



Operating + Project Support | Grant Guidelines

FY18 GRANT CYCLE | FOR ACTIVITIES TAKING PLACE July 2017 – June 2018

Basic + Core Operating Support Grants
Application Deadline: 4:30PM, March 15, 2017

Arts Access, Catalyst, Creation, and Youth Arts Project Support Grants
Application Deadline: 4:30PM, March 29, 2017



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

Metro Arts receives operational
support from the:



For assistance with Metro Arts grants, contact Laurel Fisher at (615) 862-6744 or laurel.fisher@nashville.gov



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4th Floor, Nashville TN 37210

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arts@nashville.gov ♦ www.artsnashville.org

Mission + Vision

Metro Arts' vision is that every Nashvillian participate in a creative life and its mission is to drive a vibrant and equitable community through the arts. Our strategic plan, *Crafting a Creative City*, articulates three community outcomes that drive our work:

- Stronger Creative Workforce
- Deeper Creative Participation
- More Dynamic, Creative Neighborhoods

We work toward these outcomes through our Public Art and Community Engagement program areas and through partnerships, research and artist development.

PUBLIC NOTICE: 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:

Laurel Fisher, Metro Nashville Arts Commission, P.O. Box 196300, Nashville, TN 37219-6300
Laurel.Fisher@nashville.gov, (615) 862-6720, 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.

PARKING: Metro Arts offices are located in the Metro Office Building of the Richard C. Fulton Complex. The street address is 800 2nd Avenue South, Nashville, TN 37210. Parking is available in front of the Metro Office Building. Metro Arts is located on the 4th Floor.

BUS: This location is walkable from the #6, #12, #15, #18, #25, #34, #36, #52 and #55 buses.
<http://www.nashvillemta.org/Nashville-MTA-Maps-and-Schedules.asp>

WHEELCHAIR ACCESSIBILITY: The Metro Arts office is located on the 4th Floor of the Metro Office Building. Wheelchair accessibility is available via the Lindsley Avenue entrance to the Richard C. Fulton Complex.

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*

En caso de que una interpretación individual idioma necesidad, Metro Artes garantizará la asistencia usando un servicio de traducción Metro aprobado over-the-teléfono o en persona.

شخصيا أو الهاتف عبر افق مترو الترجمة خدمة باستخدام المساعدة تأمين الفنون و مترو ،اللغة ضرورة الفردي تفسير يجب

如果一个人需要的语言解释，地铁艺术将使用地铁批准过的电话或亲自翻译服务获得援助。

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

About Metro Arts Grants Program

Metro Arts Grants Program supports small and large organizations through community arts grants. Approximately 75% of Metro Arts’ operating budget is distributed in to the community through this program. The agency focuses on three community outcomes that drive our work:

- Stronger Creative Workforce
- Deeper Creative Participation
- More Dynamic, Creative Neighborhoods

Operating and Project Support Grants support – in whole or in part- specific organizations and programs that have been determined to be of sufficient quality and benefit to the community-at-large.

FY18 Grant Period begins July 1, 2017 and ends June 1, 2018

Operating Support Grants

| | | | |
|--------------------------------|---|---|--|
| Basic Operating Support | Organizations with an arts-focused mission + average revenue of >\$100,000 annually | 3+ years as a nonprofit + at least 6 months of programming each year | Request up to 20% of average revenue, cannot exceed \$300,000 |
|--------------------------------|---|---|--|

These grants support the general operations of nonprofit arts organizations whose annual revenue is more than \$100,000 annually and are based in Nashville & Davidson County. Arts organizations are those whose primary mission is to directly support performances, programs, exhibits and the dissemination of artistic content that uses professional artists in creative works. Basic Operating Support categories are based on budget size. Categories are determined by the organization’s average revenue from the three most recently completed fiscal years. Revenue includes funds raised by an organization for its operating budget. Not included in this total are: (1) donations restricted to endowment funds, (2) in-kind contributions, and (3) donations for capital projects. The average revenue will be used to calculate the maximum request amount. Basic Operating Support request cannot exceed 20% of the average revenue amount. Basic Operating Support grants are adjudicated on a 3-year cycle. In FY18, applicants applying for Basic Operating Support will be adjudicated by a review panel of arts professionals from outside of the region. Basic Operating Support grants will be adjudicated again in Fiscal Year 2021. Organizations who become eligible for this category in a non-adjudication year may apply annually for Core Support until the next adjudication (See section on *Application Cycles* on page 11 for more information on this process).

