

East Tennessee FOUNDATION

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REQUEST FOR PROPOSALS

ARTS FUND FOR EAST TENNESSEE

Creation of a Fund

The Arts Fund for East Tennessee was established by East Tennessee Foundation in 1985. It serves as a source of funds to support excellence in the arts, expand access to the arts, and connect artists with each other and with East Tennessee communities.

East Tennessee Foundation

East Tennessee Foundation is a public, nonprofit community foundation created for the purpose of building charitable resources to make communities stronger and lives better through thoughtful giving. The Foundation serves East Tennessee by building endowments, providing services to donors and making grants to programs and projects that benefit this region and its people.

Employment and Grantee Non-Discrimination Policy Statement

East Tennessee Foundation (ETF) is an equal opportunity provider of services and employment. ETF respects, celebrates and encourages diversity that positively contributes to the community. The Foundation believes diversity encompasses but is not limited to: ethnicity, race, age, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. Through its competitive grantmaking, ETF supports organizations that adhere to these principles and policies.

Guidelines

General Eligibility

Two-year grants will be made to established organizations located within East Tennessee Foundation's 25-county service area that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Grants will be made to new and/or emerging groups that have an established nonprofit organization as a fiscal sponsor.

- Under special circumstances, grants will be made to institutions outside the Foundation's 25-county service area for programs that are operated within or provide direct benefit to residents of the 25 counties.
- Applicant organizations must be tax-exempt 501(c)(3) organizations or other exempt entities, such as schools, units of government, or in some instances churches and other religious institutions. The required minimum number of years of tax-exemption varies, depending upon the grant category. (Refer to each grant category's Eligibility requirements.)
- Applicant organizations must primarily function to provide arts and cultural programming, provide innovative arts and cultural opportunities, and/or be schools which provide projects of special merit that are outside the scope of those usually provided by the educational system.
- Applicant organizations must be operated and organized so as to not discriminate on the basis of race, age, gender, economic circumstances or other characteristics as identified in the Foundation's Non-Discrimination Policy Statement on page 1 of this document.
- Although each proposal will be considered on its own merits, *the following types of grants will normally be precluded from the Arts Fund grants program:*
 - Grants to individuals;
 - Endowments or general fundraising campaigns or capital campaigns;
 - General operating support (office supplies, utilities and other general expenses), debt retirement, financing or capital improvements (purchase of computers, furniture or building renovations);
 - Projects that have implicit religious content, express a particular religious view or advance a religious purpose;
 - Activities taking place before the two-year grant cycle begins on May 1, 2008.
- While grantees are eligible to apply for continued support, multi-year funding beyond the two-year grant cycle is not guaranteed.

Criteria for Funding

Successful applicants will propose innovative projects or programs that demonstrate:

- Artistic merit
- Experience and expertise of artistic and other personnel in the project
- Potential benefit to the community or constituency served
- Capacity to advance an aspect of the arts and bring it to a wide audience
- Managerial and fiscal ability to carry out the project

Grant requests must:

- Not exceed 50% of a project's total cost;
- Be matched by the grantee on a 1:1 basis; and
- Not use in-kind contributions and/or other East Tennessee Foundation field-of-interest grants to meet matching requirements.

Awards

Grants generally range from **\$500 to \$6,000** and are intended to support programs or projects occurring between **May 1, 2008 – May 1, 2010**.

Award Notification

Awards will be announced in **early April 2008**.

Technical Assistance Workshops

Two workshops have been designed to help you better understand the process of applying for Arts Fund funding. The workshops are tentatively scheduled for September 27 and 28 from 10:30 A.M. – Noon. One workshop will be located in Knoxville with the second in a surrounding county. Workshop attendance is *not* a requirement for funding. Workshops and the 2008 Arts Fund grants cycle will be widely publicized via postcards and press releases in spring 2007.

Grant Categories

Category I: Institutional Excellence

Purpose

Grants in this category will support institutional capacity-building strategies for organizations which have a demonstrated record of leadership and outstanding performance in planning and implementing programs that culturally enrich East Tennessee.

Awards

Grant awards will generally not exceed **\$6,000**.

Eligibility

Applicants must meet General Eligibility requirements (as outlined on page 2 of this application packet) and meet the following additional requirements:

- Applicant organizations must have received grant awards from and successfully completed programs funded by East Tennessee Foundation's Arts Fund for East Tennessee for **six (6) or more years** (not necessarily consecutive years). Projects funded by the Arts Builds Communities (ABC) grants program do not qualify in calculating previous grant awards.
- Applicant organization must have paid staff, proven fiscal responsibility, exemplary accounting procedures and an active board of directors.

