



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

MEETING MATERIALS

Metro Art Board of Commissioners

December 16, 2021 12-1:30 p.m.

Metro Southeast Building

Green Hills Auditorium

1417 Murfreesboro Pk.

Nashville, TN 37217

If you have any questions, please contact arts@nashville.gov.

METRO ARTS MISSION:

Drive an Equitable and Vibrant Community through the Arts

- A. [DRAFT] FY23 Grant Guidelines
- B. FY23 Grant Guidelines: Summary of Proposed Changes
- C. [DRAFT] FY22 Thrive Cycle 2 Project Summaries
- D. [DRAFT] FY22 REAL Project Guidelines



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

Operating Grant Support | Grant Guidelines

FY23 GRANT CYCLE | FOR ACTIVITIES TAKING PLACE JULY 2022 – JUNE 2023

APPLICATION DEADLINES

Thursday, February 10, 2022 4:30pm (Pre-Application Priority Deadline)

Friday, March 4, 2022 4:30pm (Pre-Application Final Deadline)

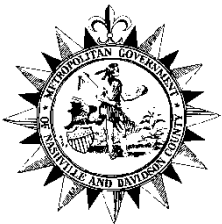
Thursday, March 10, 2022 4:30pm (Full Core Application or Basic Operating Reverification Form)

Mailed, emailed, or faxed applications are not accepted. Submit all applications online at <https://mnac.submittable.com/submit>

Metro Nashville Arts Commission

Caroline Vincent
Executive Director

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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:

Ian Myers, Metro Nashville Arts Commission, P.O. Box 196300, Nashville, TN 37219-6300
Ian.Myers@nashville.gov, (615) 862-6730, TTY Relay Service 800-848-0298

Individuals who have a hearing impairment and require auxiliary aids and services for effective communication in the programs, services, or activities of the Metro Nashville Arts Commission are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice can be made available in alternative formats through the office of the ADA Compliance Coordinator, Monday through Friday, 8:30 a.m. until 4:30 p.m.

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.

ال تواصل في مساعده نايمكنه مترجم على نحصل سوف يد ذلك إذ بارنا فالارجاء ، لغوية مساعدة إلى ب حاجة ك نت إذا
ال بعض ب بعضنا مع

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

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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

For FY23, in order to support Nashville's arts organizations in their continued recovery following challenges related to the coronavirus pandemic, Metro Arts has decided to focus funds on operating support for the FY23 grant cycle. Those interested in project support should review our Thrive program. Information about Thrive is available at www.metroarts.nashville.org/thrive.

We acknowledge that access to resources has been limited for certain groups of people historically which is why Metro Arts is guided by a [cultural equity statement](#). Our grants program, along with all Metro Arts programs, seeks to make opportunities and resources available to all Nashvillians in an equitable way.

Grant Eligibility

Operating Support grants support 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 support grant 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 1, 2020 or earlier for Core Operating Support and January 1, 2019 for Basic Operating Support
- + Have a business address that is 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

A Creative Life For Everyone



- + Maintain a fully completed and accurate GivingMatters.com profile

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

- Non-arts organizations
- Arts organizations who focus on capacity building, technical assistance, or advocacy and do not offer direct artistic programming
- 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. Please contact Metro Arts staff with any questions regarding eligibility.**

Request Amount

Maximum request amounts are limited to 20% of the organization’s average operating revenue based on the organization’s most recently completed fiscal years (as reported in in the organization’s IRS Form 990s). Three years of financial information are required for the Basic Operating Support and at least two years of financial information are required for Core Operating Support. (Core Operating Support applicants with only two years of financial history may request up to 20% of the organization’s average operating revenue over the two most recently completed fiscal years). Grant awards are not to exceed \$300,000 for Basic Operating Support and \$20,000 for Core Operating Support. Operating revenue includes funds raised by an organization for its annual operating budget only. Not included in this calculation are: (1) donations restricted to endowment funds, (2) in-kind contributions, or (3) donations for capital projects.

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 or Equipment Purchase
Artist Fees	Reduction of Debts
Program/Project Supplies	Food or Beverage
Performance Space/Facility Rental	Activities & Programs with Religious Practices or Intent
Marketing and Promotion	Political Lobbying Activities
Consulting Fees	Fundraising Activities
Equipment Rental	Purchase of Property

Grant Cycle Time Frame

All eligible FY23 grant activities must take place between July 1, 2022 and June 1, 2023 unless otherwise noted.

Grant Payment Schedule

Awarded grant funds are distributed in two payments: 80% of awarded funds are distributed after execution of the grant contract, and the final 20% of awarded funds are distributed approximately 6-8 weeks after final grant closeout. Please note that the contracting process typically takes 4-6 weeks as contracts require multiple signatures from Metro Government. If organizations return their signed contract and revised budget promptly, first grant payments may be received between October 1 and November 1, 2022.

Matching Funds

Metro Arts grant awards require a 25% match. This means that if awarded funding, the applicant organization must contribute at least 25% of the amount awarded by Metro Arts. For instance, a \$10,000 Metro Arts grant must be matched by an additional \$2,500 not from Metro Arts. Matching funds can be corporate sponsorships, individual donors, foundation grants, state or federal grants, earned revenue, etc. but they cannot be from other Metro Arts grants, funds from other Metro departments, or in-kind (non-cash) donations. Metro Arts grants previously required a dollar for dollar match. **This change is effective only for the FY23 grant cycle and may change in future years.**

Grant Categories

For FY23 grant cycle, Metro Arts will only provide operating support grants to eligible nonprofit arts organizations within Davidson County. For project support, please see our [Thrive funding opportunity](#).

Operating Support funds support expenses that are incurred during the FY23 grant cycle period. The specific Operating Support category and maximum request amounts are determined by the organization's budget size and average operating revenue. The information in the following pages will help you understand which grant category is the best fit for your organization.

Basic Operating Support	Organizations with an arts-focused mission + average revenue of >\$100,000 annually	3+ years as a nonprofit + at least 6 months of programming each year	Request up to 20% of average revenue, cannot exceed \$300,000
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Basic Operating Support grants support the overall operations of nonprofit arts organizations that are based in Metro Nashville-Davidson County and have an average revenue of more than \$100,000 per year over the most recent three-year period. To qualify for a Basic Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 1, 2019 or earlier.

Applicants in this category are reviewed on a three-year cycle. The most recent adjudication for this category was FY21. After FY21, applicants will not be adjudicated again until FY24. *Organizations who become eligible for this category in a non-adjudication year may apply annually in the Core Operating Support category until the next adjudication year.* Applicants reviewed in FY21 will retain the scores and rankings received until the next adjudication cycle. Specific funding allocations in non-adjudication years will be dependent upon budget and total grant requests. Basic Operating Support grantees are required to submit a Reverification Form every non-adjudication year in order to receive funding.

NOTE: This is a three-year adjudication process, not a commitment to three years of funding. Metro Arts cannot guarantee funding from year to year.

Core Operating Support	Organizations with an arts-focused mission + average revenue of <\$99,999 annually	2+ years as a nonprofit + at least 6 months of programming each year	Request up to 20% of average revenue, not to exceed \$20,000
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Core Operating Support grants provide foundational support to community-based arts organizations that are in their early stages and/or have an average budget of less than \$100,000 over the most recent two years. To qualify for a Core Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 1, 2020 or earlier. Applications are reviewed in this category annually.

