

LEGISLATIVE TRACKING FORMFiling for Council Meeting Date: 08/19/25☒ Resolution ☐ Ordinance

Contact/Prepared By: _____

Date Prepared: _____

Title (Caption): A resolution to approve the fiscal year 2026 criteria of the Community Arts Leaders of Nashville Internship Program for
the Metropolitan Nashville Arts Commission.

Submitted to Planning Commission? ☐ N/A ☐ Yes-Date: _____ Proposal No: _____

Proposing Department: _____ Requested By: _____

Affected Department(s): _____ Affected Council District(s): _____

Legislative Category (check one):

- | | | |
|---|--|--|
| ☐ Bonds | ☐ Contract Approval | ☐ Intergovernmental Agreement |
| ☐ Budget - Pay Plan | ☐ Donation | ☐ Lease |
| ☐ Budget - 4% | ☐ Easement Abandonment | ☐ Maps |
| ☐ Capital Improvements | ☐ Easement Accept/Acquisition | ☐ Master List A&E |
| ☐ Capital Outlay Notes | ☐ Grant | ☐ Settlement of Claims/Lawsuits |
| ☐ Code Amendment | ☐ Grant Application | ☐ Street/Highway Improvements |
| ☐ Condemnation | ☐ Improvement Acc. | ☐ Other: _____ |

FINANCE Amount +/-: \$ _____

Funding Source: Capital Improvement Budget
 Capital Outlay Notes
 Departmental/Agency Budget
 Funds to Metro
 General Obligation Bonds
 Grant
 Increased Revenue Sources

Match: \$ _____

Judgments and Losses
 Local Government Investment Project
 Revenue Bonds
 Self-Insured Liability
 Solid Waste Reserve
 Unappropriated Fund Balance
 4% Fund
 Other: _____

Approved by OMB: _____

Approved by Finance/Accounts: _____

Approved by Div Grants Coordination: _____

Date to Finance Director's Office: _____

APPROVED BY**FINANCE DIRECTOR'S OFFICE:** _____**ADMINISTRATION**

Council District Member Sponsors: _____

Council Committee Chair Sponsors: _____

Approved by Administration: _____ Date: _____

DEPARTMENT OF LAW

Date to Dept. of Law: _____ Approved by Department of Law: _____

Settlement Resolution/Memorandum Approved by: _____Date to Council: _____ For Council Meeting: _____ ☐ E-mailed Clerk
☐ All Dept. Signatures ☐ Copies ☐ Backing ☐ Legislative Summary ☐ Settlement Memo ☐ Clerk Letter ☐ Ready to File

Department of Law – White Copy

Administration –Yellow Copy

Finance Department - Pink Copy

Resolution No. _____

A resolution to approve the fiscal year 2026 criteria of the Community Arts Leaders of Nashville Internship Program for the Metropolitan Nashville Arts Commission.

WHEREAS, Section 2.112.040(H) of the Metropolitan Code of Laws allows the Metropolitan Nashville Arts Commission (“Arts Commission”) to award funds appropriated to it by the Metropolitan Council to deserving nonprofit and nonprofit charitable organizations; and,

WHEREAS, Section 2.112.040(H) of the Metropolitan Code of Laws requires that criteria for awarding funds to arts organizations shall be established by the Arts Commission and approved by resolution of the Metropolitan Council, and such resolution shall indicate whether there is a change in the award criteria from the previous year; and,

WHEREAS, the Arts Commission voted to approve the criteria for the Community Arts Leaders of Nashville Internship Program (“CALN Grant”) on July 24th, 2025, a copy of which is attached hereto and incorporated herein; and,

WHEREAS, Fiscal year 2026 CALN Grant criteria is updated to include a new description of an “arts-focused nonprofit,” grant recipient host sites will add interns as W-2 or IRS Form 1099 employees, removal of ten (10) paid hours of time off for interns, and program mentors cannot be employees of the host site where the intern is placed; and,

WHEREAS, the CALN Grant is an expense item from the Arts Commission operating budget; and,

WHEREAS, the CALN Grant awards funds to Nashville-based arts organizations to provide paid work experience and one-on-one mentorship to arts focused undergraduate students; and,

WHEREAS, approval of the CALN Grant criteria is in the best interest of the citizens of the Metropolitan Government of Nashville and Davidson County.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1. That the CALN Grant criteria, a copy of which is attached hereto and incorporated herein, is hereby approved.

