



# METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

## Operating + Project Grant Support | Grant Guidelines

FY20 GRANT CYCLE | FOR PROJECTS TAKING PLACE JULY 2019 – JUNE 2020

### APPLICATION DEADLINE\*

Wednesday, March 20, 2019 4:30pm (Basic + Core Operating Support Grants)

Wednesday, March 27, 2019 4:30pm (Project Support Grants)

\*All applications are submitted online at [metroarts.webgrantscloud.com](http://metroarts.webgrantscloud.com)

Metro Nashville Arts Commission

Caroline Vincent  
Executive Director

Mailing Address:

P.O. Box 196300

Nashville TN 37219-6300

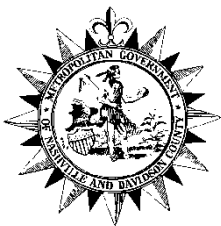
Physical Address (deliveries only, no mail):

800 2nd Avenue South, 4th Floor, Nashville TN 37210

615.862.6720 phone | 615.862.6731 fax

[arts@nashville.gov](mailto:arts@nashville.gov) | [www.artsnashville.org](http://www.artsnashville.org)

[facebook.com/metroartsnash](https://facebook.com/metroartsnash) | [twitter.com/metroartsnash](https://twitter.com/metroartsnash)



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.

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

Si necesita ayuda con el idioma, háganoslo saber. Obtendremos un intérprete que puede ayudarnos a comunicarnos entre nosotros.

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

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

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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## Mission + Vision

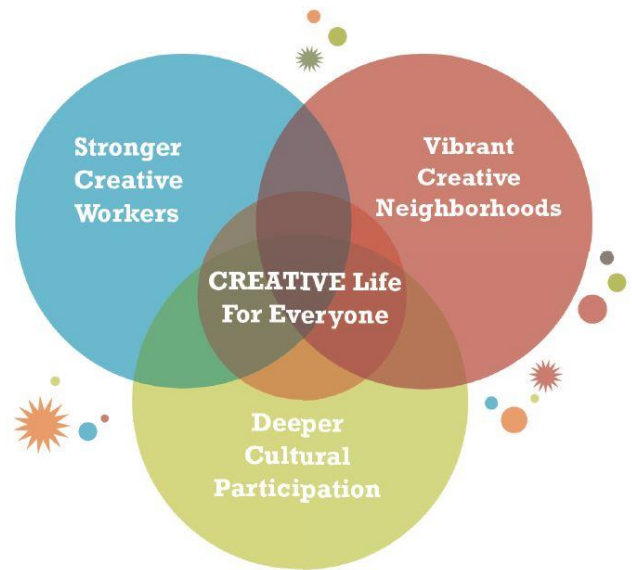
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Metro Arts Grants Program supports small and large nonprofit organizations through community arts grants. Operating and Project Support Grants support organizations and programs that address one or more of the community outcomes we seek to achieve:

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

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.

## A Creative Life For Everyone



## Grant Eligibility

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To receive a grant from Metro Arts, the applicant must:

- + Produce, present or directly support artistic programs, projects or works
- + 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 a stamped date of March 31, 2017 or earlier for Core Operating Support or Project Support and March 31, 2016 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 non-discrimination employment and personnel practices in place
- + Maintain a fully completed GivingMatters.com profile

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

- Arts organizations who focus on capacity building, technical assistance, or advocacy and do not offer direct artistic programming
- "Friends of..." organizations whose primary purpose is to support government agencies or initiatives
- Requests for capital improvements or to purchase property (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.)

\*Metro Arts will review other grant eligibility requirements not listed here on a case-by-case basis

## 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 or Programs with Religious Content
Marketing and Promotion	Political Lobbying Activities
Consulting Fees	Fundraising Events
Equipment Rental	Purchase of Property

## Grant Cycle Time Frame

All FY20 grant activities must take place between July 1, 2019 and June 1, 2020 unless otherwise noted.

## Matching Funds

All Metro Arts grant awards require a \$1 to \$1 match. This means that if you are awarded funding, the applicant must cover at least half of the cost of the program or project with funds not from Metro Arts. For instance, a \$5,000 Metro Arts grant must be matched by another \$5,000 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.

## Grant Categories

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### Operating Support Grants

These 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, theater, visual art, and more.

Operating Support funds can be used for expenses that are incurred during the FY20 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 determine which grant category is the best fit for your organization.

Maximum request amounts in this category can be up to 20% of the organization's average operating revenue based on the three most recently completed fiscal years (not to exceed \$300,000). 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. For organizations who only have two years of financial history at the time

of the application deadline, the maximum request amount will be calculated using the information available.

<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 or those that are established organizations meeting a specific artistic or cultural need in the community. Applications are reviewed in this category annually.

<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. Applicants in this category are reviewed on a three-year cycle and will not be adjudicated again until FY21. *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 who were reviewed in FY18 will retain the scores and rankings received until the next adjudication cycle. Basic Operating Support grantees are required to submit a Reverification Form in non-adjudication years 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.

