**STS Application Draft Worksheet**

**TO ALL APPLICANTS, READ CAREFULLY:**

THIS IS NOT THE APPLICATION–this is a guide to help teachers and schools gather the required information ahead of the STS grant cycle opening–filling out this draft worksheet will ensure that you have all the required information to successfully submit your application on time. Applications will only be accepted through the Online Grants System: <https://tnarts.fluxx.io/user_sessions/new>**.**

It is strongly suggested that you complete and/or review your Organization Profile before the grant application cycle opening.

**PART 1: ORGANIZATION PROFILE**

1. As part of the STS application submission process, we require you to complete your organization profile as well as your STS application.
2. The organization information questions below (pages 1-3) are for your organization profile. Before starting the STS application, please complete your organization profile located in the grant portal/online grants system: <https://tnarts.fluxx.io/user_sessions/new>
3. Navigate to the left side of the webpage and click on “Organizations”
4. A new tab will open with each of the organization profiles you are associated with (some staff work at more than one school).
5. Click on the organization tab that you will be applying for.
6. If you are a **first time applicant**, click the “Edit” button in the top right corner
7. Complete all of the required fields. You can reference required fields in this document–all required pieces of information are highlighted in yellow below.
8. Gather and then insert the information from the questions below and click “SAVE.” It is strongly suggested that you press “SAVE” often. When you click “SAVE” you will click the “EDIT” button again to continue entering information or answering questions.
9. If you have applied for an STS grant before, scroll through your Organization Profile and verify ALL of the information is correct–correct any errors.
10. The organization profile **must be complete** in order to receive an STS award.
11. Gather the information below, enter into your organization profile, press “Save” and then head to the application tab in the grant portal to begin your STS application.

If your applicant profile is CORRECT in the online grant portal, then skip to PAGE 3 in this document to begin drafting your STS grant application.

Required questions are highlighted in yellow.

Notes or instructions are in black.

Important details are identified in green.

**CONTACT DETAILS**

\*Organization Name:

\*Organization's Legal Name:

\*Is your organization a PK-12 public school?l (STS only funds PK-12 public schools) **Yes or No**

\*Street Address:

\*City:

\*TN County:

\*Country:

\*State/Province: Tennessee

\*ZIP:

\*US Congressional District:

\*TN Senate District:

\*TN House District:

\*Organization Phone:

**SCHOOL INFORMATION**

\*Principal Name:

\*Principal Email:

\*Principal Phone:

\*School District:

\*Superintendent Name:

\*Superintendent Email:

\*School Bookkeeper Name:

\*School Bookkeeper Email:

**ORGANIZATION INFORMATION**

\*Applicant Status:

^^Choose one from the dropdown menu in the portal which best describes the legal status of the applicant.

\*Tax-Exempt ID # (EIN) :

\*Applicant Institution:

^^Choose one from the dropdown menu in the portal which best describes the legal status of the applicant.

\*Applicant Discipline:

^^Choose one from the dropdown menu in the portal which best describes the discipline of this applicant.

\*Fiscal Year End Date (Month/DD):

**ACCESSIBILITY COORDINATOR INFORMATION**

Title VI Coordinator is responsible for issues related to the Title VI of the Civil Rights Act of 1964 that prohibits discrimination in federally assisted programs on the basis of race, color and national origin.

AND/OR

ADA/504 Coordinator is responsible for ensuring that people with disabilities have equal access to participate in programs, activities, and goods and services within integrated and inclusive settings.

\*Name:

\*Title:

\*Email:

\*This person serves as:

* Title VI Coordinator
* ADA/504 Coordinator
* Both

**MAILING ADDRESS FOR SCHOOL PAYMENTS - Must Match W-9 form on file with State of TN**

\*Is your mailing address the same as your street address? (Yes or No)

**The following sections are not required by schools to fill out, you can leave them blank:** Policy Statements, Mission Statement, Underserved Statement, Arts Advocacy Statement, Specialty License Promotional Activities, Board Information

**PART 2: STS GRANT APPLICATION DRAFT**

**APPLICANT PROFILE**

\*Fiscal Year:

\*Is this your first time applying for Commission Funds?

\*Organization:

\*Primary Contact:

\*Primary Signatory:

**PROJECT DESCRIPTION**

\*Project / Event Title:

^^This is the title of the show/venue for the field trip, artist residency, or in-school performance/artist.

\*Please select **yes** or **no** for Title I School:

\*Name of Teaching Artist/ Arts Organization:

^^This will be a dropdown list in the online application. The artist you select must be an artist found on the TN Teaching Artist Roster located here: <https://tnartseducation.org/teaching-artist-roster/>

\*Project / Event type (select one):

* In-school
* Field Trip

\* Teaching Artist / Arts Organization Contact Person:

\* Teaching Artist / Arts Organization Email:

\*Reservation / Confirmation Number:

^^The Artist or Arts Organization should provide a Reservation/Confirmation Number that indicates an agreement between the school and artist or arts group to hold the STS event. It is the responsibility of the school and artist or arts organization to carry through with the proposed project.

