



# METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

## Operating Grant Support | Grant Guidelines

FY23 GRANT CYCLE | FOR ACTIVITIES TAKING PLACE JULY 2022 – JUNE 2023

### APPLICATION DEADLINES

Thursday, February 10, 2022 4:30pm (Pre-Application Priority Deadline)

Friday, March 4, 2022 4:30pm (Pre-Application Final Deadline)

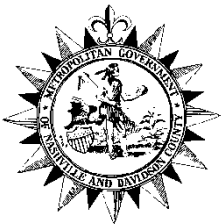
Thursday, March 10, 2022 4:30pm (Full Core Application or Basic Operating Reverification Form)

Mailed, emailed, or faxed applications are not accepted. Submit all applications online at <https://mnac.submittable.com/submit>

### Metro Nashville Arts Commission

**Caroline Vincent**  
Executive Director

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



## PUBLIC NOTICE: Nondiscrimination Policies, ADA Compliance & Accessibility

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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:

Ian Myers, Metro Nashville Arts Commission, P.O. Box 196300, Nashville, TN 37219-6300  
[Ian.Myers@nashville.gov](mailto:Ian.Myers@nashville.gov), (615) 862-6730, 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, 404 James Robertson Pkwy, Suite 130, P.O. Box 196300, Nashville, TN 37219-6300

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## About Metro Arts Grants

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Metro Arts' Grants Program supports nonprofit organizations of all sizes through community arts grants. Our Grants Program supports organizations engaged in work that addresses one or more of the community outcomes we seek to achieve:

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

For FY23, in order to support Nashville's arts organizations in their continued recovery following challenges related to the coronavirus pandemic, Metro Arts has decided to focus funds on operating support for the FY23 grant cycle. Those interested in project support should review our Thrive program. Information about Thrive is available at [www.metroarts.nashville.org/thrive](http://www.metroarts.nashville.org/thrive).

We acknowledge that access to resources has been limited for certain groups of people historically which is why Metro Arts is guided by a [cultural equity statement](#). Our grants program, along with all Metro Arts programs, seeks to make opportunities and resources available to all Nashvillians in an equitable way.

## Grant Eligibility

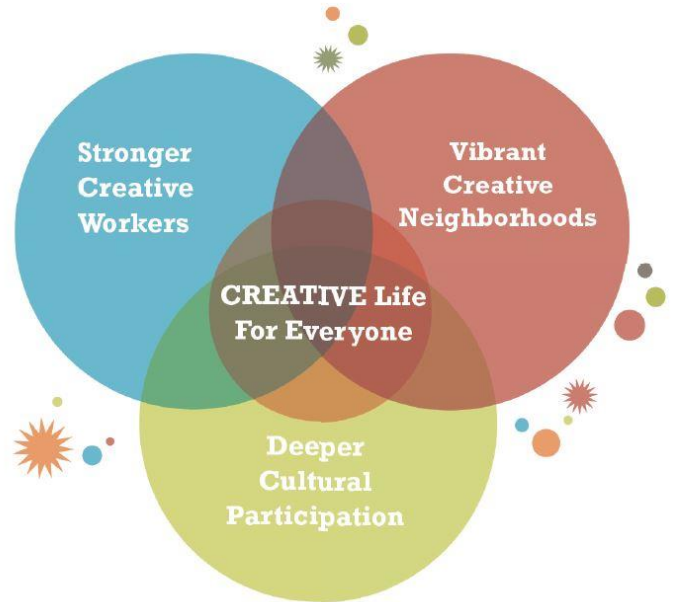
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Operating Support grants support the general operations of **arts-focused nonprofit organizations based in Metro Nashville-Davidson County**. An arts-focused organization is one whose primary mission is to directly support the performance, exhibition, or instruction of art. The word 'art' here refers to a number of artistic genres including dance, folk + traditional arts, literary arts, media arts, music, performance art, theater, and visual arts. Please contact Metro Arts staff if you have questions regarding the definition of an "arts-focused organization."

