



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

Thrive Project Grant Criteria & Guidelines

FY25 GRANT CYCLE | FOR ACTIVITIES TAKING PLACE Spring 2025

APPLICATION DEADLINE February 18, 2025, 11:59 p.m.

Previously Submitted by Monday, January 29, 2024, 11:59 p.m.

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

Mailing Address:

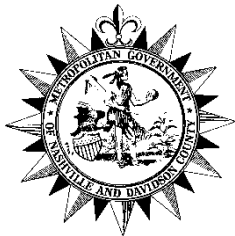
P.O. Box 196300

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.

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.

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

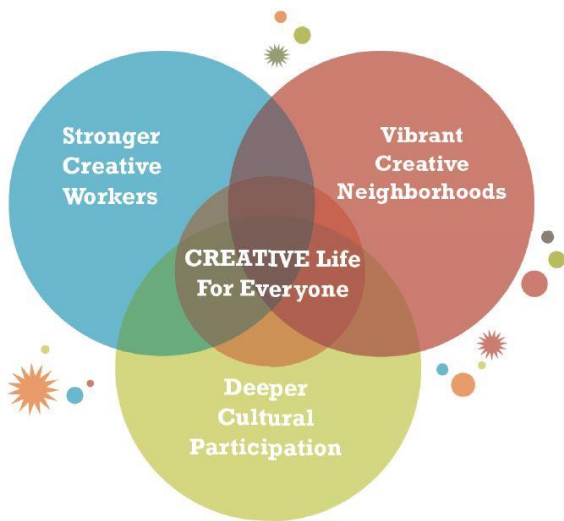
Ji kerema xwe em bizanin eger hûn bi alîkariya înglîzî re pêdivî ye. Em ê wergirtineke kurdî bibînin ku dikare alîkariya me bi hev re biaxivin.

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

Metro Human Relations Commission, 150 2nd Ave N., Suite 217, 37201. P.O. Box 196300, Nashville, TN 37219-630

About Metro Arts Grants

A Creative Life For Everyone



Metro Arts' Grants Program funds nonprofit organizations of all sizes and Thrive project-based grants through funding allocated by the Metro Council. Our Grants Programs support creative work that addresses one or more of the community outcomes we seek to achieve:

- + Stronger Creative Workforce
- + Vibrant, Creative Neighborhoods
- + Deeper Cultural Participation

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.

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](#).

Thrive Community-Based Art Projects

Metro Arts' Thrive grant connects artists and/or organizations with the community to create investments, cultural connections, and transformations. Thrive empowers artists and organizations to strengthen and cultivate communities in Davidson County. Thrive supports artist-led, community-based art projects that include collaboration between artists and community partners and organizations. This category is open to individual artists, nonprofit organizations, and art collectives or teams. Individual artists, art collectives, or community organization(s) with lead artists or artist teams may apply (see details in criteria section).

Thrive 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

Thrive Community Public Art Projects

Thrive Community Public Art is defined as a temporary artwork that exists in a public space that is accessible to the public, including privately owned property such as a local business or organization. Thrive public art projects have included murals, sculptures, integrated architectural or landscape architectural work, community art, digital new media, etc.

Upon staff review, in addition to the proposal requirements above, Thrive Community Public Art Projects may require the following supplemental information:

- + Proposed site with photo(s)
- + 3 images of past works
- + A site owner agreement with proposed maintenance determination
- + Proposed lifespan of project
- + Artist bio(s)

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
- + Funding is available only for artists living and/or working in Nashville/Davidson County
- + **Only one submission per applicant. Multiple submissions will not be accepted.**
 - If you serve as the lead artist or applicant on multiple applications, you must select one application for consideration. Failure to do so will result in all submitted applications being deemed ineligible at technical review. Metro Arts staff will notify applicants who are deemed to have more than one application. Please carefully review your submissions and ensure that only one application is submitted to avoid disqualification.

Projects Engaging Youth

- + Projects proposing to work directly with youth (defined as persons under age 18) will be required to submit background checks for each individual working directly with youth. Applicants are expected to facilitate this and provide this documentation, along with any other required documentation.
 - This includes lead artist, any contract / temporary artists, or organizational staff. This is a requirement for both Thrive and Operational Support Grant Applicants. If your organization already has documentation of background checks conducted through your HR department or affiliated organizations within the past 2 years, you may submit those. If no background check documentation is currently available, you are required to find a service and submit the necessary background check documentation **before the application resubmission period closes on February 18, 2025**

Resubmitting an existing 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, completed narratives, and fiscal agent documentation (if needed). Eligible projects will be reviewed by a grant review panel and ranked/awarded based on the scoring rubric and available funding.