How to Submit an Application

Application Checklist

- GivingMatters.com profile, including most recent financial statements/IRS Forms 990
- Pre-Application via Submittable (IRS 501(c)(3) determination letter required)
- Full application (or Basic Operating Reverification Form) + support materials
- Metro financial support disclosure letter (if applicable)
- Draft review coaching (optional)

GivingMatters.com

All applicants are required to have a GivingMatters.com profile. These online profiles are used by Metro Arts staff and panelists to access and review organizational information including mission statements, program descriptions, board leadership, financial information, and more. It is important to keep this profile up-to-date as it is used numerous times during the grant review process.

New profiles take some time to create initially but are easy to update on an annual basis. **Grant applicants that do not already have a complete profile on GivingMatters.com should submit new profile requests to GivingMatters.com no later than February 15, 2022 for our grant deadline.**

The following documents are required to create your GivingMatters.com Profile:

- IRS 501 (c) (3) letter of nonprofit determination
- TN State Charitable Solicitations Permit (If you have questions about this permit, contact the state at (615) 741-2555 or visit their [website](#).)
- Bylaws - These will NOT be published to your GivingMatters.com profile, but are for verification purposes only.
- Current Organizational Budget
- Form 990, 990EZ, or 990N/ePostcard from agency's 3 most recent fiscal years. If these documents are unavailable, please indicate the reason in your GivingMatters application.
- If your organization's revenue surpassed \$500,000 for any or all of these three fiscal years, they will also need those years' audited financials.
- A signed Profile Acknowledgment form (see GivingMatters.com)
- A completed Nonprofit Information form (see GivingMatters.com)

GivingMatters.com staff are available to help you through the profile process.

After the GivingMatters.com staff create the initial profile, they will provide you with the necessary log-in access to complete the rest of the profile online.

Applicants that already have a complete GivingMatters.com profile should submit any necessary updates to GivingMatters.com by March 1, 2022 in order for changes to be updated by the grant deadline. For assistance with GivingMatters.com, contact The Community Foundation of Middle Tennessee at 615-321-4939 or contact your GivingMatters.com coach directly.

Completing an Online Grant Application

Metro Arts utilizes an online application system called Submittable. The Metro Arts grant application portal can be accessed at <https://mnac.submittable.com/submit>.

All applications must be completed and submitted using this system. No emailed, faxed or mailed applications will be considered for funding. Keep in mind that submitted applications are considered public record and can be reviewed by the general public. An application may be disqualified at any time if an organization, proposal, or project is deemed ineligible.

Pre-Application

Once the grant application opens, all applicants must first complete the Pre-Application through the Submittable portal. **This Pre-Application is required for all FY23 applicants, including those applying for reverification of Basic Operating Support.** The initial application walks the applicant through a series of yes/no questions to determine eligibility for Metro Arts grants. It also allows the applicant to indicate whether they are interested in draft review coaching (see *Draft Review Coaching*, below). You will need to upload your IRS 501(c)(3) determination letter to complete this step.

Once the Pre-Application has been submitted, Metro Arts staff will review for organization eligibility. If the applicant is eligible, Metro Arts staff will send the link to the full application or the Basic Operating Support reverification form via email to the email address provided in the application. Metro Arts staff will also contact the organization via the email address provided to schedule optional draft review coaching (See *Draft Review Coaching*, below). Please note, the link to the full application or reverification form will be sent 1-2 business days after receipt of Pre-Application.

The priority deadline to complete the Pre-Application is Thursday, February 10, 2022. Submitting by the priority deadline allows organizations to receive application review, coaching, and time for corrections. Organizations who submit after the priority deadline will not be eligible for coaching or draft reviews.

NOTE: Arts organizations may still apply for Metro Arts grants after the priority deadline, but will not be able to participate in draft review coaching. The Final Pre-Application deadline is Friday, March 4, 2022. Email marysa.larowe@nashville.gov for more information.

Full Application

The link to the full application will be sent via email to the applicant following the Pre-Application step. The application includes narrative questions grouped by four sections: The Community, The Art, The Organization, and Equity. It also includes a financial assessment, a budget form, and upload links for required attachments.

Basic Operating Reverification Form

Basic Operating Support grants are adjudicated every three years. Basic Operating Support grantees are required to submit a Reverification Form every non-adjudication year in order to receive funding. (Specific funding allocations in non-adjudication years will be dependent upon budget and total grant requests.) In non-

adjudication years, Basic Operating Support grantees will receive the Reverification Form via email link instead of the Full Application form.

Required Attachments

Applicants are required to attach to the application:

- **REQUIRED: GivingMatters.com Full Profile PDF:** Applicants are required to upload a pdf of their current GivingMatters.com profile. To get a copy, first go to GivingMatters.com and find your organization's profile. At the top of the webpage you will see a pdf icon: Download Full Profile. Download and save the FULL PROFILE pdf to your computer, then upload a copy to the application.
- **REQUIRED: Proof of arts advocacy:** Advocacy is educating and communicating to the public, including public officials, the importance of the arts and how public support of the arts can and has impacted your community. Examples of arts advocacy proof may include: membership in Nashville Arts Coalition; copies of current letters to legislators and other elected officials; photos of elected officials at the applicant's arts events; newspaper articles that create awareness about public support for the arts through the organization's activities (news articles that primarily market events are not acceptable); and other pertinent print materials. Proof of advocacy must be demonstrated by the applicant organization. Applicants may not submit advocacy efforts conducted by contracted personnel. Multiple examples of arts advocacy will strengthen the application, but only one example that proves advocacy is required.
- **REQUIRED: At least one (1), max of three (3), support material attachments:** Applicants are required to upload at least one (1), max of three (3), pieces of support materials as attachments. These could include examples of marketing pieces, additional advocacy efforts, promotional materials, artist bios, photos, audio recordings, letters of support, etc. that showcase or support the applicant organization.
- **IF APPLICABLE: Disclosure of Other Metro Support:** Applicants who have a financial agreement with any Metro department outside of Metro Arts must disclose this relationship in writing. Please upload a letter detailing all current and confirmed operational, capital, and in-kind support received from Metro Nashville Government. More information is available in the section below.
- **OPTIONAL: Up to 2 website links** You are also allowed to submit up to two (2) website links as support materials in addition to the other attachments. If you have videos that you would like to include, we suggest that you post them to Vimeo or YouTube and include the links to those pages rather than uploading video files. This will make viewing your materials much easier for the grant panelists.

Financial Statements + IRS Forms 990

Having the most recent financial reports posted to GivingMatters.com is very important. Not maintaining profile information could have an effect on the applicant's good standing status. These reports are used to determine eligibility and maximum request amounts. All applicants must post the most recently completed IRS Form 990, 990-EZ or 990-N (e-postcard) and/or audited financial statements to the organization's GivingMatters.com profile by the application deadline.

If your organization has not created your GivingMatters.com profile by the Pre-Application deadline, please upload your IRS Forms 990 to the Submittable form in the space provided.

Note for organizations with a January to December fiscal year schedule: Please make all GivingMatters.com updates by the stated deadlines even if the Forms 990 and/or audited financial statements are still in-progress. For organizations with January-December fiscal year schedules, once most current documents become available, we ask that you email them to the Metro Arts Program and Evaluation Coordinator at Marysa.larowe@nashville.gov and upload them to the organization's GivingMatters.com profile as soon as possible.

Disclosure of Other Metro Support

Many local nonprofits receive financial support or fees for service from various Metro funding sources. Applicants who have a financial agreement with any Metro department outside of Metro Arts must disclose this relationship in writing via a letter uploaded to the application in Submittable. Please address the letter to the Metro Arts Executive Director and submit via Submittable. The letter should include a description of all current and confirmed operational, capital, and in-kind support received from Metro Government.

