



Arts Build Communities Grant



Arts Build Community Grant

- The Arts Build Communities grant program is designed to provide support for arts projects that broaden access to arts experiences, address community quality of life issues through the arts, or enhance the sustainability of asset based cultural enterprises.
- The Commission offers the ABC program through a decentralized decision-making and distribution process in partnership with regional designated agencies. Through ABC, the Commission seeks to build communities by nurturing artists, arts organizations (including local arts agencies), and arts supporters in each of Tennessee's 95 counties.

Designated Agency

- **South Central Tennessee Development District**

Contact: Sarah Elizabeth McLeod

101 Sam Watkins Blvd., Mt. Pleasant, TN 38474-4024

Phone: (931) 379-2944

Email: smcleod@sctdd.org

Web: www.sctdd.org

Counties Served: Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry, Wayne

Designated Agency

- Designated agencies are trained to assist ABC applicants with identifying eligible activities, providing feedback on draft applications, administering local grant review panels, and helping grant recipients track the success of funded activities. Prior to submitting an application, qualifying organizations are encouraged to discuss the program or project proposal with your designated agency representative.

Objectives

- The Arts Build Communities (ABC) grant program is designed to provide support for arts projects that broaden access to arts experiences, address community quality of life issues through the arts, or enhance the sustainability of asset-based cultural enterprises. ABC funds may be used to:
 - Provide innovative arts experiences that are new or unfamiliar to community residents
 - Examples: Arts Festivals, Theatre Performances, Concerts, Visual Arts Exhibits and Craft Shows.
 - Offer arts programs that are designed to help affect positive change in community social issues
 - Examples: Providing arts opportunities to cancer patients, veterans, seniors, and other underserved populations. Projects that contribute positively to community wide issues such as conservation, health, literacy, etc.

Objectives

- Develop arts programming that strengthens social networks through community engagement.
 - Examples: Examples: Services that are not normally a part of an organization's work, such as lectures, demos, tours, festivals, conferences, and symposia
- Undertake cultural arts initiatives that enhance a community's identity and/or economic development
 - Examples: Community revitalization efforts through the arts, creative placemaking, development of natural resources using the arts, and public art
- Offer training that helps experienced or emerging artists/arts administrators develop entrepreneurial skills or innovative strategies for building sustainability
 - Examples: Examples: Training offered through a masterclass program, a makerspace, or arts incubator

Past Projects

- Columbia State Community College Foundation- African American Art- The Artisans and their Work
- Hohenwald Arts Council- Oktober Heritage Festival
- Building Blocks School for the Arts- KATS T.V.
- City of Winchester- Boo Bash Downtown Winchester
- Townsend Cultural Center- Art through the Eyes of the Community

Application Deadline

- Applications must be submitted online by **11:59 p.m.** (CT) on **July 1, 2022**. Applications can be accessed beginning at 8:00 a.m. (CT) on April 1, 2022 through the Commission's [Online Grants System](#).
- Applicants accessing the new Online Grants System for the first time must [register](#) their organizations and create an organizational profile.
- There are How to Apply ABC Grant Tutorials on the TN Arts Commission Website

Eligibility Requirements

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

- Non-Profit 501(c)(3) legally chartered in Tennessee

OR

- Local entity of government (such as city/county government departments, public libraries, public schools, etc.)

Eligibility Requirements

- Debarment and Suspension. Grantees are required to sign contracts certifying to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency.
- **Unique Entity ID (UEI):** In April 2022, the federal government will transition away from the use of the DUNS and toward the new Unique Entity ID as the primary means of entity identification for federal awards government-wide. While not required to submit an application, the UEI will be required prior to receiving a grant award. To register your organization or get a Unique Entity ID, go to the [SAM website SAM.gov | Entity Registrations](https://sam.gov) and click on the green Get Started button on the right side of the page.

