

Operating Grant Support | Grant Guidelines

FY25 GRANT CYCLE | FOR ACTIVITIES TAKING PLACE JULY 2024 - JUNE 2025

APPLICATION DEADLINE

Monday, January 29, 2024, 11:59pm

Submit all applications online at https://mnac.submittable.com/submit

For application assistance or for first time applicants contact:

Jonathan Saad, Grants Manager, <u>Jonathan.Saad@nashville.gov</u>
or Sydnie Davis, Strategic Grant & Initiative Manager <u>Sydnie.Davis@nashville.gov</u>

Metro Nashville Arts Commission

Daniel Singh
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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

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:

Christiana Afotey, Metro Nashville Arts Commission, P.O. Box 196300, Nashville, TN 37219-6300 Christiana.Afotey@nashville.gov (615) 862-6721, 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.

بعضنا مع التواصل في مساعدتنا يمكنه مترجم على نحصل سوف .بذلك إخبارنا فالرجاء ، لغوية مساعدة إلى بحاجة كنت إذا البعض.

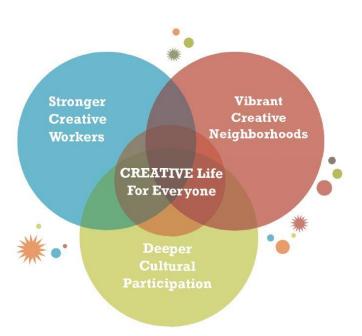
Ji kerema xwe em bizanin eger hûn bi alîkariya înglîzî re pêdivî ye. Em ê wergirtineke kurdî bibînin ku dikare alîkariya me bi hev re biaxivin.

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

About Metro Arts Grants

A Creative Life For Everyone



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

In order to support ongoing needs for Nashville's arts organizations, Metro Arts is providing operating support for the FY25 grant cycle. Those interested in project support should review our Thrive program.

Our Mission

Metro Nashville Arts Commission or "Metro Arts" is the office of Arts & Culture for the city of Nashville and Davidson County. We believe that arts drive a more vibrant and equitable community. We strive to ensure that all Nashvillians have access to a creative life through community investments, artist and organizational training, public art, and direct programs that involve residents in all forms of arts and culture. Metro Nashville Arts Commission was established in 1978 by Metro Charter.

In addition, Metro Arts is guided by a <u>cultural equity statement</u>. Metro Arts programs seek to make opportunities and resources available to all Nashvillians in an equitable way.

Grant Eligibility

All funding approvals and levels are contingent on the budget allocated to Metro Arts. Operating Support grants provide funding for 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 grant support 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 15, 2023, or earlier for Operating Grants*
- Have a business address 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
- Applicants must adopt an equity statement within the next 2 fiscal years

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

- Non-arts organizations
- 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

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
Artist Fees	Reduction of Debts
Program/Project Supplies	Activities & Programs with Religious Practices or Intent
Performance Space/Facility Rental	Political Lobbying Activities
Marketing and Promotion	Purchase of Real Property
Consulting Fees	
Equipment Rental and/or Purchase	
Fundraising Activities	

^{*}Metro Arts will review additional grant eligibility issues not listed here on a case-by-case basis. Less than one year 501(c)3 status may be considered eligible for operating support with evidence of operating with nonprofit fiscal sponsorship and/or artistic programming for at least one year. Please contact Metro Arts staff with any questions regarding eligibility

Grant Cycle Time Frame

All eligible FY25 grant activities must take place between July 1, 2024, and June 1, 2025, unless otherwise noted.

Grant Payment Schedule

Applicants awarded a grant will be required to submit a brief FY25 budget during the contract phase. Awarded grant funds are distributed in one payment provided all allocations are available to Metro Arts at the beginning of the fiscal year: 100% of awarded funds are distributed after execution of the grant contract. Please note that the contracting process typically takes 4-6 weeks as contracts require multiple signatures from Metro Government. (Contracting 4-6 weeks, invoicing and payment require up to an additional 45 days for processing) If organizations return their signed contract and budget promptly, first grant payments will be received approximately between October and November 2024.

Matching Funds

Metro Arts operating grant awards do not require a cash match. Grantees are not required to show matching expenses.

Grant Categories

For the FY25 grant cycle, Metro Arts will only provide operating support grants to eligible nonprofit arts organizations within Davidson County. For project support, please see Thrive Call for Artist Services.

Operating Support funds support expenses that are incurred during the FY25 grant cycle period. The specific Operating Support category and maximum request amounts are determined by the organization's budget size and by their most recently completed fiscal year's revenue. The information in the following pages will help you understand which grant category is the best fit for your organization.

Operating Support for Micro Institutions provides grant funds for the overall operations of nonprofit arts organizations that had revenue of less than \$25,000 during the most recently completed fiscal year. To qualify for an Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 29, 2023, or earlier.