Draft Review Coaching

All grant applicants whose applications will be scored by the panel have the opportunity to submit a preliminary draft of their grant application for review and receive feedback from Metro Arts staff prior to the application deadline. **First-time applicants are strongly encouraged to take advantage of this opportunity for feedback from a Metro Arts staff member.** This draft review coaching is optional. **Because Basic Operating grantees will not be scored by panel review in FY23, draft review coaching is only open to Core Operating applicants for FY23.** All coaching sessions will take place between February 14-25, 2022. Applicants can indicate whether they would like a coaching session in the Pre-Application or by emailing arts@nashville.gov. Metro Arts staff will contact interested applicants via email to schedule coaching sessions. Applicants should submit their draft for review no later than 5 business days in advance of their coaching session to ensure Metro Arts staff has time to read and provide feedback. All narrative answers in The Community, The Art, The Organization and Equity must be completed prior to submitting for draft review.

Application Deadlines

All FY23 grant applications and accompanying support materials must be submitted **before** the following dates and times:

- + **4:30 PM CST, Thursday, February 10, 2022 for Priority Pre-Application**
- + **4:30 PM CST, Friday, March 4, 2022 last day to submit Pre-Application**
- + **4:30 PM CST, Thursday, March 10, 2022 for Full Application or Basic Reverification Form**

After Pre-Application, the full Metro Arts Grants application and Reverification Form application will close at exactly 4:30PM Central Standard Time on Thursday, March 10, 2022. An application cannot be submitted after 4:29 PM on the application deadline date. After that time, any in-process applications cannot be submitted for review. Please submit early to avoid any last-minute technical difficulties.

Important Dates*

Application live	January 27, 2022
Applicant Grant Training Online Video Available	January 28, 2022
Pre-Application Priority Deadline	4:30 PM February 10, 2022
Pre-Application Closes	4:30 PM March 4, 2022
Final Application Deadline: Operating Support	4:30 PM March 10, 2022
Panel Review: Core Operating Support	May 2-6, 2022
Commission Approval	June 16, 2022
Grant Period	July 1, 2022 – June 1, 2023
Grant Closeout Due	June 15, 2023
First Grant Payment (80% of award)	Between October 1 and November 1, 2022
Final Grant Payment (20% of award)	6-8 weeks after final closeout report approval

**Subject to change, additional grant review panel dates will be added if needed*

There will not be a Basic Operating Support Panel Review for this fiscal year, as this is not an adjudication year for Basic Operating Support. Basic Operating grantees will complete a reverification form.

Grant Review Process

All grant applications are reviewed by Metro Arts staff for eligibility and scored by the grant panelists. Funding determination are made based on panelist scores.

Grant Panelists

Basic Operating Support grant review panelists are professionals from outside the Middle Tennessee region and have expert knowledge about non-profit management, arts/cultural programming, and organizational health. These panelists receive an honorarium for their service.

Core Operating Support grant review panelists are local arts experts and/or advocates who live in Metro Nashville-Davidson County and are committed to the arts in our community. These individuals have been nominated or have been self-nominated to serve in this role. Panelist nominations are reviewed and selected by Metro Arts staff. We select panelists who truly care about the arts and reflect the community through diversity in age, gender, race/cultural identity, neighborhoods, physical abilities, professional expertise, and personal interest. Core Operating Support grant application review panelists will receive an honorarium of \$250 for their participation on the panel. **This change is effective only for the FY23 grant cycle and may change in future years.**

All operating support applications include an additional section called a Financial Health Assessment. The answers to these questions are reviewed, along with the three most recently completed financial statements, by two local Certified Public Accountants (CPA). Their review takes place outside of the public panel meeting and their scores are added to the other panelists' scores later in the grant review process.

All panelists are asked to disclose any conflicts of interest prior to reviewing grant applications. A conflict of interest is a situation in which a panelist has a relationship with the organization applying for funding that may affect how they score an application. Metro Arts makes every attempt to identify any conflicts in advance. If a conflict of interest is identified, the panelist will be asked to abstain from scoring the organization's application.

Score sheets containing panelist notes are kept electronically by Metro Arts. After the grant awards are announced, you may contact Metro Arts staff to get a copy of these scores and comments for your records.

Funding Criteria + Scoring

Panelists will use a [Scoring Guide](#) to evaluate each application. This guide includes a list of criteria divided into four main areas: **The Community, The Art, The Organization, and Equity**. These four areas match the four sections of the application. The Scoring Guide is available to panelists and applicants. Visit the [Metro Arts website](#) to view the guide as you prepare your application. The Scoring Guide includes the score sheets that will be used by the panelists and a Scoring Map. This map shows each application question and what criteria the panelists will be looking for in your answer.

A proposal can receive a score of up to 23 points in each section. The Financial Health Assessment section can receive a score of up to 8 points. The panelists will read each section of the application and compare it to the scoring criteria. The financial reviewers will read the Financial Health Assessment and review financial documents and compare to the scoring criteria. Higher scores mean that the proposed project meets many or all of the scoring criteria. Lower scores mean that the proposed project only partially meets the scoring criteria. The scores

of each section are added together to create an overall application score of up to 100 points for operating support applications.

Panel Meetings

Each grant category is assigned a group of application reviewers who review and enter initial score application materials on their own before attending the panel meeting with the other panelists. Final scores are not assigned to any application before the panel meeting takes place. You will receive information on the date, time, and location of the review panel so that a representative of your organization can attend. Panel meetings take place virtually. **Attendance is not required, but is strongly encouraged.**

After each application has been reviewed and scored, the scores are added together and averaged to create a final application score. These scores are used to create a ranking of the applications received in each category in order from highest to lowest.

Metro Arts' staff and commissioners attend and support panel meetings but do not score applications or influence how the panelists score.

Funding Recommendations

A formula based on the score and ranking that each application receives from the panel is the main determinant of the amount of funding awarded. Metro Arts refers to this funding amount as the *allocation*. Applications typically receive only a portion of the requested amount and some may not be funded at all. Funding is based on a number of factors including the amount of funds available in each category, the number of applications received, the panels' scoring range, and other factors.

Funding Approval

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

Grants and Allocations Committee meetings, Metro Nashville Arts Commission meetings, and Metro Council meetings are open to the public. To find information about upcoming meetings, visit the [Public Meetings](#) section of our website.

Appeals

All funding decisions made by the Metro Nashville Arts Commission are final. An organization can submit an appeal to the Commission to change their vote only if 1) the applicant believes that there was a problem with the grant review process AND 2) the Commission's vote caused the applicant harm. Here are the steps to file an appeal:

- + The Executive Director of Metro Arts must receive the appeal in writing within fifteen (15) days of the announcement of the funding decision.
- + The Commission will review and file the appeal within fifteen (15) days of receipt of the appeal.
- + Each written appeal must specifically state the exact nature of the claimed defect in the process, and must specifically state and identify the damage caused by the defect in the process. Written appeals that do not specifically provide this information will be dismissed summarily.
- + The panel that considered the contested grant and/or the Metro Arts Grants and Funding Committee will provide a written response to the executive director and a copy to the appellant within fifteen (15) days of the appeal filing.
- + The Commission's review will be based on the following information:

- The information in the Commission's file on the contested grant application;
 - The appellant's written appeal to the Metro Arts Executive Director;
 - The written response of the panel that considered the contested grant application and/or the Metro Arts Grants and Funding Committee;
 - The oral response of the panel chair and/or the chair of the Metro Arts Grants and Funding Committee to the Commission members' questions during the appeal review.
- + The decision of the Metro Nashville Arts Commission is final.

Managing an Awarded Grant

Award Notification

Grant award notifications will be emailed to the contact person listed in the application at the same time that Metro Arts issues a press release to local media. Instructions for submitting revised budgets and signing contracts are sent via email in the weeks immediately following the announcement.

