



STATE OF TENNESSEE
TENNESSEE ARTS COMMISSION

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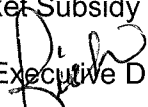
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July 1, 2011

MEMORANDUM

TO: Student Ticket Subsidy (STS) Artists and Arts Organizations

FROM: Rich Boyd, Executive Director 

RE: Changes in STS Program

At the recent quarterly meeting, the Tennessee Arts Commission made guideline revisions to the STS grant category to offset reductions in state appropriations. These revisions impact artists and arts organizations providing cultural enrichment experiences. Please read the information below carefully to ensure that you understand these changes and are prepared to comply with them. Funding for STS will continue to be allocated per capita per county. STS applications are accepted on a first-come, first-serve basis until all funds are expended.

STS Revisions for Artists and Arts Organizations

- The STS grant program will be administered by Tennessee Arts Commission staff through the Arts Education and Community Arts Development programs and **not through Designated Agencies**. Schools must apply directly to the Commission for funding. For questions, contact Ann Brown, Arts Education Projects Coordinator at ann.brown@tn.gov.
- Schools will now select STS artists and arts organizations from the Commission's Teaching Artist Roster and **not** through the Cultural Experience Directories provided by Designated Agencies. STS artists and arts organizations currently listed in Cultural Experience Directories are invited to complete a profile on the Teaching Artist Roster. The Roster is an online searchable database that allows artists and arts organizations to create profiles that feature videos, photos, study guides and other information about STS programming. Sample profiles can be viewed here: <http://tac.roster.ercsystems.com>.
- The **deadline** for artists and arts organizations to create STS profile listings on the Teaching Artist Roster is **August 15, 2011**. STS artists and arts organizations who do not complete their roster profiles by the August 15 deadline **will not be eligible** for STS funding in FY2012.
- **Instructions for applying to the Teaching Artist Roster are attached to this memo.**

- No new STS artists or arts organizations will be accepted this year so Commission staff can concentrate efforts on assisting current STS providers with building their Roster profiles.
- The **maximum amount of compensation** STS artists may receive in any fiscal year from all STS activities is \$16,000 for individual artists or \$30,000 for arts groups.
- If a school received STS funding to present an artist or arts group on site at their school last year, funds **MAY NOT** be requested to present the same artist(s) or arts group(s) in the current year. This restriction does not apply to field trips.
- Schools will apply directly to the Commission through the online eGRANT application, which will be available on September 12, 2011. Faxed, mailed or hand delivered applications will not be accepted.
- Revised STS Grant Guidelines are available now on the Commission's Web site at www.tn.gov/arts
- Schools may apply for a maximum of \$3000 per fiscal year.
- The Tennessee Arts Commission will begin accepting STS applications at 7:00 am CST on September 12, 2011. While the application will not be available until September 12, a comprehensive list of information needed to complete the application is included in the guidelines. Schools may begin now compiling information to help make completing the application easier and faster.

The cultural enrichment experiences that artists and arts organizations provide to schools across Tennessee are a valued component of the Commission's work in arts education. We appreciate your flexibility and understanding as we implement necessary changes to the STS program in order to provide equitable, quality services statewide. Our staff stands ready to answer any questions and assist artists and organizations with this transition.

Please feel free to contact any of the following TAC staff:

Ann Brown
Arts Education Projects Coordinator
(615) 532-5939
Ann.brown@tn.gov

Kim Leavitt
Director of Arts Education
(615) 532-5934
Kim.leavitt@tn.gov

Shannon Ford
Director of Community Arts Development
(615) 532-9796
Shannon.ford@tn.gov

Tennessee Arts Commission Teaching Artist Roster Application Guidelines for Artists

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Guidelines Effective February 2011

Teaching Artist Roster

Application Guidelines for Artists

Program Overview

The mission of the Tennessee Arts Commission's Arts Education program is to enrich and support quality arts education. This mission is supported by the belief that professional teaching artists can enhance the educational process and provide inroads to learning that are engaging, creative, and meaningful. The intent of the program is to *enrich and support* quality arts education, not to supplant or in any way furnish a substitute for services more appropriately provided by trained arts educators.

WHAT IS A TEACHING ARTIST?

