

Annual Grant
Partnership Support FY 2026

City of Kingsport Office of Cultural Arts
A-2412-24523 | \$55,240.00

Annual Partnership Support

Status: Under Review

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Application Submitted

This application has been submitted and should appear under the Submitted Applications tab on the left-hand side of your online grants account.

If you receive a generic compliance warning and cannot identify missing information, check for **REQUIRED DOCUMENTS** near the bottom of your application.

APPLICANT PROFILE

When you are editing the form, remember to click the Save button before navigating away—the form will not auto-save.

Fields marked with an asterisk* are required.

*Fiscal Year:	2026
Grant Category:	Partnership Support
*Is this your first time applying for Commission Funds?	No

***Are you applying as:** Entity of Government

Organization Name: City of Kingsport Office of Cultural Arts

Primary Contact: Kristie Leonard

Primary Signatory: Paul Montgomery

▼ SAVE APPLICATION

After filling out the "Applicant Profile" section, make note of your application number (example: A-1610-01021, A-1611-01101, etc.) and save the application. You may then select the EDIT button at the top of the screen and continue filling out the application.

Save your work frequently! If you leave this page, this application may be found in your grantee portal under the "Draft Applications" link on the navigation menu to your left. You may select your application, click the EDIT button, and continue filling it out.

When you are editing the form, remember to click the "Save" button before navigating away. The form will not auto-save. **Fields marked with an asterisk* are required.**

ORGANIZATION INFORMATION

TO ALL APPLICANTS

As part of the application submission process, we require you to complete your organization profile as well as your application. The organization information below is from your organization profile. If any information is incorrect, please modify your organization profile.

Website: www.artskingsport.org

Phone: 423-392-8416

Voice/TDD:

Applicant Status: 08 Government - Municipal

Applicant Institution: 15 Arts Center

Applicant Discipline: 14 Multidisciplinary

Accessibility Coordinator Name: Ryan McReynolds

Title: Assistant City Manager

Email Address: ADAcontact@KingsportTN.gov

Federal 9-Digit EIN (Organization): 62-6000323

Unique Entity Id UEI (Organization): YE45C4JZC5U1

Organizational Fiscal Year End Date (Organization): June 30

Physical/Mailing Street Address: 1200 East Center Street

Physical/Mailing City: Kingsport

Physical/Mailing State: Tennessee

Physical/Mailing 9-Digit Zip: 37660-4958

Physical/Mailing County: Sullivan

US House Congressional District Number: 1
Tennessee Senate District Number: 4
Tennessee House District Number: 2

Mission Statement: The Office of Cultural Arts is dedicated to cultivating cultural assets and promoting them as vehicles for economic and community development.

Underserved Statement: The Office of Cultural Arts actively seeks to engage those members of our community who are underserved. We provide art instruction at free or little cost to youth of our area through strategic partnerships with organizations who serve those communities. We give tours of the Sculpture Walk and visits to the Carousel to students in our Title I schools. We encourage and make accommodations for visits to the Carousel to people with disabilities and special needs classes. We have and continue to intentionally offer free and low cost arts programming and to travel to areas of the city with underserved youth.

Arts Advocacy Statement: The Arts are essential to a well rounded and fully developed community and personal life. The arts are included as the apex of the Hierarchy of Needs as listed in the State of the City and ONEKingsport Strategic Planning document. The Kingsport Cultural Arts office seeks to encourage participation in creative activities as well as act as a resource to organizations seeking to enhance their contribution to our community.

Specialty License Plate Program Statement: Gift a Tag fliers are included in all purchases at the Carousel Gift Shop. All Staff and Board of Directors are encouraged to purchase specialty license plates. Door Prizes at sponsored concerts regularly include a Gift-A-Tag voucher purchased by KCA so that a lucky audience member can upgrade their existing tag to a specialty. During the holiday season, social media sponsored posts include the suggestion that a great gift would be a specialty license plate voucher.

Board Information

For 501(c)(3) organizations only: using the organization's current list of governing board of directors submitted with this application, supply the correct information.