All grantees will submit a revised budget based on their award amount as part of the contracting process. This revised budget becomes part of the grant contract.

The contracting process typically takes 4-6 weeks as contracts require multiple signatures from Metro Government. If organizations return their signed contract and revised budget promptly, grantees may expect first grant payments between October 1 and November 1, 2022.

Financial Record Keeping + Budget Reporting

If awarded a Metro Arts grant, organizations must maintain financial records that clearly show the use of all grant and matching 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 at the earliest possible date. Contact the Program and Evaluation Coordinator at Marysa.LaRowe@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.

Final grant reports are due on or before June 15, 2023. Please note that if an expense shows a variation of more than 10% from what is included in the Revised Budget Form, 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.

Final payment of the grant balance will be processed when all final reports are complete and have been reviewed by Metro Arts staff. Any unmatched and/or unspent funds leftover at the end of the grant period must be returned to Metro Arts. Grantees can expect final payment within 6-8 weeks of final closeout report approval. To expedite payment please make sure reports are accurate, complete, and turned in on time.

Program + Performance Metric Reporting

Monthly Performance Metrics Report

All Metro Arts grantees must complete brief monthly reports on the following metrics:

- Council districts where arts and culture programming took place;
- Number of participants in arts and culture programming or activities;
- Number of K-12 student interactions

Metro Arts staff will provide additional information on this report via email.

Final Closeout Report

Final grant reports are due on or before June 15, 2023. 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.

Closeout reports and all supporting materials must be submitted no later than June 15, 2023. Metro Arts cannot guarantee final grant payments for organizations submitting closeout reports after this deadline.

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 [Resources and Toolkits](#) 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 GivingMatters.com information, contracts, revised budgets, mid-year evaluations, final financial reports, closeout reports, and any other information that Metro Arts may request. Two (2) points may be deducted (10 point max) from an organization's final score of a subsequent grant application if any of the following are not met according to the stated instructions:

- GivingMatters.com profile updates
- Revised budget forms
- Final financial reports
- [Metro Arts logo and credit policy](#)
- Timely communication related to project or budget changes
- Mandatory training attendance
- 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 time of panel review, all applications submitted by the organization may receive up to a 10-point deduction to the **final score(s)**. Not maintaining good standing for more than a 12-month period may result in an even higher point deduction.

Monitoring

As a department of Metro government, Metro Arts is required to review and monitor at least 10% of distributed funds annually. Grantees are randomly selected to be monitored from each of the following grant categories: Basic Operating Support and Core Operating Support. 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 Marysa LaRowe
Program and Evaluation Coordinator | 615-862-6736 | marysa.larowe@nashville.gov

DRAFT

Summary of changes to Metro ArtsGrant Guidelines FY22 to FY23

Title page:

- Dates of application deadlines moved forward 1 year.
- “Statement of Intent” renamed “Pre-application”

Grant Eligibility

- Page 6: Date of IRS 501c3 determination moved forward 1 year for each category of eligibility.
- Page 7: “Activities & Programs with Religious Content” changed to “Activities & Programs with Religious Practices or Intent”
- Page 7: “Fundraising Events” changed to “Fundraising Activities”
- Page 7: Grant cycle time frame updated to reflect 2022 – 2023 fiscal year.

Grant Categories

- Page 8: Date of IRS 501c3 determination moved forward 1 year for Basic Operating eligibility qualification.
- Page 9: Date of IRS 501c3 determination moved forward 1 year for Core Operating eligibility qualification.

How to Submit an Application:

- Pages 9-10: “Statement of Intent” changed to “Pre-Application”
- Page 9: Required date for GivingMatters profile creation moved forward 1 year.
- Page 10: Required date for GivingMatters profile updates moved forward 1 year.
- Page 10: Clarifies that Pre-Application may be submitted late; last day to submit Pre-Application is Friday March 4.
- Page 11: Directions for how to download GivingMatters PDF updated for GivingMatters redesigned website
- Page 11: Added instructions about uploading 990s to the pre-application if organization has not created GivingMatters profile by the pre-application deadline.
- Page 11: Added instructions for organizations with January – December fiscal years to update GivingMatters profile even if 990s and audits are not yet available, and email updated docs to Marysa LaRowe when they become available.
- Page 12: Specified that Draft Review Coaching is open only to categories that will be adjudicated by a grant panel. For FY23, Draft Review Coaching is open only to Core Operating Support applicants.
- Page 12: Dates and deadlines updated for new fiscal year.

Grant Review process:

- Page 13: changed “Core Operating Support grant review panelists are volunteers” to “Core Operating Support grant review panelists are local arts experts and/or advocates.”
- Page 13: Added \$250 honorarium for Core review panelists.

- Page 13: changed “Score sheets containing panelist notes are kept on file by Metro Arts” to “Score sheets containing panelist notes are kept electronically by Metro Arts.”
- Page 13: clarified that panel meetings take place virtually.

Managing an Awarded Grant

- Page 15-16: updated due dates for new grant year.
- Page 15: Added sentence clarifying that revised budget becomes part of the grant contract.
- Page 16: Added clarification that final closeout report includes detailed financial information about grant expenses.
- Page 16: Added sentence clarifying that payment cannot be guaranteed for grantees who do not submit final closeout report by the report deadline.
- Page 16: Added clarification that spending funds in accordance with the grant contract is part of maintaining good standing.
- Page 17: Primary contact information for grants updated to contact information for Marysa LaRowe.



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

FY22 Thrive Cycle 2 Recommended Awarded Projects

Cycle 2 Application Overview:

Total Number of Applications: 12

Number of Awards Recommended: 8

Total Amount Requested: \$59,995

Recommended Award Total: \$39,995

* represents public art project

A Bending of Its Own Kind 2.0

- **Lead Artist:** Rebekah Hampton Barger
- **Community Partners:** Osher Center for Integrative Medicine at Vanderbilt, Nashville School of the Arts
- **Community or Neighborhood Served:** Individuals living with chronic pain (Nashville-wide)
- **Participants Expected:** 150
- **Project Summary:** Drawing inspiration from a previous ballet piece depicting her own experience with scoliosis, Rebekah Hampton Barger will interview Nashville residents living with chronic pain conditions to inspire a dance performance that will also be shared with medical providers treating chronic pain. The questions, crafted from Rebekah's experience, include "What's one word that describes getting out of bed in the morning?" and "Describe a time you didn't feel heard by someone in the medical community?". The answers will inform the creative direction by inspiring movement phrases, providing a framework for improvisation, and giving performers insight as they move to embody their stories. Rebekah will work with photographer Martin O'Connor, known for his classical style and expert use of light and shadow, on a series of photographs of individuals with scoliosis that highlight the resilience of the human body. Additionally featured will be dancer/aerialist Abby Welch, whose own history with scoliosis led her to relocate from Oklahoma to participate in this project. Projected into the space during the performance to add texture to the environment, the photos will also be exhibited before and after the show. This project culminates with presentations for the staff of the Osher Center for Integrative Medicine by Rebekah and colleague Landrew Sevel, a Ph.D. psychologist. Finally, there will be an additional public performance at Nashville School of the Arts during the month of June - Scoliosis Awareness Month - in which patients of the Osher Center will be invited to attend, along with the public. This performance will be followed by a Q&A with the audience.
- **Request Amount:** \$5,000
- **Recommended Award Amount:** \$5,000

