


Menu ▾

 (https://www.submittable.com/help/organization)

ML ▾

[Back to Edit](#)

(/forms/additional/edit/07072079-ee7f-41e7-94ca-170ded48ea8b)

## FY22 Core Operating Grant Full Application

Please complete the following form to submit Step 2 of your Operating Support Grant application. Please review the grant guidelines [here](https://98d9df32-e9e5-49fb-b3f5-811942ccac16.filesusr.com/ugd/cc4e3f_3e8bc6826a074ea29fcec320d3a45c35.pdf) (https://98d9df32-e9e5-49fb-b3f5-811942ccac16.filesusr.com/ugd/cc4e3f\_3e8bc6826a074ea29fcec320d3a45c35.pdf). You can also review the Grant Scoring Guide [here](https://98d9df32-e9e5-49fb-b3f5-811942ccac16.filesusr.com/ugd/cc4e3f_e7bebaa9ba3b490894d6f85da58959be.pdf) (https://98d9df32-e9e5-49fb-b3f5-811942ccac16.filesusr.com/ugd/cc4e3f\_e7bebaa9ba3b490894d6f85da58959be.pdf). Both of these documents can also be found on the Metro Arts website at [metroartsnashville.com/grants](http://metroartsnashville.com/grants) (http://metroartsnashville.com/grants). For questions about the content of the grant application, please email Marysa LaRowe, Program and Evaluation Coordinator, at [marysa.larowe@nashville.gov](mailto:marysa.larowe@nashville.gov) (mailto:marysa.larowe@nashville.gov). For help with technical difficulties, please contact Submittable Customer Support at: <https://www.submittable.com/help/submitter/> (https://www.submittable.com/help/submitter/).

### Organization Name \*

### Organization Revenue \*



	Most recent FY	1 year ago	2 years ago
Operating Revenue			
3-year Average	Formula error		
Max Request (20% of 3-year average; capped \$300,000)	Formula error		

Enter your past three years of Operating Revenue to determine your maximum request amount. If your organization has only two years of financial history, enter the most recent two years' revenue.

**Request Amount \***

Enter your grant request amount. Organizations may request up to 20% of their 3-year average revenue, not to exceed \$20,000. Please round to the nearest whole dollar. If your organization only has 2 years of financial history, you may request up to 20% of your 2-year average revenue, not to exceed \$20,000.

---

**THE ART**

All of the questions in this section will focus on the artistic and cultural elements of your programs. The panelists will be looking for artistic and cultural merit, the background and experience of the lead artist(s), and how the artistic vision is communicated to the rest of the organization.

**1. In addition to what is included in your GivingMatters.com profile, describe some of the most exciting artistic programs/content you have planned for next year. \***

Limit: 500 words

500 word limit

**2. Who is the artistic leader(s) for your organization? Describe their process for creating/planning artistic content. How do they communicate their artistic vision to the rest of the staff and board of directors? \***

Limit: 500 words

500 word limit

## THE COMMUNITY

*All questions in this section address how your organization engages with the Nashville community. In addition to the narrative answers below, the panelists will be using some of the [GivingMatters.com](http://givingmatters.com) (<http://givingmatters.com>) information to score this section of the application. Answers should include evidence that you understand the community you are trying to serve and that the programs you offer are filling an artistic/cultural need in the community.*

**1. Tell us about your target audience(s). What tools and strategies do you use to reach your participants/attendees? How will you make your programs accessible to under-invested communities\*? \***

Limit: 500 words

500 word limit

*\*Under-invested populations include but are not limited to people of color, seniors (age 65+), differently abled people, LGBTQ people, women, and the socio-economically disadvantaged.\**

**2. Please outline your major goals for the year. How will you measure success? \***

Limit: 400 words

400 word limit

**3. How will you collect feedback from program participants? \***

Limit: 400 words

400 word limit

**4. Describe any local partnerships (within yourMetro council district and/or**

**Nashville-Davidson County) your organization has recently engaged in, or plans to engage in during the next year. \***

Limit: 400 words

400 word limit

**5. Describe how your organization recruits, connects with, and engages volunteers, stakeholders, and other Nashville residents. \***

Limit: 400 words

400 word limit

**6. How many participants does your organization plan to serve through arts and cultural programming during the grant year? \***

Grant period: July 1, 2021 - June 1, 2022.

Arts and cultural programming may include virtual programming. Virtual programming means engaging with the public through technology platforms such as livestreams, Zoom classes and events, recorded videos, etc. Virtual Participants should engage in meaningful interaction that goes beyond brief social media impressions or clicks. In your monthly and end of year reports, be prepared to report in-person and virtual participants separately.

