

Grant Application Instructions

FY 2011

Fiscal Year 2011 (July 1, 2010 - June 30, 2011)

Grant Application Instructions

All applications must be completed as described in the following instructions. The MNAC welcomes all inquiries about its programs or services.

Important

- The application must be signed in blue ink by the President of the Board or the Chairman of the Board of the organization.
- Good grantsmanship influences the review of applications. Incomplete or inaccurate proposals will result in a negative review. See "Required Attachment Checklist" on page 4.
- Be sure to include all required attachments. See "Required Attachment Checklist" on page 4.
- Be sure to submit the correct number of copies of the application and attachments. See "Required Attachment Checklist" on page 4.

**Grant deadline Friday,
March 26, 2010, at 4:00 PM**

Section A – Applicant organization information

1. *Address change.* Please check if your address is different from your last MNAC application.
2. *Organization information.*
 - a. Organization name. Enter the legal name of the organization as it appears on the IRS Letter of Determination for tax-exempt status. In the case of collaborative projects, list sponsoring organization's information on this form. Enter collaborating groups in Section B, Grant Information, line 3.
 - b-f. Street address or P.O. box, city, county, state, and zip code.
 - g-h. Phone and fax numbers.
 - i-j. E-mail address and Web site address, if available.
 - k. Federal Employer's ID Number/Tax Number. Provide your Federal Employer's Identification Number. This number can be found on your tax-exempt letter from the Internal Revenue Service.
3. *Organization personnel.*
 - a. How many full-time persons are on your staff?
 - b. How many part-time persons are on your staff?
 - c. How many persons are on your board?
 - d. Please provide detailed information about your board members. The link opens a new page. Please

provide as much detail as possible for all board members.

4. *Political districts.*
 - a-c. Please enter the numbers for the Metro Council District, Tennessee House of Representatives District, and Tennessee Senate District in which your organization is located.
5. *Date of incorporation* as recognized by the IRS determination letter. Use 'mm/dd/yyyy' format.
6. *Dates of organization's current fiscal year.* Indicate the twelve-month operational year of the organization.

Section B – Grant information

1. *Grant type.* Select the type of grant for which you are applying (only one).
2. *Grant description.* Provide a brief description of the proposed program or project.
3. *Collaborating groups,* if any. If this is a collaborative project, list the other groups here.

Section C – Proposal contact person

Give the name of the individual who can answer questions regarding the application. This should be the person assigned by the organization to direct this program or project. Include the person's title, mailing address, telephone and fax numbers, and e-mail.

Section D – Proposal data

1. *Dates of programming* (Use 'mm/dd/yyyy' format). Note: this item only applies to Neighborhood Program and Creation grants.
2. *Number of artists participating* in this program or project.
3. *Number of persons expected to benefit from this proposal.* Include the total audience, members, participants, and students, excluding employees and performers.
4. *How was this number determined?*
5. *Identify the Council Districts where anticipated grants programming will physically take place.* This does not refer to where audiences come from.
6. *Estimated program attendees by the following cultural identities* (provide percentages, not numbers): Hispanic/Latino, Native American, African American, Asian, Caucasian, or other.

Section E – Narrative

Provide a concise description of the proposed activity. Address each of the review criteria that apply. The FY 2011

Grant Guidelines provides descriptions of the grant criteria. Also include your mission statement and a brief history.

1. *Excellence*
2. *Community impact*
3. *Learning experiences*
4. *Administration, development, and financial management*
5. *Mission statement*
6. *Brief history*

Section F – Proposal expenditures

Points to note:

- For Neighborhood Program, and Creation grants, enter the projected expenditures related to this proposal only.
- For Basic Operating Support I, II, and III grants: Enter your projected budget expenditures for FY 2011. Your budget detail attachment should show how these amounts were calculated, e.g. how many artists at what rate of pay for how many performances, etc.
- Round all figures to the nearest dollar.
- Provide as much detail as possible for all line items in the (A) MNAC Request column. Use a separate page if needed.

