Docusign Envelope ID: 518DDF7F-34B1-81F8-83EC-1A1F331F100D

D-26-14492

LEGISLATIVE TRACKING FORM

Filing for Council Meeting Date: 10/06/26 ☑ **Resolution** ☐ **Ordinance**

Contact/Prepared By: _____ **Date Prepared:** _____

Title (Caption): A resolution to approve the fiscal year 2027 criteria of the Community Arts Leaders of Nashville Internship Program for the Metropolitan Nashville Arts Commission.

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

Proposing Department: _____ **Requested By:** _____

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

Legislative Category (check one):

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

FINANCE **Amount +/-: $** _____ **Match: $** _____

Funding Source:

- Capital Improvement Budget
- Capital Outlay Notes
- Departmental/Agency Budget
- Funds to Metro
- General Obligation Bonds
- Grant
- Increased Revenue Sources
- Judgments and Losses
- Local Government Investment Project
- Revenue Bonds
- Self-Insured Liability
- Solid Waste Reserve
- Unappropriated Fund Balance
- 4% Fund
- Other: _____

DS AP

Approved by OMB: _____ Date to Finance Director's Office: _____

Approved by Finance/Accounts: _____ **APPROVED BY**

Approved by Div Grants Coordination: _____ **FINANCE DIRECTOR'S OFFICE:** _____

ADMINISTRATION

Council District Member Sponsors: _____

Council Committee Chair Sponsors: _____

Approved by Administration: _____ **Date:** _____

DEPARTMENT OF LAW Date to Dept. of Law: _____ Approved by Department of Law: _____

Settlement Resolution/Memorandum Approved by: _____

Date to Council: _____ For Council Meeting: _____ ☐ E-mailed Clerk

☐ All Dept. Signatures ☐ Copies ☐ Backing ☐ Legislative Summary ☐ Settlement Memo ☐ Clerk Letter ☐ Ready to File

Department of Law – White Copy *Administration –Yellow Copy* *Finance Department - Pink Copy*

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Resolution No. _____

A resolution to approve the fiscal year 2027 criteria of the Community Arts Leaders of Nashville Internship Program for the Metropolitan Nashville Arts Commission.

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

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

WHEREAS, the Arts Commission voted to approve the criteria for the Community Arts Leaders of Nashville Internship Program ("CALN Grant") on September 16, 2026 a copy of which is attached hereto and incorporated herein; and,

WHEREAS, Fiscal year 2027 CALN Grant criteria is updated to include a new description of an "arts-focused nonprofit," grant recipient host sites will add interns as W-2 or IRS Form 1099 employees, removal of ten (10) paid hours of time off for interns, and program mentors cannot be employees of the host site where the intern is placed; and,

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

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

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

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

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

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

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RECOMMENDED BY:

Signed by:
Ashley Bachelder
04BG7C9B9865448...

Ashley Bachelder, Executive Director
Arts Commission

APPROVED AS TO AVAILABILITY OF FUNDS:

Signed by:
Jenneen Reed/mjw
62377A2A8742469...

Jenneen Reed, Director
Department of Finance

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:
Macy Amos
122C5A9A0E944DA...

Assistant Metropolitan Attorney

INTRODUCED BY:

_____

_____

_____

Member(s) of Council

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Community Arts Leaders of Nashville Internship Program
Spring 2027
Program Criteria

Description and Award Amount

Activities of Community Arts Leaders of Nashville will take place during the spring semester in 2027. Selected arts-focused organizations will serve as host sites. Funds will be paid to selected host sites as a grant of $6,700 from Metro Arts. Host sites will then pay interns and mentors as described below.

The $6,700 grant must be used for the following:

- $3,750 paid to the intern
    - $500 advance to support transportation needs, to be paid to interns in advance of the internship start date
    - $3,250 total for wages for 125 hours of work with the host organization
- $450 paid to the mentor matched with each intern
- $2,500 administration support for the host site

Program Eligibility

Metro Arts will collect applications and facilitate the matching process for the three participant groups (host sites, interns, and mentors). The eligibility requirements for each group are as follows.