Category definitions are:

Basic 1: \$5,000,000 and above

Basic 2: \$1,000,000 - \$4,999,999

Basic 3: \$100,000 - \$999,999

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| Core Support | Organizations with an arts-focused mission + average revenue of <\$99,999 annually | 2+ years as a nonprofit + at least 6 months of programming each year | Request up to 20% of average revenue |
|---------------------|--|---|---|

These grants support the general operations of nonprofit arts organizations based in Nashville & Davidson County who have an average revenue of less than \$100,000 annually. This category supports community-based arts organizations that are in their early stages or are established organizations meeting a specific artistic or cultural need in the community. Arts organizations that fall in this category have a primary mission to directly support performances, programs, exhibits and the dissemination of artistic content. Requests can be up to 20% of the organization’s average revenue from the three most recently completed fiscal years. Organizations who only have two years of financial history, the 20% maximum request amount will be calculated using the revenues available. Revenue includes funds raised by an organization for its operating budget. Not included in this total are: (1) donations restricted to endowment funds, (2) in-kind contributions, and (3) donations for capital projects. Grantees in this category will be required to submit a mid-year and final report.

Project Grant Categories

| | | | |
|----------------------------|--|---|---|
| Arts Access Project | Arts + Non-Arts focused organizations | 2+ years operating as a nonprofit + at least 6 months of experience working with under-invested populations or neighborhoods | Request up to 50% of eligible program costs, cannot exceed \$7,000 |
|----------------------------|--|---|---|

This category is open to arts and non-arts nonprofit organizations. Awards support arts programming that engages at least one of Nashville’s traditionally under-invested populations or neighborhoods in unique creative activities or art-making. Under-invested populations or places may include one or more of the following: Seniors, ALAANA (African¹, Latinx², Asian, Arab, and Native American), Differently Abled, New Americans³, Low-Income, LGBTQIA, Rural Areas, and Neighborhoods with limited arts access. Projects funded in this category will encourage participation in the visual arts, craft, media, music, theater, dance, folk, or literary arts through events, performances, exhibits, classes/workshops, and other arts programs. Projects must be led by artists who have experience working with under-invested populations or neighborhoods. Expenses that qualify for funding include artist fees, public performance and exhibition costs, project-related promotion and marketing, arts consultants, guest teaching artist fees, materials, supplies, etc. Applicants can receive up to fifty percent (50%) of eligible program costs, not to exceed \$7,000.

¹ African (American) refers to people of African descent who identify as African, African American, Black, and/or someone from the Black diaspora.

² Latinx (American) refers to people of Latin-American descent in a more gender-inclusive way. Latinx can be an identifier for women, men, non-binary and gender non-conforming people.

³ New Americans refers to people born outside of the United States – including those who identify as immigrants, those seeking refuge, those who are undocumented, permanent residents, or naturalized or dual citizens.

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| Catalyst Project | Arts-focused organizations | 2+ years operating as a nonprofit + at least 6 months of programming each year | Request up to 50% of eligible project costs, cannot exceed \$20,000 |
|-------------------------|-----------------------------------|---|--|

This category is open to arts nonprofit organizations that are eligible for Basic Operating and Core Support grants. Funds awarded in this category will support projects that grow organizational capacity. Examples include projects that address or create cultural equity, organizational sustainability, succession planning, arts-focused workforce development, emergency preparedness, artist fellowships/residencies, etc. Expenses that qualify for funding include consulting fees, training opportunities, fellow/resident stipends, materials, supplies, etc. Applicants can receive up to fifty percent (50%) of eligible program costs, not to exceed \$20,000.

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|-------------------------|-----------------------------------|---|--|
| Creation Project | Arts-focused organizations | 2+ years operating as a nonprofit + at least 6 months of programming each year | Request up to 50% of eligible project costs, cannot exceed \$20,000 |
|-------------------------|-----------------------------------|---|--|

This category is open to arts nonprofit organizations that are eligible for Basic Operating and Core Support grants. Funds in this category support projects that grow artistic capacity through the creation of an original work. An original work is something that has not previously been completed, performed, or exhibited. The work can be in any artistic genre and must include collaboration between individual artists and arts organizations. For example, a Creation Project could be a sculpture, film, short story, painting, contemporary dance, musical composition, spoken word, play, or another artistic genre. Grantees in this category must create the new work within the FY18 time-frame, however, the exhibition or performance of the work can take place after the grant period ends. Projects in that situation will be required to submit a closeout report at the end of the grant period as well as a supplemental report after the new work has been exhibited or performed. The applicant must commit to making the finished work accessible to the Nashville community-at-large. Applicants can receive up to fifty percent (50%) of eligible program costs, not to exceed \$20,000.