Requirements for 501(c)(3) Applicants

- All 501(c)(3) applicants **must upload** their most recent copy of the organization's By-laws into their organizational profiles in the Online Grants System.
- Nonprofit applicants' 501(c)(3) statuses will be verified independently prior to being reviewed by a designated agency panel. Any applications from organizations with lapsed or unconfirmed nonprofit determination will be disqualified.

Funding Amounts

- Funds a variety of quality arts projects
- Awards range from **\$500 to \$3,500**
- Funds requested may be listed in up to two Expense Categories in the PROJECTED PROJECT EXPENSES section of the application
- Grant funds in this category must be matched dollar-for-dollar(1:1) cash match

Funding Restrictions

- The proposed project must take place and grants funds must be used between **August 16, 2022** and **June 15, 2023**.
- The proposed project must engage the public.
- ABC funds may **NOT** be used:
 - To support a project already funded by the Commission
 - For capital improvements (construction expenses or equipment purchases)
 - For the elimination of an accumulated deficit
 - For in-school, curriculum-based projects
 - For endowments
 - For out-of-state travel expenses

Funding Restrictions Continued

- Please note:
 - All projects sponsored in part or entirely with ABC funds must be accessible 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

Arts Education Restriction

- ABC funds may **NOT** be used for **in-school, curriculum-based projects**. Projects may target youth as participants and can occur within school facilities outside of regular school hours. Projects must have a component that is open to public participation.
- *Arts education-based projects, should be submitted in one of the five Tennessee Arts Commission Arts Education grant categories:*
 - **Community Learning**
 - **Arts Pathways for Youth Success (formerly Funds for At-Risk Youth)**
 - **Teacher Training**
 - **Student Ticket Subsidy**
 - **Arts Education Mini Grant**

Activities

Appropriate:

- The majority of projects are requests for artist fees or outside fees for production, curation, and presentation of the arts.
- Other expenses may be
- covered as well, such as:
 - Supplies, Shipping, &
 - Equipment Rental
 - Salaries, Benefits & Taxes
 - Travel In State

Inappropriate:

- The following are examples of activities and expenditures **not** fundable through ABC:
 - Private Fundraisers
 - Cash Awards
 - Capital Improvements
 - Food & Hospitality
 - Travel to and from other states

Accessibility

- All ABC sponsored programs, services and facilities are fully accessible to all Tennessee artists and citizens. 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, Kim Johnson, (615) 532-9797.

Application Submission

The ABC online application can be accessed beginning at 8:00 a.m. (CT) on April 1, 2019 at https://tnarts.fluxx.io/user_sessions/new.

The online grants system can also be accessed from tnartscommission.org. Scroll over “Grants” in the main menu of the homepage and click on the “Apply Online” option to access the ABC application.

General Application Instructions

- Read all instructions carefully before completing any part of the application form.
- 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. Regardless of the number of characters used, your answers **MUST** fit into the space provided online. We recommend editing your answers for clarity and simplicity.

Deadline & How to Apply

1. If you are a new applicant to the Tennessee Arts Commission, register to use the Online Grants System. You are strongly advised to register well in advance to the application deadline. Anyone registering close to the deadline date can expect delays in the processing of their grant application.
2. Log in to the Online Grants System to complete your “Organization” profile and begin an application for an ABC grant.
3. Use the “Organizations” tab on the left-hand menu to ensure that the profile is complete and accurate. This information is as important as the application itself. Incomplete or erroneous data will impact your chances for funding. To edit the profile, click the “Edit” button at the top of the Organization screen.
4. Use the “People” tab on the left-hand menu to ensure that your “People” profile is complete and accurate. This information will also be used in the review of the application. To edit the profile, click the “Edit” button at the top of the screen.
5. When both your “Organization” and “People” profiles are complete and accurate, select the “Apply for Grants” tab again and choose the ABC grant application.
6. Complete all of the application fields.
7. Create and upload required attachments.
8. Submit by **Friday, July 1, 2022, by 11:59 p.m. (CST).**
NOTE: The forms in this portal do not auto-save. Always click the “Save” button before navigating away from the form you are editing to save your work.