Section 2. That this resolution shall take effect from and after its adoption, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

RECOMMENDED BY:

Signed by:

04BC7C9B9865443...
Ashley Bachelder, Interim Director
Arts Commission

INTRODUCED BY:

Member(s) of Council

APPROVED AS TO AVAILABILITY
OF FUNDS:

Signed by:

62377A278712489...
Jenneen Reed, Director
Department of Finance

APPROVED AS TO FORM AND
LEGALITY:

Signed by:

036A8E66868C4C0...
Assistant Metropolitan Attorney



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

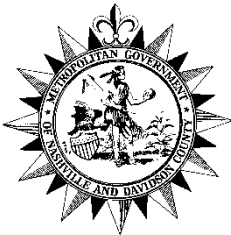
Community Arts Leaders of Nashville Internship Program Spring 2026

Application and Program Guidelines

Application Deadlines:

Host Sites: October 3, 2025 at 11:59PM Central Time
Students: November 3, 2025 at 11:59PM Central Time
Mentors: November 3, 2025 at 11:59pm Central Time

For assistance or accommodations with Metro Arts funding call (615) 862-6802
or email arts@nashville.gov



*Funding for this program is provided by the
Metropolitan Government of Nashville &
Davidson County.*

Community Arts Leaders of Nashville

Community Arts Leaders of Nashville provides paid internships at Nashville-based arts organizations, mentorship with arts professionals, and professional development experiences for undergraduate college students.

The goals of this program are to:

- Provide undergraduate interns with direct work experience in the arts sector;
- Facilitate connection between arts administrators and professionals at different stages in their careers;
- Support the capacity of local arts organizations;
- Increase the visibility and connectivity of arts organizations and artists in Nashville.

2026 Internships

Description and Award Amount

Activities of Community Arts Leaders of Nashville will take place in spring 2026. Funds will be paid to selected host sites as a grant of \$6,700 from Metro Arts. Host sites will then pay interns and mentors.

The \$6,700 grant will include:

- \$3,750 to be paid to interns for 14 weeks of work on-site at the host organization, including a \$500 transportation grant for interns to be paid before the internship begins
- \$450 to be paid to mentors matched to each intern by Metro Arts
- \$2,500 administration support for host sites

Interns will *not* be Metro employees. The host site will employ interns. Interns are subject to host sites' employment practices and policies. Interns will each receive \$3,750 for the duration of the internship. \$3,250 in total will be paid for 125 hours of work. This will be approximately 8-10 hours per week at a rate of \$26/hour. A \$500 transportation grant will be paid before intern work begins. In addition to 125 hours of work, interns will also participate in approximately 5 hours of one-on-one mentoring with an arts professional, 3 professional development workshops, and optional arts and culture experiences around Nashville.

Intern Eligibility

This opportunity is open to undergraduate students at public or private colleges, universities or post-secondary institutes of higher learning located in the state of Tennessee. Students must be authorized to work in the United States. Priority consideration will be given to interns from financially disadvantaged backgrounds who qualify for a Pell grant through Federal Student Aid (see: <https://studentaid.gov/understand-aid/types/grants/pell>). Applicants must submit documentation of their Pell Grant eligibility with their applications.

Host Site Eligibility

This opportunity is open to host sites that are arts-focused 501c(3) nonprofit organizations located in Davidson County or conducting a majority of programming in Davidson County. An arts-focused organization is defined as an organization whose primary mission and majority of programming supports the performance, exhibition, instruction, creation or education of art. Art refers to several artistic genres including, but not limited to dance, film and media arts, craft, literary arts, music, performance art, multidisciplinary work, theater, or visual arts. Please contact Metro Arts staff you have questions regarding the definition of an arts-focused organization.

Mentor Eligibility

The artist mentor opportunity is open to professional artists or arts administrators with at least 2 years of paid experience in the arts, as reflected on a submitted resume or curriculum vitae. Mentor cannot be an employee of the host site where the intern is placed.