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| Youth Arts Project | Arts + Non-Arts focused organizations | 2+ years operating as a nonprofit + at least 6 months of program history working with youth | Request up to 50% of eligible program costs, cannot exceed \$7,000 |
|---------------------------|--|--|---|

This category is open to arts and non-arts nonprofit organizations that provide direct arts programming for youth up to 18 years of age. Projects funded in this category will encourage participation in the visual arts, craft, media, music, theater, dance, folk, or literary arts through events, performances, exhibits, classes/workshops, mentorship opportunities, and other arts programs. Eligible expenses include artist fees, public performance and exhibition costs, project-related promotion and marketing, arts consultants, guest teaching artist fees, materials, supplies, etc. Projects must be led by teaching artist(s) who have experience working with youth, be guided by

an approach or process for teaching and/or presenting art, and operate outside of regular school hours. Project participants can include youth up to age 18 and may include youth who are enrolled in schools or in alternate situations including homelessness or incarceration. Priority will be given to projects serving at-risk student populations as identified by Metro Schools and Census Data (www.mnps.org). Applicants can receive up to fifty percent (50%) of eligible program costs, not to exceed \$7,000.

Eligibility and Application Process

Important Dates

| | |
|---|-----------------------------|
| New Applicant Grant Workshops* | January 25 + 26, 2017 |
| Returning Applicant Grant Workshop* | January 30 + 31, 2017 |
| New GivingMatters.com Profile Initiation Deadline | February 15, 2017 |
| Existing GivingMatters.com Updates Deadline | February 22, 2017 |
| Application Draft Review Deadline: Operating Support Categories | February 22, 2017 |
| Application Draft Review Deadline: Project Support Categories | March 8, 2017 |
| New GivingMatters.com Profile Completion Deadline | March 15, 2017 |
| Application Deadline: Basic Operating + Core Support 4:30PM | March 15, 2017 |
| Application Deadline: Arts Access, Catalyst, Creation, Youth Arts Projects 4:30PM | March 29, 2017 |
| Panel Review: Core Support | May 4, 2017 |
| Panel Review: Basic Support 1, 2, and 3 | May 10-12, 2017 |
| Panel Review: Arts Access Projects | May 16 + 17, 2017 |
| Panel Review: Youth Arts Projects | May 19, 2017 |
| Panel Review: Creation Projects | May 23, 2017 |
| Panel Review: Catalyst Projects | May 25, 2017 |
| Commission Approval | June 15, 2017 |
| Grant Period | July 1, 2017 – June 1, 2018 |

**All new and returning Metro Arts applicants are required to attend one of the grant workshops listed above.*

Applicant Eligibility

The organization (or its fiscal sponsor, if applicable) must:

- Be based in Metro Nashville & Davidson County
- Be tax-exempt under the Internal Revenue Code Section 501(c)(3)
- Have an IRS Letter of Determination with a stamped date of March 31, 2015 or earlier for Core Support or Project Support and March 31, 2014 for Basic Operating Support
- Produce, present or directly support artistic programs, projects or works
- Be able to meet non-discriminatory employment and personnel practices
- Maintain a fully completed GivingMatters.com profile

***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, following the logo and credit policy, and submitting grant information, documents, or reports on our before the due date. These items include GivingMatters.com information, contracts, revised budgets, mid-year evaluations (if applicable), final financial reports, and any other information that Metro Arts staff may request. If an organization fails to meet these requirements, the organization will be sent documentation in writing of what requirements have not been met and how to return to good standing. If an organization is not in good standing at the time of panel review, all applications submitted by the organization may receive up to a 10-point deduction to the **final score(s)**. Not maintaining good standing for more than a 12-month period may result in an even higher point deduction on future grant applications.

