



**Tennessee Arts Commission - Guidelines
Professional Development Support Grant Program
Fiscal Year 2016**

July 1, 2015 - June 30, 2016

**Application Deadline: 30 days prior to the beginning date of the project activity
Applications become available on June 1, 2015**

Non-matching FY16 Professional Development Support Grants are designed to help individual Tennessee artists and professional arts administrators from all disciplines take advantage of a unique opportunity that will significantly benefit their work or career development. Requests that meet the deadline and are up to \$750 for a specific, documented opportunity that will occur in Fiscal Year 2016 are eligible.

Individual artists & individual arts administrators are eligible to apply.

DESCRIPTION

This grant category provides up to \$750 to assist Tennessee artists and arts administrators with funding support for participation in professional development and skills-building activities which contribute to significant professional growth. Applicants must make a compelling case as to why their particular self-identified learning activity was selected and how it will have a substantial impact on their work and/or community.

For the purposes of this grant program, “professional development and skill-building activities” refer to learning activities which include (but are not exclusive to) the following:

- An individual’s attendance at conferences or symposia (if attendance at a specific conference or symposia was funded in previous years, the applicant should be prepared to make a strong case for returning in the narrative)
- Artist or administrator residencies (provided the applicant has been invited or accepted and will be a **participant, not solely a deliverer of learning or programming**)
- Training with mentor/master artists (provided the activity is structured and documentable)
- Designing and/or creating promotional or marketing materials such as websites or brochures (or consulting for such services)
- Contracting for professional fees and services, or rental of equipment, instruments, or materials in response to a unique artistic opportunity

Activities NOT supported in the PDS grant category include:

- Strictly commercial activities (i.e. projects that are primarily revenue producing and benefit the applicant financially such as self-produced films, video, publications, performances or recordings)
- Medical, legal, or accounting fees
- Meals, food, hospitality expenses
- Costs involved in real estate purchase, construction, or improvements
- Applicant’s own artistic, per diem, or consultant fees
- Release time or sabbatical from work
- Purchase of equipment

- Programs that are currently or could potentially be funded under the Commission's Arts Education category
- Expenses involved in establishing, maintaining, or administering an organization or company
- Finishing funds for a work in progress
- Routine documentation of work without a specific opportunity
- Travel outside of the United States

All Professional Development Support grantees must be prepared to handle all necessary expenditures up front. Commission funds will be paid as **reimbursement** to the individuals upon submission and approval of reports and invoices. No Commission funds are available prior to the Professional Development Support activity.

Reimbursement is made after proof of attendance and receipts documenting expenses are provided. ****All receipts must be in the name of the applicant individual.**** Receipts in the name of spouses or roommates will **NOT** be accepted. Expenses that were **not** incurred directly by the applicant (*example: organization pays for administrator's registration fee*) may **not** be claimed.

CONTACT

Hal Partlow, Associate Director for Grants at hal.partlow@tn.gov or 615-741-2093.

ELIGIBILITY

Professional Individual Artists:

- This grant category is designed to assist professional artists, i.e. those individuals who either by education, experience, or natural talent engage in particular art forms or disciplines. Professional artists are financially compensated for their work, and this compensation provides a significant source of support for their livelihood.
- Individual artists must live in Tennessee and provide proof of residency in the form of a copy of a valid Tennessee voter registration card or a legal State of Tennessee driver's license as part of the supporting documents.

Professional Arts Administrators:

- Applicant must be currently serving in an administrative capacity with a Tennessee arts organization that has received funding directly from the Commission in the past three (3) years.
- Only one individual per organization per year may apply.
- Individual arts administrators must live in Tennessee and provide proof of residency in the form of a copy of a valid Tennessee voter registration card or a legal State of Tennessee driver's license.

For further eligibility information, please refer to the Commission [Legal Requirements](#).

RESTRICTIONS

- Other Commission grant funds, including Special Opportunities grants, may not be used in conjunction with a PDS award to fund participation in the same event.
- Except in unusual circumstances, only one (1) Professional Development Support grant will be awarded to any one applicant in a single fiscal year.
- Arts administrators may not apply if they have received PDS funding in the previous fiscal year.
- Those not eligible to apply include: full-time State of Tennessee employees (other than instructors on the faculties of state-supported higher learning educational institutions); full-

time K-12 teachers; full-time registered students (either elementary, secondary, college or university) working toward a degree or diploma in an educational institution; and members of the Commission, its staff, and members of their families.

