



Arts Build Communities (ABC) Grant Program Guidelines

Fiscal Year 2010-2011: October 15, 2010 – June 15, 2011

ABC is a program funded by the Tennessee General Assembly and administered in cooperation with the Tennessee Arts Commission and designated agencies throughout Tennessee.

Before applying for this grant, ALL applicants are responsible for reading Legal Requirements for Tennessee Arts Commission funding, located at www.arts.state.tn.us/legal.htm.

OBJECTIVES

- Short-term: to create a decentralized decision-making and distribution process for certain State dollars through partnerships with regional designated agencies
- Long-term: to build communities by nurturing artists, arts organizations (including local arts agencies) and arts supporters in each of Tennessee's 95 counties

DESCRIPTION

- Eleven designated agencies administer the ABC program statewide on behalf of the Tennessee Arts Commission
- Funds a variety of quality arts projects
- Awards range from **\$500 to \$3,000**
- Applications must contain a clear, single-project focus and must be limited to **ONLY ONE** Expense Category in the GRANT REQUEST & CASH MATCH page of the application
- Grant funds in this category must be matched dollar-for-dollar (please review "Matching Requirements" in these guidelines)
- Only one grant application may be submitted per applicant per year in this program

APPLICATION DEADLINE

Applications must be **POSTMARKED** or received in the office of your assigned designated agency before 4:30 P.M. on Tuesday, August 31, 2010. Late applications will not be accepted. To identify your designated agency, please refer to page 2 of these guidelines.

*****DO NOT send applications to the Tennessee Arts Commission.*****

APPLICATION DRAFT REVIEW

Prior to submitting an application, qualifying organizations should discuss the program or project proposal with your designated agency (see page 2) or the TAC program director:

Leigh Patton, Director of Community Arts Development
Phone: (615) 532-9796 Email: leigh.patton@tn.gov

DESIGNATED AGENCIES

Applicants must apply directly to the designated agency in their area. DO NOT SUBMIT APPLICATIONS TO THE TENNESSEE ARTS COMMISSION. To identify the appropriate designated agency, look for the applicant's home county in the following list. If you need help, please contact one of the designated agencies or the Tennessee Arts Commission.

Allied Arts of Greater Chattanooga

Contact: Marilyn Harrison
406 Frazier Avenue, Chattanooga, TN 37405
Phone: (423) 756-2787 Fax: (423) 756-2156
Web: www.alliedartschattanooga.org Email: marilynh@alliedartschattanooga.org
County Served: Hamilton

Arts and Culture Alliance of Greater Knoxville

Contact: Cheryl Jenkins
PO Box 2506, Knoxville, TN 37901
Phone: (865) 523-7543 Fax: (865) 523-7312
Web: www.knoxalliance.com Email: info@knoxalliance.com
Counties Served: Anderson, Blount, Campbell, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, Union

ArtsMemphis

Contact: Lauren Boyer
575 South Mendenhall, Memphis TN 38117
Phone: (901) 578-2787 Fax: (901) 578-2784
Web: www.artsmemphis.org Email: lboyer@artsmemphis.org
Counties Served: Fayette, Lauderdale, Shelby, Tipton

Clarksville Montgomery County Arts & Heritage Development Council

Contact: Executive Director
PO Box 555, 200 South Second Street, Clarksville, TN 37041
Phone: (931) 551-8870 Fax: (931) 553-5179
Web: www.artsandheritage.us Email: artsandheritage@cdelightband.net
Counties Served: Dickson, Houston, Humphreys, Montgomery, Stewart

Community Foundation of Middle Tennessee

Contact: Laundrea Lewis
3833 Cleghorn, Suite 400, Nashville, TN 37215
Phone: (615) 321-4939 Fax: (615) 327-2746
Web: www.cfmt.org Email: LLL@cfmt.org
Counties Served: Bedford, Cannon, Cheatham, Clay, Coffee, Cumberland, DeKalb, Fentress, Franklin, Giles, Hickman, Jackson, Lawrence, Lewis, Lincoln, Macon, Marshall, Maury, Moore, Overton, Perry, Pickett, Putnam, Robertson, Rutherford, Smith, Sumner, Trousdale, Van Buren, Warren, Wayne, White, Williamson, Wilson

