

**TENNESSEE ARTS COMMISSION STUDENT TICKET SUBSIDY (STS) GRANT
INFORMATION (KSO specific information provided in Green)**

<http://tnartseducation.org/grants/sts-grant/> - for more on the Student Ticket Subsidy Grant

https://tnarts.fluxx.io/user_sessions/new – to access the Online Grant System

SUBMITTING THE APPLICATION

The new Online Grant application will become available at 8:00am CT on August 9, 2018.

Below is a list of information that schools will need in order to complete the application.

Applicants are ***strongly encouraged*** to prepare this information ahead of time so that when the application becomes available, it can be completed in a short amount of time. **Please use the checklist below as a worksheet to gather information before the application opens.**

Prior to July 31

Step 1:– Register in Online Grants System (A registration may take between 1-7 days to be approved. Please register prior to any grant opening or deadline to avoid missing a potential funding opportunity.) <http://tnartscommission.org/how-to-register/>

Step 2: Complete your Organization Profile

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

Click the “Organizations” tab on the left-side navigation

Select your Organization Profile from the list

Click the “Edit” button on the top right to make updates to your Organization Profile

You will need general information along with:

- 9-digit Zip code (If you do not know your 9-digit zip code, contact your local post office or obtain it from <http://zip4.usps.com> .
- Legislative district information based on the physical street address of your school (If you do not know your legislative districts: <https://votesmart.org/>)
- School Information (list the Principal as the primary contact):
Principal name: XXXX, email: XXXX, phone: XXXX
School District Superintendent: **Bob Thomas**, email: superintendent@knoxschools.org
School Bookkeeper Name: XXX, email: XXX

- Tax-Exempt ID # (EIN) (This is the IRS Employer Identification Number issued in the name of the school and is required to process funding when grants are awarded.)
- Duns Number (Click <http://tnartscommission.org/legal-requirements/duns-number-requirement/> for more information.)
- Fiscal Year End Date: Month, Day
- Accessibility Coordinator Information: Name, Title, Email
- Mailing Address for Payments – Must match W-9 form on file with State of TN
- Board Information

Choose the ethnicity of 50% or more of your organization’s board of directors:

White

Number of individuals serving on the board:

9

Length of board member term (in years)

4

Maximum number of consecutive terms:

0

Number of times per year the full board meets:

34

(skip the Policy Statements, Demographics and Documents sections)

Click the “Save” button at the bottom

Step 3: Complete Your People Profile

Select your profile on the left-side navigation

Click the “Edit” button on the top right to make updates to your personal information

Click the ”Save” button

Step 4: August 9, 9:00 AM EST

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

Click the “Apply for Grants” tab on the left-side navigation

Click Apply for Student Ticket Subsidy

Applicant Profile

- Fiscal year: **2019**
- Is this your first time applying for Commission Funds? **yes or no**
- Organization Name (School name)
- Location: (School address)
- Primary Contact (Principal Name)
- Primary Signatory (Principal name – the person who has the legal authority to bind the applicant organization to the grant application. If the name of your Primary Signatory is not showing in the drop down box, click “Add New” and fill in the Title, First Name, Last Name and Email)

Click Save

Project Description

- Project/Event Title: **Knoxville Symphony Orchestra’s Young People’s Concerts: What’s Your Story?- or – Knoxville Symphony Orchestra’s Very Young People’s Concerts: Symphonic Stories**
- Title 1 School: **yes or no**
- Program Type: **Arts Appreciation**
- Name of Artist/Arts Group: **Knoxville Symphony Orchestra**
- Project Event Type: **Field Trip**
- Artists/Arts Group Contact Person: **Jennifer Harrell**
- Artists/Arts Group Email: **jharrell@knoxvillesymphony.com**
- Reservation/Confirmation Number (The Artist or Arts Group should provide a Reservation/Confirmation Number that indicates an agreement between the school and artist or arts group to hold the STS event. It is the responsibility of the school and artist or arts group to carry through with the proposed project.)
Groups of 50 or more will receive a confirmation number via email when your reservation is confirmed
Groups of less than 50 should provide the order number given by the box office when your reservation is made
To make a reservation for Young People’s Concerts -
<http://www.knoxvillesymphony.com/education-community/young-peoples-concerts/>
To make a reservation for Very Young People’s Concerts -
<http://www.knoxvillesymphony.com/education-community/very-young-peoples-concerts/>
- Project/Event Start Date: **concert date**
Knoxville Civic Auditorium Young People’s Concerts:
October 31, 2018 –or- November 1, 2018 –or- November 2, 2018
Niswonger Performing Arts Center (Greeneville) Young People’s Concerts:
November 20, 2018
Tennessee Theatre (Knoxville) Very Young People’s Concerts: February 28, 2019
Clayton Center for the Arts (Maryville) Very Young People’s Concerts:

February 27, 2019

- Project/Event End Date: **list the same date as above**
- Number of Participating Students: **XXX**
- Artist Fee/Ticket Funding Request: **Total Amount Due/Paid KSO**
 - Knoxville Civic Auditorium Young People's Concerts: \$6.25 per seat, one adult free with every 10 students**
 - Niswonger Performing Arts Center (Greeneville) Young People's Concerts: may apply for transportation only see Travel Funding below**
 - Tennessee Theatre (Knoxville) Very Young People's Concerts: \$8.00 per seat, one adult free with every 10 students**
 - Clayton Center for the Arts (Marville) Very Young People's Concerts: \$8.00 per seat, one adult free with every 10 students**
- Travel Funding Request: **Amount for Buses** (schools attending Young People's Concerts at NPAC are only eligible for travel)
- Total Amount Requested for Project/Event: (this cannot exceed \$3,000)
- Number of Artists Participating: **60**
- Project Discipline: **02 Music**
- Type of Activity: **Concert**
- Arts Education: **100 % is targeted toward K-5**

Review Organization and Contact Information: (if any information is incorrect, please modify your Organization and People Profiles see Step 2 and 3)

Assurances: Enter Name and Title, Click I certify

Save

Submit (once submitted, the application will move from the Draft Applications to Submitted Applications, if it is still in Draft Applications then the application was not submitted)

Note the Application ID of your STS Grant Number. All communications with Commission staff should include this number as a point of reference

HELP: Jennifer Harrell 865-521-2305