Tennessee Arts Commission Arts Build Communities Tutorial Part 2

How to Apply for an Arts Build Communities Grant
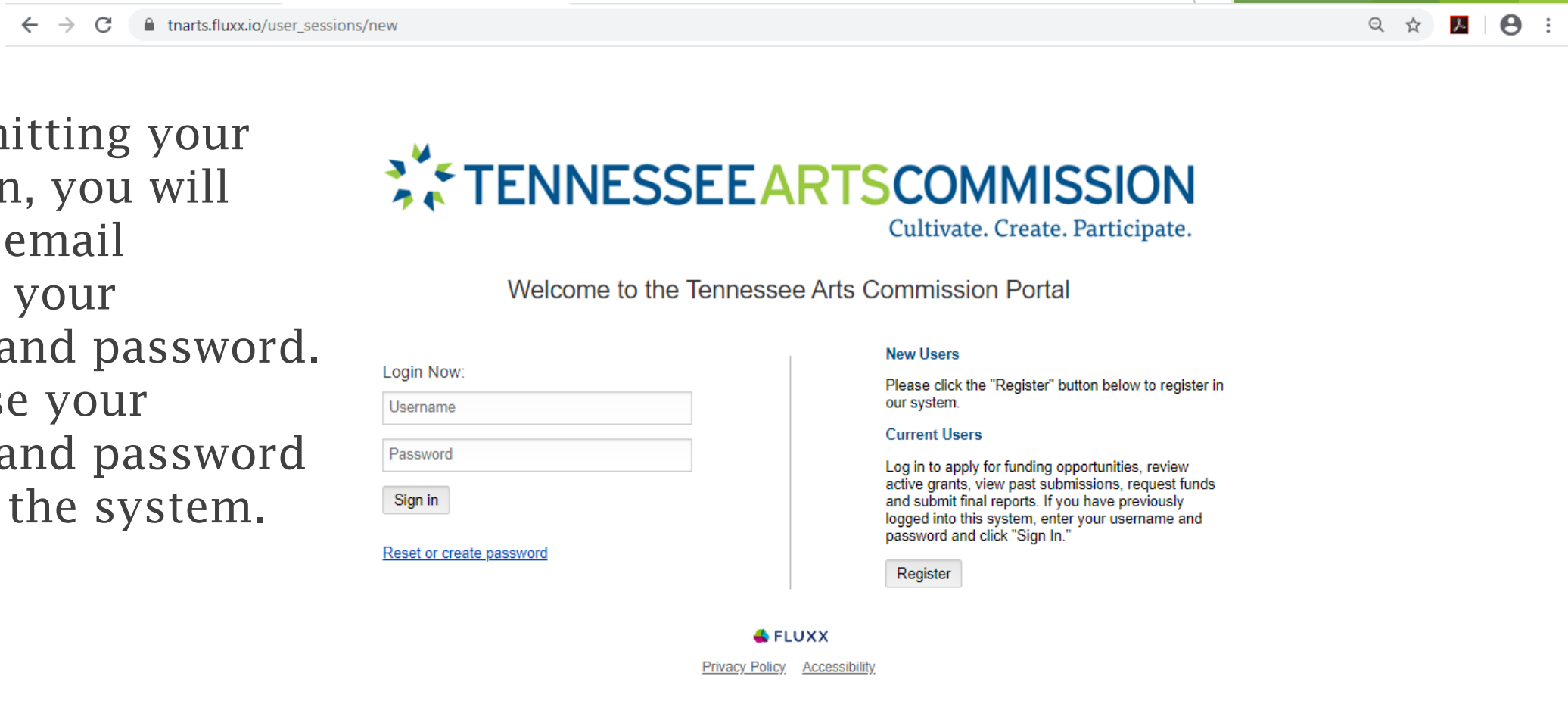
Register

- Applications can be accessed beginning at 8:00 am (CT) on April 8, 2024, 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 containing your username and password. You can use your username and password to log into the system.