To receive an operating support grant from Metro Arts, the applicant must:

- + Produce, present or directly support artistic programs, projects or works
- + Have a primary mission to directly support the performance, exhibition, or instruction of art
- + Be chartered in the state of Tennessee and tax-exempt under the IRS Code Section 501(c)(3)
- + Have an IRS Letter of Determination with an effective date of exemption of January 1, 2020 or earlier for Core Operating Support and January 1, 2019 for Basic Operating Support
- + Have a business address that is located in Metro Nashville & Davidson County and operate most of its programs in Metro Nashville
- + Have evidence of non-discrimination employment and personnel practices in place

## A Creative Life For Everyone



- + Maintain a fully completed and accurate GivingMatters.com profile

There are certain types of organizations that **cannot** receive operating grants from Metro Arts. They are:

- Non-arts organizations
- Arts organizations who focus on capacity building, technical assistance, or advocacy and do not offer direct artistic programming
- Organizations who receive operational budget amendments (“line items”) from Metro, except for those that are provided by the Metropolitan Charter
- “Friends of...” organizations whose primary purpose is to support government agencies or initiatives
- Colleges or universities
- Public broadcasting stations
- Arts organizations that operate as a legal subsidiary of a non-arts nonprofit organization

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

### Request Amount

Maximum request amounts are limited to 20% of the organization’s average operating revenue based on the organization’s most recently completed fiscal years (as reported in in the organization’s IRS Form 990s). Three years of financial information are required for the Basic Operating Support and at least two years of financial information are required for Core Operating Support. (Core Operating Support applicants with only two years of financial history may request up to 20% of the organization’s average operating revenue over the two most recently completed fiscal years). Grant awards are not to exceed \$300,000 for Basic Operating Support and \$20,000 for Core Operating Support. Operating revenue includes funds raised by an organization for its annual operating budget only. Not included in this calculation are: (1) donations restricted to endowment funds, (2) in-kind contributions, or (3) donations for capital projects.

### Eligible Expenses

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

Grant funds CAN be used for...	Grant funds CANNOT be used for...
Salaries	Capital Improvements or Equipment Purchase
Artist Fees	Reduction of Debts
Program/Project Supplies	Food or Beverage
Performance Space/Facility Rental	Activities & Programs with Religious Practices or Intent
Marketing and Promotion	Political Lobbying Activities
Consulting Fees	Fundraising Activities
Equipment Rental	Purchase of Property

### Grant Cycle Time Frame

All eligible FY23 grant activities must take place between July 1, 2022 and June 1, 2023 unless otherwise noted.

## Grant Payment Schedule

Awarded grant funds are distributed in two payments: 80% of awarded funds are distributed after execution of the grant contract, and the final 20% of awarded funds are distributed approximately 6-8 weeks after final grant closeout. Please note that the contracting process typically takes 4-6 weeks as contracts require multiple signatures from Metro Government. If organizations return their signed contract and revised budget promptly, first grant payments may be received between October 1 and November 1, 2022.

## Matching Funds

Metro Arts grant awards require a 25% match. This means that if awarded funding, the applicant organization must contribute at least 25% of the amount awarded by Metro Arts. For instance, a \$10,000 Metro Arts grant must be matched by an additional \$2,500 not from Metro Arts. Matching funds can be corporate sponsorships, individual donors, foundation grants, state or federal grants, earned revenue, etc. but they cannot be from other Metro Arts grants, funds from other Metro departments, or in-kind (non-cash) donations. Metro Arts grants previously required a dollar for dollar match. **This change is effective only for the FY23 grant cycle and may change in future years.**

## Grant Categories

For FY23 grant cycle, Metro Arts will only provide operating support grants to eligible nonprofit arts organizations within Davidson County. For project support, please see our [Thrive funding opportunity](#).

Operating Support funds support expenses that are incurred during the FY23 grant cycle period. The specific Operating Support category and maximum request amounts are determined by the organization's budget size and average operating revenue. The information in the following pages will help you understand which grant category is the best fit for your organization.

<b>Basic Operating Support</b>	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
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**Basic Operating Support** grants support the overall operations of nonprofit arts organizations that are based in Metro Nashville-Davidson County and have an average revenue of more than \$100,000 per year over the most recent three-year period. To qualify for a Basic Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 1, 2019 or earlier.

