

GRANT APPLICATION SUMMARY SHEET

Grant Name: Arts Build Communities 25
Department: ARTS COMMISSION
Grantor: TENNESSEE ARTS COMMISSION
Pass-Through Grantor (If applicable):
Total Applied For \$72,510.00
Metro Cash Match: \$72,510.00
Department Contact: Sydnie Davis
862-6730
Status: CONTINUATION

Program Description:
The Tennessee Arts Commission's Arts Build Communities (ABC) Designated Agency Funding will support Metro Arts' administration of the ABC Grant program, which provides support for arts projects that broaden access to arts experience, address community quality of life issues through the arts, or enhance the sustainability of asset-based cultural enterprises.

Plan for continuation of services upon grant expiration:
If not funded, we will not provide this opportunity.

APPROVED AS TO AVAILABILITY OF FUNDS: APPROVED AS TO FORM AND LEGALITY:

Kevin Crumbo 2/16/2024 | 5:30 AM PST Courtney Mohan 2/16/2024 | 9:10 AM
Director of Finance BB AP Date Metropolitan Attorney Date

APPROVED AS TO RISK AND INSURANCE:

Balogun Cobb 2/16/2024 | 7:38 AM CST Freddie O'Connell 2/16/2024 | 9:54 AM
Director of Risk Management Date Metropolitan Mayor Date
(This application is contingent upon approval of the application by the Metropolitan Council.)

Grants Tracking Form

Part One

Pre-Application <input type="radio"/>		Application <input checked="" type="radio"/>		Award Acceptance <input type="radio"/>		Contract Amendment <input type="radio"/>	
Department	Dept. No.	Contact		Phone	Fax		
ARTS COMMISSION	041	Sydnie Davis		862-6730	862-6731		
Grant Name:		Arts Build Communities 25					
Grantor:		TENNESSEE ARTS COMMISSION				Other:	
Grant Period From:		07/01/24	(applications only) Anticipated Application Date:		02/08/24		
Grant Period To:		06/30/25	(applications only) Application Deadline:		02/16/24		
Funding Type:	STATE	Multi-Department Grant		<input type="checkbox"/> If yes, list below.			
Pass-Thru:		Outside Consultant Project:		<input type="checkbox"/>			
Award Type:	OTHER	Total Award:		\$72,510.00			
Status:	CONTINUATION	Metro Cash Match:		\$72,510.00			
Metro Category:	Est. Prior.	Metro In-Kind Match:		\$0.00			
CFDA #		Is Council approval required?		<input type="checkbox"/>			
Project Description:		Applic. Submitted Electronically?		<input type="checkbox"/>			
<p>The Tennessee Arts Commission's Arts Build Communities (ABC) Designated Agency Funding will support Metro Arts' administration of the ABC Grant program, which provides support for arts projects that broaden access to arts experience, address community quality of life issues through the arts, or enhance the sustainability of asset-based cultural enterprises.</p>							
<p>Plan for continuation of service after expiration of grant/Budgetary Impact:</p> <p>If not funded, we will not provide this opportunity.</p>							
<p>How is Match Determined?</p> <p>Fixed Amount of \$ _____ or _____ % of Grant _____ Other: <input type="checkbox"/></p> <p>Explanation for "Other" means of determining match: _____</p>							
<p>For this Metro FY, how much of the required local Metro cash match:</p> <p>Is already in department budget? \$72,510.00 Fund 10101 Business Unit 4110500</p> <p>Is not budgeted? _____ Proposed Source of Match: _____</p> <p>(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)</p> <p>Other: _____</p> <p>Number of FTEs the grant will fund: 0.00 Actual number of positions added: _____</p> <p>Departmental Indirect Cost Rate 13.72% Indirect Cost of Grant to Metro: \$19,896.74</p> <p>*Indirect Costs allowed? <input type="radio"/> Yes <input checked="" type="radio"/> No % Allow. 0.00% Ind. Cost Requested from Grantor: \$0.00 in budget</p> <p>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</p> <p>Draw down allowable? <input type="checkbox"/></p> <p>Metro or Community-based Partners: _____</p>							

Part Two

Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY25	\$0.00	\$72,510.00	\$0.00	\$72,510.00	10101, 411050000	\$0.00	\$145,020.00	\$19,896.74	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
Total		\$0.00	\$72,510.00	\$0.00	\$72,510.00		\$0.00	\$145,020.00	\$19,896.74	\$0.00
Date Awarded:		Tot. Awarded:		Contract#:						
(or) Date Denied:		Reason:								
(or) Date Withdrawn:		Reason:								

Contact: juanita.paulsen@nashville.gov
vaughn.wilson@nashville.gov

GCP Rec'd
02/15/24

GCP Approved
02/15/24

VW



FY25 Arts Build Communities (ABC) Designated Agency Guidelines

DESCRIPTION AND APPLICATION INSTRUCTIONS

APPLICATION DEADLINE

11:59 p.m. Central Time, Friday, February 16, 2024 (2/16/24)

Applications must be submitted through the [Tennessee Arts Commission's online grants system](#).

The funds will be used during the Fiscal Year 2025 (July 1, 2024 – June 30, 2025). The entire application must be completed electronically. The application and required attachments must be complete and attachments must be submitted by the deadline above. Supplying complete and accurate information is the responsibility of the applicant organization. **Incomplete applications will not be accepted.**

DESCRIPTION

The Arts Build Communities (ABC) grant program is designed to provide support for arts projects that broaden access to arts experiences, address community quality of life issues through the arts, or enhance the sustainability of asset-based cultural enterprises. ABC funds may be used to:

- Provide innovative arts experiences that are new or unfamiliar to community residents
- Offer arts programs that are designed to help affect positive change in community social issues
- Develop arts programming that strengthens social networks through community engagement
- Undertake cultural arts initiatives that enhance a community's identity and/or economic development
- Offer training that helps experienced or emerging artists/arts administrators develop entrepreneurial skills or innovative strategies for building sustainability

The Tennessee Arts Commission offers the ABC program through a decentralized decision-making and distribution process in partnership with regional designated agencies. Through ABC, the Commission seeks to build communities by nurturing artists, arts organizations (including local arts agencies), and arts supporters in each of Tennessee's 95 counties.

To implement this grant category, the Tennessee Arts Commission works in partnership with one or more Designated Agencies in each of Tennessee's nine development districts.

Each Designated Agency receives a block grant of a per capita share of the ABC budget for the geographic area being served. The Designated Agency, in turn, subgrants these funds through

a competitive grant process for arts activities undertaken by nonprofit and government organizations based in the counties it serves. Each Designated Agency also provides technical assistance to artists, arts organizations, and other nonprofit groups in an effort to develop each Tennessee county's cultural resources, and thereby "build communities."

The amount of a grant to a Designated Agency depends upon the amount of ABC funds available to the Tennessee Arts Commission. Each Designated Agency is expected to actively locate and encourage applications in every county being served. In addition, each Designated Agency may use 15% of its total grant for costs associated with implementation of ABC or other programs offered.

ELIGIBILITY

1. A Designated Agency may be a nonprofit, chartered-in-Tennessee local arts agency, municipal government arts agency, or a regional development district office. A Designated Agency must be capable of recruiting eligible applicants and administering a competitive grantmaking process for its home county, several adjacent counties, or an entire development district.
2. The Designated Agency must demonstrate its ability to match all ABC funds with public (but not State) and/or private funds generated by the Designated Agency itself or from funds generated by subgrantees.
3. Grant system training is mandatory for Designated Agency staff persons responsible for implementing the program. Online training will be offered in March on a to be determined date.

