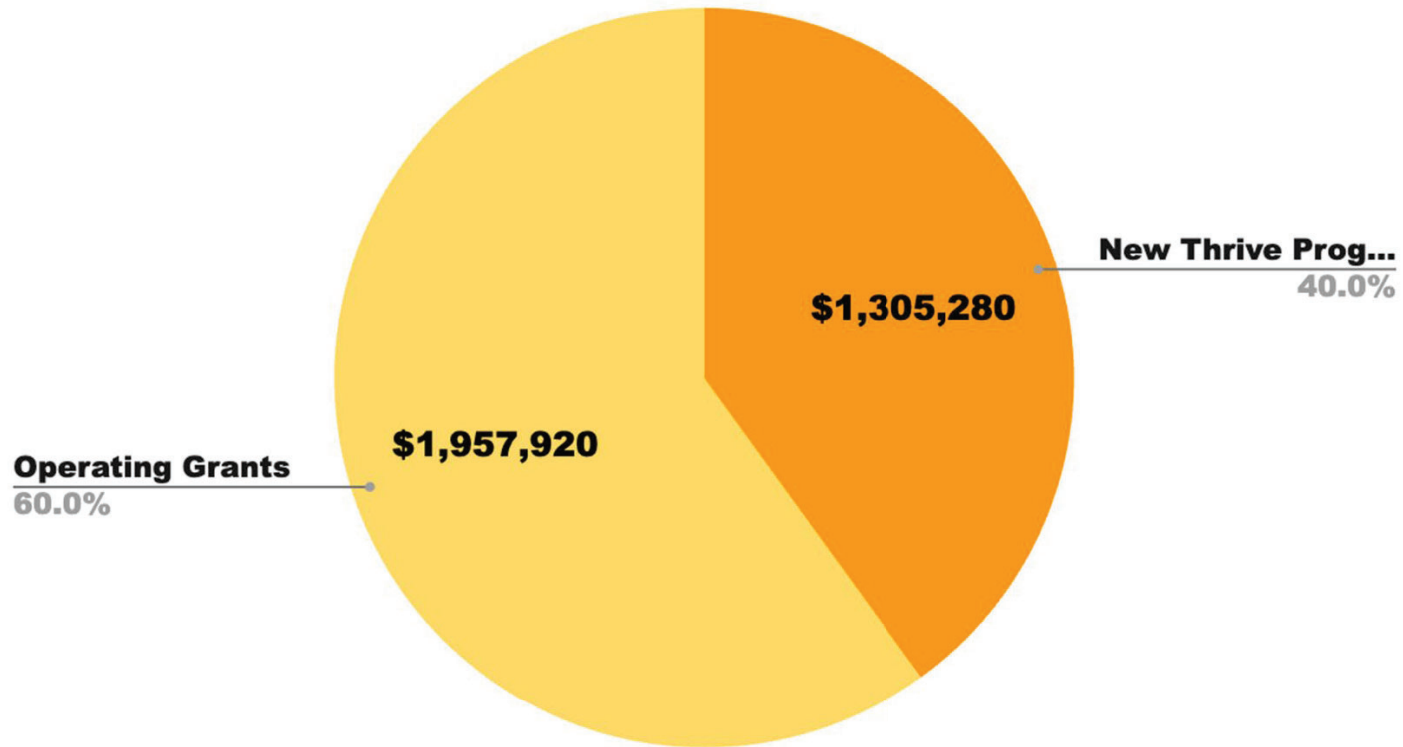


Approved Allocation Funding Model to be Recommended to Metro Council

60-40 Allocation Model





METRO ARTS
NASHVILLE OFFICE OF ARTS + CULTURE

Metro Arts Panelist Criteria

Metro Arts seeks review panelists to review and score applications and make funding recommendations for a variety of different programs. No experience is required, but previous grant making and grant evaluation experience is a plus. Those approved to be panelist cannot submit a grant application in any category. We provide sufficient orientation so all panelists may serve confidently. Panelists review all submitted application materials online, attend required orientation and review meetings, and score each grant application. Scores are averaged and used to help Metro Arts determine grant awards.

Metro Arts strives to form selection panels that are diverse and appropriate to the specific project or program. Though voluntary, the demographic questions included in the application will assist Metro Arts in accomplishing this goal. Metro Arts looks for individuals who are thoughtful, willing to listen to others' opinions and are able to represent viewpoints that are relevant to the funding program or public art project. Self-nominations are welcome.

Operating Support Grant and Thrive Project Funding Panelists are generally volunteers who live in Metro Nashville-Davidson County and are committed to the arts in our community.