Applicants in this category are reviewed on a three-year cycle. The most recent adjudication for this category was FY21. After FY21, applicants will not be adjudicated again until FY24. *Organizations who become eligible for this category in a non-adjudication year may apply annually in the Core Operating Support category until the next adjudication year.* Applicants reviewed in FY21 will retain the scores and rankings received until the next adjudication cycle. Specific funding allocations in non-adjudication years will be dependent upon budget and total grant requests. Basic Operating Support grantees are required to submit a Reverification Form every non-adjudication year in order to receive funding.

**NOTE: This is a three-year adjudication process, not a commitment to three years of funding. Metro Arts cannot guarantee funding from year to year.**

<b>Core Operating Support</b>	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, not to exceed \$20,000
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**Core Operating Support** grants provide foundational support to community-based arts organizations that are in their early stages and/or have an average budget of less than \$100,000 over the most recent two years. To qualify for a Core Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 1, 2020 or earlier. Applications are reviewed in this category annually.

## How to Submit an Application

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### Application Checklist

- GivingMatters.com profile, including most recent financial statements/IRS Forms 990
- Pre-Application via Submittable (IRS 501(c)(3) determination letter required)
- Full application (or Basic Operating Reverification Form) + support materials
- Metro financial support disclosure letter (if applicable)
- Draft review coaching (optional)

### GivingMatters.com

All applicants are required to have a GivingMatters.com profile. These online 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 is 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 that do not already have a complete profile on GivingMatters.com should submit new profile requests to GivingMatters.com no later than February 15, 2022 for our grant deadline.**

The following documents are required to create your GivingMatters.com Profile:

- IRS 501 (c) (3) letter of nonprofit determination
- TN State Charitable Solicitations Permit (If you have questions about this permit, contact the state at (615) 741-2555 or visit their [website](#).)
- Bylaws - These will NOT be published to your GivingMatters.com profile, but are for verification purposes only.
- Current Organizational Budget
- Form 990, 990EZ, or 990N/ePostcard from agency's 3 most recent fiscal years. If these documents are unavailable, please indicate the reason in your GivingMatters application.
- If your organization's revenue surpassed \$500,000 for any or all of these three fiscal years, they will also need those years' audited financials.
- A signed Profile Acknowledgment form (see GivingMatters.com)
- A completed Nonprofit Information form (see GivingMatters.com)

**GivingMatters.com staff are available to help you through the profile process.**

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.

**Applicants that already have a complete GivingMatters.com profile should submit any necessary updates to GivingMatters.com by March 1, 2022 in order for changes to be updated by the grant deadline.** For assistance with GivingMatters.com, contact The Community Foundation of Middle Tennessee at 615-321-4939 or contact your GivingMatters.com coach directly.

### Completing an Online Grant Application

Metro Arts utilizes an online application system called Submittable. The Metro Arts grant application portal can be accessed at <https://mnac.submittable.com/submit>.

All applications must be completed and submitted using this system. No emailed, faxed or mailed applications will be considered for funding. Keep in mind that submitted applications are considered public record and can be reviewed by the general public. An application may be disqualified at any time if an organization, proposal, or project is deemed ineligible.

### Pre-Application

Once the grant application opens, all applicants must first complete the Pre-Application through the Submittable portal. **This Pre-Application is required for all FY23 applicants, including those applying for reverification of Basic Operating Support.** The initial application walks the applicant through a series of yes/no questions to determine eligibility for Metro Arts grants. It also allows the applicant to indicate whether they are interested in draft review coaching (see *Draft Review Coaching*, below). You will need to upload your IRS 501(c)(3) determination letter to complete this step.

Once the Pre-Application has been submitted, Metro Arts staff will review for organization eligibility. If the applicant is eligible, Metro Arts staff will send the link to the full application or the Basic Operating Support reverification form via email to the email address provided in the application. Metro Arts staff will also contact the organization via the email address provided to schedule optional draft review coaching (See *Draft Review Coaching*, below). Please note, the link to the full application or reverification form will be sent 1-2 business days after receipt of Pre-Application.