Branches of PoeTREE*

- **Lead Artist:** Cameron Mitchell
- **Community Partner:** Nashville Public Library (Downtown, East, Hadley Park, Edgehill branches)
- **Community or Neighborhood Served:** North Nashville, East Nashville, Edgehill
- **Participants Expected:** 40
- **Project Summary:** This project will create an art trail partnering with four branches of the Nashville Public Library system: Nashville Public Library in Downtown, East Branch, Hadley Park Branch, and Edgehill Branch. We will facilitate creative writing workshops at each branch location which will be free and open to the public. The words of each community will be used by the artists to develop a unique stanza that will be included in artwork to be displayed in their branch library. Workshop participants will also brainstorm ideas for the artwork that best represents their poetry stanza. Each branch library will have its own stanza on artwork, creating an art trail which community members can tour each library to read the full poem. This will be an interactive art exhibit experience giving participants a chance to encourage their community to visit their public library. Depending on the route participants choose, they will read the poem receiving hope, support, and perception in a different way. Along with each piece of artwork will be a title card with a social media hashtag, contest instructions, and QR code. The QR code will link participants to information about the artwork, the surrounding community, and the remaining branch locations. We will have printed brochures with the same information available, and a stamp card to record their visits. Following will be the information about the contest. The first 50 people who complete this art trail by taking a selfie at each location and posting on social media with the designated hashtag will receive a free creative writing journal plus a free ticket to the poetry showcase that will be held on the final day of the art exhibition.
- **Request Amount:** \$5,000
- **Recommended Award Amount:** \$5,000

Buchanan Arts Mural*

- **Lead Artists:** Alex Lockwood
- **Community Partner:** Buchanan Arts, Creative Girls Rock**
- **Community or Neighborhood Served:** North Nashville
- **Participants Expected:** 30
- **Project Summary:** Design, installation and routine annual alteration of a ceramic tile, paint and found object mural on the exterior wall of Elephant Gallery (1411 Buchanan Street) facing the green space in front of Buchanan Arts (1409) and adjacent to Duchess Salon. Mural design will be fully developed with input from middle and high school students and community volunteers, as will the ceramic tile production and collection, sorting and construction of found object sculptural elements. These elements, while securely attached to the mural, will be removable and alterable over time, allowing the mural to change annually, creating future opportunities for students to impact the design of the mural.
- **Request Amount:** \$5,000
- **Recommended Award Amount:** \$5,000

**Creative Girls Rock received a Thrive award in Cycle 1. They are partners on this project but will not receive Thrive funds.

Caravanserai: A New Year, A New Home

- **Lead Artist:** Reza Filsoofi
 - **Community Partner:** Global Education Center**, Immigrant and Refugee Collective, American Muslim Advisory Council, Catholic Charities, NICE
 - **Community or Neighborhood Served:** newly arrived immigrants from Afghanistan; Middle Eastern community
 - **Participants Expected:** 100
 - **Project Summary:** This project will teach music of the Middle East to a diverse group of community members who can perform at a welcoming event for new arrivals from Afghanistan in March, 2022, in celebration of Nowruz (Nauruz). This project will not only welcome our new Afghan neighbors, but it will also introduce different styles of music from the Middle East to the community. In addition to musicians affiliated with the Global Education Center, the community partner for this project, members of the Iranian, Kurdish, Indian and other communities will be invited to participate in this project. Music lessons would be free leading up to the culminating performance, then move to paid group classes at project's end in order to keep the ensemble going as well as continue building its size and its repertoire. While Nowruz is the Iranian New Year, also known as the Persian New Year, it is celebrated worldwide as a welcome to spring, beginning on the Spring Equinox. Since Nowruz is celebrated in Afghanistan as well as among many residents of Nashville of diverse ethnicities, it will be a festive way to welcome our new neighbors with space for conversation, a community meal, and music that will have the ring of familiarity to our new neighbors, sparking a warm feeling that home is truly wherever you land.
 - **Request Amount:** \$5,000
 - **Recommended Award Amount:** \$5,000
- **Global Education Center is a Metro Arts grantee. They will partner in this project but will not receive Thrive funds.

Growing Together in Nashville/Connecting Roots

- **Lead Artists:** Ayumi Bennett
- **Community Partner:** Nashville Food Project
- **Community or Neighborhood Served:** South Nashville, particular focus on immigrant farmers
- **Participants Expected:** 500
- **Project Summary:** The proposed art project is in partnership with Nashville Food Project's Growing Together program, which supports individuals who arrived in the US as refugees from Bhutan and Burma, have extensive agricultural backgrounds but face significant barriers to farming. Through Growing Together, farmers gain access to land, inputs, seeds and training. The artist will interview farmers in the program about their stories, learn about cultivation techniques, collect recipes for the produce they grow, and map how the program brings the produce to consumers. The artist will visualize the food's journey through sketchnoting/graphic recording and a journey map. Because the Growing Together produce is sold via a CSA program and through other market-style locations, these visual components will be shared with those who take the produce back to their respective homes and businesses. In addition, there will be an interactive component at pick up sites where the community members can answer a prompt question about the program/community. These responses will inform a final visual art project that the artist will produce for the Parthenon exhibit.
- **Request Amount:** \$5,000

- **Recommended Award Amount:** \$5,000

PYDANCE Performance

- **Lead Artist:** Asia Pyron
- **Community Partner:** Centennial Arts Center
- **Community or Neighborhood Served:** multiple (see project description)
- **Participants Expected:** 100
- **Project Summary:** PYDANCE has partnered with Centennial Arts Center to celebrate its 50th anniversary as an inclusive landmark in Nashville for affordable and accessible visual arts programming. Director Asia Pyron will be creating a dance performance to highlight the center's controversial and racially discriminative past as a segregated pool, sharing it's story through movement. The project incorporates interviews with senior citizens, activists, and dancers, verbally telling the story and sharing personal experiences to create a partnership of speech and movement. Pyron will also be working with the music of Fela Kuti, a Nigerian activist and musician, to represent the message of racism in America and abuse of African Americans. With the support of Centennial Arts Center, this performance will also be the debut of PYDANCE in Nashville. The project will be serving multiple communities by sharing the voices of those who witnessed a segregated Nashville and knew of the pool's history, people who don't know the history and will gain knowledge of African American history in Centennial Park, and those performing in the work who share their own identity and represents racism and prejudices today. By incorporating interviews with multiple people in those communities, it will impact Nashville as a whole by spreading this artistic message of human rights.
- **Request Amount:** \$5,000
- **Recommended Award Amount:** \$5,000

The Evolution Art Show

- **Lead Artist:** Amanda Downs
- **Community Partners:** Nashville Public Library (Southeast), Martha O'Bryan Center
- **Community or Neighborhood Served:** Antioch, Maplewood High School, Stratford High School, Hunters Lane High School
- **Participants Expected:** 40
- **Project Summary:** Evolution is a multidisciplinary art show focusing on innovation in Music, Visual Art, and Fashion by blending the 3 together to tell the story of how these genres of art will evolve from now until the year 2042. This will be a collaboration with Artist, Amanda Downs (Lead Artist), Tim Cunningham (Support Audio Engineer), Nashville Public Library Southeast Branch, Martha O'Bryan Center Academic Student Union programs, Community Artist Mentors, and Nashville teens. We will explore ideas of how art will evolve in the next 20 years. The purpose of this project is to create an experience for teens to take leadership roles in artistic direction, execute a plan to make their ideas real, form meaningful relationships to gain future opportunities, and learn new skills through creative mentorships. The focus will be on creating art that expresses their ideas in an innovative way.
- **Request Amount:** \$5,000
- **Recommended Award Amount:** \$5,000

The Living Legacy of College Heights Elders

- **Lead Artist:** Mark "Kwesi" McClendon

- **Community Partners:** Rev. Dr. Amy Steele, Vanderbilt University Religion and Arts Gallery
- **Community or Neighborhood Served:** College Heights
- **Participants Expected:** 6 interviewees
- **Project Summary:** Over the course of four months we'll invite 6 neighbors to participate in our historic project chronicling some of their experiences as homeowners in College Heights. We'll then edit and produce a multi-station kiosk where patrons can select headphones corresponding to each elders story on individual screens. These "Living Stories" will ideally be filmed in their original homes, highlighting the decor and nostalgia that each elder considers significant to their story. Each participant's story will be approximately 5-10 minutes in length.
- **Request Amount:** \$4,995
- **Recommended Award Amount:** \$4,995



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

REAL (Racial Equity in Arts Leadership) Project Funding Guidelines for Fiscal Year 2022

Application Deadline:

Monday, February 7, 2022 at 4:00PM

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



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

In partnership with:



The Curb Center
FOR ART, ENTERPRISE & PUBLIC POLICY
at Vanderbilt

Metro Arts receives support from:



Cultivate. Create. Participate.