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**.
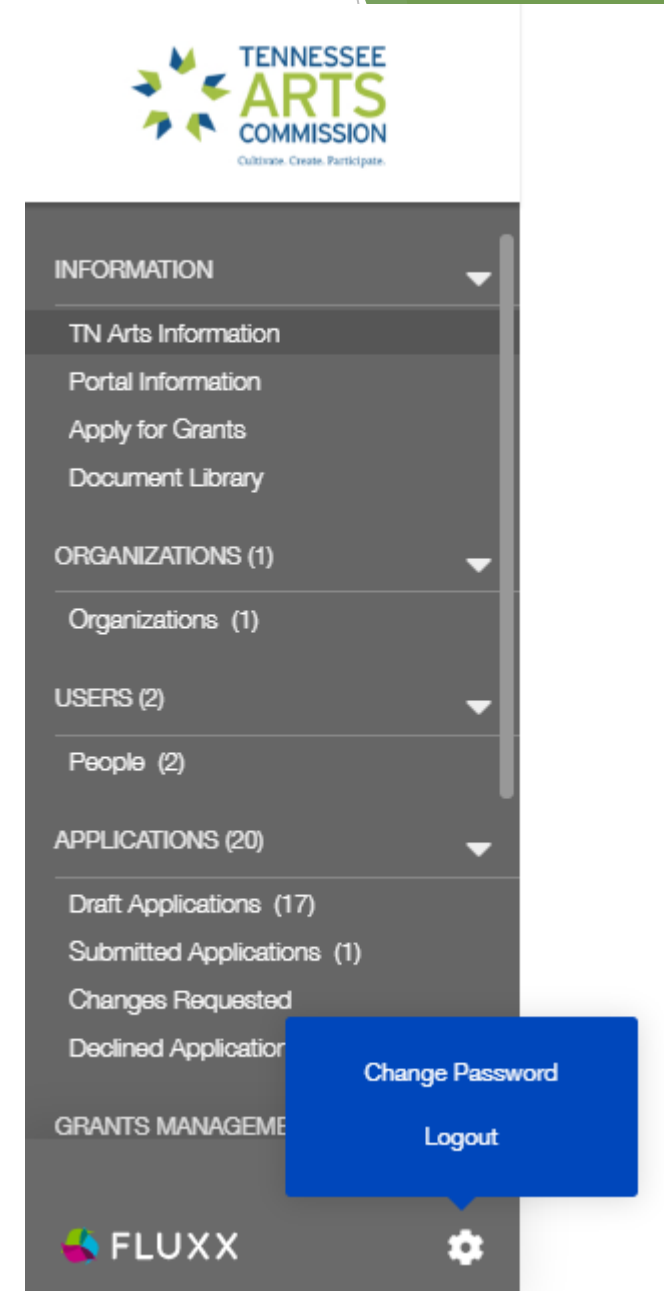
Complete Your Organization & People Profiles

▶ 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**.

Unique Entity ID

▶ In April 2022, the federal government transitioned away from the use of DUNS numbers and to the new Unique Entity ID as the primary means of entity identification for federal awards government-wide.

▶ To register your organization or get a Unique Entity ID, go to the SAM website SAM.gov | Entity Registrations and click on the green "Get Started" button on the right side of the page.

▶ While not required to submit an application, the UEI must be entered into the Organization Profile before closing out your ABC grant.

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 4 expense categories
  - Lines 1-4, and 6
- Enter any costs beyond the ABC request in the Other Project Expenses 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.

EXPENSES

Salaries, Benefits & Taxes - ABC Funds Requested:	
Other Project Expenses:	$3,430.00
Professional Fee - ABC Funds Requested:	$1,400.00
Other Project Expenses:	$300.00
Supplies - ABC Funds Requested:	$2,000.00
Other Project Expenses:	$3,000.00

Income

▶ Do not include your grant request here.

▶ Applicants will be required to identify the source(s) used to pay for projects costs which exceed the ABC request.

Projected Income

Earned Income - Admissions	$300.00
Earned Income - Contract Services	$570.00
Earned Income - Other	$1,200.00
Contributions - Corporate	$1,900.00
Contributions - Foundation	$450.00

In-Kind Contributions

- In-kind contributions cannot be used as income, 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

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.

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.

► FY25 title vi training cannot be completed prior to July 1st. The new form will be available July 1st in each grantees Organization Profile in the Tennessee Arts Commission's online grant system.

Submitting Your Application

▶ When you have completed your application, hit "Save" and then 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" and a confirmation email will be sent to the primary contact listed in the application.

| Withdraw | Submit |

Note for Submit   X

Cancel   OK

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