

Tennessee Arts Commission Arts Build Communities Tutorial Part 2

How to Apply for an Arts Build Communities Grant

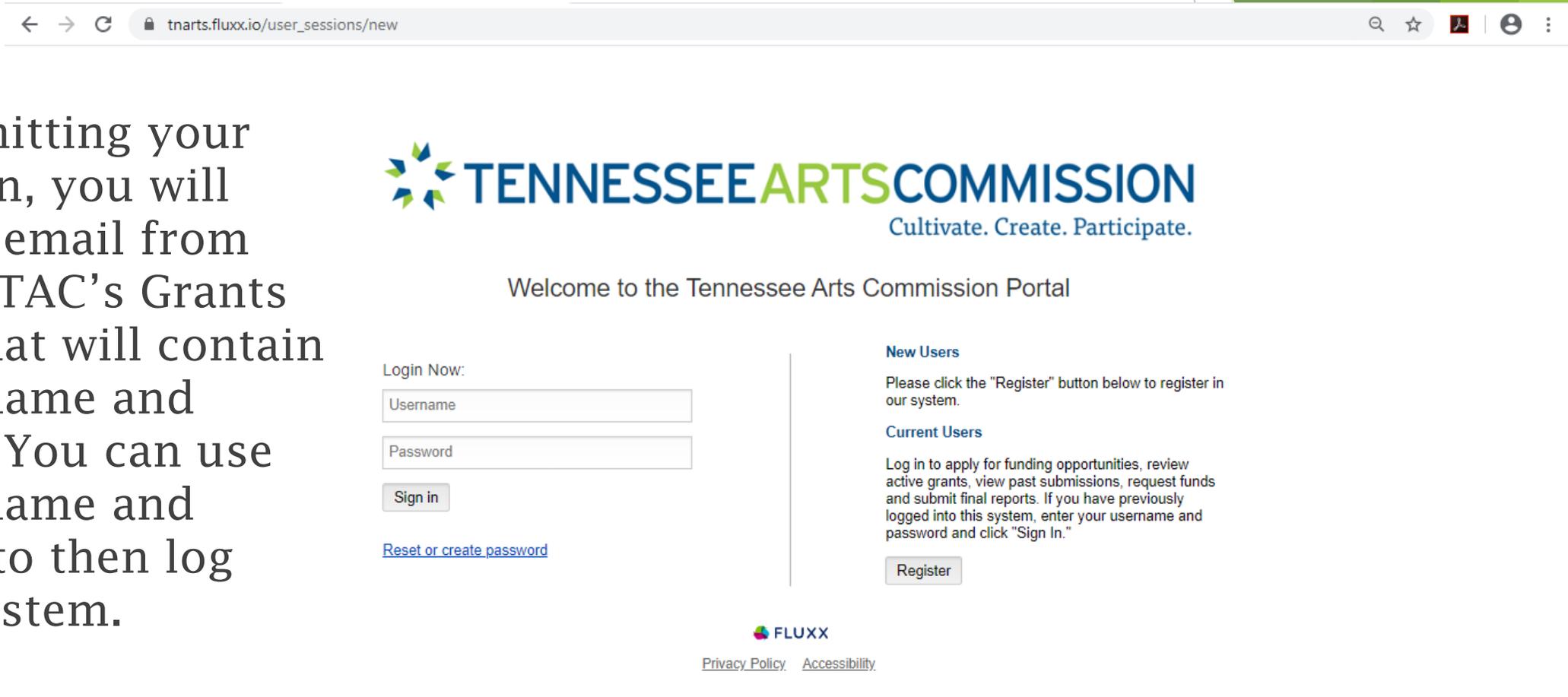


Register

- ▶ Applications can be accessed beginning at 8:00 am (CT) on April 3, 2023, through the Commission's [Online Grants System](#).
- ▶ Applicants accessing the Online Grants System for the first time must [register](#) their organizations and create an organizational profile.
- ▶ Every organization planning to apply for a grant **MUST** register first.
- ▶ Review a Registration Tutorial [Here](#).

Register

After submitting your registration, you will receive an email from Lee Baird, TAC's Grants Analyst, that will contain your username and password. You can use your username and password to then log into the system.