IMPLEMENTATION

1. Each Designated Agency will work with the Commission to distribute state dollars to fund arts project to eligible organizations in the geographic area(s) they serve. The Designated Agency will also provide technical assistance that should include at least one grant workshop that addresses application preparation and managerial and administrative matters (board-staff relationships, fiscal compliance, board development, etc.).
2. Each Designated Agency will establish legal eligibility for all not-for-profit sub-grantee applicants by executing the Charity Check service, as well as by confirming receipt and inspecting required documents in the Tennessee Arts Commission's online grants system. Required documents include the most current organizational by-laws and the most recently filed corporation annual reports as required by the Secretary of State.
3. The Designated Agency must demonstrate its ability to conduct a competitive grantmaking process approved by the Commission. This process must include:
 - a. The opportunity for all nonprofit, chartered-in-Tennessee organizations based in the geographic area being served to apply for grants. Each Designated Agency will accept applications from eligible organizations for arts projects in all disciplines as recognized by the Commission. These include Dance, Music, Opera/Musical Theater, Theater, Visual Arts, Design Arts, Craft, Photography, Media Arts, Literature, Interdisciplinary, and Folk Arts, and others as approved by the Commission. Only nonprofit, chartered-in-Tennessee 501(c)(3) organizations and government entities are eligible to apply for ABC support.

- b. Each Designated Agency will solicit applications from eligible nonprofit organizations or local government entities (e.g., parks & recreation, public libraries, public schools) in each county they serve. Aggressive solicitation of applications includes a grant-writing workshop, press releases, public service announcements, regular communication with current grantees and potential applicants, as well as travel to the area(s) served.
- c. Applications should be received, evaluated and grant awards announced by the date listed in the ABC schedule. Projects funded by Commission must be completed by June 15th of the fiscal year for which they were funded.
- d. Each Designated Agency will direct potential applicants to the ABC application form provided by the Commission on the Commission's online grant system (https://tnarts.fluxx.io/user_sessions/new).
- e. Each Designated Agency will ensure the use of online applications, contracts, evaluations, closeout forms, and panel review forms.
- f. The timely and appropriate dissemination of information about the ABC guidelines and applications throughout the Designated Agency's county, multi-county area or development district.
- g. Each Designated Agency must develop and maintain current mailing and distribution lists for this dissemination.
- h. Subgrant applications will be reviewed by a peer advisory panel established by the Designated Agency. The Designated Agency must conduct its panel according to these guidelines and provide adequate orientation to its panelists, as directed by the Commission.
 - i. Each Designated Agency will use an independent local panel (not integrated into any other review panel) comprised of arts professionals or knowledgeable arts supporters to review applications. The panel will also include a representative of the Commission (either an area Commission member or Commission staff). Panels should be comprised of no fewer than five (5) members, including Commission representation.
 - ii. Each Designated Agency should avoid any conflicts of interest in establishing these panels. Employees of the Designated Agency will not be part of the panel evaluation review process. Staff of the Designated Agency will facilitate the panel review process and in no way influence panelists in the evaluation process.
 - iii. Neither the Designated Agency nor any panelist should be directly associated with, or the potential recipient of any funds provided by an organization seeking a subgrant from the Designated Agency. If, however, a panelist does have a conflict of interest with an applicant (for instance, serves on the board or works with the applicant in some other capacity), that panelist will indicate the conflict on the online evaluation

form and will not participate in the discussion or evaluation of that application (per the Commission's official conflict of interest policy).

- iv. The panel must be geographically balanced with its members living in different parts of the county, multi-county area or development district being served.
- v. By July 10th, Designated Agencies must provide a list of confirmed panelists containing full name, profession or job title, organizational affiliation, address, phone number, and email address. Each panelist will be provided a login and password to access the applications and supporting materials through the Commission's online grants system.
- vi. All applications must be reviewed at a public panel meeting, with representative(s) from applicant organizations invited to attend at least 2 weeks prior to the meeting date. Absolutely all panel meetings must be open to the public. Accommodations for other applicants and public observers to attend should be provided.
- vii. The Designated Agencies will provide orientation to panelists on how to rate applications using the standardized evaluation form provided by the Commission. Each application will be evaluated using the criteria established by the Commission. Panelists will be instructed to ask questions they may have about the application to other panelists, a Designated Agency staff member, or a representative of the applicant organization after the presentation of the application. Panelists should confine their comments to the applications before them and provide only constructive, professional feedback. They should not try to influence the opinion of other panelists.

Upon completion of the panel review process, panelists will review the final ratings. Panelists will not determine funding levels but may recommend NO FUNDING if an organization's application scored extremely low. The Designated Agency staff will assign award recommendations to the applications based on the panel ratings and available budget.

The Commission also expects each Designated Agency to make a good faith effort to award grants in as many of the counties they represent as possible, however care should be taken to insure that recommended amounts are adequate for applicants to complete proposed projects.

For designated agencies that have multi-county service areas and a history of few or no applicants from counties in their region, the Commission reserves the right to assign a reserve amount for recruitment of new applicants in traditionally underserved counties. Reserve amounts will be determined by Commission staff in consultation with designated agencies. Applicants for ABC grants from a DA's reserve amount can be recruited after the program deadline, and each new application will require Commission staff approval prior to award.

Repeated failure to develop applicants that result in funding in an assigned county may result in reconsideration of Designated Agency status and funding, at the discretion of the Commission's Executive Director.

- viii. Following the panel meeting, each Designated Agency must submit funding recommendations to the Commission's Associate Director of Grants and Director of Community Arts Development. Any reserve amount assigned to a designated agency that will be allocated at a later time should be noted in the Review Summary. Recommendations will be reviewed, and the Designated Agency will be notified of approval or rejection. If approved, the Designated Agency will enter funding amounts into each application. If the recommendations are rejected, Commission staff will work with the Designated Agency to devise recommendations that meet with principles outlined in Implementation Section 3 h vii (above). No funds shall be awarded, or contracts issued until Commission approval is given.
 - ix. Each Designated Agency will use contractual language for grant authority as approved by the Office of Contract Review, a division of the Department of Finance and Administration. Subgrantee contract templates will be provided by Commission. No revisions to the templates will be allowed.
4. The Designated Agency must have an active board of directors representing a wide range of knowledge and expertise in the public and private sectors.

The Designated Agency must be able to demonstrate ongoing fiscal responsibility with financial records that meet generally accepted accounting practices. A copy of an externally conducted annual audit for the Designated Agency's most recently completed fiscal year must be submitted with the application or the Designated Agency's most recently submitted IRS Form 990. Public agencies should submit their most recent annual financial report.

5. Each Designated Agency and subgrantee must provide recognition of Tennessee Arts Commission support through appropriate logo usage and/or text in all informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the grantee. Commission logos are available for download on the Commission Web site. If recognition is provided in text, the following should be used: "This project is funded in part by Arts Build Communities, a program funded through State of Tennessee Specialty License Sales, and administered in cooperation with the Tennessee Arts Commission and (name of Designated Agency)."

WHAT TO SUBMIT

- Online Arts Build Communities Designated Agency Application.

You will be prompted to create and upload the following documents in the Required Documents section of your ABC Designated Agency Application in the Online Grants System.

- Your organization's most recently completed financial audit and management letter from an independent Certified Public Accountant (completed within the last two fiscal years)

OR

Your organization's most recent IRS Form 990.

If your organization is a public agency, please submit your most recent annual financial report.