Grant Restrictions

- Arts-focused nonprofit organizations can request up to 20% of their average revenue in Operating Support. The 20% maximum amount is calculated by using the organization’s average total revenue from the three most recently completed fiscal years. Operating Support requests cannot be more than this amount. Project grant request amounts will not be included in the 20% limit.
- Metro Arts will not award Operating Support grants to organizations who receive operational budget amendments (“line items”) from local government, except for those that are provided by the Metropolitan Charter.
- Metro Arts does not grant Operating Support to colleges or universities. These organizations are eligible to apply for Arts Access or Youth Arts project grants that serve the general public.
- Metro Arts does not grant funds to government departments or “friends of” organizations whose primary purpose is to support government agencies or initiatives.
- Metro Arts funds cannot be used for capital campaigns, capital improvements or acquisitions. Capital campaigns are funds raised specifically for the purchase of property, the construction of a building, or the remodeling of an existing building. Capital improvements are generally projects that create a permanent structure, change a permanent structure, increase the value of the property, and/or last more than one year.
- Operating Support applicants can also apply for one (1) Arts Access OR Youth Arts Project grant and one (1) Catalyst OR Creation Project grant annually. Three (3) is the maximum number of applications for which an organization seeking Operating Support may apply.
- Projects that are already receiving funding, or have confirmed funding, from a Metro Government source are not eligible to apply for Project Support grants. This does not include in-kind support from Metro Government; only cash exchange applies to this restriction. Metro sources include Nashville After-Zone Alliance (NAZA), Community Enhancement Fund, Metro Parks and Recreation, Metro Nashville Public Schools, and other sources not mentioned here.
- Non-arts focused nonprofits can apply for one (1) Arts Access OR Youth Arts Project grant.
- Organizations that received a Creation grant in FY17 are not eligible to apply for a Creation grant in FY18.
- Metro Arts will review other grant eligibility concerns that are not listed here on a case by case basis.

| Funds CAN be used to support... | Funds CANNOT be used to support... |
|-----------------------------------|---|
| Salaries | Capital Improvements or Equipment |
| Artist Fees | Reduction of Debts |
| Program/Project Supplies | Food or Beverage |
| Performance Space/Facility Rental | Activities or Programs with Religious Content |
| Marketing and Promotion | Political Lobbying Activities |
| Consulting Fees | Fundraising Events |

Matching Funds

All Metro Arts grant awards require a \$1 to \$1 match by the organization. This means that the organization must cover at least half of the cost of the program or project with funds not from Metro Arts or other Metro government sources. Matching funds cannot include other Metro Arts grant awards and non-cash/in-kind donations.

Financial Statements and IRS Forms 990

- All applicants must post the most recently completed IRS Form 990, 990-EZ or 990-N (e-postcard) to your organization’s GivingMatters.com profile by March 29, 2017.
- If your organization receives more than \$500,000 in revenue per year (excluding funds that are from government agencies, non-profit private foundations or calculated as in-kind contributions)...
 - Then the Tennessee Secretary of State requires annual Audited Financial Statements. The most recently completed fiscal year’s Form 990 and Audited Financial Statements must be posted and viewable on the organization’s GivingMatters.com profile by March 29, 2017.
- If your organization has a January to December fiscal year schedule...
 - Then you may not have your Form 990 and/or Audited Financial Statements available by March 29, 2017. In this case, an application can still be submitted and will be reviewed, however, grant contracts will not be issued until the previously completed fiscal year’s Form 990 and audit have been received and reviewed. Completed financial documents must be submitted to Metro Arts on or before June 30, 2018.

How to Submit an Application

GivingMatters.com

All applicants are required to have a complete GivingMatters.com profile. Profiles are used by Metro Arts staff and panelists to access and review organizational information including mission statements, program descriptions, board leadership, financial information and more. It is important to keep this profile up-to-date as it will be used numerous times during the grant review process. New profiles take some time to create initially but are easy to update on an annual basis. **Grant applicants who don't already have a complete profile on GivingMatters.com must submit new profile request documents to GivingMatters.com no later than February 15, 2017.** After the GivingMatters.com staff create the initial profile, they will provide you with the necessary log-in access to complete the rest of the profile online. **Organizations with new GivingMatters.com profiles must complete their profiles by March 15, 2017. Applicants that have existing profiles must submit updates to GivingMatters.com by February 22, 2017.** For assistance with GivingMatters.com, contact The Community Foundation of Middle Tennessee at 615-321-4939 or contact your GivingMatters.com coach directly.