The screenshot shows a web browser window with the URL `tnarts.fluxx.io/user_sessions/new`. The page features the Tennessee Arts Commission logo, which includes a stylized starburst icon and the text "TENNESSEE ARTS COMMISSION" with the tagline "Cultivate. Create. Participate." below it. The main heading reads "Welcome to the Tennessee Arts Commission Portal".

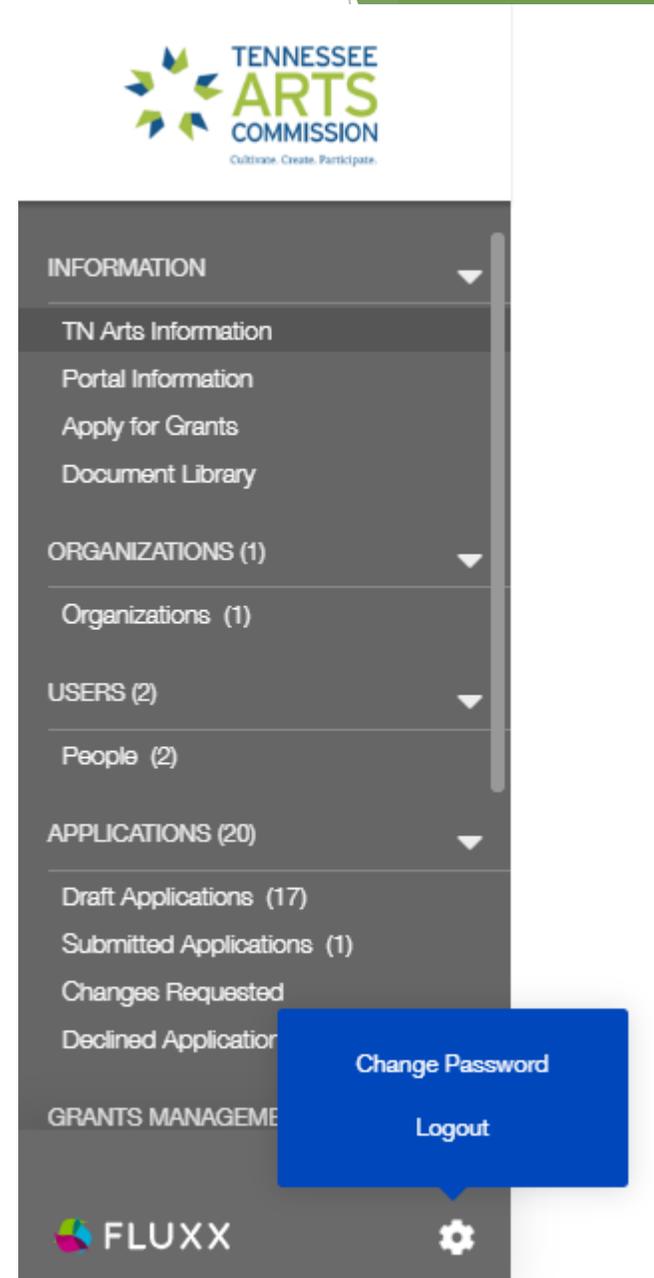
On the left side, there is a "Login Now:" section with two input fields for "Username" and "Password", a "Sign in" button, and a link for "Reset or create password".

On the right side, there are two sections: "New Users" with instructions to click the "Register" button, and "Current Users" with instructions to log in with a username and password. A "Register" button is located at the bottom of the right section.

At the bottom of the page, the "FLUXX" logo is displayed, along with links for "Privacy Policy" and "Accessibility".

Changing Your Password

- ▶ You are advised to change your password for security reasons. [Login to the system](#) using your username and the computer-generated password listed in the email. Note: usernames can NOT be changed.
- ▶ Review a tutorial on changing your password [Here](#).



Complete Your Organization & People Profiles

- ▶ Before you begin applying for grants, it is essential that you complete your people and organization profiles. People and organization profiles are linked to your grant application and if they are not complete, you will be asked to submit further information.
- ▶ Review a Profile Tutorial [Here](#).