A teaching artist is an "artist-educator," able to translate their creative process into an instructional setting. Nationally recognized teaching artist and author Eric Booth developed the following definition: ***"A teaching artist is a practicing professional artist with the complementary skills and sensibilities of an educator, who engages people in learning experiences in, through, and about the arts."*** Teaching artists represent all disciplines including craft, dance, literary arts, media arts, music, storytelling, theatre, visual arts, folk/traditional arts, and multicultural arts.

PROFESSIONAL TEACHING ARTISTS ARE:

- ***Accomplished*** artists in their field.
- Able to ***teach*** their art form(s) which includes skills such as organization, classroom management, public speaking and knowledge of how various educational systems operate (schools, social service agencies, juvenile detention centers, community centers, etc.).
- ***Business-minded***, possessing the ability to self-market, work within a budget, and deliver projects on-time and in the manner proposed.
- ***Great communicators*** and able to facilitate conversations with teachers, community leaders and other individuals through the process of creating and designing educational projects.

Teaching artists are an invaluable resource for schools and communities and greatly contribute to the overall process of learning. Ways in which teaching artists intersect with schools and community-based organizations may include:

- short and long-term in-school and after-school residencies.
- arts experiences including performances by professional artists that tour to schools and/or field trips to galleries, museums, and performances.
- arts integration instruction that supports higher order thinking skills in which students learn math, science, language arts and social studies through visual art, music, dance and/or theatre.
- curriculum-based projects using K-12 arts and non-arts education standards.
- core arts instruction in visual art, dance, theatre, and/or music.
- professional development for educators.
- lifelong learning in the arts through community events, classes and workshops.

Teaching Artist Roster

WHAT IS THE TEACHING ARTIST ROSTER?

The roster is an online searchable database of professional teaching artists approved to work on grant-funded Tennessee Arts Commission projects and programs. The roster is a central location where schools, arts organizations, and other agencies can go to locate professional teaching artists. Artists must apply to the roster and, once approved by an out-of-state panel of adjudicators, are included on the roster as part of the Commission's website. Before making application, artists must attend one of the annual informational workshops provided by the Commission's Arts Education staff.

TEACHING ARTIST PROGRAMS

Educational programs provided by teaching artists fall within two distinct categories: **experiential** and **exposure-based opportunities**. The Tennessee Arts Commission defines these terms, in relation to the teaching artist roster, as:

Experiential: Curriculum-based projects that immerse students in hands-on learning in the arts based on state and/or national academic arts standards. In experiential learning, students are directly involved in creating, performing and responding with an emphasis on how the experience of creating art impacts the learning process. Reflection and analysis are critical factors in experiential learning and assessment is focused on the learning process as opposed to the end product.

Exposure: Activities which expose students to performing, visual and/or literary art forms to increase student appreciation for those art forms. These projects may or may not be curriculum-based and involve students primarily as observers, with student interaction based on watching, listening, and/or reacting as professional artists create and discuss their art forms.

Program Types

There are seven (7) types of programs that can be offered by teaching artists, four (4) of which are experiential activities and three (3) of which are exposure-based:

Experiential projects include Arts Curriculum (AC), Arts Integration (AI), ArtistCorps Tennessee (ACT), and Professional Development (PD).

Exposure activities include Student Ticket Subsidy (STS), Arts Appreciation (AA), and Community Learning Workshops (CLW) projects.

Experiential Projects

Arts Curriculum (AC) deepens student understanding and participation in a specific art form through lessons based on national standards and/or Tennessee State Curriculum Standards in the arts. Instruction is experiential and hands-on, with an emphasis on artistic skills, techniques, and vocabulary. Assessment of student learning is based on process over product.

Arts Integration (AI) provides interdisciplinary residencies that authentically connect arts and non-arts curriculum standards. National standards and/or Tennessee State Curriculum Standards are used. Instruction is experiential and hands-on, with an emphasis on exploring a non-arts concept through the teaching of artistic skills, techniques, vocabulary, and/or social and historical context. Assessment of the student learning process for both arts and non-arts subjects occurs.

Program Types, cont.