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:

Ian Myers, Metro Nashville Arts Commission, P.O. Box 196300, Nashville, TN 37219-6300
ian.Myers@nashville.gov, (615) 862-6730, TTY Relay Service 800-848-0298

Individuals who have a hearing impairment and require auxiliary aids and services for effective communication in the programs, services, or activities of the Metro Nashville Arts Commission are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice can be made available in alternative formats through the office of the ADA Compliance Coordinator, Monday through Friday, 8:30 a.m. until 4:30 p.m.

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.

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

Mission + Vision of Metro Arts and REAL (Racial Equity in Arts Leadership)

About Metro Arts:

Metro Nashville Arts Commission or “Metro Arts” is the office of Arts & Culture for the city of Nashville and Davidson County. Metro Arts is a branch of Metro Government that strives to ensure that all Nashvillians have access to a creative life through community investments, artist and organizational training, public art and creative placemaking coordination, and direct programs. We believe that arts drive a more vibrant and equitable community.

Metro Nashville Arts Commission was started in 1978 by [Metro Charter](#).

About REAL:

Racial Equity in Arts Leadership (REAL) is a learning, community-building, and research partnership between Metro Arts and the Vanderbilt Curb Center for Art, Enterprise & Public Policy funded in part by the National Endowment for the Arts. REAL supports leaders within cultural arts nonprofits who are interested in exploring racial and class equity with the arts sector and collaborating on the creation of more equitable practices within the Nashville arts ecosystem.

About REAL Project Funding:

REAL funds are available to individual artists, artist teams, for-profit businesses, 501(c)(3) nonprofit organizations, and other organizations currently involved in the 21-22 REAL Cohort. **Funds will support arts-engaged organizational and community projects using an antiracist lens within the applicant's home institution, or in the community, that create a sizable impact on equity outcomes within Nashville's arts sector.** Metro Departments cannot directly receive REAL funds but can apply and act as a community site and partner for a REAL-related project (see REAL organizers for guidance). Applicants are eligible to receive up to \$5,000. Each organization represented in the REAL cohort is eligible to submit one application. Matching funds are encouraged, but not required. REAL cohort members may collaborate on joint projects. Each awardee will be responsible for the tracking and reporting of funds spent.

Successful projects will align with the [Metro Arts' Mission](#), [Cultural Equity Statement](#), and [REAL program goals](#) by:

- utilizing arts to drive an equitable and vibrant community
- identifying clear, specific goals that expand or deepen antiracist and equity policies and practices within the Nashville arts ecosystem
- impacting people affected by systems of marginalization, exclusion, and oppression in arts funding and/or arts leadership. These systems include but are not limited to those related to race, gender, sexuality, age, experience, financial status, indigeneity, and ability

- incorporating antiracist strategies to promote inclusion and equity
- exhibiting and promoting equity and antiracism in project design, process/production, and content
- promoting solidarity among various groups in Nashville arts community
- as necessary, adhering to required public health and social distancing protocols
- if in person, taking place in locations physically accessible to the general public and employees
- providing programmatic activities and materials accessible to people of diverse backgrounds, languages, and abilities

REAL Funding for Fiscal Year 2022

- **REAL Application due: February 7, 2022**
- **REAL Projects Funding Announcements: March 18, 2022**
- **REAL Project Implementation: March 19, 2022- August 15, 2022**
- **REAL Participant Project Closeout Report: Friday August 26, 2021**
- **REAL Project Showcase: September 2022 (date TBD)**

REAL Projects: Antiracism Projects for the Nashville Arts Community

Award Availability

Applicants for REAL Project Funding may apply for **up to \$5,000 in funding**. We anticipate approximately 10-13 awards funded.

Project Design

Eligible Projects:

REAL Projects are arts-incorporated antiracism projects that:

- include collaboration between artists, arts administrators, arts organizations, antiracism experts, and community members
- directly involve stakeholders in the design, implementation, and evaluation of the project
- are open to the public, accessible and welcoming to people of all cultural backgrounds, economic status, sexual orientation, gender-identity, age, and abilities (virtual access acceptable)
- exhibit commitment to people affected by systems of marginalization, exclusion, and oppression. These systems include but are not limited to those related to race, gender, sexuality, age, experience, financial status, indigeneity, and ability
- result in a sizable, ongoing impact on equity outcomes within Nashville's arts sector

Selected applicants must obtain all permits, licenses, and permissions necessary for their project and comply with all applicable laws and regulations.

Ineligible Projects:

REAL funds cannot support:

- Projects already funded by any grant administered by Metro Arts
- Previously-completed projects or projects taking place outside of the project funding period

Previously-created artworks, previously designed, choreographed, or produced performances or creative content, performances of traditional material (such as music) can be included in a project as long as the material is not licensed or the material is in the public domain.

Applicant Eligibility

Who is Eligible to Receive Funds:

- Individual artists or artist teams associated with the REAL program
 - For the purposes of the REAL program, artists are defined as individuals who practice in the unique creation and public display or performance of visual arts, craft, sound and performance art, film and television, theatre, dance, music, or literary arts and can demonstrate at least two years of exhibition, performance, or professional artistic history.
 - Applicant artists must be 18 years of age or older. (Projects may engage with youth under age 18 with additional requirements: see “Additional Requirements: Projects Engaging Youth” on page 5.)
 - Artists must live or primarily work in Davidson County.
 - applicants are required to provide proof of residency or evidence of work in Davidson County. Acceptable evidence of residency or work in Davidson County include: copy of a driver’s license, utility bill, or certified mail. Other forms may be accepted with prior Metro Arts approval.
 - Artists will identify community partner(s) in their application
 - Artists must be part of the 21-22 REAL Cohort or are applying with a Community Partner with staff in the 21-22 REAL Cohort
- Businesses and organizations associated with the REAL program
 - Includes nonprofit and for-profit organizations, and neighborhood groups
 - Organizations must be located in Davidson County
 - Businesses and organizations must be part of the 21-22 REAL Cohort or are applying with a Lead Artist in the 21-22 REAL Cohort

Who is Not Eligible to Receive Funds:

- Employees of Metro Nashville Davidson County or Metro Nashville Public Schools.

- Members of the Metro Arts Board of Commissioners or Public Art Committee, or applicants with immediate family or household members who are serving in these roles.
- Elected officials (including Metro Council Members) and immediate family or household members of elected officials (including Metro Council Members).
- Nashville-Davidson County property owners who do not primarily work or reside in Nashville-Davidson County.
- Artists under contract for Metro Arts public art commissions.

Final eligibility decisions are determined at the discretion of Metro Arts.

Allowable Costs:

REAL funds CAN be used for:

- Artist Fees
- Professional Fees - consultants, contractors, etc.
- Project Coordinator Fees
- Non-Durable Project/Program Supplies (items that will not outlast the length of the project).

