

Revised Timeline FY25 Grant Cycle – Authorized by Arts Commission on January 16, 2025. New updates in red.
Last update: 2/27/2025

Date	Benchmark/Event	Planned Description/Notes	Status Update – Actual
January 2– January 30 - February 18	Community engagement; staff technical reviews	Every day during this period Metro Arts staff should hold office hours and engagement for potential fiscal sponsors, Thrive applicants, and operating grants applicants. For Thrive: Every Thrive applicant is sent an email that informs them of the office hours and engagement opportunities. Applicants are also contacted individually by phone (using a script or a guide), and points of contact and results are tracked using a spreadsheet. A similar process could take place for operating grant applicants. Additionally, staff should conduct preliminary technical reviews of Operating grant applications during this time. Preliminary Technical reviews for Thrive applications will enable applicants to get quick feedback. A second technical review later will confirm the additions/revisions to the application (fiscal sponsor, the adjusted projects qualify, etc.).	Office hours began on Jan 30. Sign up link posted to website on Jan 30 and emailed to all applicants on Jan 31. Office hour topics have included FY25 application questions as well as questions about FY24 reporting, FY26 plans, and general information seeking. As of 2/12, __ 1:1 grant clinics have been completed. Fiscal agent recruit and interest survey sent to Arts Alert listserv on Feb 4. Metro Arts fiscal agent resource guide includes 16 organizations open to fiscal sponsorship. Others have also told us they have agreed to sponsor artists but do not wish to be listed in the resource guide. A virtual fiscal agent information session was held on Feb 7. 3 staff have been assigned to complete technical reviews.
January 6	Legislation filed with finance	Because of the condition of the current documents and potential challenges with the Thrive model, substitute legislation that addresses errors and the need for classification will be filed by January 17.	Legislation was filed by the January 6 filing deadline. All parties knew substitute or amended legislation would need to replace what was submitted.

January 13	MHRC Commission meeting	At this commission meeting, a detailed update to MHRC commissioners on the policies voted on in Dec by Arts will be on the agenda. Metro Arts Commissioners will be invited and encouraged to attend this meeting	Several Arts Commissioners attended the meeting and/or watched online.
January 15	Grants Committee meeting: Amending legislation	1) It is possible that the shortened timeline, the \$10,000 cap, and the increase in the overall allocation could lead to a surplus of Thrive funds, which is not addressed in the funding proposal which passed. The commission might need to amend the legislation to account for this potential for a surplus, or to rescind the past proposal and consider another proposal that uses a scaled model or a percentage and rank order model. 2) There are errors in the documents submitted by Metro Arts leadership for the January 6 deadline which will need correction.	The Grants Committee recommended several changes including: 1) Rescind \$10,000 maximum Thrive grant award 2) New Thrive funding formula that rank orders scored applications and scales requested amount to 75%. Any remainder or surplus of funds will be distributed to Thrive applicants a) Examples: 100 Thrive projects. A remainder of \$12,000 would result in \$120 added to each award; or a surplus of \$40,000 would result in \$400 added to each award 3) Rescind previous policy to prioritize funding to projects located in underrepresented council districts (with the reasoning being that underrepresented in not defined) 4) Adopt the accelerated and revised timeline 5) Delegate Grants Chair Heather Lefkowitz to work with staff to finalize amended legislation, including edits to text and addition of updated policies by January 17 deadline.
January 15	Executive Committee meeting	Address FY25 grants and funding processes to date.	Meeting was held; no actions taken on grants.
January 16	Arts Commission meeting: Amending legislation	The full commission will need to vote on any amendments to the legislation (see above).	Commission approved all recommendations from the Grants and Funding Committee.

January 17	Refiling legislation	Amended legislation to be refiled. The Commission will need to work with the council/sponsor to ensure support for the substitute amendment.	Amended legislation was submitted by January 17th 12pm deadline.
January 21	Metro Council meeting	Amended legislation approved by resolution.	Metro Council approved <u>RS2025-961</u> . Ashley Bachelder represented the Arts Commission at the Budget and Finance Committee and Arts, Parks, Library and Entertainment Committee. Commissioners West, Jester, Lefkowitz also attended.
January 22 January 24 February 18	Submittable reopens	Submittable reopens for applicants to amend or withdraw applications based on new guidelines. This open period will coincide with the staff outreach activities detailed here .	Submittable opened on January 24 and applicants received email with information about policy decisions, actions needed by Thrive and Operating applicants, and timelines.
Feb 4-7	Panelist evaluation and selection		Panel application deadline was Jan 22. 75 community members submitted applications. Feb 4-6: 4 staff scored and reviewed panel applications. The top 31 applicants were selected and notified on Feb 7. Three panels of 5 reviewers plus 1 alternate for each panel will be selected based on availability and placements to ensure panels have diverse representation of perspectives and experiences.
February 3-7	Scoring panel training	Training opportunities for community members selected for grant review panels.	Training and orientation will be completed independently and at an orientation meeting scheduled for February 20.
Feb 4	Council approval		Metro Council approved <u>RS2025-1007</u> , which extends the grant contract period from June 1, 2025 to June 30, 2025.
February 19-24	Staff final technical review	Staff will conduct final technical review for applicants who have revised or modified applications.	4 staff members completed technical reviews. Each application that failed technical review was reviewed by the ED and/or Grants Manager before final denial.
Feb 20-24	Panelist orientation and independent scoring		A virtual panelist orientation/training was held on Thursday, Feb 20, attended by 17 of 18 confirmed panelists.

			Panelists worked independently from Jan 20-25 to review applications and submit scores.
February 24-25 25-26	Applicant Scoring	Applicant scoring panels take place.	Virtual grant review panels. Each panel has 6 members (1 alternate) Tuesday, Feb 25th, 9am-5pm: Thrive Panel #1: 39 applications Thrive Panel #2: 38 applications Wednesday, Feb 26th, 9am-5pm Operating Panel: 45 applications Each panel was staffed and facilitated by at least two Metro Arts staff members.
February 26-27 28	Grants Committee meeting	To approve awards and allocations as determined by scoring panels.	Recommendations for funding include: - 76 Thrive projects - 94 Operating grants
February 26-27 March 3	Commission meeting	To approve awards and allocations recommended by the Grants Committee.	
February 27 Within 48 hours of Commission decision	Award announcement	Award announcements	
March - April	Contracting and disbursement		