- Job description and/or brief biographies of key administrative personnel summarized on a single page.
- A list of the organization's current board of directors including names, email addresses, number of years served and length of terms.

ABC-DA Grant
Metro Nashville Arts Commission FY

Metro Nashville Arts Commission
ABCD A-2401-22172 | \$72,510.00

TENNESSEE ARTS COMMISSION

401 Charlotte Avenue
Nashville, TN 37243-0780
Phone: (615) 741-1701

Tennessee Relay Center (800) 848-0298 (TTY)
(800) 848-0299 (Voice)

Status: Under Review

COMPLIANCE WARNINGS

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

▼ SECTION A: APPLICANT INFORMATION

Read the entire ABC Designated Agency Guidelines before completing these forms.

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: 2025
*Select Your Designated Agency: Metro Nashville Arts Commission

▼ 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.artsnashville.org
Phone: 615-862-6720
Voice/TDD: 615-862-6720

Applicant Status: 07 Government - County
Applicant Institution: 16 Arts Council/Agency
Applicant Discipline: 14 Multidisciplinary

Accessibility Coordinator Name: Christiana Afotey
Title: Finance and Operations Director
Email Address: christiana.afotey@nashville.gov

Federal 9-Digit EIN (Organization): 62-0694743
DUNS Number (Organization): 078217668
Organizational Fiscal Year End Date (Organization): June 30

Physical Street Address: 1417 Murfreesboro Pike
Physical City: Nashville
Physical State: Tennessee
Physical 9-Digit Zip: 37217-2810
Physical County: Davidson

Mailing Street Address: P.O. Box 196300
Mailing City: Nashville
Mailing State: Tennessee
Mailing 9-Digit Zip: 37219-6300
Mailing County: Davidson

US House Congressional District Number: 6
Tennessee Senate District Number: 19
Tennessee House District Number: 52

Mission Statement: Metro Nashville Arts Commission or “Metro Arts” is the office of Arts & Culture for the city of Nashville and Davidson County. We believe that arts drive a more vibrant and equitable community. We strive to ensure that all Nashvillians have access to a creative life through community investments, artist and organizational training, public art, and direct programs that involve residents in all forms of arts and culture.
Underserved Statement: Metro Arts believes ALL Nashvillians should be able to participate in a creative life and that the arts drive a vibrant and equitable community. Cultural Equity embodies the values, beliefs, policies, and practices that ensure that all people can fulfill their rights of cultural expression and belonging, participation, learning, and livelihood within the arts ecosystem. This includes a specific commitment to ensuring all people can fulfill their rights of cultural expression and belonging. This commitment includes moving past simple representation and addressing systems of marginalization, exclusion, and oppression which have resulted in unequal resource allocation, voice, and visibility. These systems include but are not limited to those related to race, gender, sexuality, age, experience, financial status, indigeneity, and ability.

Arts Advocacy Statement: Metro Arts advocates for arts funding at the local, state, and national levels both through ongoing education and membership/participation in advocacy groups. We are active members of Americans for the Arts, the Arts Action Fund, Tennesseans for the Arts, and the Nashville Arts Coalition. We regularly promote the TN Specialty License Plate and Gift-A-Tag programs. We actively participate in the Parks, Libraries, and Arts Committee of Metro Council.

Specialty License Plate & Gift-A-Tag Voucher Program Statement: Metro Arts displays Specialty License Plate and Gift-A-Tag on the home page of our website, our bi-weekly e-newsletter contains information and links to purchase tags, and we regularly promote the program on our social media channels. Our work is enhanced by the funds from this program so we take advantage of every opportunity to encourage specialty license plate purchases.

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: No Single Group
Number of individuals serving on the board: 15
Length of board member term (in years): 4
Maximum number of consecutive terms: 2
Number of times per year the full board meets: 12
Demographic Information

TN County: Davidson

Children (Under 18)	21%
People Living In Rural or Isolated Settings	3%

People Living with Disabilities	12%
People of Color	35%
Senior Citizen	11%

Board of Directors

Children (Under 18)	
People Living In Rural or Isolated Settings	
People Living with Disabilities	
People of Color	29%
Senior Citizen	8%

Organization Staff

Children (Under 18)	
People Living In Rural or Isolated Settings	
People Living with Disabilities	
People of Color	42%
Senior Citizen	

▼ 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:
Contact Name: Sydnie Davis
Contact Email Address: sydnie.davis@nashville.gov
Contact Phone Number:
Contact Home Number:

Organization Name: Metro Nashville Arts Commission
Primary Contact: Sydnie Davis
Primary Signatory: Daniel Singh

List of Tennessee county or counties your organization or agency proposes to serve:
Davidson

▼ SECTION B: PROCESS

1. Briefly describe your plan to promote and publicize the availability of ABC funds* in the geographic area you plan to serve. How will you promote the program and ensure funds are allocated in as many counties as possible?

***Narrative:**

Metro Arts will promote the Arts Build Communities (ABC) program on our website at www.artsnashville.org. On our grants page of the site, all pertinent ABC information for Davidson County will be regularly updated. Arts Alert, our bi-weekly newsletter, will also include ABC announcements. Former, current, and potential applicants will be notified of the funding opportunity via email. In addition, we will notify the public through Metro Arts social media channels. We plan to host one ABC training workshop for any new or returning applicants that will include information on eligibility requirements, technical assistance, and grant management. We will also record and post an ABC training video to our YouTube channel so that any potential applicants who are unable to attend the in-person workshop can still access the information presented. This video will be promoted via our Metro Arts social media channels throughout the application period. Metro Arts will also accommodate any potential applicant questions via phone or in a one-on-one meeting as needed. Metro Arts staff will be available for application preparation technical assistance by appointment via telephone and video chat.

Metro Arts is in the process of engaging all communities within the county more deeply. As Metro Arts’ commits to implementing its equity statement, new communities are engaged as a result of the public editing process and commitment to cyclical feedback. Because of these intentional and impactful connections to expand service, applicants are projected to increase, resulting in the assurance of ABC funds in as many counties as possible.







*Each Designated Agency’s ABC allocation is calculated on a per capita basis for the county or counties served. Each Designated Agency is allowed to reserve 15% of its allocation for administrative costs and must grant the remaining 85% to subgrantees within its service area. Award notifications and contracts will be sent to Designated Agencies once ABC allocations have been approved by the Commission.

Amount Requested: 72510.0



▼ **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.

Required Documents




DOCUMENTS		
	Arts-Commission-Members.pdf Board of Directors Added by Ian Myers at 2:38 PM on February 5, 2024	
	2_FY25 Staff Bios and Job Descriptions.pdf Key Staff Bios Added by Sydnie Davis at 2:46 PM on January 18, 2024	
	2023_Annual_Comprehensive_Financial_Report.pdf	

Financial Audit and Management Letter ABC
Added by Sydnie Davis at 2:45 PM on January 18, 2024





 Audit Response.pdf

Optional Document
Added by Sydnie Davis at 2:45 PM on January 18, 2024

ORGANIZATION DOCUMENTS

 TitleVI_CertificationForm_FY22_1-Final.pdf

2022 Title Vi Training Certification
Added by Ian Myers at 6:50 PM on September 13, 2021

 TitleVI_CertificationForm_FY21.pdf

2021 Title VI Training Certification
Added by Caroline Vincent at 3:25 PM on September 18, 2020

 TitleVI_CertificationForm_FY20.pdf

2020 Title VI Training Certification
Added by Ian Myers at 2:06 PM on August 29, 2019

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.

▼ SECTION C: 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 original signatures. Signatures cannot be from the same person.