**The priority deadline to complete the Pre-Application is Thursday, February 10, 2022. Submitting by the priority deadline allows organizations to receive application review, coaching, and time for corrections. Organizations who submit after the priority deadline will not be eligible for coaching or draft reviews.**

**NOTE: Arts organizations may still apply for Metro Arts grants after the priority deadline, but will not be able to participate in draft review coaching. The Final Pre-Application deadline is Friday, March 4, 2022. Email [marysa.larowe@nashville.gov](mailto:marysa.larowe@nashville.gov) for more information.**

### Full Application

The link to the full application will be sent via email to the applicant following the Pre-Application step. The application includes narrative questions grouped by four sections: The Community, The Art, The Organization, and Equity. It also includes a financial assessment, a budget form, and upload links for required attachments.

### Basic Operating Reverification Form

Basic Operating Support grants are adjudicated every three years. Basic Operating Support grantees are required to submit a Reverification Form every non-adjudication year in order to receive funding. (Specific funding allocations in non-adjudication years will be dependent upon budget and total grant requests.) In non-



adjudication years, Basic Operating Support grantees will receive the Reverification Form via email link instead of the Full Application form.

### Required Attachments

Applicants are required to attach to the application:

- **REQUIRED: GivingMatters.com Full Profile PDF:** Applicants are required to upload a pdf of their current GivingMatters.com profile. To get a copy, first go to GivingMatters.com and find your organization's profile. At the top of the webpage you will see a pdf icon: Download Full Profile. Download and save the FULL PROFILE pdf to your computer, then upload a copy to the application.
- **REQUIRED: Proof of arts advocacy:** Advocacy is educating and communicating to the public, including public officials, the importance of the arts and how public support of the arts can and has impacted your community. Examples of arts advocacy proof may include: membership in Nashville Arts Coalition; copies of current letters to legislators and other elected officials; photos of elected officials at the applicant's arts events; newspaper articles that create awareness about public support for the arts through the organization's activities (news articles that primarily market events are not acceptable); and other pertinent print materials. Proof of advocacy must be demonstrated by the applicant organization. Applicants may not submit advocacy efforts conducted by contracted personnel. Multiple examples of arts advocacy will strengthen the application, but only one example that proves advocacy is required.
- **REQUIRED: At least one (1), max of three (3), support material attachments:** Applicants are required to upload at least one (1), max of three (3), pieces of support materials as attachments. These could include examples of marketing pieces, additional advocacy efforts, promotional materials, artist bios, photos, audio recordings, letters of support, etc. that showcase or support the applicant organization.
- **IF APPLICABLE: Disclosure of Other Metro Support:** Applicants who have a financial agreement with any Metro department outside of Metro Arts must disclose this relationship in writing. Please upload a letter detailing all current and confirmed operational, capital, and in-kind support received from Metro Nashville Government. More information is available in the section below.
- **OPTIONAL: Up to 2 website links** You are also allowed to submit up to two (2) website links as support materials in addition to the other attachments. If you have videos that you would like to include, we suggest that you post them to Vimeo or YouTube and include the links to those pages rather than uploading video files. This will make viewing your materials much easier for the grant panelists.

### Financial Statements + IRS Forms 990

Having the most recent financial reports posted to GivingMatters.com is very important. Not maintaining profile information could have an effect on the applicant's good standing status. These reports are used to determine eligibility and maximum request amounts. All applicants must post the most recently completed IRS Form 990, 990-EZ or 990-N (e-postcard) and/or audited financial statements to the organization's GivingMatters.com profile by the application deadline.

If your organization has not created your GivingMatters.com profile by the Pre-Application deadline, please upload your IRS Forms 990 to the Submittable form in the space provided.

**Note for organizations with a January to December fiscal year schedule:** Please make all GivingMatters.com updates by the stated deadlines even if the Forms 990 and/or audited financial statements are still in-progress. For organizations with January-December fiscal year schedules, once most current documents become available, we ask that you email them to the Metro Arts Program and Evaluation Coordinator at [Marysa.larowe@nashville.gov](mailto:Marysa.larowe@nashville.gov) and upload them to the organization's GivingMatters.com profile as soon as possible.

## Disclosure of Other Metro Support

Many local nonprofits receive financial support or fees for service from various Metro funding sources. Applicants who have a financial agreement with any Metro department outside of Metro Arts must disclose this relationship in writing via a letter uploaded to the application in Submittable. Please address the letter to the Metro Arts Executive Director and submit via Submittable. The letter should include a description of all current and confirmed operational, capital, and in-kind support received from Metro Government.