**For organizations that have a January to December fiscal year cycle, please make all GivingMatters.com updates by the appropriate deadline even if the Forms 990 and/or Audited Financial Statements are still in-progress. Please email financial documents to Metro Arts and upload those items to GivingMatters.com as soon as they are available.*

Completing an Online Grant Application

Metro Arts utilizes an online application system called GO: Grants Online. To start a Metro Arts grant application, go to www.artsnashville.org and click on the *Grants* tab, then *Apply for a Grant*. New project grant applicants will first need to create a User Account in GO. Click the *Help* tab to see a step by step guide on how to create an account. Returning applicants, please use your GO log-in information to access and begin a new grant application. Applications must be completed and submitted using the online system in order to be considered. No emailed, faxed or mailed applications will be accepted. All applications and accompanying support materials must be submitted by **4:30PM, Wednesday, March 15, 2017 for Basic Operating and Core Support and 4:30PM, Wednesday, March 29, 2017 for Arts Access, Catalyst, Creation, and Youth Arts projects.** All applications submitted in GO are time-stamped. Please ensure that applications are submitted before the date and time listed above. Any applications submitted after 4:30PM on the two dates listed above will not be accepted.

Draft Application Review

Applicants may request a review of draft applications. This step is optional for organizations that have received grants from Metro Arts in the past three years. New applicants and those that have not received a grant in the past three years are required to submit a draft review. Simply email Laurel Fisher at laurel.fisher@nashville.gov to request that a member of the Metro Arts staff review the application that you have saved in the GO system. **Draft review requests must be made by Wednesday, February 22, 2017 for Operating Support applications and Wednesday, March 8, 2017 for Project Support applications.** Metro Arts staff will read and provide feedback within 10 business days.

Grant Review Process

Application Cycles

Beginning in FY18, **Basic Operating Grants in Categories 1, 2 & 3** will be adjudicated on a three-year cycle.

Please note, this is a three-year adjudication process, not a commitment to three years of funding. Metro Arts cannot guarantee multi-year funding levels as the operating budget is approved by the Metro Council on an annual basis.

In fiscal years 2019 & 2020, Basic Operating grantees that received funding in FY18 will be eligible to submit an abbreviated application and updated GivingMatters.com profile information as part of a re-verification process. Grantees will not undergo panel review and will retain the same score determined during the FY18 panel review. Though funding priority will remain the same, actual grant awards may change depending on the organization's good standing status and the availability of Arts Commission funds. Each year that an organization is funded, a new contract will be executed between Metro Government and the grantee.

New applicants who may become eligible for Basic Operating support during a non-adjudication year can apply for Core Support. Organizations of any budget size who are in this situation will be allowed to request a maximum of \$20,000 in this category. Organizations may apply annually in Core Support until the next Basic Operating Support adjudication year.

Application Review

Basic 1, 2 & 3 Operating Support grants are adjudicated every three years by a review panel of arts professionals from outside of the region. Core and Project Support grants are reviewed and scored by a panel of qualified volunteers from the Nashville area annually. Metro Arts staff will process the applications and send them to the panelists to review before the panel review date. Panelists are asked to disclose any conflicts of interest prior to reviewing grant applications. A conflict of interest is a situation in which a panelist has a relationship of some kind with the organization applying for funding. Metro Arts makes every attempt to identify any conflicts in advance. If a conflict of interest is identified, the panelist will be asked to abstain from scoring the organization's application.

After each application has been reviewed, the scores are added together and each application will be given an average score. The average score is used to calculate funding recommendations. Metro Arts' staff and commissioners do attend review panel meetings but do not score applications or influence how the panelists score.

Grant Panelists

Panelists who review Basic 1, 2, & 3 Operating Support applications have expert knowledge about non-profit management, arts/cultural programming and organizational/financial health. These panelists receive an honorarium for their service.

Core and Project Support grant panelists are volunteers who live or work in Nashville & Davidson County and are committed to the arts in our community. These individuals have been nominated or have been self-nominated to serve in this role. Nominations are reviewed and selected by Metro Arts staff. We select panelists who truly care about the arts and reflect the community through diversity in age, race/cultural identity, neighborhoods, physical abilities, professional expertise and personal interest.

Funding Criteria & Scoring

Panelists will use a Scoring Guide to evaluate each application. This guide includes a list of criteria divided in to three main areas: The Project + Community, The Art, and The Organization. These three areas match the three sections of the application. A proposal can receive a score of up to 30 points on The Project + Community and The Art sections and 40 points on The Organization section. The panelists will read each section of the application and compare it to the scoring criteria. Higher scores mean that the proposed project meets many or all of the scoring criteria. Lower scores mean that the proposed project only partially meets the scoring criteria. The scores of each section are added together to create an overall application score of up to 100 points. At the end of the Panel Review, all the panelists' scores are added together and each application is given an average score. Using those scores, a ranking is created listing the applications in order from highest to lowest.

