



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

Operating Support Grant Guidelines

FY25 GRANT CYCLE | FOR ACTIVITIES TAKING PLACE JANUARY 2025 – JUNE 2025

APPLICATION DEADLINE

Previously Submitted by Monday, January 29, 2024

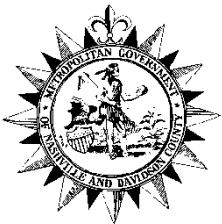
Resubmit all applications online at <https://mnac.submittable.com/submit>

For application assistance or for first time applicants contact, the Strategic Grants and Initiatives team at Arts.Grants@nashville.gov.

Metro Nashville Arts Commission

Dr. Paulette Coleman
Interim Executive Director

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



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

PUBLIC NOTICE: Nondiscrimination Policies, ADA Compliance & Accessibility

The Metropolitan Government of Nashville & Davidson County does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed, or

ability in admission to, access to, or operations of its programs, services, or activities. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other employment practices because of non-merit factors shall be prohibited.

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

Vivian Foxx, Metro Nashville Arts Commission, P.O. Box 196300, Nashville, TN 37219-6300
Vivian.Foxx@nashville.gov (615) 862-6721, 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.

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

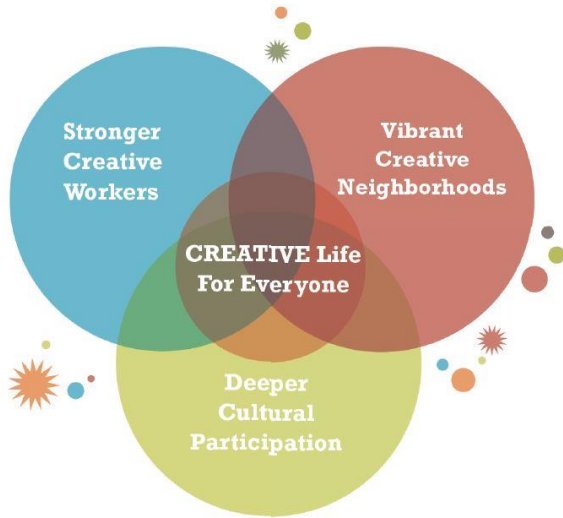
Ji kerema xwe em bizanin eger hûn bi alîkariya înglîzî re pêdivî ye. Em ê wergirtineke kurdî bibînin ku dikare alîkariya me bi hev re biaxivin.

Forward inquiries concerning nondiscrimination policies, other than ADA compliance, to:

Metro Human Relations Commission, 404 James Robertson Pkwy, Suite 130, P.O. Box 196300, Nashville, TN 37219-6300

About Metro Arts Grants

A Creative Life For Everyone



Metro Arts’ Grants Program funds nonprofit organizations of all sizes through Metro Council funding of the arts. Our Grants Program funds 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

To uplift Nashville’s arts organizations, Metro Arts has decided to focus funds on truncated timeline for the Operating Support awards for the FY25 grant cycle. This grant cycle will have a 6-month timeline between January 2025 and June 2025.

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.

Our Mission

Metro Nashville Arts Commission or “Metro Arts” is the office of Arts & Culture for the city of Nashville and Davidson County. We believe that arts drive a more vibrant and equitable community. We strive to ensure that all Nashvillians have access to a creative life through community investments, artist and organizational training, public art, and direct programs that involve residents in all forms of arts and culture. Metro Nashville Arts Commission was established in 1978 by Metro Charter.

Eligible Expenses

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

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

Grant Cycle Time Frame

All eligible FY25 grant activities must take place between January 2025, and June 15, 2025, unless otherwise announced.

Grant Payment Schedule

Applicants awarded a grant will be required to submit a brief FY25 budget during the contract phase. Awarded grant funds are distributed, upon Metro's receipt of grantee's signed contract, in one payment: 100% of awarded funds are distributed after execution of the grant contract. Please note that the contracting process typically takes 4-6 weeks as contracts require multiple signatures from Metro Government. If organizations return their signed contract and budget promptly, first grant payments may be started to be dispersed in January of 2025.