Application Deadlines

All applicants with completed application from the original deadline will have the opportunity to update their application as needed. Updated information must be submitted by February 18, 2025, 11:59 P.M After that time, any in-process applications cannot be resubmitted for review. Applicants may certify a resubmission is complete prior February 18th, 2025. **Please resubmit early, if needed, to avoid any last-minute technical difficulties.**

Criteria for Thrive Project Funding Eligibility

Successful projects will align with Metro Arts' mission and Thrive goals and objectives by:

- + Impacting neighborhoods or communities
- + Actively engaging residents through community input in project planning, decision-making and artmaking
- + Exhibiting and promoting cultural equity in project design, process, and content

To receive a Thrive grant from Metro Arts, the applicant must be:

- + An individual artist
 - o Artists are defined as practitioners in the following disciplines: Dance, Film & Media Arts, Craft, Literary Arts, Music, Multidisciplinary Works, Theater, and Visual Arts.
 - o Artists must be 18 years of age or older.
 - o Artists must live or primarily work in Davidson County.
- + Artist Collectives
 - o Artist Collectives are art organizations or neighborhood groups that do not hold nonprofit 501c3 status
 - o Artist Collectives must have an artist identified to lead the project.
 - o Artist Collectives must be located in Davidson County.
- + Non-profit organizations
 - o Organizations must be located in Davidson County.
 - o Organizations must not be eligible for an Operating Support Grant.
 - o Organizations must have a professional artist identified to lead the project.

Individuals that cannot receive a Thrive Grant

- + Employees of Metropolitan Government of Nashville and Davidson County or Metro Nashville Public Schools.

- + Members of the Metro Nashville Arts Commission or Public Art Committee, or a submission with immediate family or household members who are serving in these roles.
- + Elected officials of Metropolitan Government of Nashville and Davidson County

Metro Arts will review additional grant criteria eligibility issues not listed here on a case-by-case basis. Please contact Metro Arts staff with any questions regarding eligibility.

Eligible Expenses

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

Thrive Project Funds can be used for:

- + Artist Fees
- + Project/Supply/Venue 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 Commission
- + Capital improvements, purchase of real property
- + Reduction of debts
- + Activities or programs with religious intent, study, or practices
- + Political lobbying activities

New in FY25: Fiscal Agent + Thrive Project Grants

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

Applicants may select their own fiscal agent or choose from a list of fiscal agents provided by Metro Arts. Fiscal agents may charge an administrative fee for this service. The maximum allowable fee is 10% of the total award amount. Fiscal agents are not required to charge a fee. Any fee will be determined between the applicant and the fiscal agent and included in the Letter of Agreement. Fiscal agents and applicants must complete a Letter of Agreement outlining their respective roles and responsibilities, including fund disbursement, reporting, and other logistics. Fiscal Agent will execute a letter to Metro affirming their intent to be a fiscal agent for the specific grantee. A resource guide including these required documents are available on the Metro Arts Thrive website.

Fiscal Agent Eligibility as a Grantee

- + Serving as a Fiscal Agent for Thrive artists does not disqualify an organization from receiving an Operating Grant or its own Thrive grant.

Grantee Timeline

As noted in the table below, grantees will have until February 18th, 2025 to edit grant proposals and applications to meet the new requirements, upload required documents, and resubmit.

Updates and changes include:

- + Letters of Fiscal Agency (from Fiscal Agent to Metro) and Letter of Agreement (Agreement between grantee and Fiscal Agent).
- + Any updates needed to complete the projects that were previously submitted. Changes may include adjusted timelines, different project goals, different community partners, etc. Metro Arts will consider any project changes that meet the Thrive requirements described above.
- + Updated proposed budget (if applicable). Fiscal agents will receive 100% of the grant upon execution of the grant contract. Organizations and applicants may include a negotiated draw schedule in their Letter of Agreement.
- + If an applicant is selected to receive an award, a grant spending plan which matches the award amount will be required as part of the contracting process.