Eligibility:

Panelists must:

- + Live or primarily work in Davidson County.
- + Have a keen interest in the arts (as a working artist, participant, audience member, advocate, educator, etc.).
- + Not be an employee of Metro government (including Metro Nashville Public Schools).
- + Not be an employee of an organization applying for grant funding.
- + Has a basic understanding or previous experience of grant-making or previous grant panelist experience.
- + **Please understand that not all who apply will be selected as panelists.**

Review Panel Selection Criteria *For Internal Staff Use Only*

Name:

Organization Affiliation, if any:

Role at Organization, if any:

Grant Program Interest: Thrive Project Funding Review Panel; Operating Support Grant Review Panel

Panel Meeting Date: TBD

1. How has your personal or professional experience contributed to your interest in serving on the selected review panel?

Excellent (3 points)	Satisfactory (2 points)	Fair (1 point)
Applicant is directly connected to the program and/or the arts community as a current or future stakeholder that has, historically, had minimal opportunities to share their voice.	Applicant is directly connected to the program and/or the arts community as a current or future stakeholder.	Applicant is somewhat connected to the program and/or the arts community as a current or future stakeholder.

2. How has your background and experience prepared you to contribute to Metro Arts, an agency that values equity and social justice in the arts?

Excellent (3 points)	Satisfactory (2 points)	Fair (1 point)
Applicant has knowledge, understanding, and experiences related to issues of equity and justice.	Applicant has experiences related to issues of equity of justice.	Applicant has minimal experiences related to issues of equity and justice.

3. Biography: 100-250 words describing your personal and/or professional editing experiences that will contribute to the process. Include information about how you collaborate with others.

Excellent (3 points)	Satisfactory (2 points)	Fair (1 point)
Applicant's editing experiences reflect openness, collaboration, and flexibility in their process.	Applicant's editing experiences reflect collaboration in their process.	Applicant's editing experiences reflect minimal collaboration in their process.

Operating Grant Support Guidelines and Criteria FY25 GRANT CYCLE |

June 1, 2025, Project Close Out

June 15, 2025, Final Closeout Report Due

ORIGINAL APPLICATION DEADLINE

Monday, January 29, 2024, 11:59 PM

Submit all applications online at <https://mnac.submittable.com/submit>

Only applications received prior to the January 29, 2024, 11:59 PM deadline will be allowed to be updated.

UPDATED APPLICATION SUBMISSION DEADLINE

February 4 – February 18, 2025

Submit all updated applications online at <https://mnac.submittable.com/submit>

For application assistance updating your original application, please contact:
Sydnie Davis, Strategic Grant & Initiative Manager Arts.Grants@nashville.gov

Metro Nashville Arts Commission
Paulette Coleman, Ph.D.
Interim Executive Director

Mailing Address:
P.O. Box 196300
Nashville TN 37219-6300
615.862.6720 phone | 615.862.6731 fax
arts@nashville.gov | metroartsnashville.com
[@metroartsnash](#) on Instagram, Facebook and Twitter

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

PUBLIC NOTICE: Nondiscrimination Policies, ADA Compliance & Accessibility

The Metropolitan Government of Nashville & Davidson County does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed, or ability in admission to, access to, or operations of its programs, services, or activities. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other employment practices because of non-merit factors shall be prohibited.

Questions, concerns, complaints, requests for accommodation, or requests for additional information regarding the Americans with Disabilities Act may be forwarded to Metro Arts' ADA Compliance Coordinator:

Vivian Foxx, Metro Nashville Arts Commission, P.O. Box 196300
Vivian.Foxx@nashville.gov (615) 862-6721, TTY Relay Service 800-848-0298

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INTERPRETATION SERVICES: Should an individual need language interpretation, Metro Arts will secure assistance using a Metro approved over-the-phone or in-person interpretation service*

Si necesita ayuda con el idioma, háganoslo saber. Obtendremos un intérprete que puede ayudarnos a comunicarnos entre nosotros.

بعضنا مع التواصل في مساعدتنا يمكنه مترجم على نحصل سوف. بذلك إخبارنا فالرجاء ، لغوية مساعدة إلى بحاجة كنت إذا البعض.

Ji kerema xwe em bizanin eger hûn bi alîkariya înglîzî re pêdivî ye. Em ê wergirtineke kurdî bibînin ku dikare alîkariya me bi hev re biaxivin.

Forward inquiries concerning nondiscrimination policies, other than ADA compliance, to: Metro Human Relations Commission, 404 James Robertson Pkwy, Suite 130, P.O. Box 196300, Nashville, TN 37219-6300

About Metro Arts Grants

Metro Arts' Grants Program supports nonprofit organizations of all sizes through community arts grants. Our Grants Program supports organizations engaged in work that addresses one or more of the community outcomes we seek to achieve:

- + Stronger Creative Workforce
- + Vibrant, Creative Neighborhoods
- + Deeper Cultural Participation

In order to support ongoing needs for Nashville's arts organizations, Metro Arts is providing operating support for the FY25 grant cycle.