## THE ORGANIZATION

*This section of the application provides the panelists with an overview of your organization. Much of the information used to score this section is taken from your [GivingMatters.com](http://givingmatters.guidestar.org/) (<http://givingmatters.guidestar.org/>) profile. Some of the topics being reviewed here include the size and diversity of the board, experience and qualifications of senior leaders, evidence of regular organizational assessment, and short and long-term planning.*

**1. Describe how your staff and board of directors reflects the community/ies you serve. What are the organization's policies and practices that address cultural equity within your organization? Describe any plans to make your practices more inclusive in the future. \***

Limit: 400 words

400 word limit

## EQUITY

*This section of the application addresses your organization's commitment to racial and cultural equity in your programs, organizational policies and practices, planning, and implementation. Read Metro Arts' Cultural Equity Statement here: <https://www.metroartsnashville.com/equity> (<https://www.metroartsnashville.com/equity>).*

**1. Describe how your organization exhibits commitment to people who have been historically underrepresented in mainstream arts funding, discourse, leadership and resource allocation; including, but not limited to, people of color, people of all ages, differently abled people, LGBTQ people, women, and the socio-economically disadvantaged. Describe how your organization and its program design moves past simple representation and addresses the unequal nature of voice, resource allocation and visibility that exist in the arts and cultural ecosystem. \***

Limit: 500 words

500 word limit

**2. Describe your organization's non-discrimination employment and personnel**

policies and practices. \*

Limit: 200 words

## FINANCIAL HEALTH

*Operating Support applicants must complete a financial health assessment as part of their application. These are reviewed by local CPAs or other financial professionals separate from the public panel process. The Financial Reviewers will review the organization's three most recently completed fiscal year financial documents along with the answers to the following questions. The answers you provide here will give the Financial Reviewers a more in-depth perspective on how financial matters are managed within your organization.*

**1. Summarize your organization's financial position over the last two (2) fiscal years. Include your organization's ability to meet its annual budget and how you have managed any cash flow challenges. If the organization does not have a reserve fund, does the organization plan to develop one in the next twelve (12) months? \***

Limit: 400 words

400 word limit

**2. Have you ended the year with an operating deficit in the past two (2) years? If yes, how much was the deficit and how did you cover the gap in funds? \***

Limit: 200 words

200 word limit

**3. Does your organization use an accounting system to manage money? If no, what is used to track revenue and expenses? \***

Limit: 200 words

200 word limit

**4. Who has access to the accounting system and bank account for your organization? \***

Limit: 200 words

200 word limit

**5. Describe how often you communicate budget to actuals to the board of directors. What kinds of reports do you provide to them? \***

Limit: 200 words

200 word limit

**6. Describe any ongoing financial issues related to your organization's recovery from COVID-19 pandemic-related challenges (fundraising, closures, etc.) \***



Limit: 400 words

400 word limit

7. Provide any additional explanations or background that may help members of the Financial Review Panel understand your organization's current financial position.

Limit: 400 words

400 word limit

BUDGET

Maximum Request Amounts 20% of 2-year average revenue. Cannot exceed \$20,000. Please round to the nearest whole dollar..

In the table below, please list how your organization will use the requested amount if awarded a grant in this category. All Metro Arts grant funds must be matched with a 25% match. This means that a grant of \$10,000 from Metro Arts must be matched with \$2,500 not from Metro Arts. These funds can come from individual donors, program fees, and other grants, for example.

In the section labeled EXPENSES, please show how Metro Arts funds would be used by category. Be sure to separate what you plan to use the Metro Arts funds for in the GRANT EXPENSES column and matching funds in the MATCH EXPENSES column. Do not provide your entire organizational budget in the match expenses column. The matching expenses should equal the grant request amount exactly.

Similarly, in the section labeled REVENUE, please show where the matching funds will come from if you are awarded a grant in this category. Enter only the amount of your matching funds by source. Do not enter your entire organizational revenue in the match revenue column.

Remember, Metro Arts grant funds cannot be used for endowments, capital improvements/equipment, reduction of debts, food/beverages, activities with religious content, or political lobbying activities.

Budget Form \*



EXPENSES			
----------	--	--	--



<b>PERSONNEL EXPENSES</b>			
Expense Type	Grant Expenses	Match Expenses	Total
Administrative			0
Artistic			0
Technical			0
Other Personnel			0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FRINGE BENEFITS EXPENSES</b>			
Expense Type	Grant Expenses	Match Expenses	Total
Fringe Benefits			0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PROFESSIONAL SERVICE FEES EXPENSES</b>			
Expense Type	Grant Expenses	Match Expenses	Total
Administrative			0
Artistic			0
Technical			0
Other Professional Service Fees			0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SPACE RENTAL EXPENSES</b>			
Expense Type	Grant Expenses	Match Expenses	Total
Space Rental			0