Chief Authorizing Official (Executive Director, Chairman or President of the Board)

*Name and Title: Diana Perez

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

Program Director

***Name and Title:** Daniel Singh

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.

▼ SUBRECIPIENT RISK ASSESSMENT

This section is to assist in determining the risk level of Tennessee Arts Commission subrecipients. Using the following criteria, the program staff and the grants manager assign a risk level to each subrecipient, recording the level in the grants management system. Subrecipients that may be likely to be unable to continue operations, properly account for public funding and/or complete the project as proposed will be designated as HIGH risk. High-risk subrecipients will be monitored by the grants analyst.

Risk Criteria

Has the organization experienced significant staff turnover in the last two years? If yes, please explain.

Yes/No: No

Explanation:

Has the organization had major findings in their last audit? If yes, please explain.

Yes/No: No

Explanation:

Is there any other reason for this subrecipient to receive an elevated risk level in this fiscal year? Factors to consider may include: financial instability, unexplained or insufficiently explained budget variances, board issues, internal conflicts, and Title VI complaints, limited experience with government contracts, rapid growth, substantially changed systems, external environment or other major factors. If yes, please explain.

Yes/No: Yes

Explanation:

Metro Arts has a title VI dispute that is being reviewed by the Metro Nashville Human Relations Commission. The dispute revolves around the allocations of our 2024 Metro Grants, and is unrelated to Arts Building Communities funds.

Is there any risk of this subrecipient failing to comply with federal statutes, regulations and award terms? (Check “yes” for MCI, AA & Arts360)

Yes/No: Yes

HIGH (“yes” if major audit findings or multiple criteria above)

LOW (“yes” on no more than one criterion above)

Subrecipient risk rating: Low



Metro Nashville | Boards and Commissions

Arts Commission

Board Roster



Beverly L Watts

1st Term Jan 23, 2024 - Feb 02, 2025

Email blindsleywatts@gmail.com

Appointing Authority Appointed by Mayor

Home Phone Mobile: (502) 592-8160

Alternate Phone Home: (615) 357-0335

Address

309 Hadleys Bend Blvd
Old Hickory, TN 37138



Dawana L Wade

1st Term Jan 23, 2024 - Jan 01, 2028

Email dawana.wade@gmail.com

Appointing Authority Appointed by Mayor

Home Phone Mobile: (615) 243-5775

Address

3960 Bell Rd
#701
Hermitage, TN 37076



Arlene Nicholas-Phillips

1st Term Jan 23, 2024 - Jan 01, 2028

Email anichola@tnstate.edu

Appointing Authority Appointed by Mayor

Home Phone Home: (334) 328-2789

Alternate Phone Mobile: (334) 328-2789

Address

4487 Post Place #155
Nashville, TN 37205



Heather C Lefkowitz

1st Term Jan 23, 2024 - Jan 01, 2028

Email heatherevelefkowitz@pm.me

Appointing Authority Appointed by Mayor

Home Phone Home: (615) 397-1194

Address

4209 Elkins Ave
Nashville, TN 37209



Timothy R Jester

1st Term Jan 23, 2024 - Jan 01, 2028

Email tim.jester@gmail.com

Appointing Authority Appointed by Mayor

Home Phone Mobile: (615) 543-0869

Alternate Phone Business: (615) 377-2935

Address

1201 Birdsall Street
Old Hickory, TN 37138



Diana Perez

1st Term Mar 01, 2022 - Feb 24, 2026

Email dianamarcelaperez84@gmail.com

Appointing Authority Appointed by Mayor

Home Phone Home: (615) 689-6977

Address

2805 Call Hill Rd
Nashville, TN 37211



Carol L. Mccoy

1st Term Mar 21, 2023 - Feb 24, 2026

Email lorac37215@gmail.com

Appointing Authority Appointed by Mayor

Home Phone Home: (615) 383-1435

Alternate Phone Mobile: (615) 476-4030

Address

780 Harpeth Trace Drive
Nashville, TN 37221



Campbell West

2nd Term Mar 15, 2022 - Feb 24, 2026

Email campbellwesttn@gmail.com

Appointing Authority Appointed by Mayor

Home Phone : (615) 306-5433

Alternate Phone : (615) 752-6030

Address

819 Rose Park Drive
Nashville, TN 37206



William T Cheek

2nd Term Jan 17, 2023 - Jan 01, 2027

Email will@willcheek.com

Appointing Authority Appointed by Mayor

Home Phone Mobile: (615) 300-3390

Alternate Phone Business: (615) 259-1040

Address

2803 Belmont Blvd.
Nashville, TN 37212



Leah D Love

1st Term Mar 21, 2023 - Jan 01, 2027

Email leahdupree34@gmail.com

Appointing Authority Appointed by Mayor

Home Phone Home: (615) 491-0638

Address

2516 Buchanan Street
Nashville, TN 37208



Janet Kurtz

1st Term Apr 04, 2023 - Jan 01, 2027

Email jkurtz@nfocusmagazine.com

Appointing Authority Appointed by Mayor

Home Phone Mobile: (615) 456-3953

Address

305 Church Street
303
Nashville, TN 37201



Darek B Bell

1st Term Mar 21, 2023 - Jan 01, 2027

Email darek@corsairartisan.com

Appointing Authority Appointed by Mayor

Home Phone Mobile: (615) 351-9442

Address

2305 Ashwood ave
Nashville, TN 37212



John P. Nefflen

1st Term Dec 19, 2023 - Jan 01, 2027

Email john.nefflen@thompsonburton.com

Appointing Authority Appointed by Mayor

Home Phone Business: (615) 988-1628

Address

320 Old Hickory Blvd
2822
Nashville, TN 37221



Vacancy

Appointing Authority Appointed by Mayor



Vacancy

Appointing Authority Appointed by Mayor



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

Staff Bios FY 2024 – 2025

Administration

Daniel Singh - Executive Director

Directs all functions of Metro Arts. Singh served on the board of Maryland Citizens for the Arts, an advocacy arm for Maryland State Arts Council. He worked on increasing funding for the arts, advancing equitable funding practices, and championing direct grants to artists through both state and county arts agencies. In July 2022, he completed a year-long training program with the Government Alliance for Racial Equity (GARE) on re-imagining municipal processes and systems through an equity lens.

Daryn Jackson – Communications Manager

Daryn Jackson serves as Communications Manager, handling internal and external communications, public and media relations, and marketing initiatives for the agency. Her professional background is in digital marketing, communications, and public speaking/training for arts and justice-based nonprofits. Her work has taken her around the globe facilitating social/emotional learning trainings for students, leading professional development seminars for educators and school administrators, and training local leaders to foster cultures of kindness and connection within communities. A lifelong Nashvillian and theater artist, she has performed in, directed, and produced for the stage in and around Nashville since 2007. She holds a Bachelor of Arts in History from MTSU and several professional certifications covering a wide range of interests, from Trauma-Informed Yoga to UX Design.

Mollie Berliss – Cultural Planning Manager

Mollie Berliss manages Metro Arts' cultural planning process, which is launching in 2024. Responsibilities include project management and administrative support for strategy, communications, and community engagement throughout the process. Over the course of her career, Mollie has worked in many sectors, including employment, housing, education, youth development, health & nutrition, and arts & culture. She has led program-level, citywide, and international initiatives that center under-represented communities and create more equitable access to resources. At Covenant House International, Mollie collaborated across 21 cities in North America and Central America to launch an international research and advocacy institute for youth experiencing homelessness. At a New York-based culinary school, she directed community engagement initiatives with a focus on increasing access to culinary education and training. At Nashville Public Library, she co-led Metro's communications strategy for Nashville's Vision for Holistic Youth Development, a community-driven vision and framework. Mollie also led the redesign, launch and implementation of a citywide summer program for 1500+ youth as part of the launch for the Mayor's Opportunity NOW initiative. She has a Masters' degree in developmental psychology from Columbia University and a certificate in restaurant management from the French Culinary Institute.