ArtistCorps Tennessee (ACT) is a specialized program that integrates arts learning objectives with service learning objectives. Modeled after the national Learn and Serve America program, ArtistCorps Tennessee utilizes an arts-based service learning approach, engaging students as active participants in service learning initiatives. Students research and identify community needs and social justice issues that become the focus of classroom arts projects, performances and/or exhibitions.

Professional Development (PD) programs offer extensive teacher training in curriculum-based arts education and/or arts integration. Lesson planning and curriculum development are strong components of this program type and utilize the Tennessee State Curriculum Standards.

Exposure Projects

Student Ticket Subsidy (STS) is a program funded by the Tennessee General Assembly and administered through the Tennessee Arts Commission. The program exists to provide ticket subsidy funds to public schools for arts and cultural experiences to encourage schools to expose Tennessee students to a broad variety of cultural experiences, arts disciplines and artists. Student interaction is peripheral to watching, listening, and/or reacting to professional artists performing, creating, and/or discussing their art forms.

Arts Appreciation (AA) provides students with experiences that expose them to a specific art form and increase their appreciation for the art form. Lessons are not based on curriculum standards or integrated with non-arts subjects. Students are primarily observers watching and listening to professional artists create and discuss their art forms.

Community Learning Workshops (CLW) demonstrate creative and innovative arts education programming in non-traditional K-12 school settings or for adult learners. Projects may include after-school programs for at-risk youth, community-wide events with strong arts learning components, or short-term teacher training activities.

Grant Programs

GRANTS THAT SUPPORT TEACHING ARTISTS

While the Tennessee Arts Commission has numerous grant programs that can fund projects involving teaching artists, three (3) primary grant categories exist to support artists listed on the Teaching Artist Roster. These three (3) grant categories **require** schools and organizations to use artists listed on the Commission's Teaching Artist Roster:

Student Ticket Subsidy provides funds to public schools for arts and cultural experiences to encourage schools to expose Tennessee students to a broad variety of cultural experiences, arts disciplines and artists. To view the full grant guidelines, visit: www.tn.gov/arts/grant_categories.htm.

Artist-in-Residence Grants provide K-12 public school students and teachers with experiential, hands-on arts experiences through personal interaction with teaching artists in a traditional school setting. To view the full grant guidelines, visit: www.tn.gov/arts/grant_categories.htm.

Mini-Grants are smaller grants designed to introduce new applicants to the grants making process, assist applicants who are new arts education providers, or provide support to applicants with unanticipated short-term (maximum one week) or one-day arts education projects. To view the full grant guidelines, visit: www.tn.gov/arts/grant_categories.htm.

Additionally, rostered artists also may participate in other Commission grant programs such as **Community Learning, Funds for At-Risk Youth**, or **Teacher Training**, but applicants are not required to utilize artists from the roster for these grant projects. More information on Arts Education Grant programs is available at www.tn.gov/arts/grants_categories.htm.

Roster Eligibility

Applications from prospective teaching artists will be accepted through June 30th of the current fiscal year. Interested applicants must have attended an annual informational workshop before applying. Please contact Ann Brown at ann.brown@tn.gov to verify eligibility before applying. Currently, the Commission gives priority to applications from in-state artists or artists who reside no more than 50 miles over the state line. Professional artists are encouraged to apply. The Commission defines professional artists as individuals who earn 50% or more of their income from their artistic work. Unfortunately, the Commission cannot accept applications from emerging artists or college students.

Teaching artists are eligible to be on the Teaching Artist Roster for three years. To maintain status, artists must re-submit their profile every three years to prove active participation. Applicants will be notified of this requirement at the appropriate time. Active participation includes proof of contracted residencies, professional development, presentations, etc. The re-submission of the profile will serve as a means of roster renewal; therefore, teaching artists will not be asked to submit new applications every three years. *As of February 2011, the Commission is requiring that all teaching artists currently on the Teaching Artist Roster reapply using these updated Guidelines.*

Inclusion on the roster is not a guarantee of employment. The Commission, nor its staff, act as agents on behalf of artists. Teaching artists accepted to the roster are expected to market their services directly to schools and other organizations with whom they wish to collaborate. Marketing materials should include a link to the artist's roster page and potential grant opportunities.