## Draft Review Coaching

All grant applicants whose applications will be scored by the panel have the opportunity to submit a preliminary draft of their grant application for review and receive feedback from Metro Arts staff prior to the application deadline. **First-time applicants are strongly encouraged to take advantage of this opportunity for feedback from a Metro Arts staff member.** This draft review coaching is optional. **Because Basic Operating grantees will not be scored by panel review in FY23, draft review coaching is only open to Core Operating applicants for FY23.** All coaching sessions will take place between February 14-25, 2022. Applicants can indicate whether they would like a coaching session in the Pre-Application or by emailing arts@nashville.gov. Metro Arts staff will contact interested applicants via email to schedule coaching sessions. Applicants should submit their draft for review no later than 5 business days in advance of their coaching session to ensure Metro Arts staff has time to read and provide feedback. **All narrative answers in The Community, The Art, The Organization and Equity must be completed prior to submitting for draft review.**

## Application Deadlines

All FY23 grant applications and accompanying support materials must be submitted **before** the following dates and times:

- + **4:30 PM CST, Thursday, February 10, 2022 for Priority Pre-Application**
- + **4:30 PM CST, Friday, March 4, 2022 last day to submit Pre-Application**
- + **4:30 PM CST, Thursday, March 10, 2022 for Full Application or Basic Reverification Form**

After Pre-Application, the full Metro Arts Grants application and Reverification Form application will close at exactly 4:30PM Central Standard Time on Thursday, March 10, 2022. An application cannot be submitted after 4:29 PM on the application deadline date. After that time, any in-process applications cannot be submitted for review. Please submit early to avoid any last-minute technical difficulties.

## Important Dates\*

Application live	January 27, 2022
Applicant Grant Training Online Video Available	January 28, 2022
Pre-Application Priority Deadline	4:30 PM February 10, 2022
Pre-Application Closes	4:30 PM March 4, 2022
Final Application Deadline: Operating Support	4:30 PM March 10, 2022
Panel Review: Core Operating Support	May 2-6, 2022
Commission Approval	June 16, 2022
Grant Period	July 1, 2022 – June 1, 2023
Grant Closeout Due	June 15, 2023
First Grant Payment (80% of award)	Between October 1 and November 1, 2022
Final Grant Payment (20% of award)	6-8 weeks after final closeout report approval

*\*Subject to change, additional grant review panel dates will be added if needed*

There will not be a Basic Operating Support Panel Review for this fiscal year, as this is not an adjudication year for Basic Operating Support. Basic Operating grantees will complete a reverification form.

## Grant Review Process

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All grant applications are reviewed by Metro Arts staff for eligibility and scored by the grant panelists. Funding determination are made based on panelist scores.

### Grant Panelists

Basic Operating Support grant review panelists are professionals from outside the Middle Tennessee region and have expert knowledge about non-profit management, arts/cultural programming, and organizational health. These panelists receive an honorarium for their service.

Core Operating Support grant review panelists are local arts experts and/or advocates who live in Metro 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. Panelist 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, gender, race/cultural identity, neighborhoods, physical abilities, professional expertise, and personal interest. Core Operating Support grant application review panelists will receive an honorarium of \$250 for their participation on the panel. **This change is effective only for the FY23 grant cycle and may change in future years.**

All operating support applications include an additional section called a Financial Health Assessment. The answers to these questions are reviewed, along with the three most recently completed financial statements, by two local Certified Public Accountants (CPA). Their review takes place outside of the public panel meeting and their scores are added to the other panelists' scores later in the grant review process.

All 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 with the organization applying for funding that may affect how they score an application. 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.

Score sheets containing panelist notes are kept electronically by Metro Arts. After the grant awards are announced, you may contact Metro Arts staff to get a copy of these scores and comments for your records.

### Funding Criteria + Scoring

Panelists will use a [Scoring Guide](#) to evaluate each application. This guide includes a list of criteria divided into four main areas: **The Community, The Art, The Organization, and Equity**. These four areas match the four sections of the application. 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 your answer.

A proposal can receive a score of up to 23 points in each section. The Financial Health Assessment section can receive a score of up to 8 points. The panelists will read each section of the application and compare it to the scoring criteria. The financial reviewers will read the Financial Health Assessment and review financial documents and compare 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 for operating support applications.

