



# THRIVE Project Management Checklist

Once you've been approved for THRIVE funding, you can use this checklist to keep track of your project deadlines and requirements:

Project Name:

Project Begin Date:

Project End Date:

**Final Project Report Deadline:** \_\_\_\_\_

(30 days after your project end date. For example, if your project ends on May 1<sup>st</sup>, you'll need to submit your final report by May 31<sup>st</sup>)

- Submit Revised Project Description & Budget Form**—If your funding allocation is less than your proposal's requested amount, you'll need to complete and submit this form.
- Submit first invoice**—Request up to 80% of your funding allocation.
- Metro Arts Credit Policy**—Save a hard/digital copy of your project promotion that demonstrates proper Metro Arts logo usage.
- Social Media**—Engage with Metro Arts via Twitter & Instagram **@MetroArts1** and Facebook **@ Metro Arts (Metro Nashville Arts Commission)**. Don't forget to hashtag **#artsnashville!**
- Take photos and/or videos of your project!**
- Prepare for Final Project Report**—Keep the finish line in mind by considering the following suggestions and questions as your project unfolds:
  - ✓ Have someone take attendance at your event(s) & keep track of the number of artists who help execute your project.
  - ✓ How would you describe your audience? (For example, what age range, were people from any particular ethnic background or other interest groups?)
  - ✓ How does the project impact the neighborhood it served? Did it transform the neighborhood culturally, socially or economically?