



# METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

## Thrive Submission Guide

The reflective questions below can support the submission process.

With any questions, please contact Jonathan Saad ([jonathan.saad@nashville.gov](mailto:jonathan.saad@nashville.gov)) or Dana Parsons ([dana.parsons@nashville.gov](mailto:dana.parsons@nashville.gov)) for support.

### Pre-Application:

1. Am I clear about the project and purpose of the funding?
2. Have multiple perspectives contributed to the project/purpose?
3. Does the project/purpose embed equity and accessibility?
4. If collaborators or partners are involved, do all parties have a clear understanding of the project/purpose?
  - a. Has a transparent budget been shared and agreed upon with all parties?
    - i. Are all artists compensated for their time and contributions?
5. Do I have an account in Submittable?
6. Am I starting the application process at least 3 weeks before the submission deadline?

### Application:

1. *What will be supported by this funding and how will the community and/or the artist be impacted?*

*Outstanding Response: Demonstrates significant impact (community and/or artist value or benefit clearly connected to needs and aspirations).*

- Did I start with a description of the project? What is going to happen (who, what, when, and where) and why is it important?
- Does my response include (1) why the project/purpose is valuable or beneficial, (2) how it will impact the artist or community, (3) why this type of impact is important
- Did I share who the artists and/or communities are?
- Did I share how I know this project/purpose is driven or inspired by the artists' or communities' needs, aspirations, or feedback?
- Did I share community involvement in all phases of the project?



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## 2. What is the timeline for the proposal?

*Outstanding Response: Timeline as it relates to planning, promotion, implementation, and reflection.*

- Did I start with a timeframe for the entire project?
- Did I include a breakdown of when each would occur: planning, promotion, implementation, and reflection?
  - Did I include specifics about what and who each phase would include?
  - Did I include an appropriate breakdown of time?
    - i.e. If the project spans a year, a monthly breakdown gives a lot of information. If the project spans three months, a weekly breakdown will give more information.

## 3. What is the budget and how will the Metro Arts funding be used? Include a list of all projected expenses.

*Outstanding Response: Financial information is tied to the proposal and indicates realistic expenses for implementation.*

- Did I start with a total budget (total expenses and total income, if applicable)?
- Did I provide a breakdown of each expense?
  - Eg. Venue Rental: \$1,750
  - Is each amount calculated and thoughtfully planned?
    - If an amount is being estimated, can the reason be shared for why it isn't known at the time of submission?
    - Are artists being compensated appropriately and equitably for their time and contributions?
    - Is each expense allowable under this Grant? (See the Guidelines list.)

Post-application:

1. Have multiple people read, edited, and made suggestions for elevation of the draft?
  - a. Is at least one of the readers someone who has little knowledge of the project/purpose?
  - b. Can I confirm that multiple perspectives are included in the review and feedback process?
2. Is equity and accessibility embedded throughout all phases of the process and product?