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TRAVEL AND TRANSPORTATION EXPENSES</b>			
Expense Type	Grant Expenses	Match Expenses	Total
Travel and Transportation			0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER OPERATING EXPENSES</b>			
Expense Type	Grant Expenses	Match Expenses	Total
Equipment Rental			0
Shipping			0
Supplies and Materials			0
Exhibition Rental Fees			0
Promotion and Printing			0
Other*			0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
*If you entered expenses in Other, please describe in the cell to the right:			
<b>EXPENSE TOTALS</b>			
Grant Request	0		
Amount of Matching Funds Required (25% of grant request)	0		

Applicant Matching Funds Entered	0	Match %	Formula error
TOTAL EXPENDITURES	0		
OVER/UNDER MATCH	0		
	^This number must read "0" before you submit your application. <div> <div></div> <div></div> </div>		
REVENUE			
REVENUE TYPE - GRANTS	Metro Arts Grant	Match Revenue	Total
Metro Arts Grant			0
Other Local Gov't Grants			0
State Grants			0
Federal Grants			0
Corporate Grants			0
Private Foundation Grants			0
Other Grants			0
Other - Prior Year Carry-Over Funds			0
REVENUE TYPE - EARNED INCOME			
Admissions, Subscriptions			0
Concessions, Sales, Parking			0
Tuition, Workshop Fees			0
Sponsor Fees for Performances/Exhibitions			0

Other Earned Income			0
REVENUE TYPE - UNEARNED INCOME			
Fundraising Events			0
Individual Contributions			0
Memberships			0
Other Unearned Income			0
TOTALS:	0	0	0
	^This number should match "Grant Request", above	^This number should match "Applicant Matching Funds Entered," above	^This number should match "Total Expenditures,"

## ATTACHMENTS

### **REQUIRED: [GivingMatters.com](http://givingmatters.com) (<http://givingmatters.com>) Full Profile PDF**

You are required to upload a pdf of your current [GivingMatters.com](http://givingmatters.com) (<http://givingmatters.com>) profile. [GivingMatters.com](http://givingmatters.com) (<http://givingmatters.com>) has created this form for you already. To get a copy, first go to [GivingMatters.com](http://givingmatters.com) (<http://givingmatters.com>) and find your organization's profile. At the top right hand corner of the webpage you will see two pdf icons: Download Full Profile and Download Summary Profile. For all Metro Arts grant applications, you must upload the FULL PROFILE pdf. Download and save the pdf to your computer then upload a copy here.

### **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 1, max of 3, attachments**

You 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. Please address the letter to the Metro Arts Executive Director and upload via the link 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 here. This will make viewing your materials much easier for the panelists.

**GivingMatters.com Full Profile PDF \***

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

GivingMatters.com has created this form for you already. To get a copy, first go to GivingMatters.com and find your organization's profile. At the top right hand corner of the webpage you will see two pdf icons: Download Full Profile and Download Summary Profile. For all Metro Arts grant applications, you must upload the FULL PROFILE pdf. Download and save the pdf to your computer then upload a copy here.

**Proof of Arts Advocacy \***

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .ppt, .pptx, .xls, .xlsx

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.

**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 below in "Optional Website Links." This will make viewing your materials much easier for the panelists.**

## Support Materials \*

Choose File

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .aac, .aiff, .flac, .m4a, .mp3, .ogg, .wav, .wma, .ppt, .pptx, .xls, .xlsx

You 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 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 below in "Optional Website Links." This will make viewing your materials much easier for the panelists.**

## Disclosure of Other Metro Support

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf

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. Please address the letter to the Metro Arts Executive Director and upload via the link below.

## Optional Web Link #1

example.com

## Optional Web Link #2

example.com

## ASSURANCES

*When you have completed all previous parts of the application, you are ready to complete the Assurances section below. If your organization is awarded grant funds, the information provided in this application will become part of your contract with Metro Government. Please be sure that all entered information is complete and accurate before submitting this application.*

**On behalf of the applicant organization, I hereby give assurances to the Metro Nashville Arts Commission that, if grant funds are awarded: (check to agree)**

- ☐ **1. The activities and services for which financial assistance is sought will be administered by the applicant Organization. \***
- ☐ **2. Any funds received as a result of this application will be used solely for the project described. \***
- ☐ **3. The applicant will comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act Amendments of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and, where applicable, Title IX of the Education Amendments and, if applicable, all the regulations of the National Endowment for the Arts; \***
- ☐ **4. The undersigned has been duly authorized by the applying Organization to submit this application. \***
- ☐ **5. The applicant is a non-profit entity as defined by the IRS. \***

**I certify that all information contained in this application, including all attachments and support materials, is true and accurate to the best of my knowledge. \***

Type your name here.

**Board Chair Name \***

First Name

Last Name

**Board Chair Phone \***



Save Draft

Submit Form