



TENNESSEE ARTS COMMISSION Arts Education Mini-Grant Guidelines

Arts Education Grant Program Guidelines Mini-Grants FY 2008

Before applying for a grant, applicants are responsible for reading the General Eligibility Requirements for Arts Education funding found on the Commission's Web site at www.arts.state.tn.us under the Arts Education program.

DESCRIPTION

Mini-grants are smaller grants designed to introduce new applicants to the grant making process, assist applicants who are new arts education providers, or provide support to applicants with unanticipated short-term (maximum one week) or one-day arts education projects. Projects may consist of, but are not limited to, community activities for adult learners, after-school programs for at-risk youth, in-school curriculum based opportunities, or teacher training.

Projects must utilize a Commission-approved Artist-in-Residence. A roster of approved Artists-in-Residence may be found on the Commission's Web site under the Arts Education program.

The earliest start date for a project is July 1, 2007. The latest end date for a project is May 15, 2008. This program is open throughout Fiscal Year 2008 OR until all funds are expended.

FUNDING

\$250 - \$1000 for projects that will occur in Fiscal Year 2008 (July 1, 2007 - June 15, 2008). Funding is on a first-come, first-serve basis until all funds are expended. Applicants are strongly encouraged to contact the Director of Arts Education to check funding availability before making application. Funds may be used for professional artist fees, in-state travel and lodging for artists, and consumable supplies related to the project. Funds may NOT be used for field trips or equipment.

CONTACT

Kim Leavitt, Director of Arts Education
Kim.leavitt@state.tn.us or (615) 532-5934

DEADLINE

Two deadlines exist for this program: 1) The completed eGRANT application must be submitted electronically online at least (30) days prior to the beginning of the project; 2) The required number of hard copies must be postmarked or hand-delivered to the TAC at least thirty (30) days prior to the beginning of the project.

ELIGIBILITY

To be eligible for an AE Mini-grant, projects must:

- Use an approved Artist-in-Residence with the Tennessee Arts Commission. Approved artists listed on regional rosters from designated agencies may also be used. For a list of agencies with regional rosters, please consult the **ARTISTS AND FEES** section of these guidelines.
- Directly involve participants in a hands-on learning experience. Applications that are performance or demonstration based where learners are primarily spectators will not be considered.
- Have a clear beneficial educational focus.
- Include an instructional component that defines the goals and objectives of the project, provide learners with historical and/or social context, and demonstrate and/or reinforce the skill set needed for the medium being used.

Instructional Component:

In the narrative, when asked to explain the instructional component, describe what information is being taught, how, and by whom. If connecting to state and/or national standards, do not simply list the standards. Explain how the standards will be included in instruction and how they relate to the project outcomes being evaluated.

RESTRICTIONS

The following funding exceptions apply:

- Projects must be a minimum of 4 hours in length.
- Organizations applying for any other TAC Arts Education grant may not apply for a Mini-grant in the same fiscal year.
- Organizations may not apply for more than one Mini-grant in any fiscal year.
- Mini-grants are not intended to provide support for guest artists to direct, design, choreograph, or conduct productions or performances or mount exhibitions.
- Mini-grants cannot be used for projects already receiving funding by the Tennessee Arts Commission.

ACCESSIBILITY

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.

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HOW TO APPLY

Applying for a Mini-grant is a two-fold process that involves:

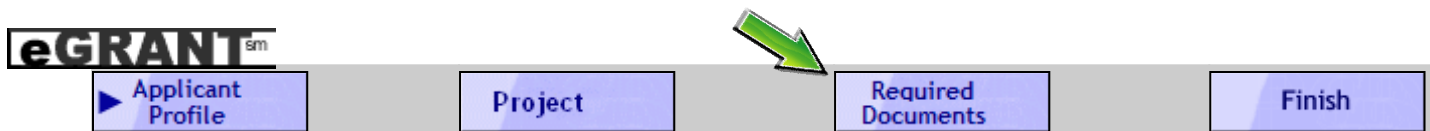
- submitting an eGRANT application (electronic grant application) online through the TAC Web site
- compiling hard copy applications that include a printed version of the eGRANT application and additional documents described below

Follow the step-by-step list of required application procedures below. Failure to complete ALL of these steps will render the application void.

1. **Complete and submit an online eGRANT application.** The link to the eGRANT form can be found at: www.arts.state.tn.us. The eGRANT must be submitted online no less than 30 days prior to the Mini-grant activity. **Additionally, under the "Required Documents" section of the eGRANT, you must download, complete, and print out all the documents in this section. These documents will become part of the hard copy applications.**

It looks like this!