ACCESSIBILITY

All Tennessee Arts Commission 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 basis 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.

EVALUATION CRITERIA

Professional Development Support applications will be reviewed by Commission members and staff using the following criteria. Competitive applications demonstrate merit by showing the following:

- The proposed activity is a unique opportunity that will significantly benefit the applicant's work or career development.
- The applicant should have a past record of administrative cooperation and compliance with Commission grant requirements and procedures, if Commission funding has previously been awarded.
- The application should be well planned and presented.
- The narrative includes a compelling case as to why this particular self-identified learning activity was selected and how it will have a substantial impact on your professional growth and skills development. A compelling narrative is a crucial factor in the grant award.
- The appropriate documentation was attached to the application.

FUNDING

Funding is based on the narrative case for Professional Development Support, the accuracy of the application, and the availability of funds, which are distributed on a first-come, first-served basis.

This grant can fund consultation/master/mentor fees, registration fees, travel and hotel expenses. Funds may be requested for the following:

- Contracted Professional Fees - negotiated between the applicant and service provider (consultant/master/mentor).
- Registration - for attendance to conferences or seminar, etc.
- Travel - Mileage reimbursement is \$.47/mile and subject to change per state regulations. To determine mileage, applicants must use MapQuest or another tool to verify round trip distance. For travel outside of Tennessee verification of airline fee must be provided.
- Hotel - Please refer to the [US General Services Administration website](#) to identify the state per diem rate.

MATCHING REQUIREMENTS

This grant **does not** require a cash match.

REVIEW PROCESS

Professional Development Support applications are reviewed in-house by Commission members and staff. Funding notification will take place via email.

PAYMENT & CLOSE-OUT REQUIREMENTS

Grantees must submit receipts and all required close-out paperwork no later than 30 days after the ending date of the activity. Failure to do so may jeopardize future funding.

DEADLINE & HOW TO APPLY

Applications become available on June 1, 2015. Create and complete a "2016 Rolling Grant Application" [eGrant](#) online using the "edit" button and upload all "Required Documents" from your computer. Submit no later than 30 days prior to the beginning of the activity. Prior to submitting a 2016 Rolling Grant Application for a Professional Development Support grant, applicants should check on the status of funding availability in this category with the Associate Director for Grants at (615) 741-2093 or hal.partlow@tn.gov.

WHAT TO SUBMIT

By the specified deadline, **applicants must:**

- Complete and successfully submit all sections, including required uploaded documents, of the 2016 Rolling Grant Application [eGrant](#) electronically.
- Refer below for instructions on what additional information will be needed, what signatures are required.
 - Upload a copy of their valid Tennessee voter registration card or a legal State of Tennessee driver's license.
 - Upload a copy of their conference/symposium registration form, if applicable.
 - For travel outside of Tennessee, upload verification of airline fee.
 - Other required information as described in specific category guidelines.
- Confirm their application has been received by emailing hal.partlow@tn.gov with applicant name and phone number.

LOG-IN & PASSWORD

Individuals must create or use a log-in and password specific to themselves, not associated with an organization. Those individuals who have applied to the Tennessee Arts Commission previously, should use their already established account (log-in and password). Do **NOT** create separate log-in and password information for each application.

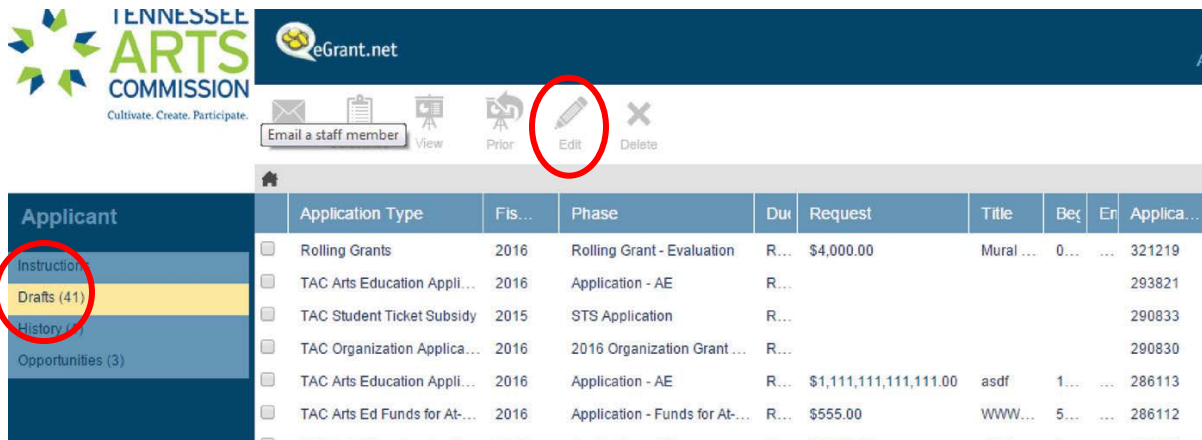
For new applicants, click the [Registration Instructions](#) provided on the eGrant home page for creating an account.