Jackson Arts Council

Contact: Kathi Landon Leatherwood
PO Box 7534, Jackson, TN 38301
Phone: (731) 423-2787 Fax: (731) 424-2040
Web: www.jacksonartscouncil.tn.org Email: jac@aeneas.net
Counties Served: Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, Madison, McNairy

Johnson City Area Arts Council

Contact: Pagiela Hill
PO Box 1033, Johnson City, TN 37605
Phone: (423) 928-8229 Fax: (423) 928-4511
Web: www.arts.org Email: jcartsmounet.com
Counties Served: Carter, Greene, Johnson, Unicoi, Washington

Metro Nashville Arts Commission

Contact: Ian Myers
800 2nd Avenue South, 4th Floor, Nashville, TN 37219
Phone: (615) 862-6720 Fax: (615) 862-6731
Web: <http://www.artsnashville.org> Email: ian.myers@nashville.gov
County Served: Davidson

Northwest Tennessee Development District

Contact: Barbara Tuck
PO Box 963, Martin, TN 38237
Phone: (731) 587-4213 Fax: (731) 587-4587
Web: www.nwtdhrra.org Email: Barbara.tuck@nwtdhrra.org
Counties Served: Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, Weakley

Rose Center

Contact: Robert Lydick
PO Box 1976, 442 West Second North Street, Morristown, TN 37816
Phone: (423) 581-4330 Fax: (423) 581-4307
Web: www.rosecenter.org Email: postmaster@rosecenter.org
Counties Served: Claiborne, Cocke, Grainger, Hamblen, Hancock, Hawkins, Jefferson, Sullivan

Southeast Tennessee Development District

Contact: Cindy Milligan
PO Box 4757, Chattanooga, TN 37405-0757
Phone: (423) 424-4267 Fax: (423) 240-3163
Web: www.southeasttennessee.com Email: cmilligan@sedev.org
Counties Served: Bledsoe, Bradley, Grundy, Marion, McMinn, Meigs, Polk, Rhea, Sequatchie

ELIGIBILITY REQUIREMENTS

NEW FOR THIS YEAR: Any organization receiving cumulative funding of, or in excess of \$32,000 (thirty-two thousand dollars) from any combination of TAC grant categories in FY2009-2010 is not eligible to apply for ABC funding in FY2010-2011. Please contact the Tennessee Arts Commission if you have questions about this restriction.

Financial assistance may be requested by an organization for arts activities if it meets all applicable requirements described in these guidelines. Individuals are not eligible to apply directly for funding assistance for projects.

An organization is eligible to apply for funding support of its arts activities if the organization meets one of the following qualifications:

- The organization is a nonprofit organization legally chartered in Tennessee and in possession of a determination letter from the Internal Revenue Service declaring the organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Private educational institutions must be a nonprofit and meet these tax-exempt requirements.

-OR-

- The organization is an entity of government (such as city/county government departments, public libraries, public schools, etc.)

Colleges and universities are eligible only for activities that clearly serve the needs of surrounding communities or the State and are designed to involve a broad audience. Activities that are credit-producing or are oriented primarily to collegiate students and the academic community are not eligible.

All nonprofit applicants must provide their designated agency with copies of the basic nonprofit status documentation (IRS 501(c)(3) letter, state charter and bylaws), if not already on file with the Designated agency. Government entities do not submit these documents. See "First-time ABC Grant Applicants" section in these guidelines.

GENERAL APPLICATION REQUIREMENTS

Requests for grants must be submitted on a current Arts Build Communities (ABC) grant application form available from any designated agency or the Tennessee Arts Commission. Any alteration of official grant application forms will make the application(s) ineligible. Handwritten applications or partially handwritten applications will not be accepted. If you have difficulty with the online forms, please contact your designated agency for assistance.