Category II: Arts Organizations

Purpose

Grants in this category will support projects of professionally managed arts organizations whose primary purpose is to produce, perform, display, create and sustain the arts. Both emerging and well-established arts organizations are included in this category.

Awards

Grant awards will generally not exceed **\$5,000**.

Eligibility

Applicants must meet General Eligibility requirements (as outlined on page 2 of this application packet) and must have operated as IRS tax-exempt 501(c)(3) organizations for a **minimum of two (2) years** prior to the November 9th application deadline.

Criteria for Evaluation

Applicants are strongly encouraged to directly address one or more of the following evaluation criteria in the project narrative section of their application:

- Artistic excellence of the sponsored program or event;
- Performances and events which contribute to the long-term strength of the organization (for example, building financial stability or partnerships in the community);
- Performances and events which expand the variety of available arts programming to a broad audience; and
- The organization's demonstrated commitment to inclusiveness and diversity in its programming.

Examples of possible Arts Organizations projects

- Concert series
- Theatre productions
- Cultural events and festivals
- Literary works
- Artistic workshops and classes

Category III: Community Cultural Projects

Purpose

Grants in this category will support special artistic and cultural initiatives sponsored or conceived by organizations that are not primarily arts providers. Grants in this category may support one-time special events or cultural opportunities, particularly in areas where there are few eligible arts organizations and limited access to the arts. Proposals for arts activities designed primarily as therapy, rehabilitation or vocational training are also included in this category.

Awards

Grant award will generally not exceed **\$3,000**.

Eligibility

Applicants must meet General Eligibility requirements (as outlined on page 2 of this application packet) and must operate as IRS tax-exempt 501(c)(3) organizations prior to the November 9th application deadline.

Criteria for Evaluation

Applicants are strongly encouraged to directly address one or more of the following evaluation criteria in the project narrative section of their application:

- Artistic merit of the project;
- Arts opportunities for areas or constituencies that have limited access to arts programming; and
- In areas where arts programming is plentiful:
 - Innovative one-time projects
 - Projects intended to initiate new kinds of arts programming, or
 - Projects designed to test the feasibility of long-term programming.

Examples of possible Community Cultural projects

- Heritage festivals
- Art therapy programs
- Summer arts camps for children with disabilities

Category IV: Arts in Education

Purpose

Grants in this category will support projects of special merit that are clearly outside the scope of those usually provided by the education system primarily in public schools. Proposals may be directly toward a student audience carried out in a school or at an outside performance site.

Awards

Grant awards will generally not exceed **\$3,000**.

Eligibility

Applicants may be public school systems (preschool, primary, middle or high school) or IRS tax-exempt 501(c)(3) organizations that have been operating as such for at least one year prior to the November 9th application deadline. Applicant organizations must demonstrate the organizational capacity to carry out the project.

Criteria for Evaluation

Applicants are strongly encouraged to directly address one or more of the following evaluation criteria in the project narrative section of their application:

- The project's potential for providing opportunities for students to experience the value of the arts;
- Projects which involve art of a professional caliber designed to be especially appealing to children;
- Projects that demonstrate classroom involvement beyond a single performance or event; and
- Projects that educate children about diversity in the arts and/or are targeted toward children of diverse ethnic/racial/social backgrounds.

Examples of possible Arts in Education projects

- Storytelling programs
- Young authors conferences
- Theatre projects
- Instruction in visual and performing arts
- Artist-in-residence programs

Application Procedure

Completed applications must include:

- 1. Applicant cover sheet** — please complete the application cover sheet, making sure that an **authorized official of your organization signs and dates it.**
- 2. A One to Two Page Narrative Proposal** — which includes the following:
 - Rationale for the project or program which includes the following information:
 - Project's audience and estimated size
 - Plans for marketing and promoting the project
 - Numbers, names and qualifications of artists who will be involved in the project
 - For an existing project, describe accomplishments and results to date and/or a strategy for continuation of the project, if applicable;
 - Goals and objectives of the program and/or project including identification of the focus area(s) being addressed;
 - Identification of new or existing partners or collaboration which includes the role of each organization;
 - Organizational description, including its history, purpose and mission statement. Explain how your organization's past record makes it a candidate for an Arts Fund grant;
 - Plan to promote the Arts Fund for East Tennessee to raise public awareness of East Tennessee Foundation and its potential; and
 - Plan for continued support for the project beyond the two-year grant cycle which includes a list of any other sources to which the application has been submitted.

