



STUDENT TICKET SUBSIDY (STS) GRANT INFORMATION

(Knox County School specific information provided in Green)

Resources:

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

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

To view video guides for registration:

<https://tnartscommission.org/art-grants/apply-for-a-grant/new-online-grants-system/videodemonstrations/>

Help or general questions for the Knoxville Symphony Orchestra:

Erin Gonzalez, email: egonzalez@knoxvillesymphony.com

SUBMITTING THE APPLICATION

The Online Grant application will become available at **9:00 am eastern standard time on August 15, 2023**. 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.

Step 1: Register in Online Grants System.

- 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. Find your legislative districts at <https://votesmart.org/>
 - School Information (list the Principal as the primary contact):
 - Principal name, email, and phone number.
 - School District Superintendent: **Jon Rysewyk**, email: superintendent@knoxschools.org
 - School Bookkeeper name and email.
 - 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 <http://tnartscommission.org/legal-requirements/duns-numberrequirement/>
 - 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: Open Application. August 16, 2022 9:00am EST

- If you are not already logged in, log into the Online Grants System
https://tnarts.fluxx.io/user_sessions/new
- Click the “Apply for Grants” tab on the left-side navigation

- Scroll down to the **STS Grants** section and click “Apply for Student Ticket Subsidy” -
Complete sections below

Applicant Profile

- Fiscal year: 2024
- 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)
- Save (You can save frequently. Application will remain in “Draft Applications” until submission)

Project Description

- Project/Event Title: **Knoxville Symphony Orchestra’s Young People’s Concert: Out of this World: Exploring Earth’s Place Through a Symphonic Universe or Knoxville Symphony Orchestra’s Very Young People’s Concert: Through the Telescope: Symphony in Space**
- 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: **Krista Lee**
- Artists/Arts Group Email: **Klee@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 Concert -

<http://www.knoxvillesymphony.com/education-community/young-peoples-concerts/>

To make a reservation for Very Young People’s Concert -

<http://www.knoxvillesymphony.com/education-community/very-young-peoples-concerts/>

- Estimated Project/Event Start Date: **Select your date of concert**
- Estimated Project/Event End Date: **Enter same as start date**

- Number of Participating Students: **If unsure, enter an approximate number. Better to overshoot.**
- Artist Fee/Ticket Funding Request: **Total Amount Due/Paid KSO All tickets are \$8.00 per student and \$10.00 per adult**
- Travel Funding Request: **XX**
- 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**

Step 5: Submit

- 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.