Our Mission

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. Metro Nashville Arts Commission was established in 1978 by Metro Charter.

In addition, Metro Arts is guided by a cultural equity statement. Metro Arts programs seek to make opportunities and resources available to all Nashvillians in an equitable way.

Grant Eligibility Criteria

All funding approvals and levels are contingent on the budget allocated to Metro Arts.

Operating Support grants provide funding for the general operations of arts-focused nonprofit organizations based in Metro Nashville-Davidson County. An arts-focused organization is one whose primary mission is to directly support the performance, exhibition, or instruction of art. The word 'art' here refers to a number of artistic genres including dance, folk + traditional arts, literary arts, media arts, music, performance art, theater, and visual arts. Please contact Metro Arts staff if you have questions regarding the definition of an "arts-focused organization."

To receive an operating grant support from Metro Arts, the applicant must:

- Produce, present or directly support artistic programs, projects or works
- Have a primary mission to directly support the performance, exhibition, or instruction of art
- Be chartered in the state of Tennessee and tax-exempt under the IRS Code Section 501(c)(3)
- Have an IRS Letter of Determination with an effective date of exemption of January 15, 2024, or earlier for Operating Grants*
- Have a business address located in Metro Nashville & Davidson County and operate most of its programs in Metro Nashville
- Have evidence of non-discrimination employment and personnel practices in place
- Applicants must adopt an equity statement within the next 2 fiscal years

There are certain types of organizations that cannot receive operating grants from Metro Arts. They are:

- Non-arts organizations
- Organizations who receive operational budget amendments ("line items") from Metro, except for those that are provided by the Metropolitan Charter
- "Friends of..." organizations whose primary purpose is to support government agencies or initiatives
- Colleges or universities
- Public broadcasting stations
- Arts organizations that operate as a legal subsidiary of a non-arts nonprofit organization

*Metro Arts will review additional grant eligibility issues not listed here on a case-by-case basis. Less than one year 501(c)3 status may be considered eligible for operating support with evidence of operating with nonprofit fiscal sponsorship

and/or artistic programming for at least one year. Please contact Metro Arts staff with any questions regarding eligibility.

Eligible Expenses

Metro Arts grant funding can only be used to pay for certain types of costs. Make sure your request includes expenses that can be covered by Metro Arts funds.

Grant funds CAN be used for...	Grant funds CANNOT be used for...
Salaries	Capital Improvements
Artist Fees	Reduction of Debts
Program/Project Supplies	Activities & Programs with Religious Practices or Intent
Performance Space/Facility Rental	Political Lobbying Activities
Marketing and Promotion	Purchase of Real Property
Consulting Fees Equipment Rental and/or Purchase Fundraising Activities	

Grant Cycle Time Frame

All eligible FY25 grant activities must take place between, time of award, Spring 2025 and June 1, 2025, for final report from grantee and June 15, 2025, for completion and closeout.

Grant Payment Schedule

Applicants awarded a grant will be required to submit a brief FY25 budget and project spending plan during the contract phase. 100% of awarded funds are distributed after execution of the grant contract. Please note that the contracting process typically takes 4-6 weeks as contracts require multiple signatures from Metro Government.

Matching Funds

Metro Arts operating grant awards do not require a cash match. Grantees are not required to show matching expenses.

Grant Categories

For the FY25 grant cycle, Metro Arts will only provide operating support grants to eligible nonprofit arts organizations within Davidson County. For project support, please see Thrive Grant Guidelines and Criteria.

Operating Support funds support expenses that are incurred during the FY25 grant cycle period. Expenditures prior to the award of the contract or after the June 1, 2025

contract completion date are not allowed. The specific Operating Support category and maximum request amounts are determined by the allocation system approved by the Metro Arts Commission, the grants scoring process, staff technical reviews of each application, and reviews by teams of community-based panelists. Organization's budget size and the most recently completed fiscal year's revenue are considered when determining the appropriate grant category for each applicant. The information in the following pages will help you understand which grant category is the best fit for your organization. **Please note Metro Arts is using the data from the original application submitted January 29, 2024.**

Operating Support for Micro Institutions provides grant funds for the overall operations of nonprofit arts organizations that had revenue of less than \$25,000 during the most recently completed fiscal year. To qualify for an Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 15, 2024, or earlier.

Operating Support for Small Institutions provides grant funds for the overall operations of nonprofit arts organizations that had revenue between \$25,000 to \$100,000 during the most recently completed fiscal year. To qualify for an Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 15, 2024, or earlier.

Operating Support for Medium Institutions provides grant funds for the overall operations of nonprofit arts organizations that had revenue between \$100,000 and \$500,000 during the most recently completed fiscal year. To qualify for an Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 15, 2024, or earlier.