How to Apply

In order to be considered for the Teaching Artist Roster, artists must first:

- Verify eligibility to apply to the Teaching Artist Roster.
- Attend an Arts Education Informational Workshop.

To verify eligibility or to register for a workshop, email Ann Brown at ann.brown@tn.gov.

There are two parts of the application process. **Part 1** involves providing general information for the ERC Registry, which is the hosting site for the roster. **Part 2** requires information specific to the Teaching Artist Roster.

Application steps begin on the next page.



How to Apply Part 1

PART 1: Creating a Profile

1. Go to <http://tac.roster.ercsystems.com>
2. Click on **Login/Enroll** at the top of the page.

3. Click the **Create a New Account for FREE** option.

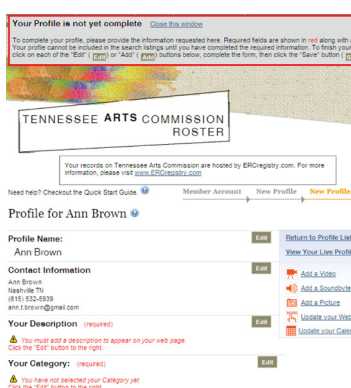
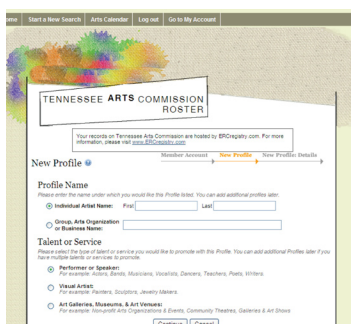
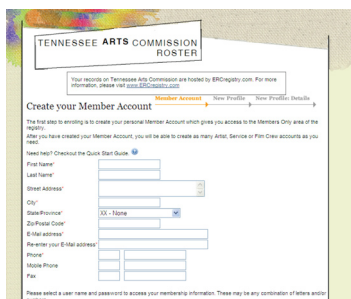
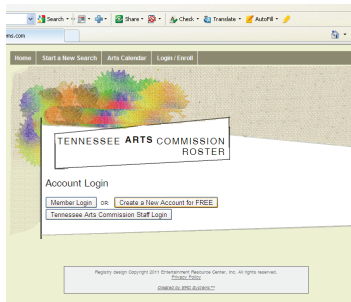
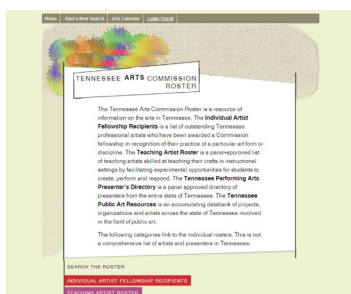
4. You should see **Create your Member Account**. At this point, you will provide general information with the ERC Registry, the server on which your records are hosted. Provide contact information and create a username and password. Read the ERC Terms and Conditions and click **Accept**.

5. Create a **New Profile**. Your **Profile Name** is the name under which you will be listed on the Roster. If you are applying as an individual, select **Individual Artist Name** and enter your name. If you are applying on behalf of a Group or Arts Organization, select this **Profile Name** and enter the name of your group.

6. For **Talent or Service**, select **Performer or Speaker** if your work falls under the performing services. Select **Visual Artist** if you are a visual artist. When applying for the Teaching Artist Roster, DO NOT select **Art Galleries, Museums, & Art Venues** even if you are applying on behalf of a museum. The work you do as a teaching artist should fall under performing or visual arts. Click **Continue**.

7. Now, you should see your **Profile** with a box at the top stating that your profile is not complete yet. You may click **Close this window** to clear the notification that your profile is not complete. If you log-out before completing your application, this notification will reappear to remind you that your application is not complete.

8. Begin completing the information for your **Profile**. Click **Edit** in the **Description** box to provide information about yourself. Consider the **Description** your artist statement that provides a snapshot of the work you do. This statement should be in third person. Click **Save**.



How to Apply Part 1

Your Category: (required)
Select the Category that best describes you.