Asia Pyron – Social Media Specialist

Asia Pyron is a freelance choreographer and social media specialist. Asia is originally from Atlanta, GA but received most of her dance training at Interlochen Arts Academy in Northern Michigan. After graduating high school, Asia attended the Boston Conservatory at Berklee where she received a B.F.A. in Contemporary Performance and Composition. During her time in Boston, Asia began working with MIDDAY Movement Series as a marketing intern and was later and currently hired as the Marketing Manager. Asia now resides in Nashville, TN continuing working in the dance community and within social media management with multiple arts organizations.

Public Art

This team's primary job is the development of investment tools, training, special projects and ongoing programs that build the capacity of artists and non-traditional culture makers to deepen arts participation and support cultural life in **neighborhoods**.

Their primary focus is activating public spaces while working with art/culture makers to hone their skills and practices within a place-based context.

Jessica Ingram - Public Art Manager

The Public Art Manager leads the development, strategic planning, and oversight of all programs, partnerships and financial investments for public art and creative placemaking. This includes administration of both capital (One Percent for Art) and operating budgets. They directly oversee the permanent Percent for Art program collection, temporary artwork installations, and other special projects and commissions, and manage a wide array of public partnerships with Metro Departments and in the private sector. Jessica Ingram is an artist and author of *Road Through Midnight: A Civil Rights Memorial* (UNC Press, 2020), and the forthcoming publication *We Are Carver*. Prior to joining Metro Arts, Ingram spent two decades as an arts professor and in arts administration.

Anne-Leslie Owens - Public Art Collections Manager

Anne-Leslie Owens serves as collections manager of the One Percent for Art Collection, overseeing conservation and public engagement that connects residents to the collection. Additionally, she oversees the Arthur Avenue I-165 Underpass project, a major public art lighting project with Nashville Department of Transportation and funded in part by a National Endowment for the Arts Our Town grant. She has managed numerous public art projects while at Metro Arts, including the Civil Rights-inspired *Witness Walls* at Historic Metro Courthouse, the inaugural Lending Library with Nashville Public Library providing access to public art to anyone with a library card, and the "I Voted" sticker contest with the Davidson County Election Commission. Owens holds a BA in Interior Design from the University of Kentucky and an MA in Public History from MTSU. Prior to joining Metro Arts, she worked for the Center for Historic Preservation at Middle Tennessee State University (MTSU), the Metro Nashville Historical Commission, and the Tennessee Historical Society.

Atilio Murga - Public Art Project Manager

Atilio currently oversees projects such as Nashville Fairgrounds, Old Hickory Community Center, and Mariposa Park. He has also completed the previous projects; Madison on My Mind, Nolensville Bus Shelter arts Initiative, Mill Ridge Park's Interactive Artwork, and Kossie Gardner Sr. Park mural where he facilitated community input, artist selection, community selection panels, and artist development.

Atilio graduated from The Art Institute of Los Angeles, where he studied Multimedia and Interactive design. He specializes in both print and interactive design with a particular interest in branding, and packaging.

Prior to joining Metro Arts in 2019, Atilio worked as an Art Director for 13 years for the largest importer of Southern Hemisphere wine in the United States, where he managed brand identity for a portfolio of 20+ international wine producers.

Jesse Ross - Public Art

Jesse oversees multiple projects from concept to completion, ensuring equitable selection processes, artist development, and community/stakeholder engagement. Current projects include public art installations at the new Permanent Supportive Housing building under construction in downtown Nashville, both interior and exterior public art installations at the new Donelson Library, and the second phase of the Lending Library project purchasing 60+ new artworks from local artists to add into circulation at five additional Nashville Public Library branches. As an entrepreneur, activist, and community mobilizer, Jesse founded multiple ventures including the development of a large-scale community activation software, and a 501c3 that mobilizes thousands of volunteers across Los Angeles and Central California to assemble Welcome Home Kits and assist individuals and families moving into permanent supportive housing.

Grants

This team's primary job is the development of investment tools, training, and financial resources that strengthen **nonprofit arts organizations** in the city and non-arts organizations who seek to integrate the arts into their programming.

Sydney Davis – Strategic Grants + Initiatives Manager

Sydney Davis will lead the strategic funding programs and initiatives of the Metro Nashville Arts Commission. They directly oversee the administration and evaluation of public grants and individual artist funding. They collaborate on equity initiatives and programs, especially as they relate to funding, and oversee additional community programs and initiatives that expand the mission of Metro Arts.

Chuck Beard – Community Engagement Manager

Serves as community liaison for Metro Arts, internally and externally, and helps facilitate all funding programs. Originally from Bowling Green, KY, Chuck moved to Nashville when he married local artist eharper in 2009. Since marrying into the local art scene, Chuck hit the ground running as an avid arts writer/editor/support via several publications. At the same time he opened Nashville's only all-local bookstore, East Side Story, in 2012, Chuck went back to school. Over the course of the next decade, he continued to build platforms for local creatives with East Side Story while also producing & hosting the

bi-monthly series East Side Storytelling, obtaining a Master of Fine Arts with Sewanee's School of Letters, and becoming a vital team member of several programs at Oasis Center for a decade tenure of social work and trauma informed care.

Equity and Youth Programs

Through the guidance of the Committee for Anti-racism and Equity (CARE), this program manages the Racial Equity in Arts Leadership program, and youth programs, like the Diversity in Arts Leadership (DIAL) internship program and Restorative Arts.

Josiah Golson – Equity and Restorative Practices Manager

Josiah Golson serves as the lead for programs and initiatives for Equity and Restorative Practices. Josiah is an artist and lawyer who joins the Metro Arts team following his role as Programs Director at Stove Works, an artist residency and exhibition space in Chattanooga, Tennessee. He received his B.A. in Communication from the University of Tennessee at Chattanooga and his Juris Doctor from the University of Texas School of Law. Developing his artistic practice while studying law, Josiah learned to address civic needs through creative channels in the forms of art practice, workshops, and participatory projects and programming. Josiah's experience includes teaching system-impacted youth in the Juvenile Court System of Hamilton County, Tennessee and mentorship work within the Alternative Learning Center in Austin, Texas.

Claudia Lawhon – Equity and Restorative Practices Coordinator

Claudia Lawhon serves as the administrative support for the programs and initiatives that fall under the Equity and Restorative Practices umbrella. She has a Bachelor of Business Administration from Belmont University and three years of previous experience in the restorative justice space. She will maintain program records, coordinate logistics for listening sessions and trainings, support the redesign process, and regularly communicate with Juvenile Justice Center Staff.

Marysa LaRowe – Equity and Restorative Practices Specialist

Marysa manages youth programs for Metro Arts. Marysa is a writer and nonprofit grants professional with over a decade of professional experience in community and social service program design, higher education, and the arts. She currently serves as Equity and Restorative Practices Program Specialist at Metro Arts, where she oversees the Community Arts Leaders of Nashville internship placement program and provides support for the Arts Programming for Court Involved Youth program. She also provides technical assistance to grantees, and assists with agency-wide equity work and program design. She holds a Masters of Fine Arts in Creative Writing from Vanderbilt University and a Bachelors of Arts in English from the University of Wisconsin, and has worked in legal services, health care advocacy, and mental health community nonprofits. She is excited to be working with local artists and organizations to bring opportunities for creative expression to the Nashville community. When not at work, she enjoys hiking, cooking, and practicing yoga.