### Panel Meetings

Each grant category is assigned a group of application reviewers who review and enter initial score application materials on their own before attending the panel meeting with the other panelists. Final scores are not assigned to any application before the panel meeting takes place. You will receive information on the date, time, and location of the review panel so that a representative of your organization can attend. Panel meetings take place virtually. **Attendance is not required, but is strongly encouraged.**

After each application has been reviewed and scored, the scores are added together and averaged to create a final application score. These scores are used to create a ranking of the applications received in each category in order from highest to lowest.

Metro Arts' staff and commissioners attend and support panel meetings but do not score applications or influence how the panelists score.

### Funding Recommendations

A formula based on the score and ranking that each application receives from the panel is the main determinant of the amount of funding awarded. Metro Arts refers to this funding amount as the *allocation*. Applications typically receive only a portion of the requested amount and some may not be funded at all. Funding is based on a number of factors including the amount of funds available in each category, the number of applications received, the panels' scoring range, and other factors.

### Funding Approval

The panelists' scores are reviewed by the Grants and Funding Committee and are used to determine which applications should be awarded funding. Lastly, the Arts Commission reviews all proposed grant awards before voting to approve. Awards are typically announced in late June. All funding is contingent upon Metro Council approval of Metro Arts' General Operating Budget.

Grants and Allocations Committee meetings, Metro Nashville Arts Commission meetings, and Metro Council 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 Executive Director of Metro Arts must receive the appeal in writing 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 Funding 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 Funding Committee;
  - The oral response of the panel chair and/or the chair of the Metro Arts Grants and Funding Committee to the Commission members’ questions during the appeal review.
- + The decision of the Metro Nashville Arts Commission is final.

## Managing an Awarded Grant

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### Award Notification

Grant award notifications will be emailed to the contact person listed in the application at the same time that Metro Arts issues a press release to local media. Instructions for submitting revised budgets and signing contracts are sent via email in the weeks immediately following the announcement.

All grantees will submit a revised budget based on their award amount as part of the contracting process. This revised budget becomes part of the grant contract.

The contracting process typically takes 4-6 weeks as contracts require multiple signatures from Metro Government. If organizations return their signed contract and revised budget promptly, grantees may expect first grant payments between October 1 and November 1, 2022.

### Financial Record Keeping + Budget Reporting

If awarded a Metro Arts grant, organizations must maintain financial records that clearly show the use of all grant and matching 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 at the earliest possible date. Contact the Program and Evaluation Coordinator at [Marysa.LaRowe@nashville.gov](mailto:Marysa.LaRowe@nashville.gov) to request 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.

Final grant reports are due on or before June 15, 2023. Please note that if an expense shows a variation of 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. Grantees can expect final payment within 6-8 weeks of final closeout report approval. To expedite payment please make sure reports are accurate, complete, and turned in on time.

### Program + Performance Metric Reporting

#### Monthly Performance Metrics Report

All Metro Arts grantees must complete brief monthly reports on the following metrics:

- Council districts where arts and culture programming took place;
- Number of participants in arts and culture programming or activities;
- Number of K-12 student interactions

Metro Arts staff will provide additional information on this report via email.

### Final Closeout Report

Final grant reports are due on or before June 15, 2023. 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.

Closeout reports and all supporting materials must be submitted no later than June 15, 2023. Metro Arts cannot guarantee final grant payments for organizations submitting closeout reports after this deadline.

### 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 [Resources and Toolkits](#) 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 GivingMatters.com information, contracts, revised budgets, mid-year evaluations, final financial reports, closeout reports, and any other information that Metro Arts may request. Two (2) points may be deducted (10 point max) from an organization's final score of a subsequent grant application if any of the following are not met according to the stated instructions:

- GivingMatters.com profile updates
- Revised budget forms
- Final financial reports
- [Metro Arts logo and credit policy](#)
- Timely communication related to project or budget changes
- Mandatory training attendance
- 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 status. 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.

### 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 Operating Support and Core Operating Support. If your organization 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.

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For further assistance, please contact Marysa LaRowe  
Program and Evaluation Coordinator | 615-862-6736 | [marysa.larowe@nashville.gov](mailto:marysa.larowe@nashville.gov)

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