

# Tennessee Arts Commission Arts Build Communities Tutorial Part 2

How to Apply for an Arts Build Communities Grant

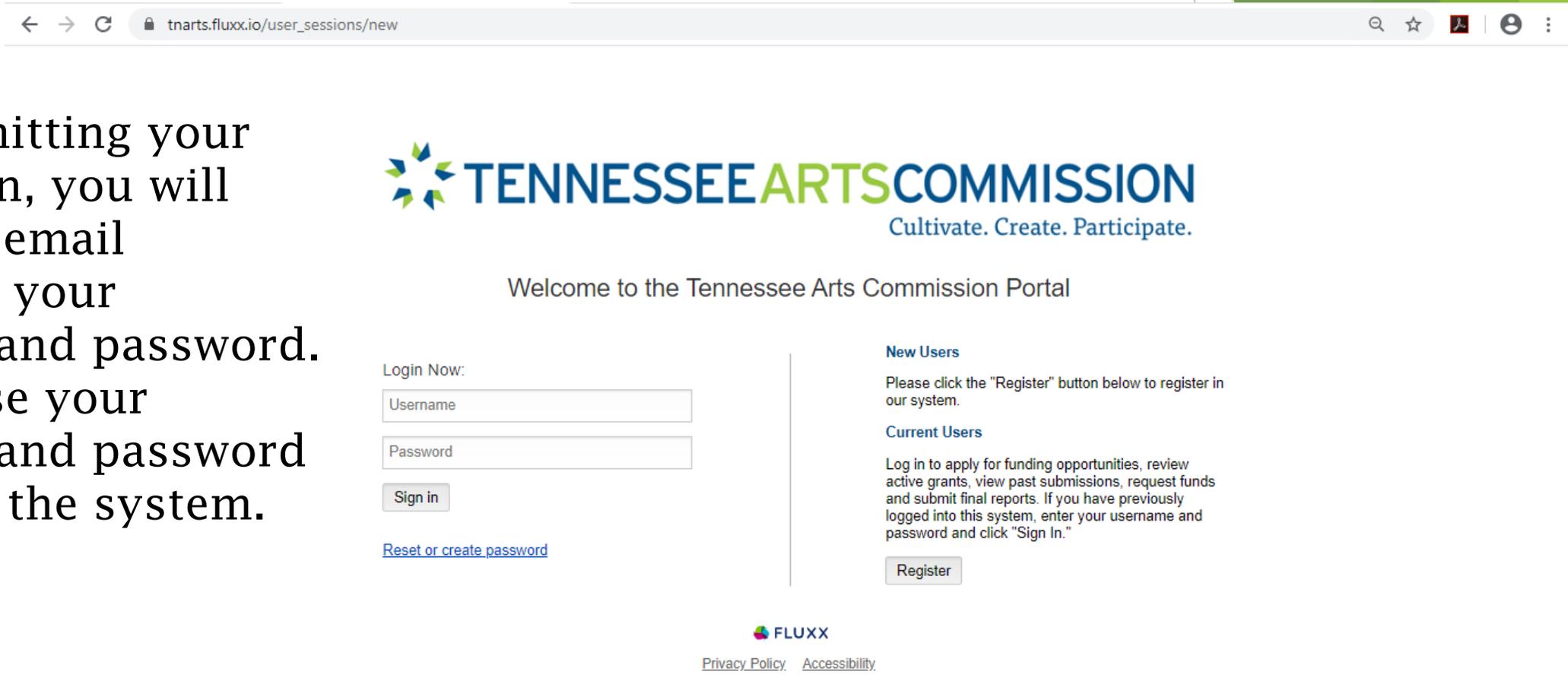


# Register

- ▶ Applications can be accessed beginning at 8:00 am (CT) on April 1, 2026, through the Commission's [Online Grants System](#).
- ▶ Organizations accessing the Online Grants System for the first time **must** [register](#) their organizations and create an organizational profile.
- ▶ Any individuals working on an application for an organization must also register in fluxx to receive login credentials for the online grants system.

# After Registering

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.



The screenshot shows a web browser window with the address bar displaying "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, there is a "Login Now:" section with input fields for "Username" and "Password", a "Sign in" button, and a link for "Reset or create password". On the right, 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, followed by a "Register" button. At the bottom, the "FLUXX" logo is visible, along with links for "Privacy Policy" and "Accessibility".

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 **TENNESSEE ARTS COMMISSION**  
Cultivate. Create. Participate.