Operating Support for Mid-Size Institutions provides grant funds for the overall operations of nonprofit arts organizations that had revenue between \$500,000 and \$3,000,000 during the most recently completed fiscal year. To qualify for an Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 15, 2024, or earlier.

Operating Support for Large Institutions provides grant funds for the overall operations of nonprofit arts organizations that had revenue greater than \$3,000,000 during the most recently completed fiscal year. To qualify for an Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 15, 2024, or earlier.

Award Amounts

All funding approvals and levels are contingent on the budget allocated to Metro Arts. Award amounts are based on the organization's operating revenue as shown in the organization's most recently completed fiscal year IRS Form 990, and will range within the grant category they fall in. Award Amounts will be determined by scaling the allocated budget across organizations.

1. Eligible Micro organizations will be awarded a minimum of \$3,000 to a maximum of 75% of \$25,000 (or \$18,750).
2. Eligible Small organizations will be awarded a minimum of \$3,000 to a maximum of 50% of \$100,000 (or \$50,000).
3. Eligible Medium organizations will be awarded a maximum of 25% of \$500,000 (or \$125,000).
4. Eligible Mid-Size organizations will be awarded a maximum of 17% of \$3,000,000 (or \$120,000).
5. Eligible Large organizations will be awarded a maximum of 1.8% of their operating budget with a maximum of \$200,000.

How to Update an Existing Online Application

Metro Arts utilizes an online application system called Submittable. All applications must be completed and submitted using this system. The Metro Arts grant application portal can be accessed at <https://mnac.submittable.com/submit>. **Only applications previously submitted by Monday, January 29, 2024, 11:59 PM will be eligible to update the original grant application.**

Application Checklist

- Read the FY25 Operating Grant Guidelines. If you have any questions, please contact Sydnie.davis@nashville.gov before applying.
- **Update and make adjustments to your original existing Submittable application.**

- Upload required attachment, copy of 990, 990N, 990EZ Postcard. **These attachments should be a part of your existing application. They do not have to be submitted again.**
- Organizations new to Metro Arts funding will need to attach a copy of their IRS Letter of Determination with an effective date of exemption of January 15, 2024, or earlier.
- Submit updated application.

Application Deadlines

All FY25 grant applications and accompanying support materials must be submitted before 11:59 PM CST, Monday, January 29, 2024. Applicants with completed application from this original deadline will have the opportunity to update their application as needed. Updated information must be submitted by a date **TBD**
Please submit updates early to avoid any last-minute technical difficulties.

Important Dates

Training on specifics of resubmitting original grant applications: January 21 – February 4, 2025

Updating and resubmitting grant applications: February 4 – February 18, 2025

Staff technical reviews: February 18 – February 21, 2025

Application Scoring by Panelists: February 24 – February 28, 2025

Grants Committee Approval: TBD

Commission Approval: TBD

Contracts Signed and Awarded: TBD

Grant Period: Spring 2025 – June 1, 2025

Grant Report Due: June 15, 2025

Grant Final Completion and Closeout: June 15, 2025

Funding Determination

All grant applications are reviewed for eligibility by Metro Arts staff. Then, applicant scores are determined by a community grant review panel. Eligibility verification reviews containing panelist notes are kept electronically by Metro Arts. After the grant awards are announced, applicants may contact Metro Arts to get a copy of these scores and comments for their records.

Funding Criteria + Scoring

Panelists will use a Scoring Guide to evaluate each application.

Funding Recommendations

Funding is based on several factors, including the amount of funds available and the number of applications received.

Funding Formula

Access to resources and funding is a privilege. By honoring budget size in the formula, there is acknowledgement that smaller organizations have less access to resources and funding and require greater support of their total operating budget.

Only applicants whose applications score at the 70 to 100 percent level will be awarded funds in alignment with the base percentage for their funding category, scaled to the amount allocated to operating grants.

Award allocations will be made based on Metro Arts funding availability.

Funding Approval

The panelists' scores and recommendations are reviewed by the Grants and Funding Committee and are used to determine which applications should be awarded funding. Lastly, the Metro Arts Commission reviews all recommended grant awards before voting to approve. Funding is contingent upon Metro Council approval of Metro Arts' General Operating Budget.

All commissioners and panelists are asked to disclose any conflicts of interest prior to approving grant allocations. Metro Arts makes every attempt to identify any conflicts in advance. If a conflict of interest is identified, a commissioner will be asked to abstain from allocating an organization's funding.