Important Dates

Update and resubmit applications	January 22 - February 18, 2025
Staff technical review	February 19 - 21, 2025
Application scoring by review panelists	February 24 - 25, 2025
Grants Committee approval	February 26 – 27, 2025
Commission approval	February 26 – 27, 2025
Contracts signed and awarded	Early March
Grant period	Spring 2025 – June 15, 2025
Final spend date	June 1, 2025
Final completion and closeout report due	June 15, 2025

**The effective date of grant contracts will be the date RS2025-961 is filed with the Metro Clerk*

Funding Determination

All grant applications are reviewed for eligibility by Metro Arts staff through the technical review. Applications are then scored by a community grant review panel. Funding determinations are based on the application’s score and the available funding. Eligibility verification reviews and panelist notes are kept electronically by Metro Arts. After the grant awards are announced, applicants may contact Metro Arts to get a copy of these scores and comments.

Funding Criteria + Scoring

Panelists will use a Panelist Scoring Guide to evaluate each application. Please see the scoring rubric below.

Funding Formula

Thrive grants will be awarded at 75% of the requested amount in the application. The funding model is a rank ordering of applications. Funding is then based on awarding 75% of the application request. The funding process is as follows:

- + Each approved project is eligible for 75% of its requested amount
- + Applications are scored and ranked from highest to lowest
- + Funding is distributed in rank order, starting with the highest-scoring applications, until all available funds are used.
- + Any remaining funds will be evenly distributed among eligible Thrive awardees, so long as the total award does not exceed the original amount requested
- + In case of tied scores: If there are not enough remaining funds to support all applications with tied scores, two Metro Arts staff members who weren't involved in the FY25 grants process will:
 - o Conduct a second review of the tied applications
 - o Create a new ranking of these applications
 - o Distribute the remaining funds based on this secondary ranking

Funding Approval

The panelists' scores and recommendations are reviewed by the Grants and Funding Committee and are used to determine which applications should be awarded funding. Lastly, the Metro Arts Commission approves grant awards.

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 will be asked to abstain from allocating an organization's funding.

Grants and Funding Committee meetings, Metro Nashville Arts Commission meetings, and Metro Council meetings are open to the public. Visit the upcoming Metro Arts meetings page on the Nashville.gov website for more information.

Appeals

An organization can submit an appeal to the Metro Arts Commission to change their vote if the applicant believes there was a problem with the grant process. To file an appeal, email the Metro Arts Executive Director with the basis and specifics of your appeal. The appeal procedures are outlined below:

- + 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 Executive 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 at the next scheduled meeting.

Managing an Awarded Grant

Award Notification

Grant award notifications will be emailed to the contact person listed in the application and fiscal agent, if applicable. Grantees are responsible for notifying of any changes in the 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. Completed vendor forms will be required for first time award recipients and fiscal agents. Updated vendor forms will be required for change of address and banking information changes.

Thrive Project Award Terms

Grants 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, artist collective, or community group or organization 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 Final Closeout 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 10% of funded Thrive projects will be audited; additional documentation, receipts and/or invoices may be requested.
- + If the project fails to occur, or after mid-point monitoring the applicant is found to be out of compliance, subsequent applications for support may be ineligible.
- + Failure to complete requested closeout information may affect future Metro Arts submissions.

Mid – Point Check-in

Given the abbreviated grant period, Metro Arts staff will check-in with grant recipients as it allows both the recipient and Metro Arts to ensure the project is progressing well and confirms that funds are being used in alignment with the grant’s objectives before the project’s completion.

Final Closeout Report

Final Thrive Project 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. 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 if you have questions about submitting 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.

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 and fiscal agent 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 as requested. 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. If an organization is not in good standing 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 up to 10% of distributed funds annually. Grantees are randomly selected to be monitored. If your project 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

Thrive Project Grant Scoring Rubric

What will be supported by this funding and how will the community and/or the artist be impacted?

Demonstrates significant impact (community impact and/or artist value or benefit clearly connected to needs and aspirations).	Demonstrates some impact (community impact and/or artist value that is sometimes connected to needs and aspirations).	Demonstrates minimal impact.	
Outstanding	Satisfactory	Fair	No Evidence

What is the timeline for the proposal?

Timeline as it relates to planning, promotion, implementation, and reflection.	Timeline with minimal details.	
Outstanding	Fair	No Evidence

What is the budget and how will the Metro Arts funding be used? Include a list of all projected expenses.

Financial information is tied to the proposal and indicates realistic expenses for implementation.	Limited financial information tied to the proposal.	
Outstanding	Fair	No Evidence