CREATING THE APPLICATION

Once you have logged into 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** on the left of the screen below the word Applicant, and select "2016 Rolling Grant Application." Begin filling in the application.
- Once you start working an application it will appear in the **Draft tab** of your main eGrant account page until you successfully submit the application, at that time it will appear under the **History tab**.

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. It will look somewhat like this:



START WORKING IN THE APPLICATION

Complete all sections of the application. The new version of 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. * = required fields.



SECTION I: APPLICANT PROFILE

Grant Program for this Application

- From the drop down menu, select “Professional Development Support.”

Applicant Name

- Enter your name.

Federal 9 Digit EIN

- Professional Development Support applicants skip this.

DUNS Number

- Professional Development Support applicants skip this.

Social Security Number

- Enter your social security number

Mailing Address

- Enter the mailing address, city, state, nine digit zip code, and county. For assistance finding your nine digit zip code, go to [Look Up a ZIP Code™](#).

Physical Address

- Fill in the physical address, city, state, nine-digit zip code and county, even if the information is the same as your mailing address.

Contact Information

- Enter required fields. Contact person, title (organizations only), email for contact, contact person’s work phone number, and contact person’s home phone number. Website, Fax, and Voice/TDD, if applicable.

Accessibility Coordinator, Title, and Email

- Professional Development Support applicants skip this.

Legislative Districts *based on physical address.*

- Give the **number** of the Tennessee House, Tennessee Senate, and the U.S. Congressional district(s) in which the organization is located or the individual lives. Note: This is related

to the physical address that you inputted above. The specific street address of your home determines these legislative numbers.

LEGISLATIVE DISTRICTS: You are required to verify the legislative districts listed on your eGrant application. Use your organization's physical address to determine your legislative districts. If you need assistance, contact your [County Election Commission](#) or [VotSMART.org](#) by clicking either link.

Applicant Status

- Select the appropriate descriptor from the drop-down menu.

Applicant Institution

- Select the appropriate descriptor from the drop-down menu.

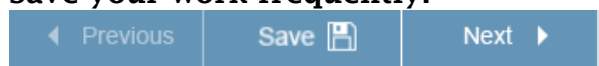
Grantee Race

- Select the appropriate descriptor from the drop-down menu that best reflects you.

Applicant Discipline

- Select the appropriate descriptor from the drop-down menu that best describes the main art form of the applicant.

Save your work frequently.



SECTION II: PROJECT DESCRIPTION

Project Title

- Type in the title of the project or activity (i.e. XXXX Conference, Work with mentor, etc.).

Amount Requested

- What is the total amount of your request? Round down to the nearest \$10.

Funding Description

- Briefly describe the activity for which Commission funds will be used.

Date(s) of Project Activity

- Enter the beginning and ending date of the activity as mm/dd/yyyy.

Total Individuals Benefiting

- Enter the number of **ADULTS** who 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 actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.
- Enter the number of **YOUTH (under 18 years of age)** who 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 actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Artists Participating

- Number of **artists** participating in the 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 were directly involved in providing artistic services enter 0.

Percentages of Underserved Benefiting

- Estimate the **percentage** of TOTAL INDIVIDUALS BENEFITTING who would identify with each of the descriptors.

- If most of the proposed grant activities represent the cultural arts of a particular group or deliver services to a designated population listed in the following drop down-box, choose that group from the list. If the grant or activity is not designated to represent or reach any one particular group, choose "No Single Group."

Arts Education

- Select the description that best suits the project activities.

Save your work frequently.