Appeals

An organization can submit an appeal to the Metro Arts Commission to change their vote only if the applicant believes that there was a problem with the grant process. Here are the steps to file an appeal:

1. The Interim Executive Director of Metro Arts must receive the appeal in writing within thirty (30) days of the announcement of the funding decision.
2. The Interim Executive Director will bring the appeal to the Commission for review within thirty (30) days of receipt of the appeal.
3. Each written appeal must specifically state the exact nature of the claim. Written appeals that do not specifically provide this information will be dismissed summarily.
4. The Commission will review and vote on the appeal on the next scheduled meeting. The decision of the Metro Nashville Arts Commission is final.

Award Notification

Grant award notifications will be emailed to the contact person listed in the application. Instructions for signing contracts are sent via email in the weeks immediately following the announcement. The contracting process typically takes 4-6 weeks as contracts require multiple signatures from Metro Government.

Mid- Point Check in

Given the abbreviated grant period the Metro Arts staff will check-in with grant recipients as it allows both the recipient and Metro Arts to ensure the project is progressing well and confirm that funds are being used effectively. This check-in helps maintain accountability and ensures alignment with the grant's objectives before the project's completion.

Final Closeout Report

Final closeout reports and all supporting materials must be submitted by June 15, 2025. The final closeout report includes program goals, outputs and outcomes; participant demographic information; jobs supported; and other metrics depending on grant category. The report also includes detailed financial information about grant expenses. Organizations must maintain financial records that clearly show the use of all grant funds. Metro Arts staff will provide more information about the final report as part of the award notification process.

We understand that proposed budgets may change. All program and/or budget changes must be submitted as a contract amendment request earliest possible date. Please contact the Strategic Grant & Initiative Manager at Arts.Grants@nashville.gov to request a contract amendment.

Metro Arts will either approve or disapprove the change. We will make every attempt to allow reasonable adjustments, **but given the shortened grant period, it is preferred that updates to the application will have incorporated anticipated changes.** Metro Arts reserves the right to cancel any grant contract if the project is not administered as proposed in the application and may request the return of all or a portion of the grant funds awarded. Please note that if an expense shows a variation of more than 10% from what is included application budget, the grantee's Final Financial Reports will be returned for corrections. At Metro Arts' request, each grantee may be asked to provide documentation of expenditures including, but not limited to, letters of agreement, contracts, purchase orders, invoices, and bills.

Logo Usage and Credit Policy

All recipients of Metro Arts funds are required to include the Metro Arts logo on all online or printed publicity materials. The credit policy and logo files are available on the Partner Tools | Metro Arts Nashville page of the Metro Arts website

Maintaining Good Standing

Remaining in good standing with Metro Arts is very important. A grantee maintains good standing by meeting all requirements stated in the guidelines and grant contract, including spending grant funds as described in the grant contract, following the logo and credit policy, and submitting grant information, documents, and reports on or before the stated deadline. These items include contracts, financial reports, closeout reports, and any other information that Metro Arts may request. An organization's subsequent grant application may be denied eligibility if any of the following are not met according to the stated instructions:

- Final financial reports
- Metro Arts logo and credit policy
- Timely communication related to project or budget changes
- Completion of grant activities and disbursement of grant funds according to grant contract, as indicated in closeout report materials.

Monitoring

As a department of Metro government receiving Federal funds, Metro Arts is required to review and monitor at least 10% of distributed funds annually. Grantees are randomly selected to be monitored in the following category: Operating Support Grant. If your organization is selected, you will be notified in advance, and a meeting time will be arranged for the Metro Arts staff to conduct a site visit.

You will be asked to provide year-to-date grant expenditures, payment records, payroll records and electronic and printed promotional materials showing Metro Arts logo usage according to the Metro Arts Credit Policy. Metro Arts will provide a detailed list of items that will need to be collected and reviewed prior to the scheduled site visit. A written report of the monitoring visit will be provided to the organization after the review is complete. Metro Arts staff may report negative findings to the Arts Commission. Unresolved or recurring negative findings will result in a change to the organization's good standing status.

For further assistance, please contact:
Sydnie Davis, Strategic Grant & Initiative Manager, Sydnie.Davis@nashville.gov



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

Thrive Project Funding Criteria Guidelines

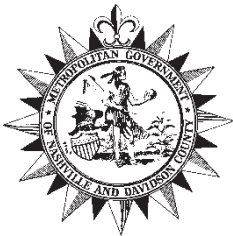
FY25 GRANT CYCLE | FOR ACTIVITIES TAKING PLACE Spring 2025

APPLICATION DEADLINE February 18, 2025, 11:59 p.m.
Previously Submitted by Monday, January 29, 2024, 11:59 p.m.

Resubmit all applications online at <https://mnac.submittable.com/submit>
For application assistance or for first time applicants contact, the Strategic Grants and Initiatives team at Arts.Grants@nashville.gov.