Matching Funds

Metro Arts Operating Support Grant awards do not require a cash match.

Grant Categories

For the FY25 grant cycle, Metro Arts will only provide Operating Support Grants to eligible nonprofit arts organizations within Davidson County. Please be reminded that the grant performance period is January 2025 through June 15, 2025.

Operating Support funds operational expenses that are incurred during the FY25 grant cycle period. The information in the following pages will help you understand which grant category is the best fit for your organization.

Micro Organizations – Represents the overall operations of nonprofit arts organizations that are based in Metro Nashville-Davidson County and had revenue of **less than \$25,000** during the most recently completed fiscal year. To qualify for an Operating Support Grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 15, 2024, or earlier.

Small Organizations – Represents the overall operations of nonprofit arts organizations that are based in Metro Nashville-Davidson County and had revenue between **\$25,000 to \$100,000** during the most recently completed fiscal year. To qualify for an Operating Support Grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 15, 2024, or earlier.

Medium Organizations – Represents the overall operations of nonprofit arts organizations that are based in Metro Nashville-Davidson County and had revenue between **\$100,000 and \$500,000** during the most recently completed fiscal year. To qualify for an Operating Support Grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 15, 2024, or earlier.

Mid-Size Organizations – Represents the overall operations of nonprofit arts organizations that are based in Metro Nashville-Davidson County and had revenue between **\$500,000 and \$3,000,000** during the most recently completed fiscal year. To qualify for an Operating Support Grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 15, 2024, or earlier.

Large Organizations – Represents the overall operations of nonprofit arts organizations that are based in Metro Nashville-Davidson County and had revenue **greater than \$3,000,000** during the most recently completed fiscal year. To qualify for an Operating Support Grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 15, 2024, or earlier.

Award Amounts

TBD

How to Resubmit an Application

Application Checklist

- Read the updated FY25 Operating Support Grant Guidelines
- If you have any questions, please contact arts.grants@nashville.gov before adjusting your application
- Adjust Submittable application, if needed
- Upload Required attachment, copy of 990, 990N, 990EZ Postcard
- Organizations new to Metro Arts funding will need to attach a copy of their IRS Letter of Determination with an effective date of exemption of January 15, 2024, or earlier.
- Resubmit Application

Adjusting 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>. The application period is being reopened to reflect possible changes in an art organization's administration, projects, and structure, etc. This ensures applicants can align their proposals with the organization's updated needs for a more effective selection process, if needed.

All applications must be completed and submitted using this system. If you need assistance applying, please contact Metro Arts Staff and they will assist you. Keep in mind that submitted applications are considered public record and can be reviewed by the public. An application may be disqualified at any time if an organization, proposal, or project is deemed ineligible.

Required Attachments

Applicants are required to attach to the application:

All applicants must post the most recently completed IRS Form 990, 990-EZ or 990-N (e-postcard).

Organizations new to Metro Arts funding will need to attach a copy of their IRS Letter of Determination with an effective date of exemption of January 15, 2024, or earlier.

Application Deadlines

All FY25 grant applications and accompanying support materials must have been resubmitted **before** the following dates and times: TBD

After that time, any in-process applications cannot be resubmitted for review. **Please resubmit if needed early to avoid any last-minute technical difficulties.**

Important Dates*

Application reopens online	TBD
Final Application Deadline: Operating Support	TBD
G.F.C* Recommendation of Final Scores Metro Arts Commission Approval of Final Scores	TBD
Grant Period	January 2025 – June 1, 2025

Grant Closeout Report Due	June 15, 2025
Grant Payment (100% of award)	Starting January 2025, after execution of each Organization’s grant contract.

**Grants & Funding Committee **Subject to change*

All grant applications are reviewed for technical eligibility by Metro Arts staff. Applicants scores are determined by a team of grant review panelist. Equitable allocations are made by the Metro Arts commission depending on funding availability.

Eligibility verification reviews 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.