Finance & Operations

This team's primary job is to ensure the necessary human, financial and technical systems to support the community change work of Metro Arts.

Christiana Afotey - Finance & Operations Director

Christiana (Chris) serves as the Finance & Operations Director manages all HR functions including employee orientation, training, payroll, safety coordination, collaborates with the Restorative Arts team while serving as a liaison to Metro Information Technology Services (ITS) for all web-based applications design. She also leads all budgeting and business unit accounting for the Metro Arts Operating Fund and the Percent for Art Fund. Chris holds a Bachelor's Degree in Management of Human Relations from Trevecca Nazarene University and a minor concentration in Business Management. In her leisure, Chris enjoys spending time traveling with her wife, pouring into the many Middle TN communities + loves destroying plates of jollof rice. Chris is a First-Generation Ghanaian, who uses the influences of West African cultures along with East Coast vibes to design clothing for her apparel line, Threads by Dreads. She brings her vast knowledge of corporate banking + compliance, leadership + a blast of contagious positive energy.

Skylar Peterson – Finance & Operations Coordinator

Skylar serves as the Finance and Operations Coordinator.

Vivian Foxx – Office Support Specialist

Vivian manages all office functions and coordinates public meetings. Vivian is a Nashville native that studied journalism at Tennessee State University. She is a mother of one inquisitive kid who keeps her on her toes. She enjoys photography, singing, and spending quality time with family. She came to the Metro Arts team with years of administrative work behind her.

The 2023 Annual Comprehensive Financial Report can be accessed via the following link:

https://www.nashville.gov/sites/default/files/2023-12/2023_Annual_Comprehensive_Financial_Report.pdf?ct=1703878152

**TENNESSEE ARTS COMMISSION**

Cultivate. Create. Participate.

Organization Name: Metropolitan Nashville Arts Commission (Metro Arts)

Application #: A-2312-21458

Fiscal Year: 2025

Only Cultural Education Partnership, Major Cultural Institutions, and Partnership Support applicants should use this form.**Using only the space provided, answer the following:**

The Board Chair should explain how the organization has addressed or is addressing previous audit* findings. If there are no findings, this should be noted. The signature of the Board Chair confirms their review of the audit. (*This is the audit that is submitted with this application.)

Metro Arts is in the process of being audited by Metro's Office of Internal Audit. The audit is still ongoing. We believe there will be findings, but we will not know the range of the findings till the audit is complete. The audit is expected to be complete by the end of March, 2025, and pursuant to section A.5 of the MCI contract; Affirmative Duty to Report Major Organizational Change, Metro Arts will report any status changes to the Tennessee Arts Commission.

Entering my name below constitutes my signature acknowledging certification of the information above on behalf of the applicant organization. I further certify that I am authorized to make this certification.

Name: Diana Perez

Title: Board Chair

Date: 2/8/2024



FY 2022 Title VI Training and Certification

Submission Date: 9/13/2021

Organization Legal Name: Metropolitan Nashville Arts Commission

Contact Person's information for any Title VI follow-up questions:

Name: Ian Myers

Email: ian.myers@nashville.gov

Phone Number: 615-305-4005

Title VI of the Civil Rights Act of 1964 Training Modules

Check at least ONE of the training modules below that your staff has watched to fulfill the requirements of Title VI training. To watch the training video, click on the module title.

- ☐ **Module I** (approximately 26 minutes)
Created by the US Department of Justice several years ago, this video provides an extended overview of Title VI. The closed captioning option is not recommended since auto-generation has resulted in discrepancies in the transcription.
- ☒ **Module II: Part 1** (approximately 6 minutes)
Created by the US Department of Justice several years ago, part 1 of this video provides a brief overview of Title VI and has appropriate closed captioning.
- ☒ **Module III Part 1** (approximately 4 minutes)
and **Module III Part 2** (approximately 4 minutes)
Created by the Tennessee Arts Commission, these videos contain presentation slides on disparate treatment, disparate impact and specific examples of Title VI in arts programming.
- ☐ **Module IV** (approximately 24 minutes with closed captioning available)
Created in 2010 by the US Office for Civil Rights, US Department of Health & Human Services, this video explains Title VI, Limited English Proficiency (LEP), and the use of interpreters. This video however was not specifically designed for arts organizations and the examples are not reflective of arts programming, but it does give a good overview of Title VI concepts.

Additional videos for viewing on specific Title VI topics. These videos are for supplemental learning only and will not meet compliance for Title VI.

- Disparate Treatment and Impact (approximately 1 minute)
- Title VI and Limited English Proficiency (approximately 5 minutes)

List staff member names who have participated in the training:

Caroline Vincent, Ian Myers, Janine Christiano, Van Maravalli, Anne-Leslie Owens, Atilio Murga, Tre Hardin, Marysa LaRowe, Skylar Peterson, Grace Wright, Emily Waltenbaugh, Nichole Robinson, Natalie Alfaro Frazier.

Percentage of staff that has completed training: 100 %

☒ Check this box to verify that the above requirements for Title VI compliance have been met.

Has your organization received a Title VI complaint the current fiscal year? ☐ Yes ☒ No

If yes, please explain what has been done to address the complaint:

Title VI and Limited English Proficiency Policies and Procedures

Title VI complaint procedure:

In the event of a Title VI complaint, including LEP, that has been received by your agency, the following procedure will be used.

Please check the appropriate box for your agency. At least one of these boxes must be checked.

☒ Minimum policy. Complaint will be routed to the TN Arts Commission's Title VI Coordinator within 48 hours of receiving the complaint for initial follow-up and possible investigation. All complaints must be submitted in written form either as an email or letter from the agency writing a full account of the alleged discriminatory event (include full details including names, times, date, and location information) or a written communication directly from the complainant (i.e., the person who has submitted the complaint).

OR

☐ Agency-specific. Our agency has its own Title VI policies and procedures that will be followed if a complaint occurs, including notification to the Tennessee Arts Commission. Important: This policy must be uploaded to into the online system, FLUXX, as a document in the Organization Profile.

Limited English Proficiency (LEP) procedures:

It is required that agencies take reasonable steps to ensure that Limited English Proficiency (LEP) individuals have meaningful access to programs and services. In the event that your agency encounters an LEP individual who needs translation (written) or interpreting (verbal) services, the agency must have policies and procedures in place to assist that person. Assistance may include the use of language assistance lines, bi-lingual staff, community translators, university assistance, and/or other resources. The intent of these procedures is to find a balance that ensures meaningful access by LEP persons to critical services, while not imposing undue burdens on small nonprofits.

For more guidance, visit the National Endowment for the Arts Limited English Proficiency Policy for Grantees.

Please check the appropriate box for your agency. At least one of these boxes must be checked.

- ☒ Minimum policy. In case of assisting an individual with Limited English Proficiency, at a minimum, our agency will use the AVAZA language line offered free of charge by the TN Arts Commission. AVAZA's language line services can be accessed by calling the following: AVAZA's Language Line Number: 615-534-3400, Access Code: 51607.

For more information on what to expect when connecting with an AVAZA interpreter, visit the "documents library" in the TN Arts Commission's online grants system.

OR

- ☐ Agency-specific. Our agency has its own LEP procedures and policies and procedures that are followed. Important: This policy must be uploaded to into the online system, FLUXX, as a document in the Organization Profile.