SECTION III: NARRATIVE

A clear, concise grant narrative is a crucial element in determining the grant award. Compelling narratives will address pertinent aspects of the following:

- How is the activity a unique opportunity that will significantly benefit your work or career development?
- What are your project goals and how will you measure success?
- The narrative should describe how the activity will have a substantial impact on your professional growth and skills development. Your funding request should be clear, concise, and specific. Identify your goals and how you will accomplish them. If your project involves a specific consultant/master/mentor, identify the individual; describe why s/he was chosen, and what the fee will be. If your project involves attending a conference, symposium, seminar, etc., identify the conference, the intended learning opportunity and what the cost associated with attending will be. A compelling narrative is a crucial factor in the grant award.
- The application narrative should promote excellence in the arts and professional development for administrators and/or artists of merit.

Save your work frequently.



SECTION IV: FINANCIAL INFORMATION - BUDGET

Shows how Commission funds will be used. This form must ONLY contain figures on the line items in which you are requesting Commission funds. Funds may be requested for the following:

List under Line Item 1:

- Contracted Professional Fees - negotiated between the applicant and service provider (consultant/master/mentor).
- List under Line Item 2:
- Registration - for attendance to conferences, symposium or seminar, etc.
- Travel - Mileage reimbursement is \$.47/mile and subject to change per state regulations. To determine mileage, applicants must use MapQuest or another tool to verify round trip distance.
- Hotel - Please refer to the [US General Services Administration website](#) to identify the state per diem rate.

Use the boxes provided under the explanation column to give a breakdown of expense. (For example: hotel @ \$90/night x 3 nights = \$270). Then insert the total dollar amount in the right hand column for all expenses requested in the application. Round all numbers to the nearest \$10.

Save your work frequently.



SECTION V: REQUIRED DOCUMENTS

Upload the required documents for the specific grant category for which funds are being requested. Dependent upon whether you are an organization or an individual, different documents are required to complete the application.

To upload documents, click the “Browse” or “Choose File” button on the Required Document page of the eGrant. Locate the corresponding document in your computer files, click on the document, and click “Open.” Once you have uploaded the document, click the “Save Your Work” button. Then, you will see the title of your document listed on the Required Document section of the eGrant. It should look similar to this below:

Uploaded File: Document.pdf/jpg/doc/docx [Delete View](#)

Repeat the Steps above to upload the all required documents for your application that are listed below:

- Upload proof of residency in the form of a copy of a **valid Tennessee voter registration card** or a **legal State of Tennessee driver's license**.
- **New grantees & existing grantees with a new address.** Please fill out and upload a W-9 form. Use [this link](#) to obtain a W-9 form.
- Upload a copy of your conference/symposium registration form, if applicable.
- Upload any information on service provider (consultant, master, mentor, etc.) selected to work on the project, if applicable.
- For travel outside of Tennessee upload verification of airline fee.

Save your work frequently.

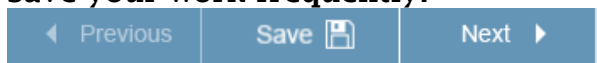


SECTION VI: ASSURANCES

Individuals:

One certification is required for the Assurance (choose the second selection: Individual or Project Director for Organization must certify here*). Read the Assurances text and agree to the terms by typing your name and clicking the “I certify” selection in the drop-down menu. NOTE: A document in PDF format with two original handwritten signatures is NO LONGER required.

Save your work frequently.



SECTION VII: FINISHING & SUBMITTING THE eGrant: **DO NOT MAIL HARD COPIES OF YOUR APPLICATION.**

Once you have completed all sections of the eGrant, read the instructions on the “Finish” page of the eGrant application. Required documents must be scanned and submitted at time of eGrant application submittal. Do not submit any hard copies of the eGrant application to the

Commission. To submit your eGrant application click on the **"Submit"** button at the bottom of the "Finish" page.

Save your work frequently.



VERIFICATION & SUBMISSION

If there are errors in the application, you will see a "Go fix it!" message. Click on the "Go there" links 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.

Once you have successfully submitted your application electronically it will be located in the "History" tab of your main eGrant account page.

NOTE: If you wish to print a hard copy for your records:

After submitting your application, print a copy of it by going back to the Main Menu and 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 has not been successfully submitted.

CONFIRMATION

You must confirm your application has been received by emailing hal.partlow@tn.gov with applicant name and phone number.