\*Date(s) of project/event activity

^^The event/project **must take place between eligible date range.** Check guidelines for specific dates. **The online grant application must be submitted at least thirty (30) days before the STS project.** An event or project with multiple dates is considered ONE event/project if the SAME artist or arts group is used over the course of multiple dates. Projects with multiple days do NOT have to be scheduled over consecutive days. Applicants should indicate estimated project beginning and end dates in the STS Application and actual project beginning and end dates in the STS Evaluation.

1. Estimated Project **Start** Date:
2. Estimated Project **End** Date:

\*Number of Participating Students:

^^This can be estimated. You will be asked to provide the actual number of participating students after the STS event in the Final Evaluation Report due thirty (30) days after the event is complete or by June 1, whichever comes first.

\* Ticket or Artist Fee Funding Request Amount” :

\*Travel Funding Request **(field trips only):**

^^Complete this only if you are requesting funds for gas or buses to transport students on a field trip to the STS event. It is not for in-school events or for the artist or arts group to travel to your school.

\*Total Amount Requested for Project / Event **($3,000 max, no cents allowed):**

\*Number of Artists Participating:

^^Estimated umber of artists participating in providing artistic services for your students specifically identified with the grant award (teaching, performing for, etc). 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.

**PROJECT DISCIPLINE ITEM DETAILS**

\*Project Discipline:

Use the drop-down menu online to select the appropriate art form that best describes the focus of your project. For projects involving many art forms, select “14 Multidisciplinary.”

1. **Dance** - includes ballet, ethnic/jazz-folk-inspired and modern.
2. **Music** - includes band, chamber, choral, new, ethnic-folk inspired, jazz, popular, solo/recital and orchestral.
3. **Opera/Music Theatre** - includes opera and musical theater.
4. **Theatre** - includes theatre general, mime, puppet, theatre for young audiences and storytelling as performance.
5. **Visual Arts** - includes experimental, graphics, painting and sculpture.
6. **Design Arts** - includes architecture, fashion, graphic, industrial, interior, landscape architecture and urban/metropolitan.
7. **Crafts** - includes clay, fiber, glass, leather, metal, paper, plastic, wood and mixed media.
8. **Photography** - includes holography.
9. **Media Arts** - includes film, audio, video and work created using technology or experimental digital media.
10. **Literature** - includes fiction, non-fiction, playwriting and poetry.
11. **Interdisciplinary** - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g., collaboration between/among the performing and/or visual arts.) Includes performance art. Does not include Multidisciplinary work. (See "14 Multidisciplinary.")
12. **Folklife/Traditional Arts** - pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. Does not include folk-inspired forms. (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01 or 02, respectively.)
13. **Humanities** - pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches.
14. **Multidisciplinary** - pertains to grants that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of Multidisciplinary. Do not include interdisciplinary activities or events. (See "11 Interdisciplinary.")
15. **Non-arts/Non-humanities** - none of the above.

\*Type of Activity:

Choose the code that best describes the activities of the proposed project/program. The following are the most commonly chosen:

* 05 Concert/performance/reading
* 06 Exhibition
* 12 Arts Instruction
* 20 School residency

\*Arts Education:

Choose one that describes the project activities for which support is requested:

* None of this project involves arts education
* 50% or more of this project's activities are arts education directed to: K-12 students
* 50% or more of this project's activities are arts education directed to: higher education students
* 50% or more of this project's activities are arts education directed to: pre-kindergarten children
* 50% or more of this project's activities are arts education directed to: adult learners (including teachers and artists)
* Less than 50% of this project's activities are arts education directed to: K-12 students
* Less than 50% of this project's activities are arts education directed to: higher education students
* Less than 50% of this project's activities are arts education directed to: pre-kindergarten children
* Less than 50% of this project's activities are arts education directed to: adult learners (including teachers and artists)

**ORGANIZATION & CONTACT INFORMATION**

As part of the application submission process, you should have completed your Organization Profile as well as your People Profile. In the portal, you will be asked to review the Organization and Contact Information to ensure that it is complete and correct. If any information is incorrect, please modify your Organization and People Profiles. See instructions above on pages 1-3 in this document.

**ASSURANCES**

Application will not be accepted without the certification below.

\*Individual or Project Director for School must certify here:

\*Name and Title (if applicable):

\*I certify (checkbox):

If you have gathered all the information highlighted above in yellow, please head to the [online grants system](https://tnarts.fluxx.io/user_sessions/new) to submit your STS grant application. Again, applications will only be accepted in the online grants portal.