Host Site Eligibility

This opportunity is open to arts-focused 501(c)3 nonprofit organizations based in Davidson County. An arts-focused organization is one whose primary mission is to directly support the performance, exhibition, or instruction of art and whose majority of programming supports the performance, exhibition, instruction, creation, or education in the arts. Art refers to several artistic genres including, but not limited to dance, film and media arts, craft, literary arts, music, performance art, multidisciplinary work, theater, or visual arts.

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Host sites applicants must meet all the following criteria:

- 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 September 1, 2025, or earlier.
- Be active and in good standing with the Tennessee Secretary of State's Business Services Division and Office of Charitable Solicitations, indicating the agency is currently duly registered to solicit public funds in Tennessee.
- Organizations must have a business address located in Davidson County and operate the majority of its programming in Nashville.

Colleges or universities are not eligible to apply. Organizations whose primary purpose or activities involve religious practices or intent are not eligible to apply.

Please contact us if you have questions regarding the definition of an arts-focused organization.

Intern Eligibility

This opportunity is open to undergraduate students that are 18-years-of-age or older at public or private colleges, universities, or post-secondary institutes of higher learning located in the state of Tennessee. Students must be authorized to work in the United States. Students from financially disadvantaged backgrounds who qualify for a Pell grant through Federal Student Aid are guaranteed to receive an interview. Applicants must submit documentation of their Pell grant eligibility with their applications

Students that have previously been a Metro Arts CALN intern are ineligible to apply.

If selected, interns are expected to be onsite in Nashville for their work with the host site, excluding the spring break period. Interns must be able to consistently work approximately 8-10 hours per week through the internship period. Host sites will work with interns to create work schedules that are balanced with the intern's academic calendar, within the confines of host site's needs.

Mentor Eligibility

The artist mentor opportunity is open to professional artists or arts administrators that are 18-years-of-age or older, who live or work in Davidson County, and have at least two (2) years of paid experience in the arts, as reflected on a submitted resume or curriculum vitae.

Mentors cannot be an employee of the host site where the intern is placed. Employees of the Metropolitan Government of Nashville and Davidson County, including Metropolitan Nashville Public Schools, are ineligible to apply.

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Program Details and Expectations

Internship Focus

Host sites will select an area or areas of focus on their application for the type of internship they intend to provide. Multiple categories may be selected, as internship roles might contain overlapping skills and responsibilities. Likewise, intern applicants will select all categories for which they would like to be considered. Through the application review and interview processes, Metro Arts will facilitate the best possible matches for each intern and host site.

If selected, host sites must supply a job description to be used in the interview and matching process. Intern applicants should be prepared to describe any skills or experience that relate to the area of focus in which they indicate interest in their application and/or interview.

Areas of focus include:

- **Arts Education:** Support for teaching, workshops, and curriculum development in the arts.
- **Arts Programming:** Support for programs, workshops, and events that support the performance, exhibition, instruction, creation, or education in the arts.
- **Community Engagement:** Support for community outreach, relationship-building, coalition work, and/or cultural organizing for an organization.
- **Development**: Support for grant writing, donor relations, fundraising, and related projects or events.
- **Finance or Operations Management**: Support for financial management, reporting, accounting, and operations support.
- **Marketing and Communications**: Support for communications and writing, public messaging, promotion, and social media.
- **Production/Curation**: Support for exhibition design, collection management, research, and administration.
- **Research and Evaluation**: Support for research, evaluation, and data analysis.
- **Other** (Host site to describe)

Host Site Expectations

If selected, host sites should:

- Provide substantive work experiences that contribute to your intern's professional growth and learning, while also supporting the capacity or growth of your organization. Internship roles must be related to the arts-focused work your organization.
- Provide an equitable and accessible workplace. Promote a culture of respect and belonging that actively values diverse identities, backgrounds, and perspectives.
- Designate a dedicated intern supervisor to oversee the intern experience and be the point of contact with Metro Arts.