Applicants should note that the submission of a signed grant application to the ABC program constitutes a verification that the applicant has read and understood all information contained in these guidelines, and an assurance that the applicant will comply with all rules, regulations, laws, terms, and conditions described in this publication.

All applicants must have an elected or appointed governing board that is representative of the community served.

FUNDING RESTRICTIONS

- The proposed project must take place and grants funds must be used between October 15, 2010 and June 15, 2011.

ABC funds may *NOT* be used:

- to support a project already funded by the Tennessee Arts Commission
- for capital improvements (buildings or construction), for equipment purchases or for the elimination of an accumulated deficit. Such expenditures that relate to the proposed project may be used as matching expenses up to \$2,500
- as “seed money” for starting new organizations
- for in-school, curriculum-based projects. School projects must include a component that is open to the general public (such as a public performance, exhibit or workshop)
- to begin, match, add to or complete any type of endowment campaign or program
- for out-of-state travel expenses

Please note:

- All events sponsored in part or entirely with ABC funds must be open to the general public.
- Applications from colleges or universities or other institutions of higher education, whether public or private, must emphasize non-academic community involvement in the planning and implementation of the project.

APPROPRIATE ACTIVITIES

The following are examples of single-project focus activities and expenditures that are consistent with the funding philosophy for Arts Build Communities:

- Projects that involve and promote Tennessee artists
- Visiting artists conducting master classes
- Workshops, festivals, and conferences
- Public performances, productions, and exhibitions produced by the applicant
- Exhibitions of art by Tennessee artists and artists from outside Tennessee
- Promotion, publicity, and newsletters
- Administrative and artistic staff support
- Research and documentation as part of a project or program development
- Consultancies and residencies for administrative and artistic activities
- The development of long-range planning documents
- Touring projects that bring professional performers to communities across the state
- Improved program accessibility for special constituencies, such as children, people living in rural communities or isolated settings, people with disabilities, people of color, and senior citizens
- Art in public places
- Extensions of literary projects, journals with continuing publication, or juried anthologies
- Apprenticeship programs
- Computer software/training
- Technical/production support
- Technical assistance projects

INAPPROPRIATE ACTIVITIES

The following are examples of activities and expenditures **not** fundable through ABC:

- Insurance premiums
- Endowments
- Office space rental
- Janitorial service and general physical plant maintenance
- Food and hospitality
- Permanent equipment purchases
- Scholarships
- Payment of accumulated deficits
- Capital improvements
- New periodicals, books, etc. (such as vanity publications)
- Out-of-state travel
- Scholarly arts-related research and writing
- Cash awards
- Purchase of local public art
- Legal fees
- Planned fundraising events
- Events to which the general public is not invited
- Payments to members of the organization's board

MATCHING REQUIREMENTS

Arts Build Communities requires at least a one-to-one (1:1) dollar match. "One-to-one dollar match" means the applicant must cover at least half the cost of a project or program through other income sources.

In-kind contributions **cannot** be used for the one-to-one (1:1) dollar match requirement, but the ABC program wants to know about such contributions. The GRANT REQUEST & MATCH page of the ABC application form provides a space for estimating the value of in-kind contributions. Such contributions should include those services and supplies for which the applicant under normal circumstances would have to pay, but are being donated without charge for the project. The value of volunteer time should be estimated and included only when the time is directly related to the project.

To monitor the grant matching requirements, an applicant who receives ABC funds must maintain accurate records for all revenue and expenditures.

GRANTS REVIEW PROCESS AND EVALUATION CRITERIA

An application to Arts Build Communities goes through a local review process. Notification of your panel review date and time will be made within approximately 30 days from the time the application is submitted. The review of these applications is done by an advisory panel of at least five (5) members. Four or more members are selected from the arts community represented by your designated agency. One panel member will be either a Tennessee Arts

Commission member or staff person. While not required, your attendance at the panel review meeting is strongly encouraged.