Select your Category

- Select your Category
- Bands and Orchestras
- Clowns and Characters for Kids
- Comedians
- Dance
- DJ & Karaoke
- Holiday Entertainment
- Impersonators
- Instrumentalists &/or Composers
- Singers, Vocalists, Composers
- Speakers & Literary Arts
- Specialty, Unique & Novelty
- Theater Arts & Actors

9. For the **Category** section, select the category that best fits the work you do. The screen will pre-populate with **Styles** specific to your work. Select the appropriate **Styles**. You will be required to select a more specific category for the Teaching Artist Roster later.

10. Select your **Home Region**.

Choose the type of file you want to upload?

Upload Audio Upload Image

Upload PDF Upload .doc file

Upload Video

Submit a Youtube Video Link

Submit a Vimeo Video Link

11. Add **Pictures & Samples** of your work. If you are a performing artist, upload at least one audio or video sample. If you are a visual artist, upload at least one photo of your work. Literary artists should upload at least one sample of written work.

12. Upload your **Resume** as a PDF or .doc in the **Pictures & Samples** section. You may add other support materials such as brochures or teaching materials here, but this is optional. (Later you will be asked to upload three Letters of Recommendation. You will come back to this section to upload the letters.)

13. Completing the **Recent Engagements** section is optional.

14. If you would like to create a shortcut to your Registry listing, enter your name to create a **Permalink**. This step is optional.

15. If you have a website, enter your website address to appear on your profile.

Profile Options:
Set the Status, or Delete your Profile.

Listing status:
If you would like your listing to be temporarily unavailable from our web sites, click on "Inactive". Your listing will remain in the system but will not be displayed. Clicking "Active" will resubmit your listing.

☒ Make this Profile Active
☐ Make this Profile Inactive

Delete this Profile
Clicking "Delete" will mark your listing to be deleted. It will no longer be available to visitors, but will remain in the system for a period of time, should you change your mind.

☐ Delete this Profile

Visitor Ratings System
ERC offers a chance for your audience and customers to rate your performance or service. Good ratings are a way to promote yourself. You may, however, choose to Opt-Out of the rating system if you prefer.

☐ Include me in the Visitor Rating system.
☒ Do not include me in the Visitor Rating system.

Display profile on public ERC web site?
Some people don't want their profile displayed on the public ERC web sites, but only on the sites of agencies and organizations by whom they have been approved.

☐ Display this profile on all public ERC sites. (Includes agency sites.)
☒ Display this profile only on sites where I am Approved

16. List **Upcoming Events** to be included on a central calendar of events. This step is optional but is beneficial for visitors to learn your availability.

17. For the **Profile Options**, select **Make this Profile Active**. Ignore the **Delete this Profile** option.

18. Choose: **Include me in the Visitor Rating System** or **Do not include me in the Visitor Rating System** depending upon whether or not you wish to have the public rate your work.

19. For this profile, select **Display this profile only on sites where I am approved**.

YOU ARE FINISHED WITH PART 1 OF THE APPLICATION.

How to Apply Part 2

Profile Options:

Set the Status, or Delete your Profile.

Your profile is currently: **Active**

Visitor Ratings are: **Off**

Your Listing will be displayed: **Only on sites where you are approved**

Listing ID: *Not Set Yet*

Listing Title:

Untitled

Application Type

Please indicate the roster to which you wish to apply

- **Tennessee Individual Artist Fellowship Roster** (This roster is for artists who have been recognized with a TAC Individual Artist Fellowship. Applicants will be verified by TAC staff.)
- **Teaching Artist Roster** (This roster is a panel of teaching artists in instructional settings for students to create, perform and respond. Applicants should notify Julie Horn at julie.horn@tn.gov before applying to the Teaching Artist Roster.)
- **Tennessee Performing Arts Presenters** (This roster is for organizations and facilities from which Hal Partlow at hal.partlow@tn.gov before applying to the Teaching Artist Roster.)
- **Tennessee Public Art Resources** (This roster is for organizations with public art as their primary focus. Applicant profiles must be reviewed and approved by Julie Horn at julie.horn@tn.gov before applying to the Teaching Artist Roster.)

⚠ This is a required field
Click the "Edit" button to the right.

Region

⚠ This is a required field
Click the "Edit" button to the right.