Organization Demographic:

Number of individuals serving on the board:

Length of board member term (in years):

Maximum number of consecutive terms:

Number of times per year the full board meets:

Demographic Information

TN County: Sullivan

Children (Under 18)	19%
People Living In Rural or Isolated Settings	26%
People Living with Disabilities	21%
People of Color	9%
Senior Citizen	22%

Board of Directors

Children (Under 18)

People Living In Rural or Isolated Settings

People Living with Disabilities

People of Color

Senior Citizen

Organization Staff

Children (Under 18)

People Living In Rural or Isolated Settings 25%

People Living with Disabilities 25%

People of Color

Senior Citizen 25%

ORGANIZATION DOCUMENTS



ADA-Accessibility-Checklist-interactive.pdf



Added by Kristie Leonard at 9:45 AM on February 16, 2024



36 - Language Assistance Policy.pdf



LEP Policy

Added by Hannah Powell at 8:11 AM on January 18, 2023



04- Title VI Policy.pdf



Title VI Complaint Procedures

Added by Hannah Powell at 3:16 PM on December 14, 2022



FY22 Title VI Training Certification.pdf



2022 Title Vi Training Certification

Added by Hannah Powell at 1:49 PM on December 7, 2021



TitleVI_CertificationForm_FY21_3.pdf



2021 Title VI Training Certification

Added by Hannah Powell at 8:30 AM on December 15, 2020



04- Title VI Policy.pdf



Title VI Complaint Procedures

Added by Hannah Powell at 3:00 PM on December 11, 2019



36 - Language Assistance Policy.pdf



LEP Policy

Added by Hannah Powell at 3:00 PM on December 11, 2019



TitleVI_CertificationForm_FY2020.pdf



2020 Title VI Training Certification

Added by Hannah Powell at 2:39 PM on December 11, 2019



TitleVI_FY19CertificationForm.pdf



2019 Title VI Training Certification

Added by Beth Estep at 9:42 AM on January 9, 2019



AEP5Celebration.JPG



Other Document

Added by Bonnie Macdonald at 10:12 AM on January 15, 2018



AEP5CelebratesKTG.JPG



Other Document

Added by Bonnie Macdonald at 10:12 AM on January 15, 2018



AEP5CelebrateOCA.EK.JPG



Other Document

Added by Bonnie Macdonald at 10:12 AM on January 15, 2018

If you have submitted an application before through this online grants system, the organization documents you uploaded with previous requests will display in the "Organization Documents" section above. When submitting a new application, verify that the organization documents uploaded are the most recent versions. If not, please include the most recent versions before submitting. Do not delete prior versions.

CONTACT INFORMATION

TO ALL APPLICANTS

As part of the application submission process, we require you to complete your People Profile as well as your application. The contact information below is from your People Profile. If any information is incorrect, please modify your People Profile, found on the left-hand menu under Users.

Contact Title: Special Events and Cultural Arts Manager

Contact Name: Kristie Leonard

Contact Email Address: KristieLeonard@KingsportTN.gov

Contact Phone Number: 423-224-2821

Contact Home Number:

PROJECT / PROGRAM DESCRIPTION

***Project Title:** Annual Partnership Support

***Amount of Your Grant Request:** \$55,240.00

Funding Description:

Include a brief AND specific explanation of exactly how grant funds will be used. For example, "Artist fees for workshop clinicians."

General operating support for the Kingsport Cultural Arts office which manages cultural spaces, public art and provides creative programming for the City of Kingsport.

NEW: Date(s) of Project Activity (Must be between July 1, 2025 and May 15, 2026)

Every effort should be made to complete operating support spending by May 15th. For exceptions, please contact program director.

*Project Start Date: 7/1/2025

*Project End Date: 5/15/2026

*Number of days the project activity will occur: 320

*Estimated Number of Adults Engaged: 180325

*Estimated Number of Youth Engaged: 77198

*Estimated Number of Total Individuals Engaged: 257523

Media organization or media based project? No

*Estimated Number of Artists Participating: 87

Underserved Participants

Estimate the **percentage** of this project’s audience that is “traditionally underserved or underrepresented.” Be realistic in your estimate of populations of each underserved demographic engaged as directly served. Underserved and underrepresented audiences may cross county lines. Percentages should reflect those individuals primarily reached in the "Estimated Total Individuals Engaged" section.