Metro Nashville Arts Commission
Dr. Paulette Coleman
Interim Executive Director

Mailing Address:
P.O. Box 196300
Nashville TN 37219-6300
615.862.6720 phone | 615.862.6731 fax
arts@nashville.gov | metroartsnashville.com
@metroartsnash on Instagram, Facebook and Twitter



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Ji kerema xwe em bizanin eger hûn bi alîkariya înglîzî re pêdivî ye. Em ê wergirtineke kurdî bibînin ku dikare alîkariya me bi hev re biaxivin.

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Mission + Vision of Metro Arts and Thrive

About Metro Arts:

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by Metro Charter.

In addition, Metro Arts is guided by a [cultural equity statement](#). Metro Arts programs seek to make opportunities and resources available to all Nashvillians in an equitable way.

Thrive: Community-Based Art Projects

Metro Arts' Thrive grant connects artists and/or organizations with the community to create investments, cultural connections, and transformations. Thrive empowers artists and organizations to strengthen and cultivate communities in Davidson County. Thrive supports artist-led, community-based art projects that include collaboration between artists and community partners and organizations. This category is open to individual artists, nonprofit organizations, and art collectives or teams. Individual artists or art collectives may submit an identify community partner organization(s) and identify artists or artist teams to lead the project. **Thrive grants will be awarded up to \$10,000 maximum.**

Thrive Project proposals must include:

- Project narrative
- Project budget narrative
- In order to create a more equitable process, you may provide answers to the application narrative questions by one of three ways:
 - Written
 - Audio recording, limit of five (5) minutes
 - Video recording, limit of five (5) minutes

Thrive Community Public Art Projects

Thrive Community Public Art is defined as a temporary artwork that exists in a public space that is accessible to the public, including privately owned property such as a local business or organization. Thrive public art projects have included murals, sculpture, integrated architectural or landscape architectural work, community art, digital new media, etc.

Upon staff review, in addition to the proposal requirements above, Thrive Community Public Art Projects may require the following supplemental information:

- Proposed site with photo(s)
- 3 images of past works
- A site owner agreement with proposed maintenance determination
- Proposed lifespan of project

- Artist Bio(s)

Additional Requirements:

- + All Thrive projects are open and accessible to the public
- + All Thrive projects must obtain all permits, licenses, and permissions necessary for their project and comply with all applicable laws and regulations

- + Priority funding may be given to projects located in underrepresented council districts
- + Funding is available only for artists living and/or working in Nashville/Davidson County
- + **Only one submission per applicant. Multiple submissions will not be accepted.**

Projects Engaging Youth

- + Projects proposing to work directly with youth under age 18 will be required to submit background checks for each individual working directly with youth. Applicants are expected to facilitate this and provide this documentation, along with any other required documentation.

Criteria for Thrive Project Funding Eligibility

Successful projects will align with Metro Arts' Mission and Thrive goals and objectives by:

- + impacting neighborhoods or communities
- + actively engaging residents through community input in project planning, decision-making and artmaking
- + exhibiting and promoting cultural equity in project design, process, and content

To receive a Thrive grant from Metro Arts, the applicant must be:

- + An Individual artist.
 - o Artists are defined as practitioners in the unique creation of visual arts, craft, performance art, media arts, literary arts, or non-listed fields.

Artists must be 18 years of age or older.

Artists must live or primarily work in Davidson County.

- + Artist Collectives. Artist Collectives are art organizations that do not hold nonprofit 501c3 status, or neighborhood groups.
 - o Art Collectives must have an artist identified to lead the project.
 - o Art Collectives must be located in Davidson County.
- + Non-profit organizations
 - o Organizations must be located in Davidson County.
 - o Organizations must have a professional artist identified to lead the project.

There are certain individuals that **cannot** receive a Thrive Grant from Metro Arts. They are:

- + Employees of Metro Nashville Davidson County or Metro Nashville Public Schools.
- + Members of the Metro Arts Board of Commissioners or Public Art Committee, or a submission with immediate family or household members who are serving in these roles.
- + Elected officials of Metropolitan Government of Nashville and Davidson County

Metro Arts will review additional grant criteria eligibility issues not listed here on a case-by-case basis. Please contact Metro Arts staff with any questions regarding eligibility.

New in FY25: Fiscal Agent + Thrive Project Funding

For the FY25 cycle, the Thrive program will comply with state and local policies requiring grants to be awarded to nonprofit organizations. Applicants who are not registered Tennessee 501(c)(3) nonprofit organizations must work with a fiscal agent to receive Metro Arts Thrive Project funding.

Applicants may select their own fiscal agent or choose from a list of vetted fiscal agents provided by Metro Arts. Fiscal agents may charge an administrative fee for this service; the maximum allowable amount is capped at 10% of the total award amount. Fiscal agents are not required to charge a fee. Any fee will be determined between the applicant and the fiscal agent and included in the Letter of Agreement. Fiscal agents and applicants must complete a Letter of Agreement outlining their respective roles and responsibilities, including fund disbursement, reporting, and other logistics.