Notes about Online Application

- Beware—clicking the back navigation button on your web browser will exit you from the system and you will lose your work.
- Association or Connection to Multiple Organizations: If you are associated with more than one organization, the organization that you were originally associated with will pre-populate in the organization name field on any newly opened application. To change to another associated organization, simply delete the pre-populated name and type in the correct organization.

Required Support Material

- **For Non-Profit and Government Applicants:**
 - **List of Board of Directors, Advisory Committee or Council members. The board list (at the time of application) must include the following:**
 - Full Name
 - Email Address
 - Number of years on the board
 - Length of term(s)
- **For Non-Profit Applicants Only:**
 - *Public schools and entities of government do NOT need to submit this document.*
 - *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.*

Optional Support Material

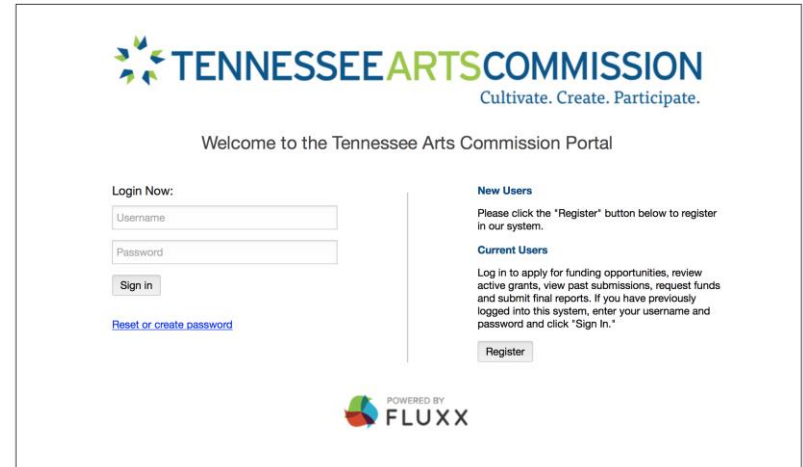
- Applicants may upload documents or supply a weblink to media for panels to review. The documents or link should be directly related to the application proposal.
- Support material will be viewed online by panelists prior to the applicant's scheduled review and will not be accepted by the Commission or designated agencies at the panel meeting.
- No support material may be supplied at the panel meeting.

Fluxx System

https://tnarts.fluxx.io/user_sessions/new

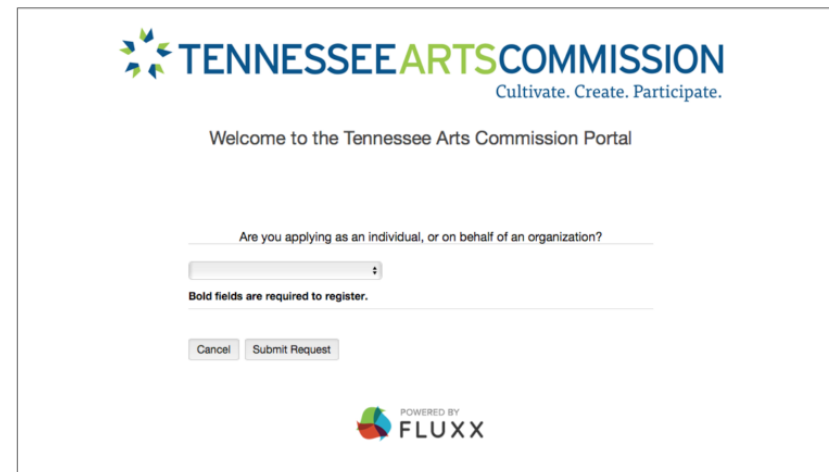
How to Register

The system's landing page looks like this:



The screenshot shows the Tennessee Arts Commission Portal landing page. At the top left is the logo for the Tennessee Arts Commission, featuring a stylized sunburst icon and the text "TENNESSEEARTSCOMMISSION" in blue and green, with the tagline "Cultivate. Create. Participate." below it. The main heading reads "Welcome to the Tennessee Arts Commission Portal". Under "Login Now:", there are input fields for "Username" and "Password", a "Sign in" button, and a link for "Reset or create password". To the right, under "New Users", there is a "Register" button and a paragraph of text: "Please click the 'Register' button below to register in our system." Below that, under "Current Users", there is another paragraph: "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.'" At the bottom center, it says "POWERED BY FLUXX" with a small logo.