% who are children (under 18): 40%

% who are people of color: 15%

% who are living in rural communities or isolated settings: 30%

% who are people with disabilities: 20%

% who are senior citizens (60 and over): 55%

Proposed Project Accessibility Statement

The Commission is committed to providing access to the arts for traditionally underserved artists and constituents, including people of color, people with disabilities, children, people living in rural communities or isolated settings, and senior citizens. In the space provided, indicate efforts made by your organization to include underserved artists and audiences in your proposed project/programming.

:

In accordance with the requirements of Title II of the Americans with Disabilities act of 1991, the City of Kingsport will not discriminate against individuals with disabilities on the basis of disability in the city's services, programs or activities.

See full statement here:

<https://www.kingsporttn.gov/site/accessibility-statement/>

The Kingsport Cultural Arts office takes care when programming to address our underserved constituents. The City of Kingsport has programmed to support diversity through the presentation of specific exhibits and through work with minority and international organizations. All programs can be accommodated for the deaf or hard of hearing and those with mobility challenges.

▼ Project Discipline Item Details

*Project Discipline: 11 Interdisciplinary

*Type of Activity:	Institution/organization support - 11
*Strategic Outcome:	Livability: American Communities are Strengthened Through the Arts.
*Arts Education:	50% or more of this project's activities are arts education directed to: adult learners (including teachers and artists)

NARRATIVE INFORMATION

*ACTIVITIES

Explain all activities for the fiscal year for which funding is requested. Include information about planning procedures and accessibility. What goals do you wish to accomplish? You will be asked to report outcomes if awarded funding.

Activities Narrative:

The Kingsport Cultural Arts office manages cultural spaces, the city's public art program, and provides community engagement and economic development through the arts.

These cultural spaces include the Renaissance Center, Kingsport Farmers Market and Kingsport Carousel. The Kingsport Cultural Arts office collaborates with multiple community organizations and partners to bring programs to the City of Kingsport.

The Renaissance Center is a multi-use facility that is home to the Kingsport Senior Center as well as the Kingsport Art Guild, Kingsport Theatre Guild, Suzuki Talent Association and Symphony of the Mountains. The Renaissance Center also has an art gallery and theatre. The Kingsport Theater Guild provides 8 community productions annually in the theatre and the Kingsport Art Guild provides 4 art shows during the year.

The Kingsport Cultural Arts office presents the Tri-Cities Civil War Round Table presentations during Fun Fest and Tuba Christmas during the holidays. Festivals include Christmas Connection featuring 65 local and regional artists with over 4,000 customers during a 2 day show and the Kingsport Arts Festival which includes an Iron Pour, raku firing, glass blowing, local artists and activities. KCA also plans to implement a kids art education program at the farmers market and year long events/programming around the Kingsport Carousel 10th birthday celebration. The 10th year of the Kingsport Carousel will feature six life-size fiberglass carousel horses painted by local artists and displayed downtown, wood carving workshops, a historical exhibit about the carousel's creation, and various activities and programs.

The Kingsport Farmers Market is utilized by local vendors on Wed and Sat mornings April-November and provides a place that local farmers and artisans can sell their goods directly to the public. The farmers market features live music and dance performers monthly through their Market Jams program along with artisan, cooking and gardening demonstrations. The farmers market also features other events and programming throughout the season.

The Kingsport Carousel has been voted best Kingsport birthday party venue in 2019, 2020, 2022, 2023, and 2024 and was recently featured in Reader's Digest. The Kingsport Carousel hosts an annual birthday party and newly added programs such as Christmas in July, the Carousel Christmas party, and Twilight Rides.

The Sculpture Walk has become a signature and beloved program in Kingsport. This program consists of temporary art pieces in Kingsport and the public is encouraged to walk through town and explore these pieces. Through this program the city has hosted over 96 different artists from across the U.S. and the city has purchased 18 pieces from these various exhibits for the permanent public art program. Sculpture Walk XIV was installed in April 2024 and will remain for a 2 year period, and Sculpture Walk XV will install in April 2026.