Operating	Organizations with an	1+ year as a nonprofit*	Awards up to 75% of
Support for Micro	arts-focused mission +		average revenue, with
Institutions	revenue less than \$25,000		minimum awards of
	annually		\$3,000

Operating Support for Small Institutions provides grant funds for the overall operations of nonprofit arts organizations that had revenue between \$25,000 to \$100,000 during the most recently completed fiscal year. To qualify for a Basic Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 29, 2023, or earlier.

Operating	Organizations with an	1 year as a nonprofit*	Awards up to 50% of
Support for Small	arts-focused mission +		average revenue, with
Institutions			

revenue of \$25,000 to	minimum awards of
\$100,000 annually	\$3,000

Operating Support for Medium Institutions provides grant funds for the overall operations of nonprofit arts organizations that are had revenue between \$100,000 and \$500,000 during the most recently completed fiscal year. To qualify for an Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 29, 2023, or earlier.

Operating Support	Organizations with an	1 year as a nonprofit*	Awards up to 25% of
for Medium	arts-focused mission +		average revenue, with
Institutions	revenue between		maximum awards of
	\$100,000 and \$500,000		\$125,000
	annually		

Operating Support for Mid-Size Institutions provides grant funds for the overall operations of nonprofit arts organizations that had revenue between \$500,000 and \$3,000,000 during the most recently completed fiscal year. To qualify for an Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 29, 2023, or earlier.

Operating Support	Organizations with an	1 year as a nonprofit*	Awards up to 17% of
for Mid-Size	arts-focused mission +		average revenue, with
Institutions	revenue between		maximum awards of
	\$500,000 and \$3,000,000		\$120,000
	annually		

Operating Support for Large Institutions provides grant funds for the overall operations of nonprofit arts organizations that had revenue greater than \$3,000,000 during the most recently completed fiscal year. To qualify for an Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 29, 2023, or earlier.

Operating Support	Organizations with an	1 year as a nonprofit*	Awards up to 1.8% of
for Large Institutions	arts-focused mission +		average revenue, with
	revenue greater than		maximum awards of
	\$3,000,000 annually		\$200,000

Award Amounts

All funding approvals and levels are contingent on the budget allocated to Metro Arts. Award amounts are based on the organization's operating revenue as shown in the organization's most recently completed fiscal year IRS Form 990, and will range within the grant category they fall in.*

1. Eligible Micro organizations will be awarded a minimum of \$3,000 to a maximum of 75% of \$25,000 (or \$18,750).

- 2. Eligible Small organizations will be awarded a minimum of \$3,000 to a maximum of 50% of \$100,000 (or \$50,000).
- 3. Eligible Medium organizations will be awarded a maximum of 25% of \$500,000 (or \$125,000).
- 4. Eligible Mid-Size organizations will be awarded a maximum of 17% of \$3,000,000 (or \$120,000).
- 5. Eligible Large organizations will be awarded a maximum of 1.8% of their operating budget with a maximum of \$200,000.

How to Submit an Online Application

Metro Arts utilizes an online application system called Submittable. All applications must be completed and submitted using this system. The Metro Arts grant application portal can be accessed at https://mnac.submittable.com/submit.

Application Checklist

Read the FY25 Operating Grant Guidelines. If you have any questions, please contact
<u>Jonathan.Saad@nashville.gov</u> or <u>Sydnie.davis@nashville.gov</u> before applying.
Fill out the Submittable application.
Upload Required attachment, copy of 990, 990N, 990EZ Postcard.
Organizations new to Metro Arts funding will need to attach a copy of their IRS Letter of
Determination with an effective date of exemption of January 29, 2023, or earlier.
Submit application.

To assist in the application process, a scoring guide is included within the application. If you need additional assistance during the application process, please contact grants support staff. 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.

Required Attachments

All applicants must attach the most recently completed IRS Form 990, 990-EZ or 990-N (e-postcard). Organizations new to Metro Arts funding will need to attach a copy of their IRS Letter of Determination with an effective date of exemption of January 19, 2023, or earlier.

Application Deadlines

All FY25 grant applications and accompanying support materials must be submitted <u>before</u> 11:59 PM CST, Monday, January 29, 2024. After that time, any in-process applications cannot be submitted for review. Please submit early to avoid any last-minute technical difficulties.

^{*}Depending on funding availability, grant awards may be adjusted if Metro Arts funding changes.

Important Dates*

Application opens online	December 1, 2023
Application Deadline: Operating Support	January 29, 2024
Commission Approval	July 2024
Grant Period	July 1, 2024 – June 1, 2025
Grant Closeout Due	June 15, 2025
Grant Payment (100% of award)	Between October 1 and November 1, 2024

*Subject to change

All grant applications are reviewed for eligibility by Metro Arts staff. Then, applicant scores are determined by a community grant review panel. Flat equitable level allocations are made by the Metro Arts Commission depending on funding availability.

Eligibility verification reviews containing panelist notes are kept electronically by Metro Arts. After the grant awards are announced, applicants may contact Metro Arts to get a copy of these scores and comments for their records.