Other compliance requirements (please note that in future years, these items will be required for the agency to be in compliance with Title VI):

- Title VI posters are required to be in public view at an agency's offices or programming site. The TN Arts Commission has hard copy posters available that can be mailed to your agency or [you can download a copy of this poster from our website by clicking here.](#)
- Nondiscrimination policies are also required to be communicated on an agency's website or posted in a public place. As a model, the TN Arts Commission's policy can be [found on our website by clicking here.](#)

If requested, any of these policies and procedures can be verified or viewed by the TN Arts Commission or other federal/state entities at any time.



FY 2021 Title VI Training and Certification

Submission Date: 9/13/2021

Organization Legal Name: Metropolitan Nashville Arts Commission

Contact Person's information for any Title VI follow-up questions:

Name: Ian Myers

Email: ian.myers@nashville.gov

Phone Number: 615-305-4005

Title VI of the Civil Rights Act of 1964 Training Modules

Check at least ONE of the training modules below that your staff has watched to fulfill the requirements of Title VI training. To watch the training video, click on the module title.

- ☐ **Module I** (approximately 26 minutes)
Created by the US Department of Justice several years ago, this video provides an extended overview of Title VI. The closed captioning option is not recommended since auto-generation has resulted in discrepancies in the transcription.
- ☒ **Module II: Part 1** (approximately 6 minutes)
Created by the US Department of Justice several years ago, part 1 of this video provides a brief overview of Title VI and has appropriate closed captioning.
- ☒ **Module III Part 1** (approximately 4 minutes)
and **Module III Part 2** (approximately 4 minutes)
Created by the Tennessee Arts Commission, these videos contain presentation slides on disparate treatment, disparate impact and specific examples of Title VI in arts programming.
- ☐ **Module IV** (approximately 24 minutes with closed captioning available)
Created in 2010 by the US Office for Civil Rights, US Department of Health & Human Services, this video explains Title VI, Limited English Proficiency (LEP), and the use of interpreters. This video however was not specifically designed for arts organizations and the examples are not reflective of arts programming, but it does give a good overview of Title VI concepts.

Additional videos for viewing on specific Title VI topics. These videos are for supplemental learning only and will not meet compliance for Title VI.

- Disparate Treatment and Impact (approximately 1 minute)
- Title VI and Limited English Proficiency (approximately 5 minutes)

List staff member names who have participated in the training:

Caroline Vincent, Ian Myers, Janine Christiano, Van Maravalli, Anne-Leslie Owens, Atilio Murga, Tre Hardin, Marysa LaRowe, Skylar Peterson, Grace Wright, Emily Waltenbaugh, Nichole Robinson, Natalie Alfaro Frazier.

Percentage of staff that has completed training: 100 %

☒ Check this box to verify that the above requirements for Title VI compliance have been met.

Has your organization received a Title VI complaint the current fiscal year? ☐ Yes ☒ No

If yes, please explain what has been done to address the complaint:

Title VI and Limited English Proficiency Policies and Procedures

Title VI complaint procedure:

In the event of a Title VI complaint, including LEP, that has been received by your agency, the following procedure will be used.

Please check the appropriate box for your agency. At least one of these boxes must be checked.

☒ Minimum policy. Complaint will be routed to the TN Arts Commission's Title VI Coordinator within 48 hours of receiving the complaint for initial follow-up and possible investigation. All complaints must be submitted in written form either as an email or letter from the agency writing a full account of the alleged discriminatory event (include full details including names, times, date, and location information) or a written communication directly from the complainant (i.e., the person who has submitted the complaint).

OR

☐ Agency-specific. Our agency has its own Title VI policies and procedures that will be followed if a complaint occurs, including notification to the Tennessee Arts Commission. Important: This policy must be uploaded to into the online system, FLUXX, as a document in the Organization Profile.

Limited English Proficiency (LEP) procedures:

It is required that agencies take reasonable steps to ensure that Limited English Proficiency (LEP) individuals have meaningful access to programs and services. In the event that your agency encounters an LEP individual who needs translation (written) or interpreting (verbal) services, the agency must have policies and procedures in place to assist that person. Assistance may include the use of language assistance lines, bi-lingual staff, community translators, university assistance, and/or other resources. The intent of these procedures is to find a balance that ensures meaningful access by LEP persons to critical services, while not imposing undue burdens on small nonprofits.

For more guidance, visit the National Endowment for the Arts Limited English Proficiency Policy for Grantees.

Please check the appropriate box for your agency. At least one of these boxes must be checked.

- ☒ Minimum policy. In case of assisting an individual with Limited English Proficiency, at a minimum, our agency will use the AVAZA language line offered free of charge by the TN Arts Commission. AVAZA's language line services can be accessed by calling the following: AVAZA's Language Line Number: 615-532-3405; Access Code: 400231

For more information on what to expect when connecting with an AVAZA interpreter, visit the "documents library" in the TN Arts Commission's online grants system. SEE ATTACHMENTS IN EMAIL FOR NOW.

OR

- ☐ Agency-specific. Our agency has its own LEP procedures and policies and procedures that are followed. Important: This policy must be uploaded to into the online system, FLUXX, as a document in the Organization Profile.

Other compliance requirements (please note that in future years, these items will be required for the agency to be in compliance with Title VI):

- Title VI posters are required to be in public view at an agency's offices or programming site. The TN Arts Commission has hard copy posters available that can be mailed to your agency or [you can download a copy of this poster from our website by clicking here.](#)
- Nondiscrimination policies are also required to be communicated on an agency's website or posted in a public place. As a model, the TN Arts Commission's policy can be [found on our website by clicking here.](#)

If requested, any of these policies and procedures can be verified or viewed by the TN Arts Commission or other federal/state entities at any time.



FY 2020 Title VI Training and Certification

Submission Date: 9/13/2021

Organization Legal Name: Metropolitan Nashville Arts Commission

Contact Person's information for any Title VI follow-up questions:

Name: Ian Myers

Email: ian.myers@nashville.gov

Phone Number: 615-305-4005

Title VI of the Civil Rights Act of 1964 Training Modules

Check at least ONE of the training modules below that your staff has watched to fulfill the requirements of Title VI training. To watch the training video, click on the module.

- ☐ **Module I** (approximately 26 minutes)
Created by the US Department of Justice several years ago, this video provides an extended overview of Title VI. The closed captioning option is not recommended since auto-generation has resulted in discrepancies in the transcription.
- ☒ **Module II: Part 1** (approximately 6 minutes)
Created by the US Department of Justice several years ago, part 1 of this video provides a brief overview of Title VI and has appropriate closed captioning.
- ☒ **Module III**
Part 1 (approximately 4 minutes)
Part 2 (approximately 4 minutes)
Created by the Tennessee Arts Commission, these videos contain presentation slides on disparate treatment, disparate impact and specific examples of Title VI in arts programming.
- ☐ **Module IV** (approximately 24 minutes with closed captioning available)
Created in 2010 by the US Office for Civil Rights, US Department of Health & Human Services, this video explains Title VI, Limited English Proficiency (LEP), and the use of interpreters. This video however was not specifically designed for arts organizations and the examples are not reflective of arts programming, but it does give a good overview of Title VI concepts.

Additional videos for viewing on specific Title VI topics. These videos are for supplemental learning only and will not meet compliance for Title VI.