The City of Kingsport purchased and renovated a building downtown for a new city hall which was occupied by city employees in 2021. This newly renovated building offered a great space for what is now our Circle Gallery which features local artists in a rotation throughout the year.

In partnership with Engage Kingsport, Kingsport Archives, Downtown Kingsport Association, Kingsport Chamber, Bays Mountain Park, Kingsport Public Library and Visit Kingsport the Kingsport Cultural Arts office is also working to install additional murals in alleyways downtown (one completed in FY24), revive the existing Heritage Trail, perform

maintenance of permanent art pieces (10 repairs in FY24), provide updated signage for permanent art pieces, and install permanent art pieces at Bays Mountain Park and the Kingsport Public Library.

The Kingsport Cultural Arts office is also working with the Kingsport Public Schools to partner on a community project with student involvement.

The Kingsport Cultural Arts office worked with Engage Kingsport to support initiatives with their grant funding in FY24, through which community arts organizations and nonprofits received funding for community programming, 10 sculptures were repaired, 1 mural was added to downtown, and the Kingsport ARTS Festival was introduced for its first year among other various programming efforts.

The goal of the Kingsport Cultural Arts office is to help promote local artists and the artistic community while driving engagement and interest in the arts. This will be accomplished in part by expanding our partnerships, increasing our presence in the community and gathering citizen feedback on what is lacking in our community.

***PARTNERSHIPS**

Describe how your organization utilizes public and private partnerships and the value of these partnerships to the community.

Partnerships Narrative:

Resident art groups of the Renaissance Center include Symphony of the Mountains, Kingsport Art Guild, Kingsport Theatre Guild and Suzuki Talent Education of Appalachia. All of these organizations produce their own programs and collaborate with the Kingsport Cultural Arts office for use of the facility. The staff of the Kingsport Cultural Arts office serves to connect the community at large with these and other art organizations and creative activities of the city. As part of the AEP6 program, the Kingsport Cultural Arts office partnered with each of these organizations to collect surveys and through partnership with Engage Kingsport are working with these organizations to create and promote new arts programming.

Since 2018 the Kingsport Cultural Arts office has partnered with the City of Kingsport Storm Water Department and Keep Kingsport Beautiful to select local artists to paint storm drains in Downtown Kingsport. These installations encourage the understanding of keeping debris out of storm water drains which flow directly to rivers and can have profound impact on the environment.

Partnered with Fun Fest and Keep Kingsport Beautiful for the Fun Fest trash barrel paint in event. A local company donates paper trash barrels to use during the 11 day Fun Fest event in Kingsport. Prior to the opening of Fun Fest, around 1000 artists of all ages come out to paint these trash barrels for usage at all festival events. There is a contest for each age category and family categories for the best painted barrel. These barrels bring an artistic flair to the festival while encouraging festival goers to dispose of their trash properly.

In 2024 the Kingsport Cultural Arts office in collaboration with Engage Kingsport hosted the Kingsport ARTS Festival in downtown Kingsport with activities and workshops at The Inventor Center, Clay Gurus, and Impressions Fine Art. Included in the festival were the Liberty Arts Sculpture Studio (iron pour), Mobile Glass Studios (glassblowing workshop and demonstrations), The Inventor Center (sand mold workshops), Clay Gurus (clay workshops and raku firing), Tennessee Craft (demonstrations), local fine arts and crafts vendors, Impressions Fine Art (community bottle cap mural), the launch of Sculpture Walk XIV, and numerous volunteers who ran activities including tie-dye, paper crafts, and finger painting.

In 2023 the Kingsport Cultural Arts office hosted the G.O.A.T. Festival at the Kingsport Farmers Market in collaboration with Create Appalachia, Kingsport Art Guild, Engage Kingsport, The Inventor Center, Visit Kingsport and the Downtown Kingsport Association. This Greatest of All Time festival featured local art vendors, art demonstrations, an art mural the public could assist in painting, carousel tours and rides, and a brand new public art project. The public art project offered sponsorship of 10 fiberglass goats that were painted by local artists for public display in downtown Kingsport.