PART 2: Adding a Sub-Roster Listing

19. At the end of the page, you should see **Apply to the Roster**. Click the **Add a Sub-Roster Listing**.

20. For the **Listing Title**, enter the **Program Type** (Refer to pages 1-2 of these guidelines to determine your **Program Type**. You may offer more than one **Program Type**, but you must create separate **Sub-Roster Listings** for each **Program Type**.) and your discipline: Dance, Folk Arts Performing, Folk Arts Visual, Media, Multi-Disciplinary, Literary Arts, Music, Theatre, Storytelling, Visual Arts. For example, if you are a dancer who offers Arts Integration residencies, your listing title should be **Arts Integration Dance**. This title will help you keep track of your listings for different programs or if you apply for more than one discipline (i.e. visual art AND music).

22. For the **Application Type**, click **Edit** and select **Teaching Artist Roster**. You should see: **Your Current Response is: Teaching Artist Roster**. The remaining information needed pertains to the Teaching Artist Roster only.

23. For **Region**, select the regions in which you are available to work as a teaching artist.

24. For **Artistic Discipline**, select only one discipline for the roster to which you are applying. For example, if you are a musician and a dancer, you must submit two Profile listing applications (one for music and one for dance). The Profile listings must include information and work samples specific to the discipline.

25. For the **Program Type**, you may select one of the following types depending upon your work: **Student Ticket Subsidy**, **Arts Appreciation**, **Arts Curriculum**, **Arts Integration**, **ArtistCorps Tennessee**, **Professional Development**, or **Community Learning Workshops**. Artists must meet certain qualifications to offer some of the **Program Types**. See the descriptions below. The **Program Type** should match the type in your **Listing Title**. (If you plan to offer more than one Program Type, you will have to submit separate **Sub-Roster Listings** for each **Program Type**.)

ARTIST QUALIFICATIONS for **Program Types**:

Student Ticket Subsidy (STS): Artists provide the opportunity for public schools to experience arts and cultural activities through performance and/or exhibition-based work. Student interaction is peripheral to watching, listening, and/or reacting to professional artists performing, creating, and/or discussing their art forms. Although STS does not require curriculum-based programming, artists must provide teacher preparatory materials ten days prior to the event to supplement the performance or exhibition. **To apply to be on the Roster as an STS artist, you must be listed currently as an STS artist on a local designated arts agency's roster.**

Arts Appreciation Artist (AAA): Artists provide students with experiences that expose them to a specific art form and increase their appreciation for the art form. Lessons are not based on curriculum standards or integrated with non-arts subjects. Students are primarily observers watching and listening to professional artists create and discuss their art forms. Teachers will be provided with a content outline or written narrative of the lesson to be taught. Arts Education Mini-Grants fund this type of work.

How to Apply Part 2

Arts Curriculum Artist (ACA): Artists deepen student understanding and participation in a specific art form through lessons based on national standards and/or Tennessee State Curriculum Standards in the arts. Instruction will be experiential and hands-on, with an emphasis on artistic skills, techniques, and vocabulary. Assessment of student learning will be based on process over product. Teachers will be provided with a written lesson plan that includes the targeted arts standards, learning objectives, and mode(s) of assessment. Arts Education Artist-in-Residence Grants fund this type of work.

Arts Integration Artist (AIA): Artists provide interdisciplinary residencies that authentically connect arts and non-arts curriculum standards. National and/or state standards will be used. Instruction will be experiential and hands-on, with an emphasis on exploring a non-arts concept through the teaching of artistic skills, techniques, vocabulary, and/or social and historical context. Assessment of the student learning process for both arts and non-arts subjects will occur. Teachers will be provided with a written lesson plan that includes the targeted standards for both arts and non-arts standards, learning objectives, and mode(s) of assessment. Arts Education Artist-in-Residence Grants fund this type of work. ***To apply to be on the Roster as an Arts Integration Artist, you must attend Arts Integration Training hosted by the Tennessee Arts Commission.***

ArtistCorps Tennessee (ACT): This is a specialized training program for teaching artists that integrates arts learning objectives with service learning objectives. Modeled after the national Learn and Serve America program, ArtistCorps Tennessee utilizes an arts-based service learning approach, engaging students as active participants in service learning initiatives. ***To apply to be on the Roster as an ACT artist, you must have undergone training in arts-based service learning provided by the Commission.***

Professional Development (PD): Artists who offer PD provide extensive teacher training in curriculum-based arts education and/or arts integration. Lesson planning and curriculum development are strong components of this program type and utilize the Tennessee State Curriculum Standards.