First, click on the “Register” button. On the next screen, use the drop down menu to apply as either an individual or as an organization. Then, hit “Submit Request”:



The screenshot shows the registration form on the Tennessee Arts Commission Portal. It features the same logo and heading as the landing page. The main question is "Are you applying as an individual, or on behalf of an organization?" followed by a dropdown menu. Below this, it says "Bold fields are required to register." At the bottom, there are "Cancel" and "Submit Request" buttons. The "POWERED BY FLUXX" logo is also present at the bottom center.

The next screen is a form you need to complete. This will be the only time you will need to enter this information. Next year, you only have to update any information that has changed. The organization and individual forms look like these:

TENNESSEE ARTS COMMISSION
Cultivate. Create. Participate.

Welcome to the Tennessee Arts Commission Portal

Are you applying as an individual, or on behalf of an organization?

Individual

Bold fields are required to register.

YOUR CONTACT INFORMATION

Prefix

Title

First Name

Middle Initial

Last Name

Work Phone

(format: XXX-XXX-XXXX)

Work Phone Extension

E-mail

NOTE: The contact email will receive login and password credentials, not the organization's email. Additional contacts may be connected to an organization with their own, individual login and password credentials. Individuals do not need to be connected to an organization, or may be connected to multiple organizations within the system

Cancel Submit Request

POWERED BY FLUXX

TENNESSEE ARTS COMMISSION
Cultivate. Create. Participate.

Welcome to the Tennessee Arts Commission Portal

Are you applying as an individual, or on behalf of an organization?

Organization

Bold fields are required to register.

ORGANIZATION INFORMATION

Organization Name

Street Address

County

City

Country

United States

State

9 Digit Postal Code (Zip)

You **MUST** include your 9-digit zip code. If you do not know your 9-digit zip code, contact your local post office or go to [Look Up a ZIP Code](#).

Organization Phone

(format: XXX-XXX-XXXX)

EIN

YOUR CONTACT INFORMATION

Prefix

Title

First Name

Middle Initial

Last Name

Work Phone

(format: XXX-XXX-XXXX)

Work Phone Extension

E-mail

NOTE: The contact email will receive login and password credentials, not the organization's email. Additional contacts may be connected to an organization with their own, individual login and password credentials. Individuals do not need to be connected to an organization, or may be connected to multiple organizations within the system