In 2023-24 The Kingsport Cultural Arts office in partnership with Visit Kingsport and the Downtown Kingsport Association hosted Christmas in Kingsport. This event included programming from local performing organizations in 2 downtown parks that were beautifully decorated with over 50 trees, and live performances during December which included the Kingsport Ballet, Kingsport Theatre Guild, Lamplight Theatre, Dobyns Bennett High School jazz band and the John Adams Elementary School children's choir.

***COMMUNITY SERVED**

Describe the community that your organization serves.

Community Served Narrative:

Kingsport serves a rural population in Appalachia that includes people that live in Sullivan, Hawkins and Hancock counties, also nearby Virginia counties such as Scott, Lee, Wise and Russell. There is a long-standing tradition of these southwest Virginia populations coming to Kingsport for retail and entertainment. Kingsport has a population of just over 50,000 and was founded as a modern industrial community. Industry continues to dominate the landscape but there is a new understanding of the creative and educational resources of the employees of this industry and a desire to harness those resources to develop new products or businesses through entrepreneurial pathways.

The county and region lacks diversity with over 90% population identified as white. Median household income is less than the state average and 5 of 6 elementary schools and 1 of 2 middle schools qualify for federal funding under the Title I definition for disadvantaged students. With many retirees in the area, there is a large percentage of senior citizens in the community.

The goal of the Kingsport Cultural Arts office is not only to promote our own creative community, but also to enrich the industrial town with cultural arts from all over the United States. Many of the programs are specifically designed to provide access to diversity in thought and experience that might not otherwise be available.

As the state of Tennessee is seeing a surge of families moving to the state, the demographics of Kingsport are starting to change; we have seen an increase in BIPOC percentages and young families. There are new businesses and renovated venues opening in the downtown area which are bringing a much needed diversity to the area. Breweries, bakeries, restaurants and boutiques are drawing in new visitors to the downtown area.

***EVALUATION**

Explain how you will evaluate the success of the project or program(s) for which you are requesting funds and the value it adds to the community being served. Be Specific. You will be asked to report on the outcomes if awarded funding.

Evaluation Narrative:

Any program of Kingsport Cultural Arts begins with citizen input. This input can come informally through a direct request from the public or through a survey initiated by Kingsport Cultural Arts. All programs are reviewed after an event; attendance, financial information, participant enrichment and experience are all factors of success. Questionnaires are prepared before an event and administered at or after an event to assess participant experience; for example Christmas Connection, G.O.A.T. festival, and the Kingsport ARTS Festival all had questionnaires administered. Our attendance is measured in counts at events and estimates (according to timed counts on random days and times).

KCA would also like to do a Public Art Master Plan and survey in collaboration with the community in order to strengthen the arts and funding moving forward. Engage Kingsport and the Cultural Arts Commission assist the Kingsport Cultural Arts office in reviewing programming and providing input of existing and new initiatives. Guest books have been added to exhibits in order to receive feedback from our community visitors, and we encourage students in workshops to complete a review to share what they enjoyed and what can be improved.

The Kingsport Cultural Arts office has undergone a reboot in the past two years. The Special Event and Farmers Market manager has combined operations with the Kingsport Cultural Arts office to now include those operations in one department. As a result of this reboot, the Kingsport Cultural Arts office now has access to additional partners, events, and other resources that were not available to them before.

The Kingsport Cultural Arts office has recently updated the website which now includes an area for citizen feedback, a directory for local artists, calendar of events, and information for area organizations. This change also provided opportunities to update social media channels, dept. logo, branding and initiating new events, programs, and projects; and has allowed the office to reintroduce their function to the community and has revived the public art program. As a result we also have a reenergized Cultural Arts Commission and Engage Kingsport board.

Direct feedback is always greatly appreciated. Some of the highest praise we received was in 2020 when KCA continued the Christmas Connection Craft Festival that allowed the small craft businesses to make sales under the guidelines of the CDC, SCRHD, and the Governor of Tennessee. The Black in Appalachia exhibition also receives praise from visitors, encouraging research into more traveling and diverse exhibits.

FINANCIAL INFORMATION

▼ THREE-YEAR CASH OPERATING BUDGET HISTORY

Instructions

Provide the total cash revenues and expenses for the applicant organization's operating budget. Year 1 figures are the most recently completed and documented operating budgets, while Year 2 (the current fiscal year) and Year 3 are projected operating budgets.

