



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

Thrive Project Funding 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:

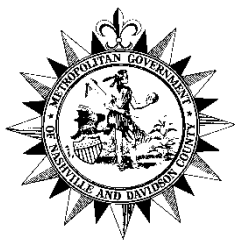
P.O. Box 196300

Nashville TN 37219-6300

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

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
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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 Thrive

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.

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

Thrive: Community-Based Art Projects

Thrive, will support artist-led, community-based art projects that include collaboration between artists and community partners and organizations. This category is open to individual artists and art collectives. Individual artists or art collectives may submit and identify community partner organization(s), or organizations/businesses may submit and identify artists or artist teams to lead the project.

Thrive Community-Based Art Project proposals must include:

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

Additional Requirements:

- + All Thrive projects are open and accessible to the public
- + All Thrive projects must obtain all permits, licenses, and permissions necessary for their project and comply with all applicable laws and regulations
 - Priority funding may be given to projects located in underrepresented council districts
- + Funding is available only for artists living and/or working in Nashville/Davidson Count
- + **Only one submission per applicant. Multiple submissions will not be accepted.**

Projects Engaging Youth

- + Projects proposing to work directly with youth under age 18 will be required to submit background checks for each individual working directly with youth

- Coordinators/administration of funded projects involving youth will work with Metro Arts staff to obtain background checks during the planning period. Funding is contingent upon the successful completion of the background check.
- 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.

Fiscal Agent + Thrive Project Funding

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

Applicants may select their own fiscal agent or choose from a list of vetted fiscal agents provided by Metro Arts. Fiscal agents may charge up to a **10% administrative fee**, which will be determined by agreement between the applicant and the fiscal agent.

Fiscal agents and applicants must complete a **Letter of Agreement** outlining their respective roles and responsibilities, including fund disbursement, reporting, and other logistics. Applicants will also be required to submit a **Grant Spending Plan** that details estimated project costs.

For additional details, including the draft framework for these changes, visit the Metro Arts website: www.metroartsnashville.com/thrive.

Grantee Timeline

In addition to community engagement prior to this program being started, Metro Arts anticipates holding a two-week training period. **Grantees will have four weeks total to edit grant proposals, find fiscal sponsors, upload required documents, and resubmit.**

Anticipated updates and changes include:

- + Letters of Fiscal Agency and Agreement
- + Any updates needed to complete the projects that were previously submitted
- + Grant Spending Plan if not already included.
- + The Fiscal Agents contract that includes the exhibits of the Fiscal Agency and Letter of Agreement. As a matter of the contract, Organizations (Fiscal Agents) will receive 90% of the grant up front and the remaining after the final report is submitted. Organizations and applicants may include a negotiated draw schedule in their Letter of Agreement.

Conflicts and Eligibility

- + Serving and as a Fiscal Agent **does not disqualify** an organization from receiving an Operating Support Grant.

- For clarity, If Org A applies for an Operating Support Grant, Org A can also serve as a fiscal agent. Org A cannot apply for the Thrive Project Funding as an applicant.

Funding Period

Important Dates*

Application opens online	TBD
Final Application Deadline: Thrive Project Funding	TBD
Commission Approval	TBD
Grant Period	January 2025 – June 1, 2025
Grant Closeout Due	June 15, 2025
Grant Payment (100% of award)	TBD

**Subject to change and contingent on budget allocated to Metro Arts.*

Allowable Costs

Once awarded, Thrive Project Funds can be used for:

Artist Fees

- + Project/Program Supplies/Fees

Thrive Project Funds CANNOT be used for:

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

All Thrive project funds must be spent by the June 1, 2025. The final report closeout date is June 15, 2025.

All funding approvals and levels are contingent on the budget allocated to Metro Arts and approved by Metro Council for Fiscal Year 2025.

Submitting a Thrive Project Proposal

Proposals should be completed on the [Metro Arts Submittable portal](#). A completed FY25 Thrive project proposal will include the lead artist, supporting artists, funding request, project budget size and

completed narratives. Eligible projects will be reviewed by a grant review panel and ranked/awarded based on the scoring rubric and available funding.

Award Notifications

Award notifications will be sent via the Submittable system. Any additional requirements will also be sent via Submittable by a member of the Metro Arts staff.

Thrive Project Award Terms

Funding recipients agree to the following terms:

- + Recipient will use funds to pay for artist fees, project coordination and supplies and materials that support the project as described in the proposal.
- + Recipient will comply with all applicable laws and regulations.
- + Recipient will obtain all permits, licenses, and permissions necessary for the project. The failure to provide these documents could potentially place the artist, art collective, or community group in bad standing for consideration of future funding. Metro Nashville Government and any of its entities will not be held accountable for the failure to have these documents when required.
- + Recipient will collect and report project data as detailed in the Performance Metrics, Final Financial, Close Our Report.
- + In all publicity, promotions and/or printed materials related to the project, the recipient will credit Metro Arts according to the [Credit and Logo Usage Guidelines](#).
- + Up to 35% of funded Thrive projects will be audited; additional documentation, receipts and/or invoices may be requested.
- + The project fails to occur, or after mid-point monitoring the applicant is found to be out of compliance, the awardee may forfeit any remainder of their award and subsequent applications for support may be ineligible.
- + Failure to complete requested closeout information may affect future Metro Arts submissions.

Payments via the Metro system take approximately 45-60 days from receipt of invoice. Completed vendor forms will be required for first time award recipients. Updated vendor forms will be required for change of address and banking information changes.

Liability and Indemnification

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

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 award recipient, its officers, employees, and/or agents, in connection with the project, and

- A. Any claims, damages, penalties, costs, and attorney fees arising from any failure of award recipient, its officers, employees, and/or agents to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- B. Metro will not indemnify, defend, or hold harmless in any fashion the award recipient from any claims arising from any failure, regardless of any language in any attachment or other document that the Applicant may provide.
- C. Award recipient shall pay Metro any expenses incurred as a result of recipient'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.

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.

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.

Final Closeout Report

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

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. **The artist or art collective will be responsible for completing all reporting requirements. The fiscal agent must review the reports to ensure they are complete and accurate. If any errors or omissions are identified, both the artist/collective and the fiscal agent share the responsibility for addressing and resolving the issues.**

Logo Usage and Credit Policy

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

Maintaining Good Standing

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

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

If an organization loses its good standing status for any of the reasons above, the organization will be sent documentation in writing of what requirements have not been met and what steps need to be

taken to return to good standing status. If an organization is not in good standing at the 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 in the following category: Thrive Project Funding. 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