Advisory panels reviewing grant applications for this program use the following evaluation criteria on a 100-point scale:

- Evidence that the proposed project demonstrates artistic, cultural and/or educational value to the community being served (10 points)
- Evidence that the proposed project advances the organization's mission to the community being served (10 points)
- Evidence that the organization understands and is responsive to the diverse interests and needs of the community it serves (10 points)
- Evidence that the proposed project supports the work of artists through payment of fees, services or appropriate benefits (10 points)
- Evidence that the organization understands and acts as an advocate for the public value of the arts in the community (10 points)
- Evidence that planning procedures are comprehensive, inclusive and communicated (10 points)
- Evidence that the organization understands principles of documentation and evaluation and results are used to guide future planning and programming (10 points)
- Evidence that the organization understands and demonstrates the value of public and private partnerships (5 points)
- Evidence of broad base of financial support for the organization (5 points)
- Evidence of the organization's ability to carry out proposed project based on history of TAC funding (10 points)
- Evidence that the organization's application is well planned, addresses all questions, and is correct and complete in all information provided (10 points)

ACCESSIBILITY

All ABC sponsored programs, services, and facilities are fully accessible to all Tennessee artists. Artists representing Tennessee's diverse artistic and cultural heritage are urged to apply and participate in programs and activities. No person on the ground of race, color, national origin, disability, age, religion or sex shall be excluded from participation in, or be denied benefits of, or otherwise be subject to discrimination of services, programs and employment provided by the Commission and its contracting agencies. If an individual believes he or she has been subjected to discrimination, he/she should contact the Commission's Director of Arts Access, Lisa Hester, at (615) 532-9797 or lisa.hester@tn.gov.

GENERAL APPLICATION INSTRUCTIONS

- Read all instructions carefully before completing any part of the application form.
- The entire application must be typed in the official form. Handwritten applications will not be accepted.
- All questions must be answered. Supplying complete and accurate information is the responsibility of the applicant. Incomplete applications will likely receive low scores by a review panel if they are accepted at all.
- Clearly and briefly respond to the questions asked. When a simple response will suffice, there is no need to add unnecessary text to extend the length of your answer.
- In some cases, your intended answer may not fit into the space provided, especially if you use a large number of returns or bullets or if you double-space your response. Regardless of the number of characters used, your answers **MUST** fit into the space provided when the application is printed. We recommend editing your answers for clarity and simplicity.
- Do not attach additional pages unless specifically instructed in the guidelines.

STEP-BY-STEP INSTRUCTIONS

Select the name of your local Designated Agency from the drop-down box at the top of the application. If you are unsure, refer to page 2 of these guidelines.

1. ORGANIZATION AND CONTACT INFORMATION

Fill in all requested information. Enter the nine-digit Federal Employer Identification Number (EIN) issued by the Internal Revenue Service letter that grants tax-exempt status to your organization. All applicants, including K-12 schools, must provide the FEIN. No exceptions.

The 9-digit zip code of the applicant's physical address is **REQUIRED**. Visit <http://zip4.usps.com/zip4/welcome.jsp> to determine your 9-digit zip code or call your local post office.

Give the number of the U.S. House of Representatives, Tennessee Senate and Tennessee House districts in which the organization is physically located. If you do not know the numbers of the State or U.S. House Districts in which your organization is located, contact your County Clerk's office or County Election office or visit www.vote-smart.org.

2. ELIGIBILITY

If you answer "Yes" to either one of these two questions, your organization or project may not be eligible to apply for ABC at this time. If you have questions about eligibility, contact your designated agency or the Tennessee Arts Commission.

3. MISSION STATEMENT

Simply tell us why you exist. Usually the organization's mission statement is clearly stated in its bylaws or governing document.

4. ARTS ADVOCACY

The TAC and your designated agency have devoted considerable time and resources to emphasize the importance of arts advocacy. Advocacy is not arts programming. It is standing

up for what you believe in and communicating this with people who have the power to support your cause. Explain your organization's efforts in advocating for the arts on the state and local levels. Include examples of your arts advocacy efforts. Supplemental proof may include, but is not limited to:

- Membership in Tennesseans for the Arts, the state's arts advocacy organization (www.tn4arts.org)
- Examples of correspondence with legislators and other elected officials (thank-you letters, requests for funding support, invitations, emails, faxes, etc.)
- Examples of materials used to promote the sale of specialty license plates (the Commission's main source of grant funds)
- Documented phone conversations or in-person meetings with legislators
- Documented advocacy efforts with other groups, working to build permanent and active coalitions
- Documented presentations at public hearings regarding arts issues

5. PROJECT INFORMATION

Provide all requested information.