Exclude the following: (a) in-kind donations and expenditures, (b) capital expenditures or capital disbursements and, (c) Endowments or trusts.

Non-arts organizations should list revenues and expenses for arts programming only.

Year 1: Fiscal Year 2024

(Most Recently Completed Fiscal Year)

Cash Only

Expenses: \$356,200.00

Revenues: \$356,200.00

Year 2: Fiscal Year 2025

(Current Fiscal Year)

Cash Only

Expenses: \$356,200.00

Revenues: \$356,200.00

Year 3: Fiscal Year 2026

(Projected Fiscal Year)

Cash Only

Expenses: \$356,200.00

Revenues: \$356,200.00

Variation Explanation

Explain any variation of 10% or more between the current fiscal year and your most recently completed fiscal year.
:

Deficit Explanation

If last fiscal year expenses are greater than income, provide an explanation of: (a) How the shortfall was covered?
(b) What caused the shortfall and your organization's efforts to prevent its recurrence?
:

▼ PROJECTED PROJECT EXPENSES

Instructions

Application-Specific Financial Requirements - Must Read

APS Applicants

- Enter the **Entire Budget** for the proposed project in the form below, **not** just the requested funds and a dollar-for-dollar match.
- You may use as many as four line items under Commission Funds Requested, but please use the fewest line items as possible.

- All remaining cash expenses should be itemized as Applicant Cash Participation.

Note: You may list more, but Applicant Cash Participation figures must be at least: \$1.00 of grantee cash participation for every \$1.00 provided in Commission grant funds for APS.

RAPS and AA Applicants

- Enter the **Entire Budget** for the proposed project in the form below, **not** just the requested funds and a dollar-for-dollar match.
- You may as many as four line items under Commission Funds Requested, but please use the fewest line items as possible.
- These grants are not subject to a match requirement and, if granted, do not include a match in the Revised Budget. However, showing Applicant Cash Participation helps to understand the Entire Project Budget.

RAFF Applicants

- Enter the **Entire Budget** for the proposed project in the form below, not just the requested funds and a dollar-for-dollar match.
- Commission Funds Requested should be itemized up to the request amount. You may use as many line items as necessary here but please use the fewest line items in this column as possible.
- These grants are not subject to a match requirement and, if granted, do not include a match in the Revised Budget. However, showing Applicant Cash Participation helps to understand the Entire Project Budget.

MCI, PS, SUPS and SRPS Applicants

- Enter the **Entire Annual Cash Operating Budget** for your organization under “Applicant Cash Participation”.
- Do not enter anything under “Commission Funds Requested”.

CP Applicants

- Enter the **Entire Budget** for the proposed project in the form below.
- Consolidate Commission Funds Requested into the fewest line items possible, but no more than 4 line items.
- All other project cash expenses should be itemized under Applicant Cash Participation. (Note: Applicant Cash Participation figures may list more, but must at least match the requirements for these grants: \$1.00 of grantee cash participation for every \$4.00 provided in Commission grant funds. You may use a combination of cash and in-kind donations for this column.)

Arts360 Applicants -

- Enter the **Entire Three-Year Project Budget** in the form below.
- Commission Funds Requested should be itemized up to the request amount.
- All other cash expenses should be itemized under Applicant Cash Participation. (Note: Applicant Cash Participation figures may be more, but must at least match the requirements for these grants: \$1.00 of grantee cash participation for every \$2.00 provided in Commission grant funds.)

AE-CL, AE-TT, and Pathways Applicants

- Enter the **Entire Project Budget** in the form below.
- You may use as many as four line items under the Commission Funds Requested but please use the fewest line items as possible.
- These grants are not subject to a match requirement and, if granted, do not include a match in the Revised Budget. However, showing Applicant Cash Participation helps to understand the Entire Project Budget.