Institutional Excellence Applicants only must:

- Describe the way in which grant funds will increase your organization's capacity to carry out current programs or new initiatives; and
 - Describe how funding will help increase your institutional capacity.
- 3. Project Budget Information** — Please provide an itemized project budget on the form provided which details the following:
 - Anticipated expenses and income for the total project including the amount of funding requested and applicant match;
 - Sources and amounts of funds committed by the applicant organization and additional funds secured from other supporters; and
 - Budget narrative which describes the length of time for which support is requested and the specific use of grant funds.

Please note:

- *In-kind contributions (donated goods and services) and other East Tennessee Foundation grants may not be used to meet matching requirements; and*
- *Applicants for Institutional Excellence grants may request funds for salaries which exceed 15%; applicants in the other three(3) categories (Arts Organizations, Community Cultural Projects and Arts in Education) must limit their salary requests for participating staff and standard administrative overhead (e.g. telephone, rent, utilities, etc.) to 15% of their total grant requests.*

4. Attachments – For the applicant organization and, if applicable, the fiscal sponsor, please provide one (1) copy of each of the following:

- A copy of the organization's 501(c)(3) tax-exempt certification letter from the Internal Revenue Service;
 - The organization which will serve as your fiscal sponsor must submit a letter indicating its agreement to accept, monitor and account for grant funds.
 - Public school applicants must attach a copy of the Government Certificate of Exemption or a written statement signed by the principal verifying tax-exempt status.
- The organization's current year annual operating budget;
- The organization's most recent audit or financial statements;
- The organization's list of board of directors and key staff members or volunteers;
- Brochures or supplementary materials which briefly describe the applicant organization and/or the proposed projects; and
- If this is a collaborative project, please include a one-page letter of support from each of the collaborating partners.

Please note: Submitted materials will become the property of East Tennessee Foundation.

5. Application Submission and Deadline – Please submit the original application along with twelve (12) copies and one (1) set of attachments and direct your questions to:

Ms. Jan Elston
Senior Program Officer
East Tennessee Foundation
625 Market Street, Suite 1400
Knoxville, TN 37902

Telephone: (865)524-1223 or *toll-free* at 1-877-534-1223 or by e-mail: jelston@etf.org

Completed applications and attachments must be received by East Tennessee Foundation on or before 5:00 P.M. on Friday, November 9, 2007.

6. Additional Instructions –

- Applications submitted by fax or e-mail will not be accepted.
- Please paperclip each of the twelve (12) copies of the application – do not staple.
- Only one (1) application per organization (per grant cycle) will be accepted.
- Please be sure your proposal contains all the information listed above before you send it. The absence of required information may eliminate your application from funding consideration.

Arts Fund for East Tennessee Application Cover Sheet

Supporting projects between May 1, 2008 – May 1, 2010
Application Deadline: 5:00 p.m., Friday, November 9, 2007

Applicant

Organization: _____ **Phone:** _____ **Fax:** _____

Address: _____ **Zip:** _____ **E-mail:** _____

EIN Number (as found on the 501(c)(3) letter from the IRS): _____

President or Executive Director: _____ **Project Director:** _____

Project Director's Numbers: Phone _____ **E-mail** _____ **Fax** _____

Fiscal Sponsoring Agency: _____ **Phone:** _____

Signature of President or Executive Director: _____

(Only required if applicant organization does not have tax-exempt 501(c)(3) status or is not an exempt entity (e.g. school or unit of government)).

Grant Category (Check One): **I. Institutional Excellence**
 II. Arts Organizations
 III. Community Cultural Projects
 IV. Arts in Education

Amount of Arts Fund Request: \$ _____ (Rounded to nearest \$10)

County(ies) in which project occurs: _____

Project Dates: Beginning _____ **Ending** _____

Please indicate whether the project is: **New** **Expansion of previously funded project**

Organization's Total Fiscal Activity:

	2007 Activity	2008 Estimate	2009 Estimate
A. Expenses	\$ _____	\$ _____	\$ _____
B. Income	\$ _____	\$ _____	\$ _____

In this space, please provide a brief summary of the project/program for which you are seeking funding. (Please use a minimum type size of 12 points.)