Document Library

ORGANIZATIONS (1) ▼

Organizations (1)

USERS (2) ▼

People (2)

Unique Entity ID

- ▶ In April 2022, the federal government transitioned away from the use of the DUNS and toward the new Unique Entity ID as the primary means of entity identification for federal awards government-wide.
- ▶ While not required to submit an application, the UEI will be required prior to receiving a grant award.
- ▶ To register your organization or get a Unique Entity ID, go to the SAM website [SAM.gov](https://sam.gov) | Entity Registrations and click on the green “Get Started” button on the right side of the page.

Start Your Application

- ▶ After Registering and Completing your Organization and People Profiles, you may select and begin your application.
 - ▶ Click on the “Apply for Grants” option in your dashboard menu
 - ▶ Scroll Down to Arts Build Communities Grants
 - ▶ Click on the “Apply for Arts Build Communities Grant” button

Apply for an Arts Build Communities Grant

- ▶ Fill out the applicant profile and click “save” button

Start Your Application - Demo

▶ Click [Here](#) for a Video Demonstration

Narrative

- ▶ As part of your application, you will respond to 4 narrative questions.
- ▶ The narrative is the primary way you are representing your organization and describing your proposed project to the review panel.
- ▶ The more details you can provide, the more fully formed your application will read.
- ▶ When listing key program participants, provide their qualifications, and relevant background information.

Question 1

What do you plan to do (how, when, where, and what groups or populations are targeted to benefit)? Include in your description your plans to publicize your project.

Question 2

How have you engaged your community in the planning and/or execution of this project? What goals and outcomes have been set for this project? How will you monitor and measure your progress toward achieving them?

Question 3

Who will manage the project and/or who are the project artists? Be specific: list names, how they were selected, and describe their related experience and qualifications.

Question 4

What is the value of the project to your community? Be specific. If applicable, you may describe how prior projects impacted an individual or a targeted population.

Expenses

- ▶ Applicants may request funds in up to 2 expense categories
 - ▶ Lines 1-4, and 6
- ▶ Enter match in Applicant Cash Participation Column
 - ▶ Lines 1-7
- ▶ Unallowable expenses
 - ▶ Lines 8 -9
- ▶ Do not list in-kind expenses as cash expenses.
- ▶ All expenses must run through applicant organization's books. No other organization's expenses may be used as matching expenses.
- ▶ **Note:** Be sure you are submitting application for what you want - if you aren't fully funded, you may need to scale back your project.

▼ FINANCIAL INFORMATION

▼ PROJECTED PROJECT EXPENSES

	ABC Funds Requested	Applicant Cash Participation
1. Salaries, Benefits & Taxes		
2. Professional Fee, Grant & Award		
3. Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications		
4. Travel, Conferences & Meetings		
5. Insurance		
6. Other Non-Personnel Invest		
7. Capital Purchase (only when allowable)		
8. Indirect Cost (only when allowable)		
9. In-Kind Expense (only when allowable)		
10. Total Cash Expenses	\$0.00	\$0.00

Income

- ▶ Do not include your grant request here.
- ▶ Don't forget to enter matching income.
- ▶ Remember to show enough income to cover your expenses.
 - ▶ You do not want to show a deficit.
 - ▶ You will be asked to make corrections.

Projected Project Income

	Amount
11. Earned Income - Admissions	
12. Earned Income - Contract Services	
13. Earned Income - Other	
14. Contributions - Corporate	
15. Contributions - Foundation	
16. Contributions - Individual/Other Private	
17. Government Support - Federal	
18. Government Support - State/Regional (Exclude this request)	
19. Government Support - City/County	
20. Existing Funds (Operating, Budget or Cash Reserves, etc.)	
21. Other	
22. Total Project Cash Income	\$0.00

In-Kind Contributions

- ▶ In-kind contributions cannot be used for the one-to-one (1:1) match requirement, but the Commission wants to know about such contributions.
- ▶ In-kind contributions are a great way to show community support.
- ▶ Space is provided in the budget of the ABC application for estimating the value of in-kind contributions.