Welcome to the Tennessee Arts Commission Portal

Login Now:

[Reset or create password](#)

**New Users**

Please click the "Register" button below to register in our system.

**Current Users**

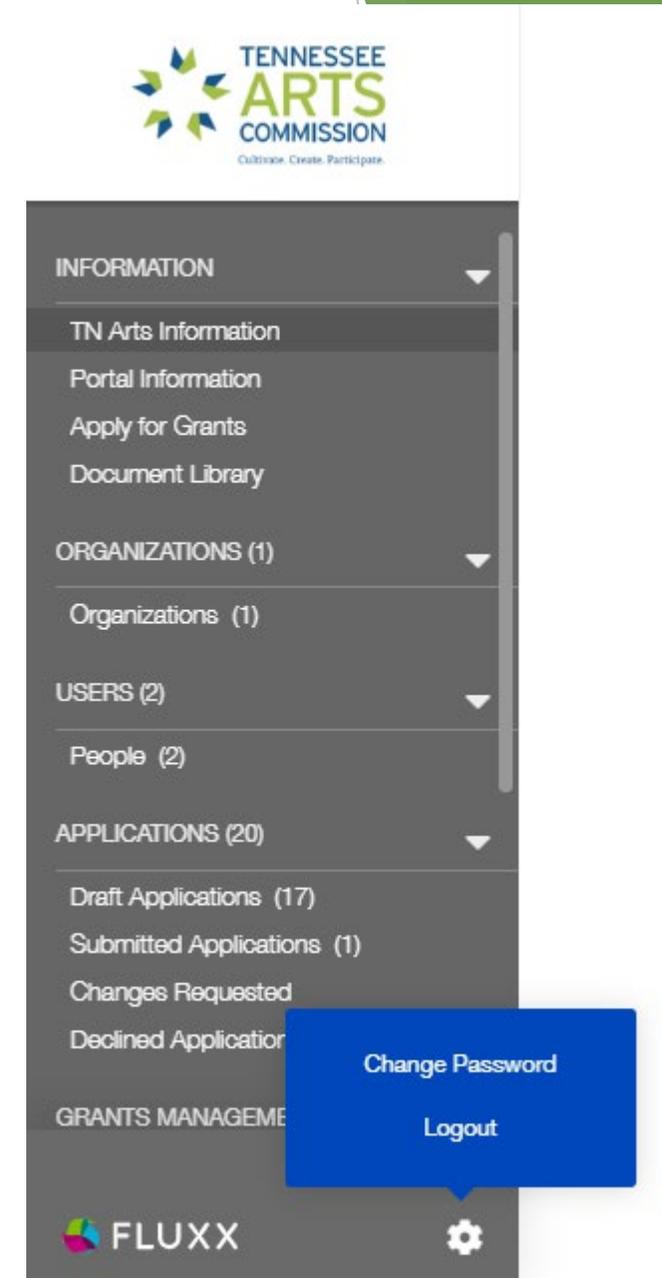
Log in to apply for funding opportunities, review active grants, view past submissions, request funds and submit final reports. If you have previously logged into this system, enter your username and password and click "Sign In."

 **FLUXX**

[Privacy Policy](#) [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 CANNOT be changed.
- ▶ [Review a tutorial on changing your password](#)



# 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 tutorial on completing the Organization and People Profiles](#)



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 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.gov website](https://sam.gov).
- ▶ 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 green “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

- ▶ [View 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
  - ▶ Allowable: Lines 1-7
  - ▶ Unallowable: Lines 8-9
- ▶ Do not list in-kind expenses as cash expenses.
- ▶ All expenses must run through the 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 project 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 other forms of 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](https://www.independentsector.org/volunteer_time)

› In-Kind Contribution  
Total

› In-Kind Contribution Summary

# Attaching Required & Supplemental Materials

## **Government Applicants:**

- ▶ No Supporting Materials are required.