6. COMMUNITY DEMOGRAPHICS

Go to www.arts.state.tn.us/egdemo2000.pdf, look up the demographics for your organization's home county and enter the percentages of underserved populations into the fields provided. (Definitions for demographic populations are provided at the end of that document.) If you are unable to access this Web document, please contact your designated agency or the Tennessee Arts Commission.

7. BOARD OF DIRECTORS

Using your organization's current governing board of directors list (to be submitted with this application), please supply the requested information. For definitions of each underserved population, go to www.arts.state.tn.us/egdemo2000.pdf. Public schools K-12 do not need to complete this section, but all other applicants must provide board information.

8. ARTS ACCESS

The TAC is committed to providing access to the arts for traditionally underserved artists and constituents, including people of color, people with disabilities, children, senior citizens and people living in rural or isolated settings. (Go to www.arts.state.tn.us/egdemo2000.pdf for definitions of each underserved population.) Explain your organization's plans to include these constituents in the proposed project. Compare your expected audience with your county's overall demographics. Explain your board's plans to ensure its makeup adequately represents the community you serve.

9. PROPOSED PROJECT

Explain the project for which ABC funding is requested. Answer these questions: What do you plan to do? How? When? Where? For whom? Who benefits? What is the value of the project to your community? Be specific.

10. RESPONSIBLE PARTIES, ARTISTS, ADMINISTRATIVE PERSONNEL

Who will be responsible for the implementation of the project? If applicable, describe the criteria and the process for selecting the artist(s) and/or administrator(s) involved in the project. List all confirmed or proposed artists and include some biographical information. If no

artists have been confirmed as of the application date, provide information on potential artists or artists that have been used for similar projects. If more space is needed, attach brief bios to the back of the application, but do not duplicate information from your answer below.

11. MARKETING & PUBLICITY

What method(s) will be used to publicize your project? Provide information about your marketing and promotional plans, such as print ads, television/radio, brochures, Web sites, social networking, etc.

12. PROJECT EVALUATION

Explain how you will evaluate the success of the proposed project. Describe tools and methods you plan to use to collect qualitative and quantitative feedback, such as surveys, questionnaires, admissions, focus groups, pre- and post-tests, etc.

13. GRANT REQUEST & CASH MATCH

Applicants must summarize expenses, income and in-kind contributions in this section for the proposed project. These instructions are intended to provide guidance in determining the types of expenses and income sources that can be listed. Be reasonable when determining your expenses and realistic when projecting anticipated incomes. When ticket or admission income is expected, an anticipated number of attendees and a per-person ticket price should be noted. Provide a brief explanation in the line below any expense or income you include in this section.

IMPORTANT INFORMATION ABOUT REQUESTED FUNDS: Applicants for ABC grants are NOT required to provide your entire project budget, only specific costs you are requesting the designated agency to support. Limit your request to a SINGLE expense category in Column B. This means that you should enter your entire GRANT REQUEST amount in Column B on ONE LINE ONLY. Do not divide your request among several categories in Column B. You must provide a list of your expenses in Column A that will exactly match the total requested funds (shown in Column A). The matching funds can be divided among several categories.

To fill out the financial sections, work down the list of line items or types of expenses in the first part of this section. Fill in the items for which you are requesting ABC funds in Column B and fill in the items your organization will support as part of your cash match under Column A. Then working from left to right, add the figures together for each line item and enter the total under Column C, *Total Expense*. Add all the Total Expenses as well as the requested ABC funds and the Applicant Cash Match.

The following is an explanation of these line items. Round all dollar amounts to the nearest \$10. Do not include cents.