Funding Criteria + Scoring

Panelists will use a Scoring Guide to evaluate each application.

Funding Recommendations

Funding is based on several factors, including the amount of funds available in each category and the number of applications received.

Funding Formula

Justification: (1) Access to resources and funding is a privilege. By honoring budget size in the formula, there is acknowledgement that smaller organizations have less access to resources and funding and require greater support of their total operating budget. (2) Inclusion of a panel recommendation leaves space for recognizing deeply impactful work and challenging stagnant work, directly related to funding amount. (3) Base percentages and transitions between categories honor consistent budget planning, without any drastic changes.

Base Percentage (+ Panel Recommendation) = Ask Amount

Base Percentage

Micro (Operating Budget <\$25K)	75% of budget or 3K min grant
Small (Operating Budget \$25K-\$100K)	50% of budget or 3K min grant
Medium (Operating Budget \$100K-\$500K)	25% of budget
Mid-Sized (Operating Budget \$500K-3M)	17% of budget or 120K max grant
Large (Operating Budget >\$3M)	1.8% of budget or 200K max grant

Panel Recommendation

An average panel score results in a score 0-100%, leading to the following:

<50%	Not funded Conversation with Metro Arts staff, followed by opportunity for re-application
50%-70%	Panel discussion for funding recommendation
70%-93%	Full ask
>93% or extraordinary leadership in any key advancement criteria	Additional funding recommendation on top of base award

Transitions between budget categories

Micro to Small: Grant amount stays the same until the grant amount increases at 40%. Small to Medium: Grant amount stays the same until the grant amount increases at 25%. Medium to Mid-Sized: Grant amount decreases incrementally to 17% or 120K over 5 years. Mid-Sized to Large: Grant amount decreases incrementally to 1.8% or 200K over 5 years.

*All award allocations will be made based on Metro Arts funding availability.

Funding Approval

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

All commissioners and panelists are asked to disclose any conflicts of interest prior to approving grant allocations. Metro Arts makes every attempt to identify any conflicts in advance. If a conflict of interest is identified, a commissioner will be asked to abstain from allocating an organization's funding.

Grants and Funding Committee meetings, Metro Nashville Arts Commission meetings, and Metro Council meetings are open to the public. Visit the <u>upcoming Metro Arts meetings page</u> on the Nashville.gov website for more information. Language is not consistent here and in Thrive.

Appeals

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

- 1. The Executive Director of Metro Arts must receive the appeal in writing within thirty (30) days of the announcement of the funding decision.
- 2. The Executive Director will bring the appeal to the Commission for review within thirty (30) days of receipt of the appeal.
- 3. Each written appeal must specifically state the exact nature of the claim. Written appeals that do not specifically provide this information will be dismissed summarily.
- 4. The Commission will review and vote on the appeal on the next scheduled meeting. The decision of the Metro Nashville Arts Commission is final.

Award Notification

Grant award notifications will be emailed to the contact person listed in the application. Instructions for signing contracts are sent via email in the weeks immediately following the announcement. The contracting process typically takes 4-6 weeks as contracts require multiple signatures from Metro Government. Invoicing and payment require an additional 45 days. If organizations return their signed contract, grantees may expect first grant payments approximately between October and November 2024.

Final Closeout Report

Final closeout reports and all supporting materials must be submitted by June 15, 2025. Metro Arts cannot guarantee final grant payments for organizations submitting closeout reports after this deadline. The final closeout report includes program goals, outputs and outcomes; participant demographic information; jobs supported; and other metrics depending on grant category. The report also includes detailed financial information about grant expenses. Organizations must maintain financial records that clearly show the use of all grant funds. Metro Arts staff will provide more information about the final report as part of the award notification process.

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 Grants Manager at Jonathan.Saad@nashville.gov or the Strategic Grant & Initiative Manager at Sydnie.Davis@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.

Please note that if an expense shows a variation of more than 10% from what is included application budget, 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.

Performance Metric Reporting

Additional, periodic reporting may be required.

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 <u>Resources and Toolkits</u> 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 contracts, financial reports, closeout reports, and any other information that Metro Arts may request. An organization's subsequent grant application may be denied eligibility if any of the following are not met according to the stated instructions:

- Final financial reports
- Metro Arts logo and credit policy
- Timely communication related to project or budget changes
- 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 at the end of a grant cycle, future grant contracts may be held until issues may be resolved.

Monitoring

As a department of Metro government receiving federal funds, Metro Arts is required to review and monitor at least 10% of distributed funds annually. Operating Support Grantees are randomly selected to be monitored. If your organization is selected, you will be notified in advance, with at least thirty (30) days' notice 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 Metro Arts Commission. Unresolved or recurring negative findings will result in a change to the organization's good standing status.

For further assistance, please contact:
Jonathan Saad, Grants Manager, Jonathan.Saad@nashville.gov
Sydnie Davis, Strategic Grant & Initiative Manager, Sydnie.Davis@nashville.gov