Line instructions:

1. *Personnel*. Include any employee of the organization, full or part-time, who will be directly involved with this program or project.
 - a. *Administrative*. May include executive director, program coordinators, manager, fundraisers, clerical staff, secretaries, bookkeepers, typists, and support personnel (e.g. box office, security, etc.).
 - b. *Artistic*. Curators, artistic directors, conductors, choreographers, graphic artists, actors, dancers, singers, musicians, instructors, designers, etc.
 - c. *Technical*. Technical management and staff such as technical directors, wardrobe, lighting, sound engineers, preparators, technical stage crews, etc.
 - d. *Other personnel*. Any full or part-time employee not covered in the above categories.
2. *Fringe benefits*. Indicate fringe benefits such as health insurance, matching of social security, etc., for personnel.
3. *Professional service fees*. Indicate honoraria or stipends for any non-staff personnel in (a) administrative, (b) artistic, and (c-d) technical and other as described in the categories above.
4. *Space rental*. Include office, rehearsal, theater, gallery, hall or other rental space.
5. *Travel and transportation*. Include costs for travel and related expenses for program personnel. (MNAC will not fund out-of-town travel.)
6. *Other operating expenses*
 - a. *Equipment rental*. Indicate costs for office equipment (computers, photocopying machines, etc.), production equipment, cameras, lighting, etc., rented by your organization for this program or project.
 - b. *Shipping*. Include freight charges for visual arts exhibitions, performance related items, etc.

- c. *Supplies and materials*
- d. *Exhibition rental fee*
- e. *Promotion and printing*. Indicate costs for the printing of announcements, mailers, brochures, catalogs, tickets, programs, etc., and/or promotion costs for PSA's, newspaper, radio, television, etc.
- f. *Other production costs*. Include sets, costumes, makeup, royalties, security, etc.
- g. *Other*. Include any expenses not covered in the above categories, such as office supplies, postage, telephone, insurance, utilities, etc.

- (7). *Debt reduction*. (Basic Operating Support I, II, and III grants only.) **MNAC will not fund this category.**
- (8). *Capital expenditures*. (Basic Operating Support I, II, and III grants only.) Include expenses for capital costs such as permanent fixtures, acquisitions, improvements and property. **MNAC will not fund this category.**
- 7 (9). *TOTALS*. Sum the MNAC request, Cash match, and Projected totals columns.
 - MNAC request column must equal *Section G Proposal revenue, line 9 MNAC request* for this proposal.
 - Cash match column must equal *Section G Proposal revenue, line 8 Applicant's total cash revenues*.
 - Projected totals column must equal *Section G Proposal revenue, line 10 Total application revenue*.

Section G – Proposal revenue

Points to note:

- List the cash resources for this proposal. Include all known and anticipated funds to be specifically designated for this program, project, or budget. Prorate where necessary.
- For Neighborhood Program, and Creation grants, enter the revenues related to this proposal only.
- For Basic Operating Support I, II, and III grants: Enter your budget revenues for FY 2011.
- Round all figures to the nearest dollar.

Line instructions:

1. *Earned income*. Indicate all earned income in the categories applicable to your proposal.
2. *Total earned income*.
3. *Unearned income*. Indicate amounts of income from fundraising, contributions, memberships, etc., for this proposal.
4. *Total unearned income*.
5. *Grants*. Indicate amounts designated for this proposal (prorate where necessary). Itemize amounts for FY 2011.
 - a. *City and county government*. Do not include this MNAC request, but do include any other MNAC program funds which provide support for your organization.
 - b. *State government*. Include revenues from state funds.
 - c. *Federal*. List those federal departments or agencies providing the program funds (e.g. National Endowment for the Arts, National Endowment for the Humanities, etc.).
 - d. *Corporate*. List total amount requested or received.