EXPENSES - DEFINITIONS

For *permanent staff expenses*, provide pro-rated estimates—based on the amount of time in the project—for salaries, wages, fees, and benefits of individuals who are employees of the applicant organization. In the lines under personnel types, provide job titles, number of individuals under that title, and annual salary or percent of salary devoted to the project.

Permanent Staff (Administrative)	Permanent executive and supervisory staff, teachers, principals, program or project directors, clerical staff, and support staff such as maintenance, security, ushers, box office personnel.
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Permanent Staff (Artistic)	Permanent artistic directors, directors, conductors, curators, dance masters, composers, video artists, filmmakers, designers, choreographers, actors, dancers, singers, authors, instructors, painters, musicians, etc.
Permanent Staff (Technical, Production)	Permanent technical directors, wardrobe, lighting, sound crew, etc.

For *contracted personnel expenses*, provide estimated payments to firms or persons for the services of individuals who are not normally considered employees, but consultants or the employees of other organizations whose services are specifically identified with the project or program and who are serving in non-employee/non-staff capacities. (In the lines under personnel types, provide job titles, number of individuals under that title, and annual salary or percent of salary devoted to the project.)

Contracted Personnel (Administrative)	Contracted (part-time) executive and supervisory staff, teachers, principals, program or project directors, clerical staff, and support staff such as maintenance, security, ushers, box office personnel.
Contracted Personnel (Artistic)	Contracted (part-time) artists, artistic directors, directors, conductors, curators, choreographers, etc.
Contracted Personnel (Technical)	Contracted (part-time) technical directors, wardrobe, lighting, sound crew, etc.
Other Personnel (Contracted)	Contracted (part-time) consultants or other personnel not listed above.
Accessibility	Estimated costs associated with making your project, program, or facility more utilized and accessible to underserved populations, particularly disabled individuals and persons of color.
Space Rental	Estimated payments specifically identified with the project for rental of rehearsal spaces, theaters, halls, galleries, etc.
Travel	Estimated costs for travel directly related to the individual or individuals specifically identified with the project. Include any fares, hotels, food, transportation, per diems, mileage, and other lodging expenses. ABC grant funds cannot be used for out-of-state travel, but such expenses are permissible as applicant match.
Marketing	Estimated costs for marketing, publicity, and promotion as specifically identified with the project. Include costs of advertising, printing and mailing of brochures, fliers, posters, etc. Do not include payments to individuals or firms, which belong under <i>Permanent Staff</i> or <i>Contract Fees and Services</i> .
Remaining Operating Expenses	Include all expenses not entered into other categories and specifically identified with the project. Include estimated expenses for supplies and materials, scripts, sets and props, catalogs, insurance, equipment rental, electricity, telephone, shipping, etc. Costs associated with food, refreshments, receptions, etc., may not be included.

Capital Expenditures and Acquisitions	Arts Build Communities funds cannot be used for capital expenditures (purchase of buildings or real estate, renovations or improvements involving structural change, etc.); however, capital costs up to \$2,500 can be used to match ABC funds if they are <u>related directly to the proposed project</u> . Acquisitions include expenses for additions to a collection, which cannot be paid for with ABC funds but can be used as a matching expense, up to \$2,500.
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INCOME – DEFINITIONS

Please itemize all income sources that support the proposed project under the appropriate categories. Note: these figures can be projected figures assuming the project is approved.

Admissions	Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. for events connected to the project.
Contract Services	Revenue derived from fees earned through the sale of services like workshops, consulting, etc. to other community organizations, government contracts for specific services conducted by your organization, performance or residency fees, tuition, etc.
Corporate Contributions	Revenue derived from contributions given for this project by businesses and corporations, or a proportionate share of such contributions allocated to this project or program.
Foundation Support	Revenue derived from foundations or a proportionate share of such grants allocated to this project.
Other Private Contributions	Revenue derived from cash donations given for this project or program or proportionate share of such contributions allocated to this project or program. Do not include corporate, foundation, or government contributions and grants.
Federal Government Funds	Government sources, such as federal grants.
State/Regional Funds	Funds from other state agencies cannot be used to match TAC funds, so do not include. DO NOT INCLUDE ABC REQUEST ON THIS LINE.
Local Gov't Funds	City or County support, grants from local governing entities or regional agencies.
Applicant Cash (Existing Funds)	Funds from the accumulated resources that the organization has budgeted or has reasonably anticipated needing in advance of the program or project takes place. Enter only the amount required to implement the project. Do not include any funds already listed under the above income line items.

