

# Tennessee Arts Commission Arts Build Communities Tutorial Part 3

After Submission & Grantee Requirements



# Panel Review Process

- ▶ You will receive an email confirming receipt of your application, as well as a panel review schedule from your designated agency.
- ▶ If you have not received a confirmation email by July 22nd, please contact your designated agency or [Melissa Moody](#), at 615-253-5133 for more information.
- ▶ Locally organized peer review panels will review applications in late July or August. The panels will be conducted virtually.

# Evaluation Criteria

- ▶ Advisory panels reviewing grant applications assign scores based on how well the proposed project addresses ABC program objectives and use the following evaluation criteria on a 100-point scale:
  - ▶ Artistic/Cultural Merit - 35 points
    - ▶ Applications should provide evidence of how the proposed project shows value to the community being served.
  - ▶ Community Engagement and Participation - 35 points
    - ▶ Applications should provide evidence of how organizations understand and are responsive to the communities they serve.

# Evaluation Criteria, cont.

- ▶ Budget and Financial Support - 20 points
  - ▶ Applications should include realistic project budgets with accurate cost and income estimates. Competitive applications will show that organizations are actively raising funds through requests to individual contributors, private corporations, foundations, and government sources, for example.
- ▶ Operational Practice - 10 points
  - ▶ Applications should provide evidence that planning procedures are clear, inclusive and include discussion on past project results (when appropriate). Competitive applications will address all application questions and provide correct and complete information.
- ▶ View the scoring rubric in the **ABC Guidelines** for more information.

# Requirements for Grantees

- ▶ ABC Grantees must complete and submit the following documents:
  - ▶ Contract
  - ▶ Request for First 40% Payment (Optional)
  - ▶ Revised Budget
  - ▶ Title VI Training & Certification (In Organization Profile)
- ▶ Detailed instructions on managing your ABC grant can be found [here](#).

# Requirements for Grantees

## ► Contract

- The contract will be emailed to the grantee for electronic signature via DocuSign.
- Once you have signed the contract, it will automatically be routed to your designated agency for their signature.

## ► First 40% Payment

- To request the first 40% payment of your grant, complete the Invoice, the last page of the grant contract.

# Requirements for Grantees

## ► Revised Budget

- All grantees must complete a Revised Budget form. In the Revised Budget, only list the amount of the grant award.
- While you may be raising additional funds for your project, this revised budget becomes the contract budget, and your organization will only be obligated to provide the minimum documentation requirements.

# Grantee Requirements

- ▶ Title VI Non-Discrimination Training & Certification
  - ▶ Every grantee must undergo the Tennessee Arts Commission's Title VI Non-Discrimination Training and Certification. The Title VI Certification must be completed by grantees in their Tennessee Arts Commission online grant system Organization Profile. Certification must be approved by the designated agency before an ABC grant recipient can receive funding.

**The Revised Budget and Title VI Training are due before grant activities take place, or October 1st, whichever comes first.**



# Grantee Requirements

**No grant payment will be made without an executed contract, approved revised budget, and approved Title VI Training.**

# Credit & Publicity Requirements



Grantees must credit the TN Arts Commission, in writing or verbally.

Downloadable versions of the TN Arts Commission logo are available [here](#).

# Coming Up in Part 4...

Closing Out Your ABC Grant