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- Register your organization as a vendor in Metro's payment system in order to receive payment.
- Verify the intern is authorized to work in the United States.
- Add your intern as a W2 or 1099 employee for the duration of their work with your organization. If selected, host sites must indicate and communicate to all intern candidates which employment arrangement will be used. Organizations should ensure that they have capacity for managing the applicable employer payroll taxes and obligations if they add the intern as a W2 employee. Metro Arts encourages the W2 option, but if a 1099 is used, organizations should advise interns on the related tax implications.
- Provide the intern a $500 advance to support transportation needs before internship start date of February 1, 2027.
- Process payment to interns bi-weekly (every other week). Work with your intern to develop a system to document their hours worked.
- Provide Metro Arts the general work schedule at the beginning of the internship period. Metro Arts will confirm that hours are being completed through periodic, monthly check-ins over the course of the semester. The host site supervisor should promptly notify Metro Arts if there is a possibility that the intern will not complete their 125 hours of work by April 30, 2027.
- Process $450 payment to arts mentor upon verification from Metro Arts that the mentor has completed required hours. Mentors may be paid as independent contractors.
- Participate in the host site orientation meeting and periodic check-in meetings with Metro Arts.
- Provide intern with an opportunity to share their project or experience with the cohort.
- Participate in in-person interviews with the candidates for the intern position at your site. Metro Arts will make all interview assignments and coordinate all logistics for the interview location and schedule.
- Communicate promptly with Metro Arts about any conflicts that you cannot resolve with your intern. Host site supervisors are responsible for informing Metro Arts about any issues with an intern's performance, attendance, or other responsibilities as soon as possible so that Metro Arts staff can assist as necessary.
- Host site must notify Metro Arts of any active criminal or civil litigation, investigations, reviews, or criminal or other misconduct proceedings of or against the host site during the grant period.
- Complete an end-of program closeout report with Metro Arts, including report of expenditures.

Intern Expectations

If selected, interns should:

- Share your passion, creativity, and unique perspective with your host site and your intern cohort.
- Approach your work experiences with openness, curiosity, and willingness to learn.

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- Be present in-person in the Nashville area for the internship period. You will be expected to work in-person at the host site unless you set up an alternative work agreement with your host site.
- Secure your own housing in the Nashville area and transportation to and from all internship related activities.
- Work 8-10 hours per week with the host site (total of 125 hours) at hours agreed upon with your host site. Work with your host site to develop a system to document your hours worked.
- Communicate promptly with your host site supervisor about your work, schedule, and any absences.
- Participate in five (5) hours of one-on-one mentorship with your mentor.
- Participate in two (2) professional development activities provided by Metro Arts.
- Attend the virtual orientation and in-person kick-off and closing events.
- Participate in three (3) scheduled virtual check-in meetings with Metro Arts about your internship experience.
- Communicate promptly with Metro Arts about any conflicts that you cannot resolve with your host site or mentor.
- Complete an end-of-program survey with Metro Arts on Submittable in May 2027.

Mentor Expectations

If selected, mentors should:

- Share your story, experience, and unique perspective with your mentee.
- Provide five (5) hours of one-on-one time with your mentee over the course of the internship period. Mentors will track hours with a form provided by Metro Arts, who will confirm with the host site when the mentor has completed required hours.
- Participate in a mentor orientation meeting and periodic check-in meetings with Metro Arts.
- Attend kickoff and closing events with the intern cohort and host sites during the program.
- Help connect the intern cohort to unique arts experiences in Nashville.
- Communicate promptly with Metro Arts about any conflicts you cannot resolve with your intern.
- Complete an end-of-program survey with Metro Arts on Submittable in May 2027.

Additional Host Site Requirements

- All host sites will be required to sign a grant contract with Metro Arts upon selection and the successful matching with an intern and approval by the Arts Commission. The Contract will include outline of allowable funds as described above.
- Host sites must register in the Metro vendor system to receive payment. Instructions will be provided if selected.

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- No parties affiliated with this grant, including interns, mentors, host organization representatives or supervisors, may be employees of the Metropolitan Nashville Government, Metropolitan Nashville Public Schools, or a member of the Arts Commission.
- Financial documentation, including payments to interns and mentors and use of administrative support funds, must be submitted with the final closeout report in Submittable. Administrative support expenses may include costs such as host site supervisor salary support, organization supplies used in intern's scope of work, etc.
- Metro Arts reserves the right to monitor grant activity and financials.