Grantee Timeline

Metro Arts anticipates holding a two-week training period to inform applicants of the changes in this grant cycle. Grantees will have four weeks total to edit grant proposals, find fiscal sponsors, upload required documents, and resubmit.

Updates and changes include:

- + Letters of Fiscal Agency and Agreement
- + Any updates needed to complete the projects that were previously submitted. Changes may include adjusted timelines, different project goals, different community partners, etc. Metro Arts will consider any project changes that meet the Thrive requirements described above.
- + Grant Spending Plan if not already included. will receive 100% of the grant up front and the remaining after the final report is submitted. Organizations and applicants may include a negotiated draw schedule in their Letter of Agreement.

Fiscal Agent Eligibility as a Grantee

- + Serving as a Fiscal Agent for Thrive artists does not disqualify an organization from receiving an Operating Grant or its own Thrive project grant.

Funding Period

Important Dates

Updating and resubmitting grant applications	January 21 - February 18, 2025
Staff technical review	February 18-February 21, 2025
Application Scoring by Panelist	February 24- February 28, 2025

Grants Committee Approval	TBD
Commission Approval	TBD
Council Approval	TBD (If Necessary)
Contracts Signed and Awarded	TBD
Grant Period	Spring 2025-June15, 2025
Grant Final Spend Date	June 1, 2025
Grant Final Completion and Closeout	June 15, 2025

All grant applications are reviewed for eligibility by Metro Arts Staff. Then, applicant scores are determined by a community grant review panel. Eligibility verification reviews containing panelist notes are kept electronically by Metro Arts. After the grant awards are announced, applicants may contact Metro Arts to get a copy of these scores and comments for the records.

Allowable Costs

Once awarded, Thrive Project Funds can be used for:

- + Artist Fees

Project/Program Supplies/Fees

Thrive Project Funds CANNOT be used for:

- + Payments to any individual employed by Metro Nashville government or Metro Nashville Public Schools, or payments to any individual serving on the Metro Public Art Committee or the Metro Arts Board of Commissioners
- + Capital improvements, purchase of real property
- + Reduction of debts
- + Activities or programs with religious intent, study, or practices
- + Political lobbying activities

All Thrive project funds must be spent by the June 1, 2025. The final report closeout date is June 15th, 2025. All funding approvals and levels are contingent on the budget allocated to Metro Arts and approved by Metro Council for Fiscal Year 2025.

Resubmitting an existing Thrive Project Proposal

Proposals should be completed on the [Metro Arts Submittable portal](#). A completed FY25 Thrive project proposal will include the lead artist, supporting artists, funding request, project budget size and completed narratives. Eligible projects will be reviewed by a grant review panel and ranked/awarded based on the scoring rubric and available funding.

Funding Approval

The panelists' scores and recommendations are reviewed by the Grants and Funding Committee and are

used to determine which applications should be awarded funding. Lastly, the Metro Arts Commission reviews all recommended grant awards before voting to approve. Funding is contingent upon Metro Council approval of Metro Arts' General Operating Budget and grant criteria.

All commissioners and panelists are asked to disclose any conflicts of interest prior to approving grant allocations. Metro Arts makes every attempt to identify any conflicts in advance. If a conflict of interest is identified, a commissioner will be asked to abstain from allocating an organization's funding.

Grants and Funding Committee meetings, Metro Nashville Arts Commission meetings, and Metro Council meetings are open to the public. Visit the upcoming Metro Arts meetings page on the Nashville.gov website for more information.

Appeals

An organization can submit an appeal to the Metro Arts Commission to change their vote only if the applicant believes that there was a problem with the grant process. Here are the steps to file an appeal:

The Interim Executive Director of Metro Arts must receive the appeal in writing within thirty (30) days of the announcement of the funding decision.

The Interim Executive Director will bring the appeal to the Commission for review within thirty (30) days of receipt of the appeal.

Each written appeal must specifically state the exact nature of the claim. Written appeals that do not specifically provide this information will be dismissed summarily.

The Commission will review and vote on the appeal on the next scheduled meeting. The decision of the Metro Nashville Arts Commission is final.

Thrive Project Award Terms

Funding recipients agree to the following terms:

- + Recipient will use funds to pay for artist fees, project coordination and supplies and materials that support the project as described in the proposal.
- + Recipient will comply with all applicable laws and regulations.
- + Recipient will obtain all permits, licenses, and permissions necessary for the project. The failure to provide these documents could potentially place the artist, art collective, or community group in bad standing for consideration of future funding. Metro Nashville Government and any of its entities will not be held accountable for the failure to have these documents when required.
- + Recipient will collect and report project data as detailed Final Closeout Report.
- + In all publicity, promotions and/or printed materials related to the project, the recipient will credit Metro Arts according to the [Credit and Logo Usage Guidelines](#).
- + Up to 10% of funded Thrive projects will be audited; additional documentation, receipts and/or invoices may be requested.
- + If the project fails to occur, or after mid-point monitoring the applicant is found to be out of

compliance, subsequent applications for support may be ineligible.