- e. Foundation. List total amount requested or received.
 - f. Other grants. Itemize revenues from other grants not listed above.
6. *Total grants.*
 7. *Total prior-year carry-over funds.* Specify amount of carry-over funds to be applied towards this program or project. These are funds raised from any source from a prior fiscal year.
 8. *Applicant's total cash revenues* indicates the total of earned income, unearned income, grants, and prior year carry-over funds (total must equal Cash total in Section F.).
 9. *MNAC request* shows the amount requested for this program or project (amount must equal MNAC Request total in Section F. Proposal expenditures).
 10. *Total application revenue* calculates the total resources to be applied toward this program or project (must equal projected total expenditures in Section F Proposal expenditures).

Section H – Financial history

For Basic I, II, or III grants please complete the sections

- *Actual revenues* and *Actual expenditures* for FY 2009 (from audit or annual financial report)
- *Current budgeted revenues* and *Current budgeted expenditures* for FY 2010 (current operating budget).

Points to note

- Enter totals only for each line item.
- Round all figures to the nearest dollar.
- Line instructions can be found in Sections F Proposal Expenditures and G Proposal Revenue.

Section I – Financial summary

1. *Organization's actual revenue and expenditures for the previous two fiscal years.* These figures should match your financial reports.
 - a. FY 2008 total revenue and expenditures
 - b. FY 2009 total revenue and expenditures. If you are applying for a Basic I, II, or III grant, total revenue and expenditures for this year should match the *Actual revenues* and *Actual expenditures* column totals in *Section H Financial history*.
2. *Approved budget for the organization's current fiscal year (FY 2010).* Indicate the total budget revenue and expenditures for the current fiscal year of the organization. These figures should match your current operating budget.
 - a. Total revenue
 - b. Total expenditures
 - c. For Neighborhood Program, and Creation grants, please note your current (FY 2010) MNAC grant amount for this grant type.
3. *Projected budget for the organization's upcoming fiscal year (FY 2011).* Indicate the projected budget revenues and expenditures for the upcoming fiscal year of the organization. This should reflect the figures for the grant request year. Information provided must reflect a balanced budget.

- a. Total revenue
 - b. Total expenditures
 - c. Please note type and amount for any other MNAC requests submitted this year.
4. *Projected in-kind contributions* for this fiscal year (FY2011).
 - a. Description
 - b. Total amount
 5. *Financial deficits.* Indicate if your organization ran a deficit, i.e. did operating expenses exceed operating revenues.
 - a. If the organization had an operational deficit in FY 2009, enter amount.
 - b. If there is an accumulated deficit from prior years, enter amount.
 - c. How long has the organization run a deficit?
 - d. Is there a plan to address the deficit? Yes. No. If yes, attach a deficit reduction plan.

Section J – Assurances

The organization's President of the Board or Chairman of the Board must read and guarantee the compliance of the organization with the requirements listed in Section E of the application form. **Applications lacking an authorizing official's signature will be ineligible for review.**

As a part of the grant award contract agreement, applicants must give assurance to the MNAC that they comply with all applicable Federal and State laws, rules and regulations regarding use of public funds.

Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.) provides that no person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

Section 504 of the Rehabilitation Act of 1973 (42 U.S.C. 2000d et seq.) provides that no otherwise qualified disabled individual in the United States, as defined in Section 7(6), shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

Americans with Disabilities Act of 1990 ("ADA") (42 U.S.C. 12101-12213) prohibits discrimination on the basis of disability in employment (Title I), state and local government services (Title II), and places of public accommodation and commercial facilities (Title III).

Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

If the intent or meaning of these assurances is not clear, please contact the Metro Nashville Arts Commission for guidance.

Required attachment checklists

Check all items that apply and are included with this application. *Required attachments should be duplicated, with copies collated and stapled to the application.*

Basic Operating Support I

(Please note: Organizations submitting Basic I grants not under adjudicated review for FY 2011 should only submit the original and five (5) copies of the items marked with an asterisk (*). Omit other items.)

