

CONGRATULATIONS! – WHAT’S NEXT?

Your organization has successfully secured an Arts Build Communities (ABC) grant award from your Designated Agency! Now it is time to execute the project you proposed, and this document is designed to help you receive your grant funding without hassle. By now, you should have been notified by your Designated Agency what grant amount your organization was awarded. If your organization was awarded full funding, your grant contract and invoice for 40% of the grant amount should have accompanied this document, and you will not need to submit a Revised Budget through eGrant.

If your organization received less than requested, then you will need to follow the REVISED BUDGET INSTRUCTIONS on pages 2-3 of this document.

All ABC grant recipients will receive a grant contract AND an invoice for the first 40% of your grant award. These should be signed and returned to the Designated Agency by email or postal mail as soon as possible before your grant activities are completed.

Once your grant activities have concluded, you will be responsible for submitting an acceptable ABC Evaluation through eGrant (follow EVALUATION INSTRUCTIONS on pages 4-5). An acceptable ABC Evaluation will show:

- progress was made toward achieving project goals
- the grant activities were carried out as proposed
- the grant and matching funds were spent appropriately and as planned
- the public was invited to participate in the project
- Tennessee Arts Commission credit and logo requirement was met

Your final grant payment (60%) will be made after your Designated Agency has reviewed and approved your ABC Evaluation.

PLEASE NOTE: Organizations **MUST** carry out projects as described in the original grant application. However, circumstances beyond your control may arise. If this happens, submit an email to the Designated Agency with a detailed explanation of why you are seeking approval to change the scope of services as outlined in your application or grant contract, what those changes are, and the perceived impact on the project. Be sure to include the grant application or contract number in the email. You will receive an email notification in response to your request.

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REVISED BUDGET INSTRUCTIONS

If your organization was awarded a grant amount less than originally requested in the application, you must submit a revised budget before a grant contract can be issued by your Designated Agency. The ABC Revised Budget must be submitted online in the eGrant system using these instructions. Failure to do so may result in the cancellation of your ABC grant.

DEADLINE: The Revised Budget must be completed prior to your project activities. If your grant notification letter indicates your award is less than you requested, follow these instructions.

1. Go to the eGrant system: <http://tacarts.egrant.net/login.aspx?PIID=147&OID=15>
2. Login using the same username and password that was registered to submit the Arts Build Communities application that was awarded funding.
3. In the “Drafts” folder, click the box next to **TAC Arts Build Communities (ABC) Revised Budget** that has a title that corresponds to the project for which you were awarded funding. It should look like this below. (Note that the Revised Budget has been submitted when it appears under the “History” folder.)

The screenshot shows the eGrant.net interface. The left sidebar has a menu with 'Drafts (7)' highlighted. The main table lists applications with columns: Application Type, Fiscal Year, Phase, Due Date, Request, Title, Begin, End, ApplicationID, and DocumentID. The row for 'TAC Arts Build Communities (ABC) Revised Budget' is highlighted in yellow and has a checkmark in the 'Request' column.

Application Type	Fiscal Year	Phase	Due Date	Request	Title	Begin	End	ApplicationID	DocumentID
<input type="checkbox"/> TAC Special Opportunities	2014	Application - SPECOP	Rolling					260942	291738
<input type="checkbox"/> TAC Arts Build Communities (ABC)	2015	Arts Build Communities (ABC) Application	Rolling		Exhibition Proj...			260877	291662
<input type="checkbox"/> TAC Arts Build Communities (ABC)	2015	Arts Build Communities (ABC) Evaluation	Rolling		Exhibition Proj...			260877	291665
<input checked="" type="checkbox"/> TAC Arts Build Communities (ABC)	2015	Arts Build Communities (ABC) Revised Budget	Rolling		Exhibition Proj...			260877	291664
<input type="checkbox"/> TAC Arts Build Communities (ABC)	2015	Arts Build Communities (ABC) Application	Rolling					259961	290234
<input type="checkbox"/> TAC Arts Build Communities (ABC)	2015	Arts Build Communities (ABC) Evaluation	Rolling					259961	291666
<input type="checkbox"/> TAC Arts Build Communities (ABC)	2015	Arts Build Communities (ABC) Revised Budget	Rolling					259961	291663

4. Complete both sections.
 - a. **ABC Financial Page:** Enter ONLY the expenses for which your ABC grant and your dollar-for-dollar match will pay. The expense categories should be the same as those provided in your application (Ex. If you requested a \$2000 grant for Contracted Artistic Personnel fees, but you awarded a \$1200 grant, your grant award and matching expenses should only be distributed among the expense categories you proposed. Any further changes to your budget will require an emailed explanation to your Designated Agency, as well as Tennessee Arts Commission approval.

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- b. **ABC Revised Budget Assurances:** The Project Director of the applicant organization must read the Assurances Page text, agree to the terms by typing his/her name and title in the space provided, and clicking the “I certify” selection in the drop-down menu.
5. Once you have completed the 2 sections of the Revised Budget, click “Save” at the bottom of the page. **NOTE:** If you did not complete both sections, you will receive a notification to go back and fix it.
6. After clicking “Save” and the “Next” buttons, this will take you to the “Check and Submit” page. Click the Submit button to submit your ABC Revised Budget.