EXPENSES

Salaries, Benefits & Taxes - Commission \$0.00
Funds Requested:

Salaries, Benefits & Taxes - Applicant Cash \$142,124.00
Participation:

Professional Fee, Grant & Award - \$54,240.00
Commission Funds Requested:

Professional Fee, Grant & Award - \$131,140.00
Applicant Cash Participation:

Supplies, Telephone, Postage & Shipping, \$1,000.00
Occupancy, Equipment Rental &
Maintenance, Printing & Publications -
Commission Funds Requested:

Supplies, Telephone, Postage & Shipping, \$0.00
Occupancy, Equipment Rental &
Maintenance, Printing & Publications -
Applicant Cash Participation:

Travel, Conferences & Meetings - \$0.00
Commission Funds Requested:

Travel, Conferences & Meetings - Applicant \$0.00
Cash Participation:

Insurance - Commission Funds Requested \$0.00
(Not allowed under Commission Funds):

Insurance - Applicant Cash Participation: \$0.00

Other Non-Personnel - Commission Funds \$0.00
Requested:

Other Non-Personnel - Applicant Cash \$0.00
Participation:

Capital Purchase - Commission Amount \$0.00
Requested (when allowable):

Capital Purchase - Applicant Cash \$0.00
Participation:

Indirect Cost - Commission Funds Requested (when allowable): \$0.00

Indirect Cost - Applicant Cash Participation: \$0.00

In-Kind Expense - Commission Funds Requested (when allowable): \$0.00

In-Kind Expense - Applicant Cash Participation: \$0.00

Total Expenses Commission Funds Requested: \$55,240.00

Total Expenses Applicant Cash Participation: \$273,264.00

Enter the amount of your total project cash expenses. This number should equal the sum of the total "Commission Funds Requested" and the total "Applicant Cash Participation" amounts above.

***Verify the total Project Cash Expenses:** \$328,504.00

The Expense Table shown below will update after you select save on the application.

Expenses	Commission Funds Requested	Applicant Cash Participation
Salaries Benefits and Taxes		\$142,124.00
Professional Fee, Grant & Award	\$54,240.00	\$131,140.00
Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications, etc.	\$1,000.00	
Travel, Conferences & Meetings		
Insurance (Not allowed under Commission Funds)		
Other Non-Personnel		
Capital Purchase (when allowable)		
Indirect Cost (when allowable)		
In-Kind Expense (when allowable)		
Total Cash Expenses	\$55,240.00	\$273,264.00

In the text box below, enter an explanation for **any expenses** you listed on a line item either in the "Commission Funds Requested" or "Applicant Cash Participation" columns above. **For APS, RAPS, AE-CL, AE-TT, AA, CP, and Pathways Only: Please provide hourly or daily rate breakdown for contracted personnel receiving Professional Fees.** See Expense and Income Definitions in the Document Library for reference. Note: No grant funds may be used to pay board members.

Explanation(s):

Commission Funds Requested, Professional Fee, Grant, and Award:

\$17k sculpture walk XV (2k/sculpture stipend x 8 artists, 1k sculpture install coordinator)
 \$15k Kingsport ARTS Festival (9k iron pour, 1.7k glassblowing, 1k raku, 3.3k demonstrations/activities)
 \$6k Kids Art Series at Farmer's Market (\$300 to instructor per workshop, 20 workshops)
 \$16,400 Partner Programming (Arts programming in partnership with local organizations/departments including Impressions Fine Art (3k), The Inventor Center (3k), Suzuki Talent Education of Appalachia (3k), Kingsport Art Guild (3k), and Parks and Rec (3k). \$1,240 reserved for programming opportunities with smaller organizations)

Commission Funds Requested, Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications, etc.:

Equipment rental for sculpture walk install

Applicant Cash Participation, Salaries and Benefits:

Two program leaders at \$37,788/year and 1 program leader at \$54,911/year plus benefits and taxes (minus \$2,936, 160 hours set aside for another grant)

Professional Fee, Grant, and Award:

Contract workers for Kingsport Carousel and Kingsport Renaissance Arts Center at \$8/hr, contract maintenance and repairs

▼ PROJECTED PROJECT INCOME

INCOME:

Earned Income - Admissions:	\$0.00
Earned Income - Contract Services:	\$0.00
Earned Income - Other:	\$0.00
Contributions - Corporate:	\$0.00
Contributions - Foundation:	\$0.00
Contributions - Individual/Other Private:	\$0.00
Government Support - Federal:	\$0.00
Government Support - State/Regional :	\$0.00
Government Support - City/County:	\$273,264.00
Existing Funds:	\$0.00
Other Income:	\$0.00
Total Applicant Cash Income:	\$273,264.00

The Income Table shown below will update after you select save on the application.

