



# STUDENT TICKET SUBSIDY GRANT PROGRAM GUIDELINES

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

A program funded by the Tennessee General Assembly and administered in cooperation with the Tennessee Arts Commission and Designated Agencies throughout Tennessee.

### CONTACT

Rodney Van Valkenburg,  
Director of Arts Education  
406 Frazier Avenue  
Chattanooga, TN 37405  
Phone: (423) 756-2787  
Fax: (423) 756-2156  
rodneyvv@alliedartschattanooga.org  
www.alliedartschattanooga.org

### DESCRIPTION

This grant category provides ticket subsidy funds to public school students for arts and cultural events. 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 Out-of-date applications will NOT be accepted.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.

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, 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).

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

Deadline for submission of a STS grant application is 30 days prior to the selected event. Allied Arts will begin accepting applications at 12:00 a.m. on Wednesday, September 12, 2007. Any requests received before September 12 will be returned.

Note: Given the competitive nature of the Student Ticket Subsidy program, the Designated Agency will note and honor the order in which grants are received.

Applications will continue to be accepted until funds are depleted or June 1, 2008, whichever comes first.

### HOW TO APPLY

The organizing teacher will 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.

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

### APPLICATION INSTRUCTIONS

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://zip4.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 County Election office or visit [www.vote-smart.org](http://www.vote-smart.org).

The Reservation/Confirmation Number is provided by the artist or arts organizations.

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.

### 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. Allied Arts may notify applicants whose requests are not funded by telephone, email or letter.

