



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

Metro Arts FY27 Grant Panelist Guidelines

Deadline to apply: Monday, June 15, 2026, 4:59pm

Apply at: <https://mnac.submittable.com/submit>

For assistance and questions: arts.grants@nashville.gov

Opportunity Summary

Grant panelists are vital to the Metro Arts grantmaking process. We are seeking engaged community members to review and score applications for the FY27 cycle of General Operating Support and Thrive Project grants. Panelists will attend an orientation, complete their reviews independently within an online review system over a two-week period, and attend one full day, in-person review panel. Total estimated time commitment is up to 25 hours. The panel review process is planned for July 2026, with in-person panels on July 29 and 30 (selected panelists will only attend one day). Panelists will receive a \$500 stipend.

We strive to form diverse selection panels of individuals who are thoughtful, are willing to listen to others' opinions, have experiences relevant to the funding programs, and have a demonstrated interest in the arts (as a working artist, cultural worker, audience member or participant, advocate, community leader, educator, etc.). Panelists will be selected to represent a variety of experiences, backgrounds, perspectives, artistic genres and involvement with the arts. All panelists should have a commitment to supporting and promoting the arts in Davidson County. First-time and returning panelists are welcome to apply.

In addition to having a knowledge of and familiarity with Nashville's arts and culture community, prospective panelists are likely to have knowledge or experience in one or more of the following areas:

- An artistic discipline being considered for funding (dance, film and media arts, crafts, literary arts, music, performance art, multidisciplinary work, theater and performing arts, visual arts) as a creator, artist, arts educator, administrator, curator, cultural organizer, and/or general supporter;
- Organizational, nonprofit, and/or business management, including but not limited to organizational planning, program administration, marketing, or development and fundraising;
- Creation of grant applications, evaluation of the merits of grant applications, or engagement with similar processes.

This is a paid opportunity to be part of Metro Arts' grantmaking process. Not all who apply will be selected to serve as a panelist.

Opportunities: General Operating Support & Thrive Project Grants

Selected panelists will be assigned to serve on a panel for one of two grant programs: General Operating Support or Thrive Project grants. General Operating Support grants provide funding for the general operations of arts-focused nonprofit organizations in Davidson County. Thrive Project grants support artist-led, community-based art projects or programming for independent artists, artist teams or nonprofit organizations. Panelists will only be selected to serve on a Thrive or Operating panel (not both). Applicants will indicate their interest or preference on their Submittable application.

Expectations

All selected panelists must complete the following:

- Virtual Training: Attend one-hour training for your assigned panel. The training will cover program guidelines, expectations and scoring rubrics, and technical training on Submittable.
 - Monday, July 13: Thrive panel review trainings at 12:00-1:00pm **OR** 6:00-7:00pm.
 - Tuesday, July 14: Operating panel review trainings at 12:00-1:00pm **OR** 6:00-7:00pm.
- Independent Application Review: Read and score assigned applications, including entering tentative scores and brief comments in Submittable during the two-week review period. Ensure you have completed reviewing **all** applications and entering initial comments before the in-person panel discussion.
- In-person Panel Discussion: Participate in one day-long facilitated meeting to discuss applications and finalize scores.
 - Wednesday, July 29: Thrive panel review from 8:30am-5pm.
 - Thursday, July 30: Operating panel review from 8:30am-5pm.

Independent review will be completed using a standardized scoring rubric. Panelists will evaluate each application based on the prescribed review criteria and rubric. Panelists are expected to exercise integrity and fairness with each application and throughout the process. The estimated time commitment is up to 25 hours.

Eligibility

All panelists must:

- Be at least 18 years of age.
- Reside in Davidson County or any of the surrounding counties of Wilson, Rutherford, Williamson, Cheatham, Robertson, and Sumner.
- Complete the panelist application in full by the deadline.

Ineligibility (Conflicts of Interest)

There are certain individuals who are not eligible to serve as a panelist. They include:

- Employees of the Metropolitan Government of Nashville and Davidson County or Metro Nashville Public Schools are not eligible to apply.
- Elected officials of the Metropolitan Government of Nashville and Davidson County or Metro Nashville Public School Board are not eligible to apply.
- Members of the Metro Nashville Arts Commission or Public Art Committee are not eligible to apply. Their family and immediate household members are also not eligible.
- Individuals seeking Metro Arts grant funding in the FY27 cycle are not eligible to apply.
- Individuals that are employees of or have a business or financial relationship with an individual or organization applying for grant funding are not eligible to apply. Family and immediate household members with a business or financial relationship with an artist or organization applying for funding are also ineligible.
 - Financial relationships include but are not limited to serving on an organization's board of directors or being employed by an organization. Business relationships include but are not limited to gallery owners, brokers, artist representatives, agents, fabricators, suppliers, and employers.
- Individuals shall not provide services for compensation, directly or indirectly, to a person or organization who is requesting approval, action, or determination from the Metro Arts Commission.

Panelists shall not participate in making or influencing any Metro Arts grant decision or action in which they know that they have any material financial interest distinguishable from that of the public generally. Metro Arts makes every attempt to identify conflicts of interest in addition to requiring the eligibility requirements above. We understand that prospective panelists may not know if someone you have a business or financial relationship with is seeking Metro Arts funding. If a conflict of interest is identified among a selected panelist, the panelist will not score the application or participate in discussion of the application where a conflict of interest has been indicated.

Selected panelists will be asked to complete a conflict-of-interest disclosure form prior to beginning the formal review process.

