

Provide the organization's mission statement:

Is your organization registered with the State of Tennessee as a nonprofit corporation and in compliance with annual reporting requirements? YES NO

Is your organization currently, or has ever been, disbarred from receiving City, County, or federal funds? YES NO

Do you have a Board of Directors that meets on a regular basis? YES NO

Have you received American Rescue Plan (ARP), CARES, Employee Retention Credits, or other federal relief (PPP, SVOG, EIDL) funding from other sources?

YES NO If YES, please list:

Does your organization have an established nondiscrimination policy of equal opportunity without regard to race, color, religion, national origin, age, sex, or ability for all programs, activities and services? YES NO

Does your organization comply with fair labor standards? YES NO

Can you certify that your organization is a drug-free workplace? YES NO

Are your programs accessible per Title VI? YES NO

What was the total number of artists who interacted with your organization in 2022?

Include volunteers and independent contractors, but do not include your organization's paid staff.

What was the total number of audience members that were served by your organization in 2022?

Of the total number of audience members above, how many were adults (age 18 or above)?

Describe the demographics of your audience (may include age, sex, education, nationality, ethnicity, religion, residency, economic status, etc.):

Describe the impact the pandemic has had on your organization's operations and budget.

Describe how grant funds will mitigate the negative economic impacts the pandemic had on your organization.

Describe how you will involve local/regional artists.

Describe how grant funds will allow your organization to amplify the presence of the arts in rural and/or urban communities, expand the public's accessibility to the arts, and strengthen the economic benefits that arts and cultural events provide. (This is the heart of your application; describe your project here.)

Include a list of those with whom you will be working (organizations, partners, communities, audiences).

Describe how you plan to accomplish your goal(s) for your ongoing program(s) within the grant period and how you will measure your success.

Briefly describe the roles and skills of both management and artistic teams.

Provide a projected timeline for the progress of your ongoing program(s) within the grant period (July 1, 2023 - June 1, 2025).

What risks and/or challenges do you anticipate in the next 1-3 years? How do you plan to manage them?

Please outline in detail the budget (how grant funding would be used).

RECORD YOUR BUDGET BELOW

Salary Support: Include salaries, wages, and fringe benefits for personnel, administrative and artistic, who are paid on a salary basis. List each staff position separately. Do not combine positions or use salary ranges.

Expense Description Cost

Total Salary Support Amount:

Fees/Stipends for Artists and/or Contractual Personnel: List each position separately. Do not combine positions or use salary ranges.

Expense Description Cost

Total Fee/Stipend Amount:

Facility Costs: Rent and utilities, e.g., electric, phone, gas bills.

Expense Description Cost

Total Facility Expenses Amount:

BUDGET CONTINUED

Direct costs and supplies associated with presentation and/or production of the project.

Expense Description	Cost
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Total Direct Supplies Amount:

Marketing and Promotional Materials

Expense Description	Cost
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Marketing Amount:

Add the totals of each budget category. **TOTAL BUDGET AMOUNT:**

Additional Application Documents (required)

Organizational Budget and Actuals: Submit the board-approved annual operating budget for the current fiscal year, showing income and expense, compared next to actuals from the prior two fiscal years. File Size Limit: 1 MB

Form 990: Submit your organization's most recently filed Form 990. There are several options to be found online if you need to reduce the size of your file. File Size Limit: 3 MB

Financial Statement: Submit documentation of an audit or financial review/compilation by a CPA, completed within the past year. If not available, your organization may submit BOTH a balance sheet and a profit/loss statement signed by your Board president or treasurer. These documents should be merged into a single pdf file prior to uploading. File Size Limit: 2 MB

Roster of current Board of Directors: Provide names, affiliations, and years of service. Indicate officers. File Size Limit: 1 MB

Proof of Tax Exempt Status: Submit your organization's IRS Tax Exempt Determination Letter. File Size Limit: 1 MB

Work Samples (up to three total samples allowed): Submit a media sample, such as a musical recording, image of artwork, testimonial, short video clip, etc. Samples should demonstrate the kind of arts/culture programming that you do and/or its impact in the community. There are several options to be found online if you need to reduce the size of your file. If your file size remains too large, you may choose to upload the media to an external source, such as YouTube or Google Drive, and share the link in a pdf document. Ensure that appropriate viewing permissions are given. File Size Limit: 2 MB

Assurances

Do you agree to allow ACA access to your records and financial statements for the purpose of ensuring compliance with grant terms and conditions and to keep said records for at least three years following the submission of your final report? YES NO

- + Applicant has read, understands and accepts guidelines. They grant money will be used exclusively for payment of allowable expenses incurred for the services proposed in this application and administered by applicants.
- + Applicant will comply with all rules, regulations, laws, terms, and conditions in the guidelines.
- + I hereby certify that I am not suspended or disbarred from receiving Federal Funds.
- + I certify that all figures, statements, and representations made in this application including attachments are true and correct.

Signature:

Date:

Save the completed application and email, with attachments, to grants@knoxalliance.com. For any questions, please email LZ@knoxalliance.com (preferred) or call 865-523-7543.