Income	Amount
Earned Income - Admissions	
Earned Income - Contract Services	
Earned Income - Other	

Contributions - Corporate	
Contributions - Foundation	
Contributions - Individual/Other Private	
Government Support - Federal	
Government Support - State/Regional (Exclude this request)	
Government Support - City/County (Exclude this request)	\$273,264.00
Existing Funds	
Other Income	
Total Applicant Cash Income	\$273,264.00

In the text box below, enter an explanation for **any income** you listed above. See Expense and Income Definitions in the Document Library for reference.

Explanation:

City Budget for the Kingsport Cultural Arts department

This number should equal the total from Total Applicant Cash Income in the table above.

***Verify the total Applicant Cash Income** \$276,200.00
above:

+ Amount Requested: \$55,240.00

The Amount Requested will prepopulate from the Amount of Your Grant Request above.

Total Projected Project Income below should equal Total Applicant Cash Income + Amount Requested

***Total Projected Project Income:** \$331,600.00

▼ **In-Kind Contributions**

In-Kind Contribution Total: \$8,037.60

In-Kind Contribution Summary:

Approximately 240 hours of volunteer time for events and programming

2026 Required Documents, Documents and Assurances

REQUIRED DOCUMENTS

Document types listed here are required for this application category. To upload documents, click the plus button next to the document type. Then click the "Add Files" button. Browse to the file and click "Open." Click the "Start Upload" button. When the upload is 100% completed, click the 'x' at the top right corner to close the document upload window. Once uploaded, the document will no longer be listed here, AND will appear at the bottom of the application in the "Required Documents" section.

DOCUMENTS

DOCUMENTS	
 Audit Response correct.pdf 	
PS Audit Response Form Added by Linore Huss at 10:03 AM on December 26, 2024	
 specialty license plate program.pdf 	
PS Specialty License Plate Program promotion Added by Linore Huss at 4:56 PM on December 19, 2024	
 Arts Advocacy.pdf 	
PS Proof of Arts Advocacy Added by Linore Huss at 4:56 PM on December 19, 2024	
 staff bios and responsibilites.doc 	
PS Bios & Job Descriptions Added by Linore Huss at 1:56 PM on December 18, 2024	
 Long term plan.docx 	
PS Long-range Plan Added by Linore Huss at 1:54 PM on December 18, 2024	
 ADA-Accessibility-Checklist-interactive 2024.pdf 	
PS Accessibility Checklist Added by Linore Huss at 1:53 PM on December 18, 2024	
 FINAL-KPT-ACFR-2023-PDF-RED.pdf 	
PS Financial audit and management letter (from an independent CPA) Added by Linore Huss at 10:27 AM on December 18, 2024	

Optional Material Link(s):

ASSURANCES

The applicant assures the Commission that:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
2. The filing of this application has been duly authorized by the applicant.
3. The applicant will expend funds received as a result of this application solely for the described project or program.

By signing this application, the applicant hereby assures and certifies that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes and that it immediately will take any measures necessary to comply.

Application will not be accepted without TWO different certifications. You cannot use the same person for both certifications.

Chief Authorizing Official (Chair or President of the Board)

***Name and Title:** Paul Montgomery

Entering my name and title and clicking the "I certify" checkbox constitutes my signature acknowledging my awareness of the above assurances and my commitment to implement this project in accordance with them.

***I certify:** Yes

Project/Program Director

***Name and Title:** Kristie Leonard

Entering my name and title and clicking the "I certify" checkbox constitutes my signature acknowledging my awareness of the above assurances and my commitment to implement this project in accordance with them.

***I certify:** Yes

Note: If this application is being submitted by an organization acting as a fiscal agent for another organization, the Chief Authorizing Official and Project Director of the organization acting as fiscal agent and holding the not-for-profit letter of determination must sign this application.

