





# METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

## Thrive – Call for Artist Services Guidelines for Fiscal Year 2024

**Extended Submission Deadline:  
Monday, April 10, 2023, at 11:59PM Central Time**

For assistance or accommodations with Metro Arts Thrive funding call (615) 862-6802  
or email [arts@nashville.gov](mailto:arts@nashville.gov)

	<p><i>Funding for this program is provided by the Metropolitan Government of Nashville &amp; Davidson County.</i></p>	<p>Metro Arts receives operational support from the:</p>  <p><b>TENNESSEE ARTS COMMISSION</b> <small>Cultivate. Create. Participate.</small></p>
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## 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:

Anne-Leslie Owens, Metro Nashville Arts Commission, P.O. Box 196300, Nashville, TN 37219-6300  
anne-leslie.owens@nashville.gov, (615) 862-6732, 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

## Mission + Vision of Metro Arts and Thrive

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### About Metro Arts:

Metro Nashville Arts Commission or “Metro Arts” is the office of Arts & Culture for the city of Nashville and Davidson County. Metro Arts is a branch of Metro Government that strives to ensure that all Nashvillians have access to a creative life through community investments, artist and organizational training, public art and creative placemaking coordination, and direct programs. We believe that arts drive a more vibrant and equitable community.

Metro Nashville Arts Commission was started in 1978 by [Metro Charter](#).

### About Thrive:

Metro Arts' Thrive program connects artists and/or organizations with the community to create investments, cultural connections, and transformations. Thrive empowers artists and organizations to strengthen and cultivate communities in Davidson County. Art projects should fall into one of the following categories:

- Community Public Art Projects
- Community Investments

Successful projects will align with Metro Arts' Mission and Thrive goals and objectives by:

- impacting neighborhoods or communities
- actively engaging residents through community input in project planning, decision-making and art-making
- exhibiting and promoting cultural equity in project design, process, and content
- if necessary, adhering to required public health and social distancing protocols.

## Thrive Categories for Fiscal Year 2024

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For Fiscal Year 2024, Thrive support will be distributed in a single cycle across two categories:

**Thrive Category 1: Community Public Art Projects** (**Proposals due April 10, 2023**) Thrive, public art is defined as a temporary artwork that exists in a public space that is accessible to the general public, including privately owned property such as a local business or organization. Thrive public art projects have included murals, sculpture, integrated architectural or landscape architectural work, community art, digital new media, etc. Successful project will utilize the [Metro Arts Mural Guide](#) Thrive projects can support the creation, maintenance, and removal of public artworks.

Projects resulting in a public artwork require the approval of the Metro Arts Public Art Committee, and Metro Arts Commission.

**Upon staff review, Thrive Community Public Art Projects may require the following supplemental information:**

- **Proposed site with photo(s)**
- **3 images of past works**
- **A site owner agreement with proposed maintenance determination**
- **Proposed lifespan of project**
- **Project budget**
- **Artist Bio(s)**

The Public Art Committee may reject proposals depending on the project meeting all Metro legal requirements. If your project is selected for funding, Metro Arts Public Art staff may require additional project-specific information or planning steps. This information will be included in your award letter. Funding is contingent upon successful completion of these steps.

Some projects may also require permits. Metro Arts staff can help direct you about how to obtain these permits if your project is funded. You will be responsible for obtaining all necessary permits and submitting copies to Metro Arts.

Metro Arts staff must approve final artwork design in writing before installation begins and reserves the right to withdraw funding if the design violates any of the following:

- Artwork is not allowed to contain inappropriate or offensive images or words
- Images that convey messages appearing to advertise or promote a private entity (corporation, neighborhood business, chamber of commerce, or other community organization) will not be accepted.
- Images that create a driver distraction or could be confused with traffic signs will not be accepted.