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EVALUATION INSTRUCTIONS

The ABC Evaluation must be submitted online in the eGrant system using these instructions. Failure to do so may result in your organization being disqualified from receiving future ABC funding.

DEADLINE: The Evaluation must be completed no later than thirty (30) days after the grant contract end date or June 15, 2015, whichever is sooner.

1. Go to the eGrant system: <http://tacarts.egrant.net/login.aspx?PIID=147&OID=15>
2. Login using the same username and password that was registered to submit the Arts Build Communities application that was awarded funding.
3. In the “Drafts” folder, click the box next to **TAC Arts Build Communities (ABC) Evaluation** that has a title that corresponds to the project for which you were awarded funding. It should look like this below. (Note that the Evaluation has been submitted when it appears under the “History” folder.)

Applicant	Application Type	Fiscal Year	Phase	Due Da	Request	Title	Begin	End	ApplicationID	Document
<input type="checkbox"/>	TAC Special Opportunities	2014	Application - SPECOP	Rolling					260942	291738
<input type="checkbox"/>	TAC Arts Build Communities (ABC)	2015	Arts Build Communities (ABC) Application	Rolling		Exhibition Proj...			260877	291662
<input checked="" type="checkbox"/>	TAC Arts Build Communities (ABC)	2015	Arts Build Communities (ABC) Evaluation	Rolling		Exhibition Proj...			260877	291665
<input type="checkbox"/>	TAC Arts Build Communities (ABC)	2015	Arts Build Communities (ABC) Revised Budget	Rolling		Exhibition Proj...			260877	291664
<input type="checkbox"/>	TAC Arts Build Communities (ABC)	2015	Arts Build Communities (ABC) Application	Rolling					259961	290234
<input type="checkbox"/>	TAC Arts Build Communities (ABC)	2015	Arts Build Communities (ABC) Evaluation	Rolling					259961	291666
<input type="checkbox"/>	TAC Arts Build Communities (ABC)	2015	Arts Build Communities (ABC) Revised Budget	Rolling					259961	291663

4. Complete each of the 5 sections.
 - a. **ABC Narrative:** Each field can accommodate a maximum of 1500 characters.
 - b. **ABC Evaluation Metrics:** You will be expected to enter figures for each of these items:
 - i. Actual Number of Partner Non-Profit Organizations Involved in Planning and Execution of Project
 - ii. Actual Number of Partner Government Entities Involved in Planning and Execution of Project
 - iii. Actual Number of Businesses Involved in Planning and Execution of Project
 - iv. Actual Number of Volunteers Who Worked on Project
 - v. Estimated Number of Volunteer Hours Worked on Project

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- vi. Actual Number of Individuals Paid utilizing Project Funds (FTE, PTE, or contractual)
- vii. Total Project Funds Paid to Individuals (FTE, PTE, or contractual)
- viii. Actual Number of Youth Benefitting
- ix. Actual Number of Individuals Benefitting
- x. Actual Number of Artists Participating

Total Project Income should include all funds raised for your project over and above your ABC grant and matching funds.

- c. **ABC Financial:** Enter ONLY the expenses that your ABC grant and your dollar-for-dollar match paid. The expense categories should be the same as those provided in your application and if applicable, your revised budget. (Ex. As proposed, you spent your grant award of \$1200 on Contracted Artistic Personnel fees, and your matching expenses were made up of \$600 of Marketing expenses and \$600 of Space Rental fees.)
- d. **ABC Itemized Expenditures Sheet:** Enter the actual individuals, businesses, groups or organizations paid using the ABC grant and matching funds. Enter the corresponding check numbers (use “CC” for credit/debit card purchases), dates, and amounts for each payee. Categorize these expenditures using the most recent expense budget submitted (application for fully funded projects/revised budgets for projects not fully funded).
- e. **Assurances:** The Project Director of the applicant organization must read the Assurances Page text, agree to the terms by typing his/her name and title in the space provided, and clicking the “I certify” selection in the drop-down menu.

In addition, at least one supporting document recognizing Tennessee Arts Commission support through authorized logo usage and/or text must be uploaded. If you have additional documents that demonstrate the impact of your work, two additional documents can be uploaded. Supporting documents can be submitted with the following formats – pdf, jpg, tif, doc, docx, xls, xlsx. Do not submit video or audio files.

- 7. Once you have completed the 5 sections of the evaluation, click “Save” at the bottom of the page. **NOTE:** If you did not complete all 5 sections, you will receive a notification to go back and fix it.
- 8. After clicking “Save” and the “Next” buttons, this will take you to the “Check and Submit” page. Click the Submit button to submit your ABC Evaluation.

For questions about submitting your ABC Evaluation, contact your Designated Agency or **one** of the following TAC staff members:

Shannon Ford, Director of Community Arts Development, shannon.ford@tn.gov or 615-532-9796
Hal Partlow, Associate Director of Grants, hal.partlow@tn.gov or 615-741-2093
Lee Baird, Grants Analyst/Director of Literary Arts, lee.baird@tn.gov or 615-532-0493