## **Non-Profit Applicants:**

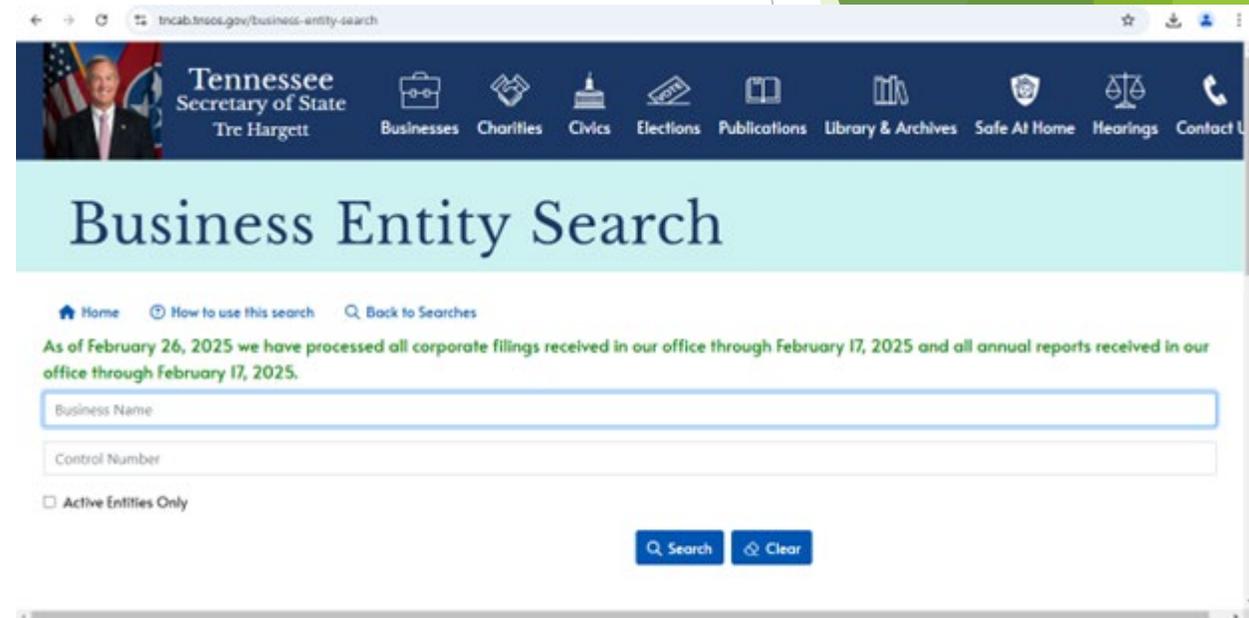
- ▶ Corporation Annual Report filed in the last 12 months
- ▶ List of Board of Directors, Advisory Committee, Commission/ Council Members, or Governing Body
- ▶ New Applicants: A Copy of By-laws, uploaded into Organization Profile

## **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, filed in the last 12 months with the Secretary of State's Office.
- ▶ You may search for your annual report filing history online at <https://tncab.tnsos.gov/business-entity-search>
- ▶ Once you have found your organization's listing, click on "Details". The Status will show if the organization is Active. The AR Due Date shows when the next annual report is due.
- ▶ Click on "History" to see when the last report was submitted along with any other reporting made by the organization. Select "Print" icon and save the document as a pdf.



The screenshot shows the Tennessee Secretary of State's Business Entity Search website. The header includes the Tennessee Secretary of State's name, Tre Hargett, and a navigation menu with icons for various services: Businesses, Charities, Civics, Elections, Publications, Library & Archives, Safe At Home, Hearings, and Contact Us. The main heading is "Business Entity Search". Below the heading, there are links for Home, How to use this search, and Back to Searches. A notice states: "As of February 26, 2025 we have processed all corporate filings received in our office through February 17, 2025 and all annual reports received in our office through February 17, 2025." The search form includes input fields for "Business Name" and "Control Number", a checkbox for "Active Entities Only", and "Search" and "Clear" buttons.

# Attaching Documents - Demo

- ▶ [View 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 only be completed *after* an applicant is awarded a grant.
- ▶ FY27 title vi training cannot be completed prior to July 1<sup>st</sup>, 2026. The new form will be available July 1<sup>st</sup> in each grantee's 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.

The screenshot displays the application submission process. At the top, there are two buttons: "Withdraw" and "Submit". Below them is a dialog box titled "Note for Submit" with a close button (X) in the top right corner. The dialog box contains a large empty text area for entering a note. At the bottom of the dialog box, there are two buttons: "Cancel" and "OK". To the right of the dialog box is a printer icon. Below the dialog box, the application details are displayed in a light green box:

ABC Grant  
Arts and Culture Alliance of Greater Knoxville FY 2021

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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, as you may lose unsaved progress.

# Coming Up in Part 3...

After Submission & Grantee Requirements



**TENNESSEE**  
**ARTS**  
**COMMISSION**

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