- Disparate Treatment and Impact (approximately 1 minute)
<https://www.youtube.com/watch?v=wWJAI4cEFCQ&feature=youtu.be>
- Title VI and Limited English Proficiency (approximately 5 minutes)
<https://www.youtube.com/watch?v=mSGbIpKRQ-c&t=15s>

List staff member names who have participated in the training:

Caroline Vincent, Ian Myers, Janine Christiano, Van Maravalli, Anne-Leslie Owens, Atilio Murga, Tre Hardin, Marysa LaRowe, Skylar Peterson, Grace Wright, Emily Waltenbaugh, Nichole Robinson, Natalie Alfaro Frazier.

Percentage of staff that has completed training: 100 %

☒ Check this box to verify that the above requirements for Title VI compliance have been met.

Has your organization received a Title VI complaint the current fiscal year? ☐ Yes ☒ No

If yes, please explain what has been done to address the complaint:

Title VI and Limited English Proficiency Policies and Procedures

Title VI complaint procedure:

In the event of a Title VI complaint, including LEP, that has been received by your agency, the following procedure will be used.

Please check the appropriate box for your agency. At least one of these boxes must be checked.

☒ Minimum policy. Complaint will be routed to the TN Arts Commission's Title VI Coordinator within 48 hours of receiving the complaint for initial follow-up and possible investigation. All complaints must be submitted in written form either as an email or letter from the agency writing a full account of the alleged discriminatory event (include full details including names, times, date, and location information) or a written communication directly from the complainant (i.e., the person who has submitted the complaint).

OR

☐ Agency-specific. Our agency has its own Title VI policies and procedures that will be followed if a complaint occurs, including notification to the Tennessee Arts Commission. Important: This policy must be uploaded to into the online system, FLUXX, as a document in the Organization Profile.

Limited English Proficiency (LEP) procedures:

It is required that agencies take reasonable steps to ensure that Limited English Proficiency (LEP) individuals have meaningful access to programs and services. In the event that your agency encounters an LEP individual who needs translation (written) or interpreting (verbal) services, the agency must have policies and procedures in place to assist that person. Assistance may include the use of language assistance lines, bi-lingual staff, community translators, university assistance, and/or other resources. The intent of these procedures is to find a balance that ensures meaningful access by LEP persons to critical services, while not imposing undue burdens on small nonprofits.

For more guidance, visit the National Endowment for the Arts Limited English Proficiency Policy for Grantees at <https://www.arts.gov/foia/reading-room/nea-limited-english-proficiency-policy-guidance>.

Please check the appropriate box for your agency. At least one of these boxes must be checked.

- ☒ Minimum policy. In case of assisting an individual with Limited English Proficiency, at a minimum, our agency will use the AVAZA language line offered free of charge by the TN Arts Commission. AVAZA's language line services can be accessed by calling the following: AVAZA's Language Line Number: 615-532-3405; Access Code: 400231

For more information on what to expect when connecting with an AVAZA interpreter, visit the "documents library" in the TN Arts Commission's online grants system. SEE ATTACHMENTS IN EMAIL FOR NOW.

OR

- ☐ Agency-specific. Our agency has its own LEP procedures and policies and procedures that are followed. Important: This policy must be uploaded to into the online system, FLUXX, as a document in the Organization Profile.

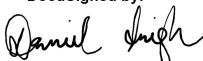
Other compliance requirements (please note that in future years, these items will be required for the agency to be in compliance with Title VI):

- Title VI posters are required to be in public view at an agency's offices or programming site. The TN Arts Commission has hard copy posters available that can be mailed to your agency or you can download a copy of this poster from our website at this link: <http://tnartscommission.org/wp-content/uploads/2015/04/Title-IV-poster.pdf>
- Nondiscrimination policies are also required to be communicated on an agency's website or posted in a public place. As a model, the TN Arts Commission's policy can be found on our website at this link: <http://tnartscommission.org/about-us/title-vi/>.

If requested, any of these policies and procedures can be verified or viewed by the TN Arts Commission or other federal/state entities at any time.

APPLICATION FOR FY 25 TN Arts Commission ABC Grant

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DocuSigned by:


0DB0072A0E244B9...

Director

Department of

2/5/2024

Date

Certificate Of Completion

Envelope Id: FED593713EB5428598658F8CD74EB244

Status: Completed

Subject: Complete with DocuSign: Arts: Arts Build Communities 25 App for Council Mtg. 03/19/24

Source Envelope:

Document Pages: 37

Signatures: 3

Envelope Originator:

Certificate Pages: 15

Initials: 1

Vaughn Wislon

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelope Stamping: Enabled

Nashville, TN 37219

Time Zone: (UTC-06:00) Central Time (US & Canada)

Vaughn.wilson@nashville.gov

IP Address: 170.190.198.185

Record Tracking

Status: Original

Holder: Vaughn Wislon

Location: DocuSign

2/29/2024 6:19:37 PM

Vaughn.wilson@nashville.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Metropolitan Government of Nashville and
Davidson County

Location: DocuSign

Signer Events**Signature****Timestamp**

Brittany Bryant

brittany.bryant@nashville.gov

Security Level: Email, Account Authentication
(None)

Sent: 2/29/2024 6:34:57 PM

Viewed: 3/1/2024 8:27:28 AM

Signed: 3/1/2024 8:28:48 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

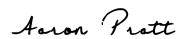
Electronic Record and Signature Disclosure:

Accepted: 3/1/2024 8:27:28 AM

ID: 663333c4-83bb-4cc3-a006-998a6aaa9876

Aaron Pratt

aaron.pratt@nashville.gov

Security Level: Email, Account Authentication
(None)

Sent: 3/1/2024 8:28:50 AM

Viewed: 3/1/2024 10:43:41 AM

Signed: 3/1/2024 10:43:48 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

Electronic Record and Signature Disclosure:

Accepted: 3/1/2024 10:43:41 AM

ID: b0155869-c057-4df7-9345-bbe76857d994

Kevin Crumbo/mjw

maryjo.wiggins@nashville.gov

Security Level: Email, Account Authentication
(None)

Sent: 3/1/2024 10:43:50 AM

Resent: 3/4/2024 9:17:03 AM

Viewed: 3/5/2024 5:39:40 PM

Signed: 3/5/2024 5:40:55 PM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.100

Electronic Record and Signature Disclosure:

Accepted: 3/5/2024 5:39:40 PM

ID: 19727bd4-e711-4a70-a9d9-7cefbba6fe21

Courtney Mohan

courtney.mohan@nashville.gov

Security Level: Email, Account Authentication
(None)

Sent: 3/5/2024 5:40:57 PM

Viewed: 3/5/2024 5:53:24 PM

Signed: 3/5/2024 5:59:14 PM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

Signer Events	Signature	Timestamp
Electronic Record and Signature Disclosure: Accepted: 3/5/2024 5:53:24 PM ID: 2da7c1c1-a476-4531-ad89-2b2d193c28b8		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Danielle Godin danielle.godin@nashville.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>COPIED</div>	Sent: 3/5/2024 5:59:17 PM Viewed: 3/6/2024 9:35:49 AM
Sally Palmer sally.palmer@nashville.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 3/6/2024 8:59:22 AM ID: 2e39f969-713f-45fd-8392-24900d9e4c56	<div>COPIED</div>	Sent: 3/5/2024 5:59:17 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/29/2024 6:34:57 PM
Envelope Updated	Security Checked	2/29/2024 7:22:15 PM
Envelope Updated	Security Checked	2/29/2024 7:22:15 PM
Certified Delivered	Security Checked	3/5/2024 5:53:24 PM
Signing Complete	Security Checked	3/5/2024 5:59:14 PM
Completed	Security Checked	3/5/2024 5:59:17 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		