Original

Signature: _____ **Title** _____ **Date** _____

Executive Director or President

Title

Date

ARTS FUND FOR EAST TENNESSEE

2008 – 2010 PROJECT BUDGET

The project budget must reflect total project expenses and income

Please round figures to the nearest \$10

Anticipated Expenses	Arts Fund Request	+	Applicant Match*	=	Total
Personnel					
Administrative (Not to exceed 15% of request)**	\$	+	\$	=	\$
Artistic	\$	+	\$	=	\$
Outside Fees & Services					
Artistic	\$	+	\$	=	\$
Other	\$	+	\$	=	\$
Space Rental	\$	+	\$	=	\$
Travel (rate of \$0.445/ mile)	\$	+	\$	=	\$
Marketing	\$	+	\$	=	\$
Equipment & Supplies	\$	+	\$	=	\$
Other Operating Expenses	\$	+	\$	=	\$
Grant Total Expenses	\$	+	\$	=	\$
Anticipated Income					
Earned Income (fees, tickets)	\$	+	\$	=	\$
Income from Service Contracts	\$	+	\$	=	\$
Corporate Contributions	\$	+	\$	=	\$
Foundation Grants	\$	+	\$	=	\$
Arts Fund Request	\$	+	\$	=	\$
Other Private Contributions	\$	+	\$	=	\$
Government Grants	\$	+	\$	=	\$
Other Revenue	\$	+	\$	=	\$
Grant Total Income	\$	+	\$	=	\$

* In-kind contributions (donated goods & services) and other ETF grants may not be used to meet matching requirements.

** Applicants for **Institutional Excellence** grants may request funds for salaries which exceed 15%.

Budget Narrative: Please provide a narrative description of income and expenses for this project. Itemize any additional grants received for this project.

ARTS FUND FOR EAST TENNESSEE

SAMPLE 2008 – 2010 PROJECT BUDGET

The project budget must reflect total project expenses and income

Please round figures to the nearest \$10

Anticipated Expenses	Arts Fund Request	+ Applicant Match*	= Total
Personnel			
Administrative (Not to exceed 15% of request)**	\$	+ \$2,400	= \$2,400
Artistic	\$	+ \$2,400	= \$2,400
Outside Fees & Services			
Artistic	\$2,000	+ \$4,000	= \$6,000
Other	\$	+ \$3,000	= \$3,000
Space Rental	\$	+ \$	= \$
Travel (rate of \$0.445/mile)	\$	+ \$	= \$
Marketing	\$	+ \$3,000	= \$3,000
Equipment & Supplies	\$1,000	+ \$4,000	= \$5,000
Other Operating Expenses	\$	+ \$	= \$
Grant Total Expenses	\$3,000	+ \$18,800	= \$21,800
Anticipated Income			
Earned Income (fees, tickets)	\$	+ \$8,000	= \$8,000
Income from Service Contracts	\$	+ \$	= \$
Corporate Contributions	\$	+ \$6,000	= \$6,000
Foundation Grants	\$	+ \$	= \$
Arts Fund Request	\$3,000		= \$3,000
Other Private Contributions	\$	+ \$4,800	= \$4,800
Government Grants	\$	+ \$	= \$
Other Revenue	\$	+ \$	= \$
Grant Total Income	\$3,000	+ \$18,800	= \$21,800

* In-kind contributions (donated goods & services) and other ETF grants may not be used to meet matching requirements.

** Applicants for **Institutional Excellence** grants may request funds for salaries which exceed 15%.

Budget Narrative: Please provide a narrative description of income and expenses for this project. Itemize any additional grants received for this project.

TennFest, an annual all-day festival in May, celebrates East Tennessee's unique cultural diversity. Organizing and implementing TennFest in 2008 and 2009 is expected to cost a total of \$21,800 (\$10,900 per year), as the festival continues to grow, evolve and attract a larger audience from surrounding East Tennessee counties every year.

EXPENSES: The \$3,000 Arts Fund request will partially cover fees for local and regional musicians and entertainers (\$2,000 @ \$1,000 per year) and equipment rental fees (\$1,000 @ \$500 per year). The \$18,000 match will cover staff administrative expenses (\$2,400), additional artistic fees (\$6,400), fees for security, traffic control and shuttle bus service (\$3,000), marketing expenses (posters, flyers, publicity in local newspapers) (\$3,000) and expenses for equipment rental, games and supplies (\$4,000).

INCOME: Matching funds (18,800) will be earned through ticket sales, percentages of food and crafts vendors' profits, local corporate sponsors and private contributions.