- + Failure to complete requested closeout information may affect future Metro Arts submissions.

Award Notification

Grant award notifications will be emailed to the contact person listed in the application. Grantees are responsible for notifying of any changes in the address or contact information. If you have any questions, please contact arts.grants@nashville.gov. The contracting process typically takes 4-6 weeks as contracts require multiple signatures from Metro Government. Completed vendor forms will be required for first time award recipients. Updated vendor forms will be required for change of address and banking information changes.

Mid – Point Check-in

Given the abbreviated grant period the Metro Arts staff will check-in with grant recipients as it allows both the recipient and Metro Arts to ensure the project is progressing well and confirm that funds are being used effectively. This check-in helps maintain accountability and ensures alignment with the grant's objectives before the project's completion.

Final Closeout Report

Final Thrive Project Funding reports are due on or before June 15, 2025. Grantees should be prepared to report on program goals, outputs, and outcomes; participant demographic information; jobs supported; and other metrics depending on grant category. The final closeout report will also include detailed financial information about grant expenses. Metro Arts staff will provide more information about the final report as part of the award notification process. Metro Arts cannot guarantee final grant payments for organizations submitting closeout reports after this deadline. Organizations must maintain financial records that clearly show the use of all grant funds. Grantees must submit all required documents and reports by the dates determined by Metro Arts.

We understand that proposed budgets may change. All program and/or budget changes must be submitted as a contract amendment request in the Submittable system as soon as possible. Contact the Metro Arts Grants team at arts.grants@nashville.gov to request a contract amendment. Metro Arts will either approve or disapprove the change. We will make every attempt to allow reasonable adjustments. Metro Arts reserves the right to cancel any grant contract if the project is not administered as proposed in the application and may request the return of all or a portion of the grant funds awarded

Please note that if an expense shows a variation of more than 10% from what is included application budget, the grantee's Final Financial Reports will be returned for corrections. At Metro Arts' request, each grantee may be asked to provide documentation of expenditures including, but not limited to, letters of agreement, contracts, purchase orders, invoices, and bills. **The artist and fiscal agent will be responsible for completing all reporting requirements. The fiscal agent must review the reports to ensure they are complete and accurate. If any errors or omissions are identified, both the artist/collective and the fiscal agent share the responsibility for addressing and resolving the issues.**

Logo Usage and Credit Policy

All recipients of Metro Arts funds are required to include the Metro Arts logo on all online or printed

publicity materials. The credit policy and logo files are available on the [Partner Tools | Metro Arts Nashville](#) page of the Metro Arts website.

Maintaining Good Standing

Remaining in good standing with Metro Arts is very important. A grantee maintains good standing by meeting all requirements stated in the guidelines and grant contract, including spending grant funds as described in the grant contract, following the logo and credit policy, and submitting grant information, documents, and reports on or before the stated deadline. These items include contracts, final financial reports, closeout reports, and any other information that Metro Arts may request. An organization's subsequent grant application may be denied eligibility if any of the following are not met according to the stated instructions:

- Final Close out Report and Performance Metrics Report
- [Metro Arts logo and credit policy](#)
- Timely communication related to project or budget changes.
- Completion of grant activities and disbursement of grant funds according to grant contract, as indicated in closeout report materials

If an organization loses its good standing status for any of the reasons above, the organization will be sent documentation in writing of what requirements have not been met and what steps need to be taken to return to good standing status. If an organization is not in good standing at the end of a grant cycle, future grant contracts may be held until issues may be resolved.

Monitoring

As a department of Metro government receiving Federal funds, Metro Arts is required to review and monitor up to 10% of distributed funds annually. Grantees are randomly selected to be monitored in the following category: Thrive Project Funding. If your project is selected, you will be notified in advance, and a meeting time will be arranged for the Metro Arts staff to conduct a site visit. You will be asked to provide year-to-date grant expenditures, payment records, payroll records and electronic and printed promotional materials showing Metro Arts logo usage according to the Metro Arts Credit Policy. Metro Arts will provide a detailed list of items that will need to be collected and reviewed prior to the scheduled site visit. A written report of the monitoring visit will be provided to the organization after the review is complete. Metro Arts staff may report negative findings to the Arts Commission. Unresolved or recurring negative findings will result in a change to the organization's good standing status.

For further assistance, please contact Sydnie Davis Strategic Grants & Initiatives Manager | arts.grants@nashville.gov