The Scoring Guide is available to panelists and applicants. Visit the [Metro Arts website](#) to view the guide as you prepare your application. The Scoring Guide includes the score sheets that will be used by the panelists and a Scoring Map. This map shows each application question and what criteria the panelists will be looking for in the answer provided.

Funding Recommendations

The score and ranking that each application receives is used to determine the amount of funding awarded. This is referred to as *allocation*. The funding amount correlates with the score the applicant received. Some requests are funded the full amount that was requested, some are funded a portion of the requested amount and some may not be funded at all. Funding is based on a number of things including the amount of funds available in each category, the number of applicants, the panels scoring range, and other factors.

Panel Notes

Scoresheets containing panelist notes are kept on file at Metro Arts. You may contact Laurel Fisher at laurel.fisher@nashville.gov if you would like to have a copy for your records.

Funding Approval

The Grants and Awards Committee of the Commission reviews grant allocations and makes adjustments if necessary. The Committee then presents their funding decisions to the full Metro Arts Commission. Funding amounts are not finalized until the Commission votes to approve them. The Grants and Awards Committee and Metro Nashville Arts Commission meetings are open to the public. To find information about upcoming meetings, visit the [Public Meetings](#) section of our website.

Appeals

All funding decisions made by the Metro Nashville Arts Commission are final. An organization can submit an appeal to the Commission to change their vote only if 1) the applicant believes that there was a problem with the grant review process AND 2) the Commission's vote caused the applicant harm. Here are the steps to file an appeal:

- The appeal must be received in writing by the executive director of Metro Arts within fifteen (15) days of the announcement of the funding decision.
- The Commission will review and file the appeal within fifteen (15) days of receipt of the appeal.
- Each written appeal must specifically state the exact nature of the claimed defect in the process, and must specifically state and identify the damage caused by the defect in the process. Written appeals that do not specifically provide this information will be dismissed summarily.
- The panel that considered the contested grant and/or the Metro Arts Grants and Awards Committee will provide a written response to the executive director and a copy to the appellant within fifteen (15) days of the appeal filing.
- The Commission's review will be based on the following information:
 - The information in the Commission's file on the contested grant application.
 - The appellant's written appeal to the Metro Arts executive director.
 - The written response of the panel that considered the contested grant application and/or the Metro Arts Grants and Awards Committee.
 - The oral response of the panel chair and/or the chair of the Metro Arts Grants and Awards Committee to the Commission members' questions during the appeal review.
- The decision of the Metro Nashville Arts Commission is final.

Grant Awards

Grant award notifications will be emailed to the contact person provided on the application at the same time that Metro Arts issues a press release. Next step instructions and contracts will be sent via email in the weeks following the announcement.

Record Keeping + Reporting

If awarded a Metro Arts grant, organizations must maintain financial records that clearly show the use of all grant and matching funds. All grantees must submit all required documents and reports by the dates determined by Metro Arts. New grantees and new grant administrators will be required to complete a mid-cycle review in January 2018. We understand that proposed budgets may change. All program and/or budget changes must be sent to Metro Arts in writing. Metro Arts will either approve or disapprove the change. We will make every attempt to allow reasonable changes. We prefer to receive and discuss these requests as soon as they arise throughout the grant period. Final financial reports are due on or before June 15, 2017. Please note that if an expense category changes more than 10% from what is included in the Revised Budget Form, 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. Final payment of the grant balance will be processed when all final reports are complete and have been reviewed by Metro Arts staff. Any unmatched and/or unspent funds leftover at the end of the grant period must be returned to Metro Arts. Metro Arts may request the return of all or a portion of the grant funds awarded if a program is not administered as proposed in the application.

Monitoring

As a department of Metro government, Metro Arts is required to review and monitor at least 10% of distributed funds annually. Grantees are randomly selected to be monitored from each of the following grant categories: Basic 1, Basic 2, Basic 3, Core Support, and Project Support. If your organization is selected, you will be notified in advance and a date and 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 Metro Arts Commissioners. Unresolved or recurring negative findings will result in a change to the organization's good standing status.

For further assistance, please contact:

Laurel Fisher, Grants Manager | 615-862-6744 | laurel.fisher@nashville.gov