REAL Funds CANNOT be used for:

- Payments to any Metro government agency*
- 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 Property, or Equipment Purchases
- Reduction of Debts
- Food or Beverage
- Activities or Programs with Religious Practices or Intent
- Political Lobbying Activities
- Fundraising Activities
- Performance Space/Facility Rental
- Marketing and Promotion
- Durable Program/Project Supplies (items that will outlast the length of the project).
- Public Art project maintenance beyond 18 months after creation of the artwork

*Metro government agencies may still serve as community partners for REAL projects as long as they are not paid with REAL funds.

Matching funds are not required but are encouraged. Collaboration between REAL cohort participants is encouraged.

All REAL project funds must be spent by August 15, 2022.

Additional Requirements: Projects Engaging Youth

Projects proposing to work directly with youth under age 18 will be required to complete additional narrative questions detailing youth involvement as part of the application process. Projects involving youth should include experienced youth engagement practitioners or teaching artists.

If a project involving youth is selected for funding, **background checks are required** for all project staff working directly with youth or in youth settings. Background checks will be provided to Metro Arts after award announcements as part of the award process. Funding is contingent upon successful completion of the background check. If project staff have previously completed a background check for another organization in the past year, they can provide a copy of that background check to satisfy this requirement. Find more information on obtaining a background check here:

<https://www.tn.gov/tbi/divisions/cjis-division/background-checks.html>.

Please note: Having an item come up in a background check does not automatically render the project ineligible for funding but will require further review from Metro Arts. Please email Metro Arts with questions regarding background checks.

If you are an individual artist/artist team working with youth through a partner organization, upload a signed Letter of Support from that partner organization to the application. The letter should state that the organization agrees with your project plans and should detail how project staff will work with youth in partnership with the organization.

Additional Requirements: Public Art Projects

For the purposes of REAL, public art is defined as a temporary artwork that exists in a public space that is accessible to the general public, including privately owned property such as a local business or organization. REAL public art projects may include murals, sculpture, integrated architectural or landscape architectural work, community art, digital new media, etc. REAL funds can be used for creation, maintenance, and removal of public artwork project.

Projects resulting in a public artwork require the approval of the Metro Arts Public Art Committee, the Metro Arts Grants and Funding Committee, and Metro Arts Commission. Public art projects also require a plan for long-term maintenance and/or removal of the artwork.

Applicants for projects that include a public art component are required to answer additional narrative questions as part of the application process and upload a photo of the proposed site. Artwork on private property will require a signed Letter of Support from the property owner. **This Letter of Support must be submitted at the time of application.**

If your project is selected for funding, Metro Arts Public Art staff may require additional project-specific information or planning steps. This information will be included in your award letter. Funding is contingent upon successful completion of these steps.

Some projects may also require permits. Metro Arts staff can help direct you about how to obtain these permits if your project is funded. You will be responsible for obtaining all necessary permits and submitting copies to Metro Arts.

Metro Arts must approve final artwork design in writing before installation begins and reserves the right to withdraw funding if the design violates any of the following:

- Artwork is not allowed to contain inappropriate or offensive images or words
- Images that convey messages appearing to advertise or promote a private entity (corporation, neighborhood business, chamber of commerce, or other community organization) will not be accepted.
- Images that create a driver distraction or could be confused with traffic signs will not be accepted.

Metro funds may support the creation and maintenance of public artworks with a lifespan of no more than 18 months. No additional Metro Arts funding is provided beyond this 18-month lifespan window. Projects that wish to maintain artworks located on Metro property beyond 18 months may apply for an extension of temporary artwork approval (and any required permits) for an additional 18 months as part of the project closeout. Projects that wish to maintain artworks located on private property beyond 18 months must submit a written agreement with the property owner for ongoing maintenance or removal as part of the project closeout process.

All public art projects must include funds for removal of the artwork in their project budgets. If artworks will be maintained after 18 months with other funding, this should be noted in the project budget.

Application Process:

OPTIONAL: Pre-application Consultation

Applicants may schedule a video meeting or phone consultation with Metro Arts staff prior to submitting application. Consultations will be available during **January 2022**. Email Natalie Alfaro-Frazier, Program Coordinator, at Natalie.AlfaroFrazier@nashville.gov to schedule a meeting.

Submitting an Application

Applications for funding must be completed on the [Metro Arts Submittable portal](#). A completed FY22 REAL funding application will include:

- **Completed online application** that identifies the Artists, Project Coordinator, Community Partner(s), and intended project impact. The Project Coordinator may be the Lead Artist.
- **Budget Form:** Must include detail on all anticipated expenses including artist fees, project coordination costs, supply costs, and anticipated income. Matching funds are not required but are encouraged.

- **Project Timeline:** Must include the community engagement process, artmaking, installation, any workshops (dates, times, duration, quantity); performance dates (dates, duration, quantity), closeout processes, and plan for removal or ongoing maintenance of the artwork, if required
- **Data Collection Plan**
- **Supporting materials**
 - Visual arts: Up to 5 images
 - Performing Arts: up to 2 minutes of video or audio material. (file upload or YouTube or Vimeo links)
 - Literary arts: up to 2 pages of material

(Acceptable files include: MP3s, MS Word documents, JPG, and PDF)
- **Resume(s) or Curricula Vitae** (2-3 pages max) demonstrating at least two years of exhibition, performance, or professional arts administration history, and artist residential or business address in Davidson County of key artists or project participants
- **One Letter of Support:** The letter of support should come from the presenting organization or primary partner to the applicant:
 - Letters of Support should identify how the project partner is contributing to the project and how the project fits within the scope of their organization purpose/mission or artistic scope.
 - Up to 2 additional support letters may be included but are not required.
 - **If you are proposing a Public Art project on private property, at least 1 Letter of Support should come from the property owner.**
- Plan for following Metro Public Health Guidelines for public in-person events (if applicable)
- Photo of proposed Public Artwork site (if applicable).
- Letter of Approval from private property owner, for projects proposing public artworks on private property (if applicable)

Selection Process:

Projects are selected for funding recommendation through a Staff and Community Panel process.

Timeline:

REAL Process Overview		
Applicant Action	Details	Time Frame
Consultation Period	Pre-application consultation with Metro Arts staff is optional. Applicants may request a virtual meeting or phone call with a Metro Arts staff member for feedback.	January 3, 2022 - January 28, 2022 (by appointment)
Online Application Portal Opens	Application will be live on the Submittable platform	1/17/22
Application Deadline	This is the deadline for all applications to be submitted. No incomplete applications will be accepted after this deadline.	2/7/22 by 4pm

Eligibility and Initial Review	All applications submitted by the deadline will be reviewed for feasibility, eligibility and program alignment by staff. Selected applications will advance to the Community Panel Review.	2/8/22 - 2/11/22
Community Panel Review	Members of Metro Arts staff, Curb Staff, and at least one community expert in antiracism, arts administration, and/or community arts will score selected eligible applications and will meet virtually to confirm scores and rank	2/14/22 -2/18/21
Funding Recommendations	Metro Arts staff makes funding recommendations to appropriate committees.	March 2022
Recommendations made to Metro Nashville Arts Commission for funding approval	Metro Arts Staff will present committee-recommended projects to the Commission for final approval. If approved, award announcements will be made after Commission meeting.	March 17, 2022
Awards Announced	Metro Arts Staff sends award announcements to selected projects	March 18, 2022
Project Period	Project activities may take place between these dates. Project funds must be spent by 8/15/22	March 19, 2022 – August 15, 2022

Note: Payment via the Metro system takes between 30-60 days. This means your first award payment may not arrive until 30-60 days after you register as a vendor in Metro’s system and submit your first invoice. Your final 20% of the award will be paid after closeout is submitted. Please keep this in mind when planning your project timeline.