2. Print a copy of the completed eGRANT application by clicking on the yellow "VIEW" button (found on the MAIN MENU page of the eGRANT). Once printed, if text boxes are still visible, then the application is printed incorrectly. You must print in the "VIEW" mode for the application to be accepted.
3. Attach the hard copy of the eGRANT application to the material under the "Required Documents" section. Look for this button at the top of the eGRANT:



Under Required Documents, download, complete, and print the following:

- **Grant narrative for Mini-grant**
- **Budget for Mini-grant**
- **Key Staff Bios.** Short bios (2-3 sentences) of the primary administrative and artistic personnel, including contract artists, who will be involved in the grant activity. **Do NOT send resumes.**
- **Lesson plan or Content Outline.** Insert one sample lesson plan for one lesson that will be taught (limit 5 pages). Do NOT send lesson samples for the entire project. Samples should include instructional objectives and method of assessment. A Content Outline is a less formal version of a lesson plan but should still include instructional objectives and method of assessment.
- **Assurances page (signature pages).** Must be signed by full-time employees legally able to conduct business for the applicant organization.
- **Corporate Annual Report** as filed annually with the Secretary of State's Office. For Non-profit organizations only. Public schools and entities of government do NOT submit.

Corporate Annual Report



THE BULLETED LIST OF REQUIRED DOCUMENTS ABOVE COLLATED WITH THE PRINTED eGRANT APPLICATION COMPRISE A COMPLETED GRANT APPLICATION. APPLICATIONS NOT COLLATED OR MISSING ONE OR MORE OF THE ABOVE WILL BE DEEMED INCOMPLETE AND WILL NOT BE PROCESSED.

4. Make 2 single-sided copies of the completed eGRANT application plus required documents **for a total of 3 applications**. **Staple** the original and each copy in the upper left-hand corner. 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 original signatures.

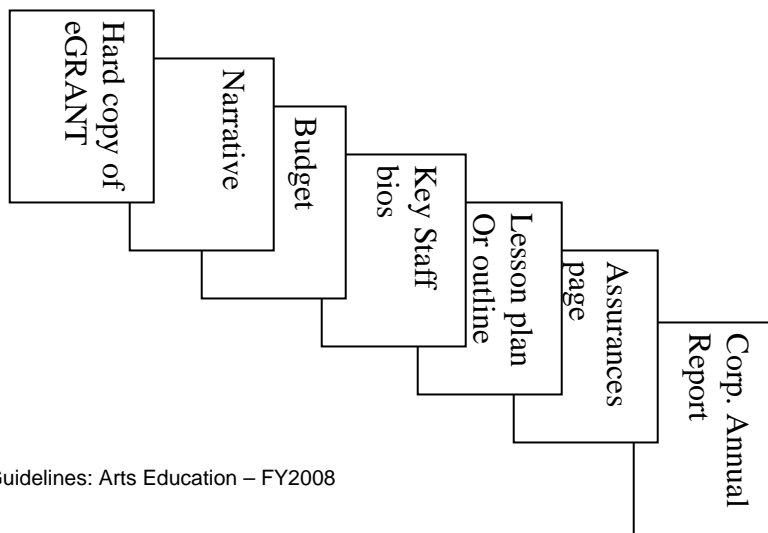
5. Send the required number of applications (3) to the Tennessee Arts Commission to complete the application process. Mail to: Tennessee Arts Commission, 401 Charlotte Avenue, Nashville TN 37243. Applications must be postmarked or hand-delivered to the TAC no less than 30 days prior to the professional development opportunity. **NOTE:** An application will NOT be processed until both the electronically submitted eGRANT and printed copies are received by the TN Arts Commission.

CHECKLIST: Check boxes to ensure application procedures are complete:

- eGRANT completed & submitted online by deadline
- eGRANT printed out correctly using yellow "VIEW" button
- Additional required documents attached to hard copy of eGRANT
 - Narrative
 - Budget
 - Key personnel descriptions
 - Lesson plan or content outline
 - Assurances page
 - Corporate annual report (Non-profits only)
- 3 collated packets completed (single-sided, 1 original plus 2 copies)
- 3 packets mailed or hand-delivered to the TN Arts Commission by deadline

DIAGRAM FOR COLATING GRANT APPLICATIONS

Pages of EACH grant application should be arranged as shown:



ARTISTS AND FEES

Artists used in the school residency program (AR) must be drawn from the Commission's AR Roster or be an approved regional roster artist working with one of the Commission's designated agencies. Commission approved AR artists are listed on the Commission's Web site. All artists included on the rosters are qualified to participate in any proposed AE project, including Teacher Training, Community Learning, and Funds for At-risk Youth.

Please contact the following agencies for a list of suitable teaching artists in their region.

- *Allied Arts of Greater Chattanooga*
Rodney Van Valkenburg, (423) 756-2787
- *Arts and Culture Alliance of Greater Knoxville*
Cheryl Jenkins, (865) 523-7543
- *Community Foundation of Middle Tennessee*
Laundrea Lewis, (615) 321-4939
- *Memphis Arts Council*
Emily Patterson, (901) 578-2787
- *Tennessee Performing Arts Center (TPAC)*
Susan Sanders, (615) 297-8901

The applicant is responsible for submitting information illustrating the qualification of these artists and verifying their inclusion on a regional roster.

Artists interested in joining the Commission's *AR Roster* please see the Commission's Web site for a copy of the application form or contact the Director of Arts Education.

The Commission's minimum compensation for artists is **\$200 per day** for an individual artist, and **\$150** per day for each individual who performs in a group as part of a residency. For longer residencies, the **minimum is \$3000 per month**. Full year residencies must also offer the option of some form of medical insurance. However, each artist maintains their own fee scale and requirements for compensation and travel.