

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

<https://tnartscommission.org/grants/student-ticket-subsidy-sts/> - for more on the Student Ticket Subsidy Grant

[https://tnarts.fluxx.io/user\\_sessions/new](https://tnarts.fluxx.io/user_sessions/new) – to access the Online Grant System

**SUBMITTING THE APPLICATION**

The Online Grant application will become available at 8:00am CT on August 12, 2021. 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.**

**August 3**

**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](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](mailto: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% of 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 12, 9:00 AM EST**

1. If you are not already logged in, log into the Online Grants System

[https://tnarts.fluxx.io/user\\_sessions/new](https://tnarts.fluxx.io/user_sessions/new)

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

3. Scroll down to the STS Grants section and click “Apply for Student Ticket Subsidy”

4. Complete sections below

## Applicant Profile

- Fiscal year: **2022**
- 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 Very Young People’s Concert: Let the Games Begin!**
- New: Will this project/event be carried out virtually or remotely due to the COVID-19 pandemic? Select: **offered both in-person and virtually, please select your option**
- New: If Yes, please explain the virtual or remote project. The Knoxville Symphony Orchestra’s **Very Young People’s Concert** will be presented both in-person and virtually. KSO Resident Conductor James Fellenbaum and actress Laura Beth Wells will lead students to learn about the families of instruments through Olympic style games, board games and video game music.
- 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](mailto: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.)  
**All groups will receive a confirmation number via email when your reservation is confirmed**  
**To make a reservation for Young People’s Concerts -**  
**<https://knoxvillesymphony.com/education-community/very-young-peoples-concerts/>**
- Estimated Project/Event Start Date: **Select your date:**  
**Live: February 23, 2022, Tennessee Theatre**  
**Live: March 1, 2022, Clayton Center for the Arts**  
**Virtual: March 21, 2022**
- Estimated Project/Event End Date: **Select your date:**

**Live: list same date as Start Date**

**Virtual: April 21, 2022**

- Number of Participating Students: **XXX**
- Artist Fee/Ticket Funding Request: **Total Amount Due/Paid KSO**  
**All in-person concert tickets are \$8.00 per student, 1 adult free with each 10 paying students.**  
**All virtual tickets are \$4.00 per student, adults are free after 10 paying students**
- Travel Funding Request: **List bus costs for in-person concert or N/A for virtual event**
- 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, [jharrell@knoxvillesymphony.com](mailto:jharrell@knoxvillesymphony.com) – or- 865-712-3225 (please note, this is my cell phone as I will be out of the office on August 12, but please call if you need assistance!)**