- _____ One application form with original signatures in blue ink plus eleven (11) copies. *
- _____ IRS Letter of Determination. One (1) copy.
- _____ Job descriptions and a brief history of experience for key administrative and artistic personnel. Résumés may be included if applicable. Provide no more than five pages. Twelve (12) copies.
- _____ Deficit reduction plan if your organization is running a deficit. Twelve (12) copies. *
- _____ Long-range plan that includes the current and following fiscal years. Twelve (12) copies.
- _____ Current operating budget. Twelve (12) copies. *
- _____ Projected organizational budget for upcoming fiscal year (if different from the proposal budget). Twelve (12) copies. *
- _____ An *Audited Financial Statement* with management letter. Twelve (12) copies. *
- _____ Support Materials. Provide no more than five pieces which may include books, brochures, videos, CDs, DVDs, printed Web site pages, programs, newspaper/magazine articles, press releases, etc. Twelve (12) sets.

Basic Operating Support II

- _____ One application form with original signatures in blue ink plus eleven (11) copies.
- _____ IRS Letter of Determination. One (1) copy.
- _____ Job descriptions and a brief history of experience for key administrative and artistic personnel. Résumés may be included if applicable. Provide no more than five pages. Twelve (12) copies.
- _____ Deficit reduction plan if your organization is running a deficit. Twelve (12) copies.
- _____ Long-range plan that includes the current and following fiscal years. Twelve (12) copies.
- _____ Projected organizational budget for upcoming fiscal year (if different from the proposal budget). Twelve (12) copies.
- _____ Either an *Audited Financial Statement* or a *Reviewed Financial Statement* conducted in accordance with generally accepted accounting principles. Twelve (12) copies.

- _____ Support Materials - provide no more than five pieces which may include books, brochures, videos, CDs, DVDs, printed Web site pages, programs, newspaper/magazine articles, press releases, etc. Twelve (12) sets.

Basic Operating Support III Grant

- _____ One application form with original signatures in blue ink plus eleven (11) copies.
- _____ IRS Letter of Determination. One (1) copy.
- _____ Job descriptions and a brief history of experience for key administrative and artistic personnel. Résumés may be included if applicable. Provide no more than five pages. Twelve (12) copies.
- _____ Deficit reduction plan if your organization is running a deficit. Twelve (12) copies.
- _____ Projected organizational budget for upcoming fiscal year (if different from the proposal budget). Twelve (12) copies.
- _____ The organization's past year annual financial report approved and signed by the president and treasurer of the board. Twelve (12) copies.
- _____ Support Materials - provide no more than five pieces which may include books, brochures, videos, CDs, DVDs, printed Web site pages, programs, newspaper/magazine articles, press releases, etc. Twelve (12) sets.

Neighborhood Program or Creation Grant

- _____ One application form with original signatures in blue ink plus eleven (11) copies.
- _____ IRS Letter of Determination. One (1) copy.
- _____ Job descriptions and a brief history of experience for key administrative and artistic personnel. Résumés may be included if applicable. Twelve (12) copies.
- _____ Deficit reduction plan if your organization is running a deficit. Twelve (12) copies.
- _____ Current operating budget. Twelve (12) copies.
- _____ If an organization's past year's revenues are greater than \$100,000, the appropriate Audited Financial Statement or Reviewed Financial Statement must be submitted. Twelve (12) copies.
- _____ If an organization's past year revenues are less than \$100,000, the organization may submit an annual financial report signed by the president and treasurer of the board. Twelve (12) copies.
- _____ Support Materials - provide no more than five pieces which may include books, brochures, videos, CDs, DVDs, printed Web site pages, programs, newspaper/magazine articles, press releases, etc. Twelve (12) sets.

**Grant deadline Friday,
March 26, 2010, at 4:00 PM**

Supplying accurate information as well as completeness and clarity of the application package, including all narratives, budgets, and support materials, is the sole responsibility of the applicant. This will affect the review of your application. Please note that prior funding does not guarantee funding for FY 2011.

Contact Jonathan Saad, Grants Program Manager at the MNAC for more information:

(615) 862-6744

jonathan.saad@nashville.gov



For accommodation requests, please contact Teri Alea, the ADA Compliance Coordinator
800 2nd Avenue South, 4th Floor
P.O. Box 196300
Nashville TN 37219-6300
(615) 862-6720.
TTY Relay Service 800-848-0298



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