### **Operating Support Grant Restrictions\***

Metro Arts does not award Operating Support grants to:

- Organizations who receive operational budget amendments (“line items”) from Metro, except for those that are provided by the Metropolitan Charter
- Colleges or universities
- Public broadcasting stations
- Arts organizations that operate as a legal subsidiary of a non-arts nonprofit organization

*\*While these types of organizations are not eligible to receive Operating Support grants, they ARE eligible to apply for Arts Access or Youth Arts Project Support grants for projects that serve the general public.*

### **Project Support Grants**

Project support grants provide funding for specific arts projects that either serve a specific under-invested population or expand artistic and organizational capacity. Some project grant categories are open to both arts focused and non-arts focused nonprofit organizations while others are limited to just arts focused organizations. The following information will help you determine if a project support grant is the right fit for you.

<b>Arts Access Project Support</b>	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
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FY20 Arts Access Project Support grants can be used for project expenses that take place between July 1, 2019 and June 15, 2020.

Eligible projects in this category are ones that engage at least one of Nashville's traditionally under-invested populations or neighborhoods in unique creative activities and/or art making. Under-invested populations or places may include: seniors, people of color (African<sup>1</sup>, Latinx<sup>2</sup>, Asian, Arab, and Native American), people with disabilities, refugees + immigrants, low-income households, LGBTQI<sup>3</sup>, rural areas, and isolated communities/neighborhoods with limited arts access. Projects funded in this category will encourage participation in the arts through events, performances, exhibits, classes/workshops, and other programs. Projects must be led by an artist(s) who has experience working with under-invested populations or neighborhood-focused arts projects. *Contact Metro Arts if you need assistance finding a teaching artist with this type of experience.*

<b>Youth Arts Project Support</b>	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
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FY19 Youth Arts Project Support grants can be used for project expenses that take place between July 1, 2019 and June 15, 2020.

Eligible projects are those that provide arts programming for youth up to 18 years of age during out-of-school hours. Funded projects in this category will encourage youth participation in the arts through performances, exhibits, classes/workshops, mentorship opportunities, and other programming. Projects must be guided by an approach or process for teaching and/or presenting art and be led by a teaching artist(s) who has experience working with youth. Participants can include youth up to age 18 and those who are not enrolled in schools or are in alternate situations including homelessness or incarceration.

<b>Catalyst Project Support</b>	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 \$10,000
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Eligible projects in this category are those that address an internal organizational issue that, if addressed, will deepen or expand the organization's mission. Examples might include projects that address the following: cultural equity, capacity-building, succession planning, workforce development, emergency preparedness, financial sustainability, and more. Projects must incorporate an outside perspective either through the hiring of a consultant or a group of advisors who will walk alongside the organization throughout the project. Grant funds in this category can only be used for contracted personnel, space rental, and materials directly related to the project. At the end of the grant period, funded projects will be asked to submit an action plan that includes how the organization plans to continue work in this area moving forward.

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

<sup>2</sup> 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.

<sup>3</sup> Visit the Vanderbilt [LGBTQI resources page](#) for definitions of each identifier



<b>Creation Project Support</b>	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
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This grant category supports 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, etc. Grant funds awarded in this category must be used to support the creation process. The exhibition or performance of the final work does not have to take place during the grant period. Projects that are presented after the grant period has ended 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 released, exhibited, or performed. Finished works must be made accessible to the general public.

### ***Project Support Grant Restrictions***

- Projects that are already receiving funding, or have confirmed funding, from a Metro source are not eligible to apply for a project support grant. This does not include in-kind support from Metro Government; only cash exchange agreements. Metro sources include Nashville After-Zone Alliance (NAZA), Metro Parks and Recreation, Metro Nashville Public Schools, and other sources not mentioned here.
- Operating Support applicants may apply for project support grants only if the project is different from regular, ongoing programming and has no overlapping funding sources or elements. Examples of this may include a project that serves a different group of people than your regular participants, a new program that is being piloted to increase participation, or a project that only reaches a specific under-invested population.
- Operating Support applicants can apply for up to three (3) grants in a single fiscal year. Applicants can apply for one (1) operating support category as well as one (1) Arts Access or Youth Arts grant and one (1) Creation or Catalyst grant.
- Non-arts focused nonprofits can apply for one (1) Arts Access or Youth Arts Project grant in a single grant cycle.
- Organizations that received a Creation or Catalyst grant in FY19 are not eligible to apply for the same category in FY20.

## **How to Submit an Application**

### **Application Checklist**

- + GivingMatters.com profile
- + Most recent financial statements/Forms 990
- + Metro financial support disclosure letter (if applicable)
- + Online application + support materials

### **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 must submit new profile requests to GivingMatters.com no later than February 15, 2019.** 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, 2019.**

Applicants that already have a complete GivingMatters.com profile must submit any necessary updates to GivingMatters.com by February 28, 2019. For assistance with GivingMatters.com, contact The Community Foundation of Middle Tennessee at 615-321-4939 or contact your GivingMatters.com coach directly.