14. IN-KIND CONTRIBUTIONS

In-kind contributions are important to show broad community and institutional support for the project or organization. However, these contributions are listed in their own separate area because they may not be added to the *Applicant Cash Match*, *Total Cash Expenses*, or *Total*

Income. In the space provided, list the proposed project's in-kind (non-cash) support, such as volunteer time, advertising, printing, professional services, rentals, etc. Provide a total cash-equivalent value of the in-kind contributions expected for the proposed project.

15. ASSURANCES

As a part of the grant award contract agreement, grantees must give assurance to the designated agency and the Tennessee Arts Commission that they comply with all applicable Federal and State laws, rules and regulations regarding use of public funds. Please read the assurances and have the appropriate individuals sign. At least one set of original signatures must be submitted with the application. Two signatures from two different representatives are required. The two signatures cannot be from the same person.

WHAT TO SUBMIT

Using *Adobe Reader* (a free software program available from www.adobe.com), complete the entire application form. If you encounter difficulties with the online form, please contact your designated agency immediately for assistance. Handwritten applications or partially handwritten applications will not be accepted.

Once the application form is complete, arrange it in alphanumeric order according to page numbers. Assemble the following and attach it to the end of the application form in this order:

List of Key Staff. Short, biographical statements and job descriptions of all administrative and artistic personnel involved in this project. If this information was included in the application form, there is no need to attach a duplicate staff list.

List of Board of Directors. The board list (at the time of application) must include the following:

- Full Name
- Address
- Phone number
- Number of years on the board
- Length of term(s)
- Notations highlighting which members represent underserved populations: persons of color (C), persons with disabilities (D), and older Americans over 65 (S). **If no underserved populations are represented on the board, please indicate.**

Financial Statement. Statement must be **one-page**. The financial statement must be typed and include the period covered by your organization's most recently completed fiscal year. The statement should have a beginning balance, itemized list of income and expenses, ending balance, and explanation of the method of accounting used. If your organization is an arts-only organization, you will provide your organization's entire budget for the most recently completed fiscal year.

Non-arts groups must submit a two-part financial statement that includes overall income and expenses for the entire organization at the top of the page and an itemized list of income and expenditures of arts activities in the lower portion of the statement.

For an example of a financial statement that meets these guidelines, please review this Web document: http://www.arts.state.tn.us/resources/example_financial_statement_nonarts.pdf

Government entities (city/county departments, libraries, parks & recreation, etc.) **MUST** submit a financial statement. Do not submit a city/county budget with a line item for your department, as this will not show a picture of your arts activities.

In consideration of reduced arts funding for public schools and the difficulty in breaking out arts programming in school budgets, K-12 public schools do not need to submit a financial statement.

PLEASE NOTE: EVERY APPLICANT (except K-12 public schools) MUST SUBMIT A FINANCIAL STATEMENT.

Please have the original signatures affixed to the original application before making copies. Make seven (7) single-sided copies of the completed application packet for a total of eight (8) packets. Staple (do not paperclip) the original and each copy of the application separately in the upper left-hand corner. Do not submit any materials in a ring binder or folder. You will end up with 8 complete packets, stapled separately. See checklist at the end of these guidelines.

Place the original application at the top of this stack and write the word "original" at the top of the first page. Note: the original application is the one with the actual signatures signed in Section E.

On the bottom of the stack, submit one (1) copy of all the requested support material and any optional support material. Any additional copies will be thrown away. This support material should include:

(Required) Corporation Annual Report as filed annually with the Secretary of State's Office. In lieu of the report, you may also submit a copy of the email verification issued by the Secretary of State's office or a copy of the online verification sheet maintained by the Secretary of State's Office at www.tennesseeanytime.org/soscorp. *For nonprofit organizations only. Public schools and entities of government do NOT need to submit this document.*

(Optional) Other printed support materials (reviews, clippings and brochures) directly related to the application proposal. Do not include audio, video, or other electronic samples. Support material will not be returned, therefore do not include any original or irreplaceable materials.