Priority funding for artists living and or working within Nashville and Davidson County

## **Thrive Category 2: Community Based Art Projects (Proposals due April 10, 2023)**

Thrive, community art will support artist-led, community-based art projects that include collaboration between artists and community partners and organizations. This category is open to individual artists and artist teams, and to nonprofit and for-profit organizations. Individual artists or artist teams may submit and identify community partner organization(s), or organizations/businesses may submit and identify artists or artist teams to lead the project.

Thrive Community Based proposals must include:

- Project narrative
- Project budget narrative

## Additional Requirements:

- Are open and accessible to the public.
- Selected submissions must obtain all permits, licenses, and permissions necessary for their project and comply with all applicable laws and regulations
- Priority funding may be given to projects servicing underrepresented council districts.

## Projects Engaging Youth

- Projects proposing to work directly with youth under age 18 will be required to submit background checks.
- Coordinators of funded projects involving youth will work with Metro Arts staff to obtain background checks during the planning period. Funding is contingent upon the successful completion of the background check.
- **Please note: Having an item come up in a background check does not automatically render the project ineligible for funding but will require further review from Metro Arts.** Please email Metro Arts with questions regarding background checks.
- **If you are an individual artist/artist team working with youth** through a partner organization, upload a signed Letter of Support from that partner organization to the submission. The letter should state that the organization agrees with your project plans and should detail how project staff will work with youth in partnership with the organization.

Priority funding for artists living and or working within Nashville and Davidson County.

**Both categories may submit proposals for up to \$20,000 in funding.**

## Funding Period

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For Fiscal Year 2024, Thrive funds will be distributed according to the following timeline:

- **Proposals\* due (both categories): April 10, 2023**
- **Awards Announced by: July 1, 2023**
- **Project Period: July 1, 2023 – June 15, 2024**

**\*Additional project proposals cycles may be available depending on funding availability.**

All project activities must be completed, and all funds spent by June 15, 2024.

## Eligibility

Who is Eligible:

- Individual artists or artist teams
  - Artists are defined as practitioners in the unique creation of visual arts, craft, performance art, media arts, literary arts, or non-listed fields.

- Artists must be 18 years of age or older.
- Artists must live or primarily work in Davidson County.
- Businesses and organizations
  - Includes nonprofit and for-profit organizations, and neighborhood groups
  - Organizations must be located in Davidson County
  - Organizations must have a professional artist identified to lead the project
- Small and Micro general operating support organizations
  - Less than \$100,000 in annual revenue

**Who is Not Eligible:**

- Employees of Metro Nashville Davidson County or Metro Nashville Public Schools.
- Members of the Metro Arts Board of Commissioners or Public Art Committee, or a submission with immediate family or household members who are serving in these roles.
- Elected officials of Metropolitan Government of Nashville and Davidson County.

Final eligibility decisions are determined at the discretion of Metro Arts.

## **Allowable Costs**

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Once awarded, [Thrive](#) funds CAN be used for:

- Artist Fees
- Professional Fees
- Project Coordinator Fees
- Project/Program Supplies/Fees

Thrive Funds CANNOT be used for:

- Payments to any individual employed by Metro Nashville government or Metro Nashville Public Schools, or payments to any individual serving on the Metro Public Art Committee or the Metro Arts Board of Commissioners
- Capital improvements, purchase of real property
- Reduction of debts
- Activities or programs with religious intent, study, or practices
- Political lobbying activities
- Public Art project maintenance beyond 18 months after creation of the artwork

**All Thrive funds must be spent by the June 15, 2024, closeout date.**

## **Process:**

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## Submitting a Project Proposal

Proposals should be completed on the [Metro Arts Submittable portal](#). A completed FY24 Thrive Cycle project proposal will include the lead artist, supporting artists, funding request, project budget size and completed narratives. Eligible projects will be revised by a procurement panel and awarded based on rankings based on the scoring rubric and available funding.