Conflicts of Interest

All commissioners and panelists are asked to disclose any conflicts of interest prior to approving grant allocations. Metro Arts makes every attempt to identify any conflicts in advance. If a conflict of interest is identified, a commissioner and/or panelist will be asked to abstain from allocating an organization’s funding and sign any necessary conflict of interest documentation as provided by Metro Legal.

Funding Criteria + Scoring

Panelists will use a Panelist Scoring Guide to evaluate each application.

Funding Recommendations

Funding is based on several factors, including the amount of funds, as approved by Metro Council, and the number of applications received.

Funding Approval

All funding is contingent upon Metro Council approval of Metro Arts’ General Operating Budget. Annually the criteria for the Metro Arts’ granting program are approved by the Metro Council after confirmation of the departments annual report. After scoring the panelists’ eligibility, the recommendations are reviewed by the Grants and Funding Committee and are used to determine which applications should be funded. Lastly, the Arts Commission reviews all proposed grant awards before voting to approve. Award notifications would be made public shortly after.

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 [upcoming Metro Arts meetings page](#) on the Nashville.gov website.

Appeals

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

- + The Interim Executive Director of Metro Arts must receive the appeal in writing within fifteen (15) days of the announcement of the funding decision.
- + The Interim Director will bring the appeal to the Commission for review within fifteen (15) days of receipt of the appeal.
- + Each written appeal must specifically state the exact nature of the claim. Written appeals that do not specifically provide this information will be dismissed summarily.
- + The Commission will review and vote on the appeal on the next scheduled meeting. The decision of the Metro Nashville Arts Commission is final.

Managing an Awarded Grant

Award Notification

Grant award notifications will be emailed to the contact person listed in the application while Metro Arts issues a press release to local media. Instructions for signing contracts are sent via email in the weeks immediately following the announcement. Grantees are responsible for notifying the proper channels for any changes in address or contact information. If you have any questions, please contact arts.grants@nashville.gov. The contracting process typically takes 4-6 weeks as contracts require multiple signatures from Metro Government.

Final Closeout Report

Final grant reports are due on or before June 15, 2025. Grantees should be prepared to report on program goals, outputs and outcomes; participant demographic information; jobs supported; and other metrics depending on grant category. The final closeout report will also include detailed financial information about grant expenses. Metro Arts staff will provide more information about the final report as part of the award notification process.

Closeout reports and all supporting materials must be submitted no later than June 15, 2025, Metro Arts cannot guarantee final grant payments for organizations submitting closeout reports after this deadline.

Organizations must maintain financial records that clearly show the use of all grant funds. Grantees must submit all required documents and reports by the dates determined by Metro Arts.

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

Final grant reports are due on or before June 15, 2025. Please note that if an expense shows a variation of more than 10% from what is included application budget, the grantee's Final Financial Reports will be returned for corrections. At Metro Arts' request, each grantee may be asked to provide documentation

of expenditures including, but not limited to, letters of agreement, contracts, purchase orders, invoices, and bills.

Performance Metrics Reporting

Midpoint reporting is crucial and required for grant recipients as it allows both the recipient and the Metro Arts staff to assess progress toward project goals, ensuring that the project is on track. It provides an opportunity to identify any challenges or delays, adjust plans as needed, and confirm that funds are being used effectively. This check-in helps maintain accountability and ensures alignment with the grant's objectives before the project's completion.

Logo Usage and Credit Policy

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

Maintaining Good Standing

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

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

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

Monitoring

As a department of Metro government receiving Federal funds, Metro Arts is required to review and monitor at least 10% of distributed funds annually. Grantees are randomly selected to be monitored from each of the following grant categories: Operating Support Grant. If your organization is selected, you will be notified in advance, and a meeting time will be arranged for the Metro Arts staff to conduct a site visit. You will be asked to provide year-to-date grant expenditures, payment records, payroll records and electronic and printed promotional materials showing Metro Arts logo usage according to the Metro Arts Credit Policy. Metro Arts will provide a detailed list of items that will need to be collected and reviewed prior to the scheduled site visit. A written report of the monitoring visit will be provided to the

organization after the review is complete. Metro Arts staff may report negative findings to the Arts Commission. Unresolved or recurring negative findings will result in a change to the organization's good standing status.

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