Project Management:

All REAL projects require final reports and regular communication with Metro Arts.

REAL Proposal Scoring Criteria

Proposals will be scored based upon the following criteria:

Cultural Equity and Antiracism (Maximum 5 points)

- Project exhibits a commitment to people affected by systems of marginalization, exclusion, and oppression. These systems include but are not limited to those related to race, gender, sexuality, age, experience, financial status, indigeneity, and ability
- People affected by systems of marginalization, exclusion, and oppression are included at multiple, critical points of the project in mainstream arts funding, discourse, leadership and/or resource allocation are included at multiple, critical points of the project
- Project design and components move past simple representation and addresses the unequal nature of voice, resource allocation and visibility that exist in the arts and cultural ecosystem

- Project challenges or disrupts stereotypes, biases, and/or other harmful norms commonly observed in arts institutions, performances, and exhibitions
- Project expands or deepens antiracism policies or practices within the Nashville arts ecosystem

Feasibility and Logistics (Maximum 5 points)

- A feasible timeline for the project
- A feasible budget for the project
- Project plan and components are clearly formed and communicated
- Data collection plan proposed
- Demonstration of qualified project coordinators, artist(s), and/or antiracism experts to lead the project
- If necessary, a plan for adherence to social distancing and/or other health and safety recommendations
- If necessary, public art components are adequately addressed

Artistic Collaboration & Community Building (Maximum 5 points)

- Project leverages partnerships between artists, arts administrators, and community members
- Project supports the development of solidarity and relationships within the Nashville arts community
- Projects promote truth-telling, dialogue, and individual and communal healing related to race and identity

REAL Program Participation (Maximum 5 points)

- Applicants have demonstrated a commitment to learning and practicing antiracism in the REAL program by consistent attendance and participation in scheduled REAL sessions

REAL Award Process and Schedule

Accepting Your REAL Award

Award notifications will be sent to applicants via the Submittable system. In some cases, projects may be funded at less than the full request amount. In these cases, applicants will submit a revised a budget or have the option to decline the award. More information about reporting, background checks, and additional public art project requirements will be sent during this time.

REAL Award Terms

Funding recipients agree to the following terms:

- Recipient will use funds to pay for artist fees, project coordination and/or non-durable supplies and materials that support the project as described in the proposal

- Should there be REAL project amendments, the REAL project awardee must submit changes to and receive approval from Metro Arts staff prior to project implementation. Changes must be submitted via email or Submittable with the subject “REAL Project Amendment Request”
- Recipient will comply with all applicable laws and regulations
- Recipient will obtain all permits, licenses, and permissions necessary for the project
- Recipient will collect and report project data as detailed in [Project Closeout Form](#)
- In all publicity, promotions and/or printed materials related to the project, the recipient will credit Metro Arts, the Vanderbilt Curb Center for Art, Enterprise & Public Policy, and the National Endowment for the Arts (NEA)
- Staff reserves the right to monitor REAL projects; additional documentation, receipts and/or invoices may be requested
- If project amendments are not approved, the project fails to occur, or after monitoring the applicant is found to be out of compliance, the awardee will forfeit the remainder of their award and funding will be reallocated.

Liability and Indemnification

Metro’s liability is limited to the amount funded. Applicant agrees to indemnify and hold harmless Metro, officers, agents, and employees from:

- A. Any claims, damages, or costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Applicant, its officers, employees, and/or agents, in connection with the project, and
- B. Any claims, damages, penalties, costs, and attorney fees arising from any failure of Applicant, its officers, employees, and/or agents to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- C. Metro will not indemnify, defend, or hold harmless in any fashion the Applicant from any claims arising from any failure, regardless of any language in any attachment or other document that the Applicant may provide.
- D. Applicant shall pay Metro any expenses incurred as a result of applicant’s failure to fulfill any obligation in a professional and timely manner.

Any final products from the project are the sole responsibility of the applicant. Metro is not responsible for installation, maintenance or removal of a project.

Award Payment Schedule

The process for requesting and receiving payment is as follows:

- Applicant is notified via email (through the Submittable system) of the status of their proposal.
Please note: REAL communications will take place primarily via the Submittable system

- Awarded applicant submits revised budget and plan based on award amount and completes any required background checks and public art planning steps.
- Awarded applicant completes vendor registration process.
- Awarded applicant submits invoices in accordance to the following payment schedule:

Invoice Process	
Percentage of Award amount	When to submit
Invoice 1: 80% of award	After initial award letter, vendor registration, revised budget approval, final/revised plan approval, and approval of project data collection plan and if applicable completion of background check and public art plan/final plan
Invoice 2: 20% of award	After the project closeout is complete and approved.

- Awarded applicants must complete their projects as outlined in their proposal unless a request to amend the project scope or budget has been made in writing and approved by Metro Arts staff. Contact Natalie Alfaro-Frazier to request budget or project change forms.
- Checks are distributed via US Postal Service within 30-60 days of invoice submission to address provided during vendor registration or via ACH direct deposit. Changes of mailing address or banking information after invoice submission can cause substantial delays.

REAL Project Management and Reporting

Project Coordinator

Each REAL project must identify a project coordinator who will serve as the primary contact with Metro Arts staff. The project coordinator will be responsible for submitting reports and invoices through the Submittable system. A Lead Artist may also serve as project coordinator. All reports and communication will come via the Submittable system. **For this reason, it is highly recommended that you use your Project Coordinator’s email address and Submittable account to submit the application.**

Data Collection

During the project, awarded applicants must collect specific data required in the Metro Arts REAL Project Closeout Report. This report will be provided to you shortly after your project is approved for funding. If the awarded applicant has questions about how to collect this data, they are encouraged to speak with Metro Arts staff prior to beginning the project.

Final Closeout Report

Within thirty days of project completion, and no later than August 26, 2022, you will submit a final project report via Submittable including the following items:

- Completed REAL Project Closeout form (provided shortly after award announcements)
- Invoice for remaining balance of funds owed
- A list of itemized expenses
- One piece of promotional material showing required credit to Metro Arts, Vanderbilt Curb Center, and NEA (i.e. email, poster, social media screenshot, etc.) [Metro Arts Credit & Logo Usage Guidelines](#).
- A minimum of 3 high-resolution (300 DPI) photos and/or videos documenting the project
- **All projects must be closed out and final reports turned in by August 26, 2022**

Additional Considerations and Requirements

Metro Arts Credit & Logo Usage Guidelines

All REAL projects must adhere to the [Metro Arts: Nashville's Office of Art + Culture Logo and Usage Guidelines](#).

When referring to projects, please note they are “made possible by support from Metro Arts, the Vanderbilt Curb Center for Art, Enterprise & Public Policy, and the National Endowment for the Arts.” Please tag Metro Arts using the handle @MetroArtsNash, the Vanderbilt Curb Center for Art, Enterprise & Public Policy using @curbcenter, and the National Endowment for the Arts using @neaarts

Metro Arts Support of Projects

The Metro Arts team loves seeing REAL projects in the community. Metro Arts is available to share announcements about project activities on our social media platforms. Please email Natalie Alfaro-Frazier, Program Coordinator with at least several days advance notice if you would like us to share materials.

While Metro Arts staff makes every effort to support all projects as much as possible, please understand that we may not be able to attend all public project events due to staff capacity.

Public Availability of Applications

Please note that applications submitted to Metro Arts become public record and may be obtained through a Public Records Request. Metro Arts staff reserves the right to use de-identified sections of applications as samples to assist future applicants understand the grants process.

For further assistance, please contact:
| 615-862-6802 | arts@nashville.gov