Mentoring and Professional Development

In addition to working with their host site, each intern will be matched with a mentor currently working in Nashville. These mentors will be paid \$450 from the total award amount paid to host organizations. Mentors will *not* be Metro employees, but independent contractors with the host sites. Mentors will be responsible for providing the host sites a W-9 and/or necessary documentation for payment. Mentors will provide approximately 5 hours of one-on-one coaching to the interns. Mentors provide another resource and connection to the arts ecosystem in Nashville. Mentors will be recruited and matched to interns by Metro Arts staff. Metro Arts will provide mentor orientation.

Intern Expectations

- Share your passion, creativity and unique perspective with your host site and your intern cohort, and approach your work experiences with openness, curiosity, and willingness to learn.
- Be present in-person in the Nashville area for the internship period. You will be expected to work in-person at the host site unless you set up an alternative work agreement with your host site.
- Work 8-10 hours per week with the host site (125 hours total) at hours agreed upon with your host site. Work with your host site to develop a system to document your hours worked.
- Communicate promptly with your host site supervisor about your work, schedule, and any absences.
- Follow all work and safety policies/guidance from your host site, including guidance about COVID-19 related exposure, quarantine, or absence.
- Participate in 5 hours of one-on-one mentorship with your arts mentor and attend approximately 5 hours of professional development activities, in addition to the kick-off orientation and wrap-up meetings.
- Participate in periodic check-in meetings with Metro Arts about your internship experience.
- Secure your own housing in the Nashville area and transportation to and from the work site, mentor meetings and professional development activities.
- Communicate promptly with Metro Arts about any conflicts that you cannot resolve with your host site or mentor.
- Complete an end-of-program survey with Metro Arts.

Host Site Expectations

- Provide meaningful work experiences that contribute to your intern's professional growth and learning *and* support the capacity or growth of your organization.
- Provide a culture of respect and belonging for interns of diverse identities, backgrounds, and perspectives.
- Designate a dedicated intern supervisor to oversee the intern experience and be the point of contact for your organization with Metro Arts.
- Ensure the intern is authorized to work in the United States.
- Add your intern as a W2 or 1099 employee for the duration of their work with your organization. We encourage the W2 option but if a 1099 is used, organizations should advise students on the related tax implications.
- Receive grant funds from Metro Arts prior to the internship start date and advance interns a \$500 transportation grant before internship start.

- Process payment to interns bi-weekly (every other week). Work with your intern to develop a system to document their hours worked.
- Process \$450 payment to arts mentor provided by Metro Arts. Mentors may be paid as independent contractors.
- Participate in the host site orientation meeting and periodic check-in meetings with Metro Arts.
- Participate in interviews with the top candidates for your position.
- Communicate promptly with Metro Arts about any conflicts that you cannot resolve with your intern. Host site supervisors are responsible for informing Metro Arts about any issues with an intern's performance, attendance, or other responsibilities as soon as they are apparent so that Metro Arts staff can assist as necessary.
- Complete an end-of program report with Metro Arts, including report of expenditures.

Mentor Expectations

- Share your story, experience, and unique perspective with your mentee.
- Provide approximately 5 hours of one-on-one time with your mentee over the course of the internship period.
- Participate in a mentor orientation meeting and periodic check-in meetings with Metro Arts.
- Attend relevant professional development workshops with the intern cohort.
- Help connect the intern cohort to unique arts experiences in Nashville.
- Communicate promptly with Metro Arts about any conflicts you cannot resolve with your intern.
- Complete an end-of-program survey with Metro Arts.

Grant Requirements (for Host Sites)

- All grantees will be required to sign a contract with Metro Arts upon selection as a host site. Contract will include outline of allowable funds as described above.
- No parties affiliated with this grant may be employees of the Metropolitan Nashville Government, Metropolitan Nashville Public Schools, or a member of the Arts Commission (interns, mentors, host organizations, or host organization supervisors or any other grant affiliated parties).
- Upon completion of an executed grant contract, all grant funds will be paid 100% upfront.
- Detailed financial documentation including payments to interns and mentors on schedule and use of administrative support funds must be submitted with the final reports (with date of checks or proof of deposited checks, etc.).
- Metro Arts reserves the right to monitor grant activity and financials as needed.