Stipend

Selected panelists will receive a stipend of \$500. Panelists must score all of their assigned applications and attend the in-person panel to receive payment. To receive payment, panelists must register as a vendor in the Metro Finance system. Payments will be issued approximately 30 days after the panel. More information on the payment process will be provided if selected as a panelist.

Panelist Application Questions

All prospective panelists must apply through the Metro Arts Submittable platform: <https://mnac.submittable.com/submit>. In addition to eligibility questions, applicants will be prompted to answer the following questions:

1. How have your personal and/or professional experiences contributed to your interest in serving on a Metro Arts grant review panel?
2. How have you approached collaboration and decision making with a group of people with diverse and varying experiences and perspectives?
3. How would your personal and/or professional grant editing, grant seeking, grant review (with Metro Arts or others) or other grant experiences contribute to the Metro Arts grant review process? If you do not have these experiences, please describe other relevant skills or experiences.

Submissions will not be accepted beyond the deadline of June 15, 2026, 4:59pm. You will receive an automated confirmation that your application has been received through Submittable upon submission.

Panelist Selection

Metro Arts makes every effort to find and select panelists that will balance the composition of our panels to include a variety of professional and personal backgrounds, subject matter expertise, lived experiences, artistic disciplines, organizational roles, geographic representation, diversity of gender, age, race/ethnicity and ability. Not all qualified panelists will be selected to serve.

Panelist Timeline

Activity	Date
Application deadline	June 15, 2026, 4:59pm
Notification of all applicants on outcome of application	On or before June 29, 2026
One-hour virtual training (Thrive panelists)	July 13, 2026 (2 options)
One-hour virtual training (Operating panelists)	July 14, 2026 (2 options)
All-day in-person panel review (Thrive panelists)	July 29, 2026
All-day in-person panel review (Operating panelists)	July 30, 2026

Selected applicants will be asked to confirm their continued interest and availability upon notification of their successful application.

Dates are subject to change and applicants will be notified if this timeline changes.

Contact

Please contact Metro Arts staff at arts.grants@nashville.gov with any questions about panelists guidelines, Metro Arts grants, and related processes.

Technical questions about the online submission portal (Submittable account set-up, technical difficulties, etc.) should be directed to <https://www.submittable.com/help/submitter/>.

About Metro Arts Nashville Office of Arts and Culture

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.

We strive to embody practices that ensure that all people can fulfill their rights of cultural expression and belonging, participation, learning, and livelihood within the arts ecosystem. This includes specific commitment to people who have been historically underrepresented in mainstream arts funding, discourse, leadership, and resource allocation, including, but not limited to, people of color, people of all ages, differently-abled people, LGBTQ people, women, veterans, and the socio-economically disadvantaged.

Metro Arts FY27 Grant Panelist Rubric

1. How have your personal and/or professional experiences contributed to your interest in serving on the Metro Arts grant review panel?

Does Not Meet Criteria (0-4 points)	Somewhat Meets Criteria (5-6 points)	Meets Criteria (7-8 points)	Exceeds Criteria (9-10 points)
Applicant is not connected to the arts community.	Applicant is somewhat connected to the arts community but does not demonstrate if they are a current stakeholder (a working artist, cultural worker, audience member, advocate, community leader, educator, etc.).	Applicant is directly connected to the arts community as a current stakeholder (a working artist, cultural worker, audience member, advocate, community leader, educator, etc.).	Applicant is directly connected to the arts community as a current stakeholder (a working artist, cultural worker, audience member, advocate, community leader, educator, etc.), prioritizing those that have historically had minimal opportunities to share their voice.

2. How have you approached collaboration and decision making with a group of people with diverse and varying experiences and perspectives?

Does Not Meet Criteria (0-4 points)	Somewhat Meets Criteria (5-6 points)	Meets Criteria (7-8 points)	Exceeds Criteria (9-10 points)
Applicant does not discuss how they would collaborate or make decisions with others. Does not show the ability to work with others from diverse experiences.	Applicant somewhat discusses how they would collaborate and make decisions with others. Applicant does not adequately describe how they would work with others representing a variety of experiences, backgrounds, perspectives, artistic genres and involvement with the arts.	Applicant discusses how they would collaborate and make decisions with others, in an open-minded, equitable and thoughtful way. Demonstrates the ability to work with others representing a variety of experiences, backgrounds, perspectives, artistic genres and involvement with the arts.	Applicant discusses through specific examples how they have collaborated and made decisions with others, in an open-minded, equitable and thoughtful way. Demonstrates the ability to work with others representing a variety of experiences, backgrounds, perspectives, artistic genres and involvement with the arts.

3. How would your personal and/or professional grant editing, grant seeking, grant review (with Metro Arts or others) or other grant experiences contribute to the Metro Arts grant review process? If you do not have these experiences, please describe other relevant skills or experiences.

Does Not Meet Criteria (0-4 points)	Somewhat Meets Criteria (5-6 points)	Meets Criteria (7-8 points)	Exceeds Criteria (9-10 points)
Applicant does not describe relevant skills or experiences.	Applicant may or may not have experience as a grant editor, applicant, and/or reviewer (or relevant skills and experiences). Applicant limitedly describes other relevant skills or experiences.	Applicant has some experience as a grant editor, applicant, and/or reviewer (or relevant skills and experiences) but does not discuss its application to the arts. May or may not have additional relevant experiences from organizational and/or nonprofit administration, program evaluation, etc.	Applicant has specific experience as a grant editor, applicant, and/or reviewer (or relevant skills and experiences) and discusses its application to the arts. Has additional relevant experiences from organizational and/or nonprofit administration, program evaluation, etc.