### **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 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 a January to December fiscal year schedule, make all GivingMatters.com updates by the stated deadlines even if the Forms 990 and/or audited financial statements are still in-progress. Once those documents become available, we ask that you email them to the Metro Arts Grants Manager 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 do have a financial agreement with any Metro department outside of Metro Arts must disclose this relationship in writing. This letter should be addressed to the Metro Arts Executive Director and should include a description of all current and confirmed operational, capital, and in-kind support received from Metro Government. This letter can be sent electronically or by post and must be received by the application deadline.

### **Completing an Online Grant Application**

Metro Arts utilizes an online application system called WebGrants. 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.

### **Application Deadline**

All FY20 grant applications and accompanying support materials must be submitted before the following dates and times:

- + 4:30 PM CST, Wednesday, March 20, 2019 for operating support grants
- + 4:30 PM CST, Wednesday, March 27, 2019 for project support grants

The WebGrants online application will close at exactly 4:30PM Central Standard Time on both dates. 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.

### **Draft Reviews**

Applicants may request a draft review of their application prior to the application deadline. Draft reviews are open to all applicants. First-time applicants are strongly encouraged to take advantage of this opportunity for feedback from a Metro Arts staff member. Simply enter your answers in to the application form in WebGrants, click save, then email the Grants Manager to request a draft review. All

narrative answers in The Community, The Art, and The Organization should be completed before requesting a draft review. **Draft review requests must be made by Monday, February 25, 2019 for operating support applications and Monday, March 4, 2019 for project support applications.** A staff member will read the application and provide feedback within 10 business days.

## Important Dates

New Applicant Grant Training: Online Video Available	January 31, 2019
New GivingMatters.com Profile Initiation Deadline	February 15, 2019
Draft Review Request Deadline: Operating Support Categories	February 25, 2019
Existing GivingMatters.com Updates Deadline	March 1, 2019
Draft Review Request Deadline: Project Support Categories	March 4, 2019
New GivingMatters.com Profile Completion Deadline	March 15, 2019
Application Deadline: Basic Reverification + Core Operating Support 4:30PM	March 20, 2019
Application Deadline: Arts Access, Catalyst, Creation, Youth Arts Projects 4:30PM	March 27, 2019
Panel Review: Core Operating Support	May 8 + 9, 2019
Panel Review: Youth Arts Project Support	May 14, 2019
Panel Review: Arts Access Project Support	May 16 + 17, 2019
Panel Review: Creation Project Support	May 21, 2019
Panel Review: Catalyst Project Support	May 22, 2019
Commission Approval	June 20, 2019
Grant Period	July 1, 2019 – June 1, 2020

***\*All first-time applicants are required to view the New Applicant Grant Training Video. If you have additional questions, you can request an in-person meeting or conference call to go over the information in more detail.***

## Grant Review Process

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Metro Arts staff review all applications for eligibility then send them to the panelists to review. From then on, the staff and Commissioners entrust the panelists to review and score each application using the Metro Arts Scoring Guide. 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. The panelists' scores are reviewed by the Grants and Awards Committee and 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.

## Grant Panelists

Panelists who review Basic Operating Support applications 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 and project support panelists are volunteers 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.

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 on file at Metro Arts. After the grant awards are announced, you may contact the Grants Manager 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 in to three main areas: The 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 in each criteria. For operating support applicants, an additional Financial Health Assessment section is completed which could result in an additional 10 points. 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 90 points for project support applications and 100 points for operating support applications.

For Catalyst Project Support, the application questions and scoring criteria are specific to The Organization section only. Applications in this category can receive a maximum of 30 points.

### **Panel Meetings**

Each grant category is assigned a group of panelists who review application materials on their own before attending the public panel meeting with the other panelists. Scores are not assigned to any application before the panel meeting takes place. You will receive information on the date and time that your application will be reviewed so that you, or a representative of your organization, can attend.

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 do attend panel meetings but do not score applications or influence how the panelists score.

### **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*. 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 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 Grants and Awards Committee and the Arts Commission review grant allocations and vote on recommended award amounts. All grant awards are contingent on the approval of Metro Arts' operating budget by Metro Council. The grant panel meetings, Grants and Awards 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 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.

## 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. Next step instructions and contracts are sent via email in the weeks immediately 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. 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 WebGrants system at the earliest possible date. 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 financial reports are due on or before June 15, 2020 for Operating Support, Catalyst, and Creation Project Support grants and June 30, 2020 for Arts Access and Youth Arts Project Support. Please note that if an expense 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.

## 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, 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
- Mid-year status reports
- Final financial reports
- Metro Arts logo and credit policy
- Timely communication related to project or budget changes
- Mandatory training attendance

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, Core Operating Support, and Project 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 Rebecca Kinslow, Organizational and Community Development Director | 615-862-6737 | [rebecca.kinslow@nashville.gov](mailto:rebecca.kinslow@nashville.gov)

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