



FY17 Funding Guidelines

THRIVE is a community arts focused funding program designed to encourage artistic development, engage neighborhood art-making, open up and reimagine places, and inspire and activate the imagination through shared experiences and art-making in Davidson County. The program equips artists, organizations and businesses with funding and project development tools that empower them to realize their artistic goals, while enriching the quality of life in Nashville.

THRIVE provides funding support for community arts in two categories: **Community Activation and Community Collaboration**. A **Community Activation** project will demonstrate how it activates a place within a neighborhood while providing artistic experiences for the community; while a **Community Collaboration** project will focus on collaborating with the community by actively engaging them in creative exchange. THRIVE funding is for the support of individual artists, organizations or businesses for projects that employ any discipline of the visual, literary, sound, or performing arts, engage at least one professional artist and are accessible to the general public such as a visual installation, event, demonstration, or performance.

Preference will be given to programs that are free and do not have barriers to entry. Projects must occur in the public domain. Applicants will obtain all permits, licenses, and permissions necessary for the project. Applicants will ensure that the project complies with all applicable laws and regulations. Projects being funded by any grant administered by Metro Arts in the same fiscal year are not eligible for THRIVE funding.

Partnerships with other artists, organizations, businesses and/or neighborhood groups are strongly encouraged. Funds may only be used to pay for artist fees and/or supplies or materials that support the project. Funds may not be used for fundraising, religious activities, capital expenses, administrative staff salaries, or durable goods.

Proposals for funding of amounts up to \$3,000 (**Community Activation**) or \$4,000 (**Community Collaboration**) can be submitted via a simple online form for one project per year. THRIVE guidelines do not require a dollar for dollar match; however, applicants are strongly encouraged to match the requested funding as much as possible to strengthen the competitiveness of the proposal.

Projects that are accessible and welcoming to people of all cultural backgrounds, economic status, sexual orientation, gender-identity, age and ability will receive higher priority. Successful projects will align with the program's goals and objectives by promoting artistic excellence, impacting neighborhoods (within Davidson County) and actively engaging participants through community input in project planning, decision-making, art-making, etc.

Approved projects may request up to 80% of the approved funding allocation up front via a signed invoice. The remaining 20% will be paid upon project completion. Not all proposals will be approved and funds will be allocated based on THRIVE eligibility and project guidelines, as well as on a first-come, first-served basis.

Only some projects will be funded at 100%. Many projects will be funded partially, and some will not be funded at all. The funding decisions of Metro Arts are final.

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

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

Selected applicants are required to credit Metro Arts according to the Credit and Logo Usage Guidelines (see below) in all publicity, promotions, and/or printed materials related to the project.

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.

General Restrictions

THRIVE funds will not be awarded:

- For ongoing, embedded or permanent programs of Metro Departments or Authorities
- For murals or other public artworks on public property
- For durable goods, including equipment or capital improvements. Other examples of durable goods include: appliances, furniture, musical instruments, consumer electronics and sporting goods.
- For the purchase of real property.
- For the reduction of accumulated deficits or debts.
- For projects already completed, exhibited or performed.
- For refreshment costs.
- For activities or programs with religious content, study, or practice. Metro Arts funds must be used for secular arts activities only.

Eligibility: Individual artists, businesses and organizations that reside or conduct programming in Davidson County are eligible to apply. Individuals requesting or receiving funds must be at least 18 years of age. An artist or organization applying in the **Community Collaboration** category can receive up to \$4,000 in funding, and those applying in the **Community Activation** category can receive up to \$3,000 in funding. Applicants in both categories can receive funds within one fiscal year and will not be eligible to receive THRIVE funds for another 12 months.

Organizations that receive funding from any grant administered by Metro Arts in the same fiscal year are not eligible to apply for THRIVE funds.

Applicants (and immediate family members) cannot serve as a member of the Metro Arts Board of Commissioners, nor can they be employed by the Metro Nashville Davidson County Government or Metro Nashville Public Schools.

Artist Qualifications: For the purposes of the THRIVE program, artists are defined as individuals or a group who practice in the unique creation and public display or performance of visual arts, craft, sound and performance art, film and television (including production), theatre, dance, music or literary arts and can demonstrate at least two years of exhibition, performance or professional history.

Timeline:

Proposals will be accepted year-round, but Metro Arts recommends submitting your proposal at least two months before your proposed project/event. Projects must be completed within the fiscal year in which the funds were requested). All Fiscal Year 2017 projects must be completed and closed-out with Metro Arts by June 29, 2017.

All proposals must be PRE-APPROVED by Metro Arts staff PRIOR to submitting online. To submit for pre-approval, email your completed Pre-Approval Worksheet and Budget Form to [Metro Arts](#) according to the Timeline/Deadline chart.

If your proposal is approved to advance to the next round of the application process you will be invited to submit the full online application and required supporting materials.

Proposals will be reviewed monthly by Metro Arts staff and approved for funding by Metro Nashville Arts Commission on the third Thursday of every month. Final application materials should be submitted by the last day of the month prior to the Commission meeting to be considered for review on that month's agenda. For example, for a proposal to be reviewed at the April 2017 Commission meeting, the proposal must be submitted by March 31, 2017.