Cancel Submit Request

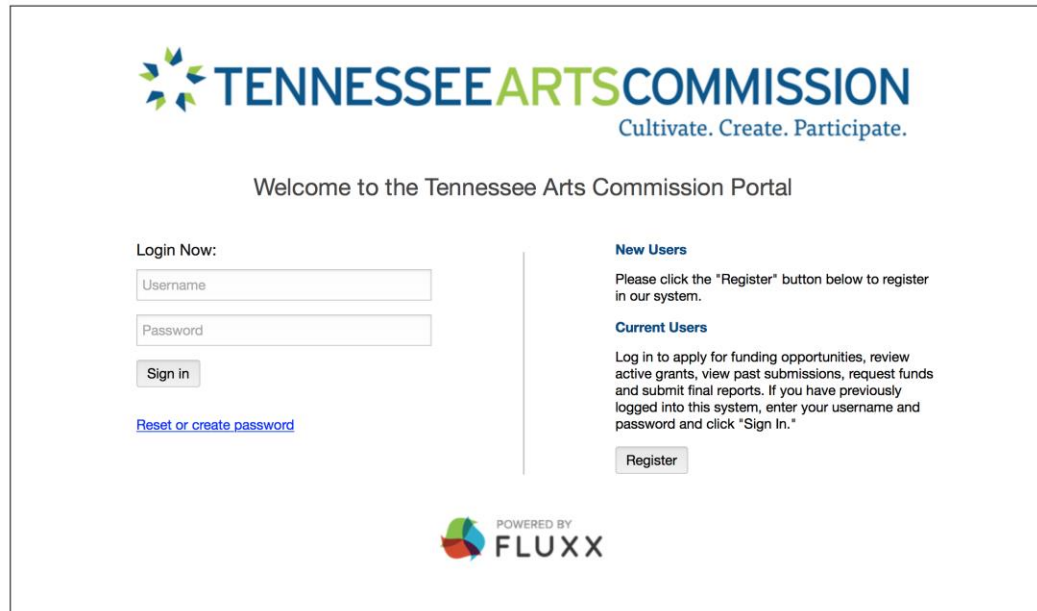
POWERED BY FLUXX

When you have completed the appropriate form, click on “Submit Request.” The next screen will be a confirmation of your registration. Now you can sit back and wait for an email from Lee Baird.



How to Apply

After submitting your registration, you will receive an email from Lee Baird, TAC's Grants Analyst, that will contain your username and password. You can use your username and password to then log into the system.



The screenshot shows the Tennessee Arts Commission Portal login page. At the top, the logo for the Tennessee Arts Commission is displayed, featuring a stylized sunburst icon to the left of the text "TENNESSEE ARTS COMMISSION" in blue and green. Below the logo is the tagline "Cultivate. Create. Participate." in a smaller blue font. The main heading reads "Welcome to the Tennessee Arts Commission Portal".

On the left side, under the heading "Login Now:", there are two input fields: "Username" and "Password". Below these fields is a "Sign in" button. A link for "Reset or create password" is located below the "Sign in" button.

On the right side, under the heading "New Users", there is a paragraph of text: "Please click the 'Register' button below to register in our system." Below this text is a "Register" button.

Under the heading "Current Users", there is another paragraph of text: "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.'" Below this text is a "Sign In" button.

At the bottom center of the page, there is a logo for "POWERED BY FLUXX" with a colorful circular icon to the left of the text.

Unique Entity ID

- In April 2022, the federal government will transition away from the use of the DUNS and toward the new Unique Entity ID as the primary means of entity identification for federal awards government-wide.
- While not required to submit an application, the UEI will be required prior to receiving a grant award.
- To register your organization or get a Unique Entity ID, go to the SAM website [SAM.gov](https://sam.gov) | Entity Registrations and click on the green Get Started button on the right side of the page.

Grant Panel Review Process

- An application to ABC goes through a local review process. Notification of your panel review date and time will be made within approximately 21 days from the application deadline. An advisory panel of at least five (5) members reviews these applications. Four or more members are selected from the arts community represented by your designated agency. One panel member will be either a Commission member or staff person. While not required, your attendance at the panel review meeting is strongly encouraged.

Evaluation Criteria - Based on 100 Point Scale

- Artistic/Cultural Merit (35 points)
 - Community Engagement and Participation (35 points)
 - Budget and Financial Support (20 points)
 - Operational Practice (10 points)
-
- You can access the Scoring Rubric on the TN Arts Commission ABC Grant for further detail.

Grantee Training & Compliance:

- Title VI training is required on an annual basis by the staff of grantee organizations and is done through online video training modules in the FLUX system & submitting the Title VI certification form.
- ABC Grants must submit Title VI training and certification in the online grants system by October 1, 2022.
- **IMPORTANT**: No payments can be made until a FY20 Title VI form is submitted and approved! Failure to complete Title VI training may result in the cancellation of the grant and/or jeopardize future funding.

Who Should be Trained for Title VI?

