



## STUDENT TICKET SUBSIDY GRANT PROGRAM GUIDELINES

Fiscal Year 2010 (July 1, 2009 – June 30, 2010)

Applications will be accepted starting at 7:00a.m. on September 15, 2009

**Online forms that can be filled in via computer are also available at**

**[http://www.arts.state.tn.us/community\\_arts\\_sts.htm](http://www.arts.state.tn.us/community_arts_sts.htm)**

A program funded by the Tennessee General Assembly and administered in cooperation with the Tennessee Arts Commission, and Allied Arts and other regional Designated Agencies.

### Contact:

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### Description

This grant category provides ticket subsidy funds to public school students for arts and cultural events. To implement this grant, The TAC works in partnership with Designated Agencies across the state to reach every county in Tennessee.

**Applications MUST be submitted on the current form. Out-of date applications will NOT be accepted.**

Arts and arts organizations participating in STS must create and mail student preparatory materials to teachers at least 10 days prior to the event. Artists and arts organizations may not charge admission for teachers, principals, parent chaperones, and other school staff accompanying the students (a maximum of one free chaperone per 10 students).

If funded, the organizing teacher should inform their school office to expect a check from Allied Arts. Please allow one month after the date of the award letter for delivery of the grant check.

**If a funded event is cancelled for any reason, the organizing teacher or principal must inform Allied Arts within 10 working days from date of cancellation.** The teacher or principal may propose a different arts event presented by participating artists or arts organization in order to use the allocated funds. Failure to reschedule or return these funds will be reported to the Tennessee Arts Commission and will jeopardize future funding.

### Eligibility

The Student Ticket Subsidy is supported by funds from the State of Tennessee and are limited to Tennessee public schools (pre-school through 12th grade).

### Accessibility

No person on the grounds of race, color, national origin, disability, age, religion or sex shall be excluded from participation in, or be denied benefits of, or otherwise be subject to discrimination of services, programs and employment by the Commission and its contracting agencies.

### Deadline

**Allied Arts will begin accepting applications at 7:00 a.m. on Tuesday, September 15, 2009.**

Applications must be received 30 days before the funded event; therefore funded events can not take place before October 15, 2009. Any requests received before 7:00a.m. September 15 will not be accepted.

Note: Given the competitive nature of the Student Ticket Subsidy program, Allied Arts will note and honor the order in which grants are received. In addition to other criteria, such as number of students served, participants eligible for free or reduced lunch, funds allocated for each county, and the equality of the cultural experience.

Applications will continue to be accepted until funds are depleted or June 1, 2010 whichever comes first.

### How to Apply

The organizing teacher MUST reserve tickets or book the arts event with the chosen artist or arts organizations. The teacher will write the Reservation/Confirmation

Number provided by the artist or arts organizations on the application. Important Note: Before submitting your application, contact Allied Arts to confirm the delivery procedure. You MUST follow the procedure established by Allied Arts or your request may be disqualified.

**Applications may be delivered to Allied Arts via mail, fax, or in-person.**

### What to Submit

Applications are not required to be typed, but all information must be complete and legible. The organizing teacher submits the completed Student Ticket Subsidy application for all students and teachers participating in the selected event.

**Free/Reduced Lunch:** Provide the entire school's percentage of students enrolled in the free/reduced lunch program. The **9-digit zip code** of the school's physical address is

**REQUIRED.** Visit <http://usps.com/zip4/> to determine the school's 9-digit zip code. The 9-digit zip code is used to identify the legislative districts of your school's physical location. **Legislative Districts:** Give the number of the U.S. House of Representatives, Tennessee Senate and Tennessee House of Representatives districts in which the school is **physically located**. If you do not know the numbers of the State or U.S. Congressional districts in which your school is located, contact your County Clerk's office or visit [www.vote-smart.org](http://www.vote-smart.org). **The Reservation**

**/Confirmation Number** is provided by the artist or arts organizations and must be entered on the application.

**Race/Ethnicity:** Provide the actual number of students participating in the funded event. Do not use percentages in this section. This information is reported to various agencies for compliance with applicable Federal and State laws. **Travel Cost** includes either busing or the additional costs to bring a touring company or in-school program to a rural community.

The school, parent-teacher organization, and/or a business in the community may wish to contribute towards the event, reducing the Subsidy Request. **The principal must sign the Student Ticket Subsidy request.**

### Evaluation Criteria

Funds are normally distributed on a first-come, first-served basis, but Allied Arts will be permitted exceptions in order to reach more schools or to reach more students enrolled in the free/reduced lunch program. Other considerations include quality of the proposed cultural activity and funds available in each county.

### Confirmation of Grant Award

Student Ticket Subsidy awards will be confirmed in writing by Allied Arts. **DO NOT ASSUME YOUR REQUEST IS APPROVED UNTIL YOU RECEIVE WRITTEN CONFIRMATION FROM ALLIED ARTS.**

**STUDENT TICKET SUBSIDY FY2009-2010 GRANT APPLICATION**

**APPLICANTS: READ PROGRAM GUIDELINES BEFORE COMPLETING APPLICATION**

Submit this form to your Designated Agency, **not** the Tennessee Arts Commission.  
Failure to read the guidelines may jeopardize funding.

**Complete EVERY item on this form. Incomplete forms will not be accepted.**

Public School Name: \_\_\_\_\_  
Percentage of Entire School Enrolled in Free/Reduced Lunch Program: \_\_\_\_\_ %  
Organizing Teacher: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Fax Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: Tennessee  
9-Digit Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

*(Physical address is required to identify legislative districts.)*  
School Physical Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: Tennessee  
9-Digit Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

**Schools' Legislative Districts:** Based on school's physical address. Visit [www.vote-smart.org](http://www.vote-smart.org) or contact your County Election Commission for district numbers.  
U.S. House of Representatives District #: \_\_\_\_\_  
Tennessee Senate District #: \_\_\_\_\_  
Tennessee House District #: \_\_\_\_\_

NAME OF ARTS GROUP/EVENT: \_\_\_\_\_  
EVENT TITLE: \_\_\_\_\_  
EVENT DATE (No earlier than 10/15/09): \_\_\_\_\_  
Event Reservation/Confirmation #: \_\_\_\_\_

**Race/Ethnicity:** Please identify actual numbers of participating students (do not give %):  
American Indian or Alaska Native: \_\_\_\_\_ Native Hawaiian or Other Pacific Islander: \_\_\_\_\_  
Asian: \_\_\_\_\_  
Black/African American (Not Hispanic): \_\_\_\_\_ White (Not Hispanic): \_\_\_\_\_  
Hispanic or Latino: \_\_\_\_\_ Some Other Race ( Multi-racial): \_\_\_\_\_

**Total Number of Participating Students:** \_\_\_\_\_  
**Cost Per Ticket:** \_\_\_\_\_  
**Total Travel Cost (if any):** \_\_\_\_\_  
**TOTAL COST:** \_\_\_\_\_  
**SUBSIDY REQUEST:** \_\_\_\_\_

**For Office Use Only**  
Grant Awarded:  
\$ \_\_\_\_\_

Principal's Signature: \_\_\_\_\_  
Principal's Name: \_\_\_\_\_  
Principal's Phone #: \_\_\_\_\_ Date Signed: \_\_\_\_\_