▼ IN-KIND CONTRIBUTIONS

In-kind contributions reflect community support for your project and will strengthen your application. In the box below, insert the estimated total dollar amount of the donated items or services associated with this project. In the text space provided, explain and list the monetary value of all donated goods and services you anticipate receiving. 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. To estimate the value of the time of your volunteers, see

https://www.independentsector.org/volunteer_time

› In-Kind Contribution
Total

› In-Kind Contribution Summary

Attaching Required & Supplemental Materials

All Applicants:

- ▶ List of Board of Directors (or Governing Body)

Non-Profit Applicants Only:

- ▶ Corporation Annual Report
- ▶ NEW Applicants: A Copy of By-laws, uploaded into Organization Profile

Supplemental Materials:

- ▶ These optional items can be very helpful to the panel, providing a more complete picture of the proposed project
- ▶ Examples: Photos, Videos & Web Links

Corporation Annual Report

- ▶ Non-Profit Applicants must upload a Corporation Annual Report, as filed annually with the Secretary of State's Office.
- ▶ You may search for your annual report filing history online at: <https://tnbear.tn.gov/Ecommerce/FilingSearch.aspx>
- ▶ Once you have found your organization's listing, you can view your filing history and save it as a pdf to your desktop. The filing history can then be uploaded in lieu of the corporation annual report document.



Business Services Online > Find and Update a Business Record

Business Information Search

As of March 31, 2020 we have processed all corporate filings received in our office through March 23, 2020 and all annual reports received in our office through March 19, 2020.

Search by business name or [Secretary of State Control Number](#) in order to file annual reports and other amendments or to view the business detail.

Search:

Search Name: Starts With Contains

Control #:

Active Entities Only:

Attaching Documents - Demo

▶ Click [Here](#) for a Video Demonstration

Assurances

- ▶ Applicants must complete the Assurances section of the application.
- ▶ Signatures must be from 2 individuals affiliated with the applying organization or entity of government.
 - ▶ The same name should not appear in both “Name and Title” boxes.
- ▶ Don’t forget to click on the checkboxes for “I Certify”.

Chief Authorizing Official (Chair or President of the Board)

*Name and Title

Entering my name and title and clicking the “I certify” checkbox constitutes my signature acknowledging my awareness of the above assurances and my commitment to implement this project in accordance with them.

*I certify

Project/Program Director

*Name and Title

Entering my name and title and clicking the “I certify” checkbox constitutes my signature acknowledging my awareness of the above assurances and my commitment to implement this project in accordance with them.

*I certify

Note: If this application is being submitted by an organization acting as a fiscal agent for another organization, the Chief Authorizing Official and Project Director of the organization acting as fiscal agent and holding the not-for-profit letter of determination must sign this application.

Not Required at Time of Application: Title VI Non-Discrimination Training

- ▶ Training and Certification must be completed annually by grant recipients. This process should be completed only *after* an applicant is awarded a grant.
- ▶ FY24 certification forms are not available until July 1st. The new form will be available July 1st in each applicants Organization Profile in the Tennessee Arts Commission's online grant system.

Submitting Your Application

- ▶ When you have completed your application, click the “Submit” button in the bottom right-hand corner of the screen.
- ▶ A “Note for Submit” box will appear. Applicants do not need to enter a note here. Click “OK”.
- ▶ Your application has now been submitted! The status of your application will change to “Under Review”.
- ▶ Your designated agency will send an email confirming receipt of your application as well as a panel review schedule.

The screenshot displays the final steps of the application submission process. At the top, there are two buttons: "Withdraw" and "Submit". Below these is a modal box titled "Note for Submit" with a close button (X) in the top right corner. The modal contains a large, empty text input field. At the bottom of the modal are "Cancel" and "OK" buttons. To the right of the modal is a printer icon. Below the modal, a light green box contains the following information:

ABC Grant
Arts and Culture Alliance of Greater Knoxville FY 2021

Metropolis Museum of Art (FAKE)
ABC-2004-11150 | \$2,500.00
test

Status: Under Review

Application Tips & Reminders

- ▶ Save Often! The application does not AutoSave.
- ▶ Applications can be completed over multiple sessions.
- ▶ Your in-progress application will be in “Draft Applications” in the menu of the Online Grants System.
- ▶ Be aware of character limits in the Narrative Section.
- ▶ When navigating the application, do not use the back button, you may lose unsaved progress.

Coming Up in Part 3...

After Submission & Grantee Requirements



TENNESSEE
ARTS
COMMISSION

Cultivate. Create. Participate.