnicity: (select all that apply)
  - Population Benefited by Age: (select all that apply)
  - Population Benefited by Distinct Groups: (select all that apply)

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## 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.
- 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.
- Involve a diverse group of community members in your planning process.
- 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.

- **Major Cultural Institution applicants** need to project the entire budget for the organization for the fiscal year.
- *The following provided as guidance for expense and income definitions:*

**EXPENSES - DEFINITIONS**

For *permanent staff expenses*, provide pro-rated estimates 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.

<b>Permanent Staff (Administrative)</b>	Permanent executive and supervisory staff, teachers, principals, program or project directors, clerical staff, and support staff such as maintenance, security, ushers,
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<b>Permanent Staff (Artistic)</b>	Permanent artistic directors, directors, conductors, curators, dance masters, composers, video artists, filmmakers, designers, choreographers, actors, dancers, singers, authors, instructors, painters, musicians, etc.
<b>Permanent Staff (Technical, Production)</b>	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 permanent full-time employees, but consultants or part-time employees who are serving your organization on a contractual basis. (In the lines under personnel types, provide job titles, number of individuals under that title, and annual salary.

<b>Contracted Personnel (Administrative)</b>	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.
<b>Contracted Personnel (Artistic)</b>	Contracted (part-time) artists, artistic directors, directors, conductors, curators, choreographers, etc.
<b>Contracted Personnel (Technical)</b>	Contracted (part-time) technical directors, wardrobe, lighting, sound crew, etc.
<b>Other Personnel (Contracted)</b>	Contracted (part-time) consultants or other personnel not listed above.
<b>Accessibility</b>	Estimated costs associated with making your project, program, or facility more utilized and accessible to underserved populations, particularly disabled individuals and persons of color.
<b>Space Rental</b>	Estimated payments identified with rental of rehearsal spaces, theaters, halls, galleries, etc.
<b>Travel</b>	Estimated costs for travel directly related to the individual or individuals. 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.
<b>Marketing</b>	Estimated costs for marketing, publicity, and promotion. Include costs of advertising, printing and mailing of brochures, fliers, posters, etc. Do not include payments to individuals or firms, which belong under <i>Permanent Staff</i> or <i>Contract Fees and Services</i> .
<b>Remaining Operating Expenses</b>	Include all expenses not entered into other categories. 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 <b>not</b> be included.
<b>Capital Expenditures</b>	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 as the applicant cash match.

**INCOME - DEFINITIONS**

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

<b>Admissions</b>	Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc.
<b>Contract Services</b>	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.
<b>Corporate Contributions</b>	Revenue derived from contributions given by businesses and corporations, etc.
<b>Foundation Support</b>	Revenue derived from foundations.
<b>Other Private Contributions</b>	Revenue derived from cash donations. Do not include corporate, foundation, or government contributions and grants.
<b>Federal Government Funds</b>	Government sources, such as federal grants.
<b>State/Regional Funds</b>	Grants and Funds from other state agencies cannot be used to match TAC funds, but you may include as revenue.
<b>Local Gov't Funds</b>	City or County support, grants from local governing entities or regional agencies.
<b>Applicant Cash (Existing Funds)</b>	Funds from the accumulated resources that the organization has budgeted or has reasonably anticipated needing. Do not include any funds already listed under the above income line items.

3. **Audit Response PDF document:** Before copying your Audit Response fill in any information and collect the appropriate signature in blue ink.
4. **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!



## SECTION VII: ORG Submit Page SUBMITTING THE eGrant application

- 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!



## 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 **Major Cultural Institution 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.**