- All paid staff involved with the grant of the organization are to be trained and this information is to be reported on the Title VI Training and Certification form. Please coordinate within your organization and submit only one form listing each staff person who has completed training. Do NOT submit multiple Title VI forms for each staff person who completes training. If there are new staff members who need to receive training during the year, please contact the Title VI Coordinator for inclusion on your form.
- Though not mandated, it is strongly encouraged that Board members, front line volunteers, and contractors who work with the public, also receive training.
- Even if your organization receives Title VI certification through another state agency or entity, each organization must still submit a TN Arts Title VI form in the Commission online grants system.
- Individual artists and/or individuals do not submit a Title VI certification.
- K-12 public schools and public-school teachers' Title VI certification will be checked through the Tennessee Department of Education (TDOE). If the school district has not received certification through TDOE, Title VI training through the Commission's online system will be required.
- In very large institutions like colleges or universities where a department or area is the grantee, please call the Title VI Coordinator for more information.

Title VI

- Based on the Civil Rights Act of 1964 , Title VI is the federal law that prohibits discrimination based on a person's **race, color, or national origin**. The Tennessee Arts Commission and its grantees are subject to compliance with this and other applicable federal laws.

FY 2023 Changes

- **Updated Itemized Expenditures Form**
 - It is a new excel based form-located in the documents library.

	<i>Choose from the drop down menu</i>		<i>Format MO/DA/YEAR</i>	<i>Format \$X,XXX.XX</i>		
	<u>Annual Grant Category/Purpose</u>	<u>Payee</u>	<u>Check or Voucher #</u>	<u>Date</u>	<u>Amount</u>	<u>NEA ARP Fund</u>
14						<input type="checkbox"/> Check
15						<input type="checkbox"/> Check
16						<input type="checkbox"/> Check
17	Salaries Benefits & Taxes					<input type="checkbox"/> Check
18	Contract - Professional Fee Grant & Award					<input type="checkbox"/> Check
19	Supplies Telephone Occupancy etc					<input type="checkbox"/> Check
20	Insurance					<input type="checkbox"/> Check
21	Travel Conferences & Meetings					<input type="checkbox"/> Check
22	Other Non-Personnel					<input type="checkbox"/> Check
23	Capital Expenditures					<input type="checkbox"/> Check
24						<input type="checkbox"/> Check
25						<input type="checkbox"/> Check
26						<input type="checkbox"/> Check
27						<input type="checkbox"/> Check
28						<input type="checkbox"/> Check
29						<input type="checkbox"/> Check
30						<input type="checkbox"/> Check
31						<input type="checkbox"/> Check
32						<input type="checkbox"/> Check
33						<input type="checkbox"/> Check
34						<input type="checkbox"/> Check

FY 2023 Changes

- Simplified Board List requirements
 - Full Name
 - Email Address
 - Number of Years on the Board
 - Length of Term(s)

FY 2023 Changes

- Title VI Form now built into Org Profile
- After Award Notifications, grantees will complete Title VI in Org Profile
- Select modules viewed
- Names of individuals trained, percent of staff trained
- Compliance/Complaints
- Title VI and Limited English Proficiency (LEP) Policy and Procedures
- If they choose agency specific, will upload their documents

Important Grant Dates

- Grant Workshop today- April 26, 2022
- Application Deadline- July 1, 2022
- DA Access to Applications- July 8, 2020
- Email Panel Review Schedule to Applicants – July 25, 2022
- Review Panel Meeting– TBD – (July 27-August 12, 2022)
- Award & Decline Notifications issued by August 16, 2022
- Signed Contracts – 1st 40% payment invoices, revised budgets, Title VI certifications due by October 1, 2022

GIFT-A-TAG Program

All plates in this category:

- are available to all Tennessee residents.
- require an annual fee of \$61.50; \$35 of that fee is allocated in part to the Tennessee Arts Commission.
- can be personalized between three and five characters.



Questions