Community Learning Workshops (CLW): Artists offer creative and innovative arts education programming in non-traditional K-12 school settings or for adult learners. Projects may include after-school programs for at-risk youth, community-wide events with strong arts learning components, or short-term teacher training activities.

26. For **Populations/Areas of Interest**, select all that apply.

27. For **Sample Programs**, submit three samples (one paragraph per sample) that will give visitors an understanding of what you can offer within the **Program Type**. Only STS artists should use the STS form available on the roster application to provide information about their events and programs.

28. Upload a **Sample Lesson Plan** (ACA, AIA, ACT, PD), **Content Outline** (AAA, & CLW), or **Sample Support Material** (STS) that corresponds with one of the **Sample Programs**. A lesson plan should include standards and assessment. STS artists should upload a sample of support material that would be sent to teachers ten days prior to an STS event.

29. Provide **Narrative Responses** according to the instructions on the webpage. (If you plan to apply for more than one Sub-Roster Listing, save the **Narrative Responses** because you will need to upload this same document again.) The Narrative Responses can be the same responses for all program listings.

30. For **Letters of Recommendation**, click on the “**this form**” link to download the Letters of Recommendation form. Go to **File** and click **Save As** and save the document to your desktop. Have three references (teachers, administrators, etc.) complete, print, and sign the form. Then, scan the forms and upload these documents as PDFs in the **Pictures & Samples** section from Step 11. One Letter of Recommendation

How to Apply Part 2

must be completed by a teacher from a K-12 public school. You only need three Letters of Recommendation for your entire profile. Please have references use the Letters of Recommendation form.

31. Read the statement on the **Agreement Form** and click **Edit**. Click the button indicating that you have read and understand these guidelines and press **Save**. When you have completed the Agreement Form, your current response should read: **I have read and understand the guidelines for the Teaching Artist Roster. I certify that I have obtained media releases from all persons who appear in images, videos, and other media on my profile and that the Tennessee Arts Commission is not responsible for any expense or liability incurred as a result of using such images, videos, and media.**

Submission

32. To finish your application, click **Submit Listing**. The system will generate a **Sub-Roster Listing ID** located next to the title at the end of the page. Please email Ann Brown at ann.brown@tn.gov to notify the Commission of your listing by the corresponding deadlines below. Please include the **Sub-Roster Listing ID** in your email. Your application is under review. You should not make any changes to this **Sub-Roster Listing**.

33. At this point, you have completed a **Sub-Roster Listing** for one of the **Program Types**. If you wish to offer another **Program Type**, click “**Add a Sub-Roster Listing**” and follow Steps 20-32 of these guidelines.

For questions about the Teaching Artist Roster, please contact:

Ann Talbott Brown
Arts Education Special Projects Coordinator
Tennessee Arts Commission
ann.brown@tn.gov
615.532.5939

Important Dates/Deadlines

June 30, 2011	Deadline to submit roster applications for the following program types: Arts Appreciation, Arts Curriculum, Community Learning Workshops, Professional Development, ArtistCorps Tennessee. Artists may create their profiles online at any time, but no applications for the above program types will be reviewed between July 1, 2011 through October 30, 2011.
August 15, 2011	Deadline to submit roster applications for the following program types: Student Ticket Subsidy and Arts Integration. Artists may create their profiles online at any time, but no applications for Student Ticket Subsidy and Arts Integration will be reviewed between August 15, 2011 through October 30, 2011.
October 30, 2011	Those artists who did not meet the above deadlines may apply to all program types only beginning on or after October 30, 2011. By applying after the initial deadlines of June 30th and August 15th, artists may be missing the opportunity to collaborate with schools that may apply for grant funding.
October 2011	Arts Education Informational Workshops occur throughout Tennessee on various dates in October. Please contact Ann Brown (ann.brown@tn.gov) to sign-up for a meeting in your region.