All grant applicants must provide their designated agency with copies of the basic **nonprofit status documentation**, as described below. If you have previously received ABC grant funding, you may assume that your charter file in the designated agency office is complete. A staff member will contact you if any material is missing from the file.

First-time ABC grant applicants:

New applicants must submit a copy of the organization's Tennessee state charter (verification of incorporation), current bylaws, and letter of determination from the Internal Revenue Service recognizing the applicant organization as a 501(c)(3) nonprofit corporation. You may contact the TAC or designated agency for further.

- **Bylaws of your Organization.** This is the core legal document defining how your organization is constituted. It may also contain the title “Charter” or “Articles of Incorporation,” but its contents specify your organization’s name and describe its purpose and basic principles of operation. This is the document that was submitted to Federal and State authorities to qualify for the nonprofit status verified in the next two documents.
- **IRS Determination Letter.** This is a letter mailed to your organization or legal representative by the district office of the Internal Revenue Service, U.S. Department of the Treasury. It contains the language “we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code” as well as further determination of more specific category to which your organization conforms under the tax code. The heading of the letter also includes the Employee Identification Number (EIN) assigned by the IRS to your organization.
- **State Charter.** This document, issued by the Tennessee Secretary of State, confirms that your organization is incorporated in the State of Tennessee as a chartered nonprofit, and it bears the state seal. The appearance of the state charter document has changed over the years. Older organizations were issued a formal certificate with the bold Old English heading “State of Tennessee.” In recent years, the document is a computer printout from the “Secretary of State/Corporation Section.” These new printouts resemble the corporation annual report document separately required for all applications, but they are not equivalent.

Please note that an organization’s nonprofit status documentation must also be current, reflecting any changes that have taken place in the group’s operation. The designated agency **must have documentation relating to any change in the organization’s name.** If you have legally registered a change in the name of your organization, we require new IRS and State Charter documents reflecting the change. If your organization is operating under a name that differs in any way from the original charter but you have not registered the change, the designated agency must have a letter on file from the organization specifying its status “doing business as” or “DBA” the adopted name. If your organization has legally filed any amendments to its original charter, copies of these updates must be submitted to the designated agency.

NOTE TO PUBLIC SCHOOLS, SCHOOL DISTRICTS, PUBLIC LIBRARIES, CITY/COUNTY DEPARTMENTS AND OTHER GOVERNMENT ENTITIES: You must submit all of the above documents except the board of directors list, corporation annual report, bylaws, IRS letter and state charter. (Public schools do not need to submit a financial statement.)

Any question of eligibility should be directed to the designated agency before the application is made.

APPLICATION CHECKLIST

For your convenience, following is a checklist of all required materials that **MUST** be submitted by the application deadline. For detailed information on submitting your application, see “What to Submit” in the above guidelines. **DO NOT USE PAPERCLIPS.** Staple your application together into 8 complete packets, and put the supplementary information packet (advocacy and marketing) at the bottom of the entire stack.

ALL APPLICANTS:

- One original and seven copies of the following documents, arranged in complete packets, stapled separately (for a total of 8 complete packets)
- One original and seven copies of the current year's application form (make certain all pages are included in all copies)
- Job descriptions of key staff and confirmed or proposed artists (if not completely described in application form)
- List of board of directors, including all information described in these guidelines (except K-12 public schools)
- One-page financial statement (except K-12 public schools)
- Current Secretary of State Corporation Annual Report (except K-12 public schools and government entities)
- Proof of arts advocacy
- One copy each of any supplemental information (arranged in a separate packet)

ALL FIRST-TIME APPLICANTS:

(Excluding entities of government, public libraries and public schools)

- Copy of IRS Letter declaring nonprofit 501(c)(3) status
 - Charter for the State of Tennessee
 - Organization's Current Bylaws
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