Proposal Requirements:

- Completed Online Proposal
- Artist website or current profile on the NowPlayingNashville.com Artist Directory
- CV demonstrating artistic experience of at least two years of exhibition, performance or professional history.
- Two Letters of Recommendation
- Completed Budget Form
- Completed Metro Arts Vendor Form
- Completed Public Artwork Information Form (only if requesting funds for a temporary or permanent public artwork (i.e. mural, sculpture, site-specific work)
- Have a Social Security number or federal tax identification number issued by the Internal Revenue Service

Scoring Criteria/System for Feedback

A **Community Activation** project will demonstrate how it activates a place within a neighborhood while providing artistic experiences for the community; while a **Community Collaboration** project will focus on collaborating with the community by actively engaging them in creative exchange. Both Community Activation and Community Collaboration categories will be scored under the following rubric:

- I. **Artistic Excellence (Maximum of 30 points):** The artists involved and/or the project itself drives innovation and/or uses the arts in a distinct way. The artists involved have displayed why they are the best artists for the job. The applicant clearly talks about the artistic practices and methods for creation.
- II. **Neighborhood Placemaking/Activation (Maximum of 30 points):** The project activates the neighborhood, connecting neighborhoods, and/or the larger Nashville community. The project reimagines a space or activates it artistically. The project addresses a cultural, social, or economic need.
- III. **Community Engagement/Participation* (Maximum of 30 points):** The community is clearly defined in this project. The project is inclusive of the whole community but provides targeted arts opportunities for citizens whose opportunities might be limited because of geography, economics, ability, age, race or cultural background. The project welcomes the community into the art form. The community and artist are engaged in a creative exchange, as the community informs the art-making, performance, and decision making process. The art making activities or performances are accessible to the public.
- IV. **Project Feasibility and Logistics (Maximum of 10 points)**
The proposal demonstrates an ability to carry out the proposed project. It has a realistic budget and timeline. The individuals, organizations, and entities that the applicant is partnering with to execute the project have been identified. The partners are invested in the project and will ensure its success.

Awards Process: Applicants will be notified via email of the status of their proposal. If a project is funded the applicant agrees to the following terms:

- Funds will be distributed via check to the applicant. Upon being notified of funding approval, the applicant may submit a signed invoice for up to 80% of the funded amount with a revised budget/project scope form. The remaining 20% of the funds may be requested via invoice upon meeting all of the project completion requirements.
- Recipient will use funds to pay for artist fees and/or purchase supplies and materials that support the project described in the proposal.
- Recipient will obtain all permits, licenses, and permissions necessary for the project. If requesting funds for a Public Artwork, recipient will submit final artwork design in writing for Metro Arts approval before installation begins
- Recipient will comply with all applicable laws and regulations.
- 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.
- Within thirty days of project completion recipient will submit a final project report including the following items:
 - Completed Final Report Form
 - Invoice for remaining balance of funds owed
 - One piece of promotional material showing required credit to Metro Arts credit. (can be email, poster, social media screenshot, etc.)
 - Provide high-resolution photos and/or videos of the project

Metro Arts Credit & Logo Usage Guidelines

In all publicity, promotions and/or printed materials related to the project, recipients of THRIVE funding will credit Metro Arts including detailed recognition and specific logo placement as appropriate. This public acknowledgement must include, but is not limited to, prominent display of the Metro Arts logo and/or approved text that explicitly states that Metro Arts supports specific project. This acknowledgement must be included in,

but is not limited to, news releases, marketing materials, advertisements, publications and other materials offered to the public, signs or notices on or around a grantee organization's base of operations, web sites and online communication, speeches and public appearances.

THRIVE is NOT a grant. It is a micro-funding program. We have to be very clear in our communications due to the contractual nature of "grants." In press communications, please use the following approved language: **"This project is funded in part by the Metropolitan Nashville Arts Commission."**

[Download the current Metro Arts logo here](#)

Social Media Recognition

In social media promotions related to the project being funded the recipient will tag Metro Arts and utilize preferred hash tags when appropriate. See Metro Arts handles, preferred hashtags and recommendations for social media engagement below.

Twitter

- Through professional and/or personal accounts follow **MetroArts1** Twitter account <https://twitter.com/metroarts1>
- When making posts about your project tag us in your tweet by using our handle **@MetroArts1**
- Include the hashtag: **#artsnashville**

Facebook

- Through professional and/or personal pages, "like" the **Metro Arts (Metro Nashville Arts Commission)** Facebook page <https://www.facebook.com/MetroNashvilleArtsCommission>
- When making posts about your project, tag **Metro Arts** in them (**@Metro Arts (Metro Nashville Arts Commission)**)
- Tag **Metro Arts (@Metro Arts (Metro Nashville Arts Commission))** in any photos/videos you post related to your project. Be sure to share photos on the **Metro Arts** page as well.
- Utilize the **#artsnashville** hashtag on Facebook posts related to your project.

Instagram

- Follow **MetroArts1**. (<http://instagram.com/metroarts1>)
- Tag your Instagram photos of **your project** with **@metroarts1**
- Utilize the **#artsnashville** hashtag on Instagram posts