## Thrive Process Timeline:

*Note: Payments via the Metro system takes between 30-60 days from receipt of invoice. Completed vendor forms will be required for first time award recipient, and changes of address and banking information changes.*

## Thrive Project Selection Process

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- Submissions are reviewed by a community selection panel.
- Projects are funded at the discretion of Metro Arts and the Commission. Not all projects are funded. The funding decisions of Metro Arts are final.
- Projects are not always fully funded at 100%. Many projects are partially funded, and grantees must agree to the actual award amount and ability to complete the project.
- Proposals that are not approved for funding are eligible to submit a new proposal for the next deadline and cycle consideration for which they are eligible. Staff will provide feedback on proposals that are not funded upon request.
- Should there be remaining Thrive funds after the initial publicized funding cycle, Metro Arts will provide additional submission and deadline information at that time.

## Thrive Proposal Scoring Criteria

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Submission will be scored based upon the following criteria:

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

Demonstrates significant impact (community and/or artist value or benefit clearly connected to needs and aspirations).	Demonstrates some impact (community and/or artist impact that is sometimes connected to needs and aspirations).	Demonstrates minimal impact.	
Outstanding	Satisfactory	Fair	No Evidence

2. What is the timeline for the proposal?

Timeline as it relates to planning, promotion, implementation, and reflection.	Timeline with minimal details.	
Outstanding	Fair	No Evidence

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

Financial information is tied to the proposal and indicates realistic expenses for implementation.	Limited financial information tied to the proposal.	
Outstanding	Fair	No Evidence

## Thrive Payment Process and Schedule

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### Accepting Your Thrive Award

Award notifications will be sent via the Submittable system. In some cases, a revised a budget may be required. More information about reporting, background checks, and additional public art project requirements will be sent during this time.

### Thrive Award Terms

Funding recipients agree to the following terms:

- Recipient will use funds to pay for artist fees, project coordination and supplies and materials that support the project as described in the proposal
- Recipient will comply with all applicable laws and regulations
- Recipient will obtain all permits, licenses, and permissions necessary for the project
- Recipient will collect and report project data as detailed in Project Closeout Form (to be sent following Award Announcement).
- In all publicity, promotions and/or printed materials related to the project, the recipient will credit Metro Arts according to the [Credit and Logo Usage Guidelines](#).
- 10% of funded THRIVE projects will be monitored by Metro Arts staff; additional documentation, receipts and/or invoices may be requested.
- Please notify Metro Arts staff if project changes are required post award.
- If project amendments are not approved, the project fails to occur, or after monitoring the applicant is found to be out of compliance, the awardee will forfeit the remainder of their award and funding will be reallocated.

### Liability and Indemnification

Metro’s liability is limited to the amount funded. Award recipient agrees to indemnify and hold harmless Metro, officers, agents, and employees from:



- A. Any claims, damages, or costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of award recipient, its officers, employees, and/or agents, in connection with the project, and
- B. Any claims, damages, penalties, costs, and attorney fees arising from any failure of award recipient, its officers, employees, and/or agents to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- C. Metro will not indemnify, defend, or hold harmless in any fashion the award recipient from any claims arising from any failure, regardless of any language in any attachment or other document that the Applicant may provide.
- D. Award recipient shall pay Metro any expenses incurred as a result of recipient's failure to fulfill any obligation in a professional and timely manner.

Any final products from the project are the sole responsibility of the applicant. Metro is not responsible for installation, maintenance, or removal of a project.

## Payment Schedule

For Fiscal Year 2024, both categories of Thrive funds will be distributed in a single cycle according to the following timeline:

- **Notifications: July 1, 2023 – 1<sup>st</sup> Payments Distributed (80%)**
- **Project Period: July 1, 2023 – June 15, 2024 – 2<sup>nd</sup> Payment (20%)**
- **Closeout Reporting**

Thrive funds will be disbursed in two installments: The first payment will be disbursed after the notification, the second payment after the completion of the project and all final reporting information and documentation is received.

All project funds must be expended by June 15, 2024.

The process for requesting and receiving payment is as follows:

- Notification occurs via email (through the Submittable system) of the status of their proposal.  
*Please note: Thrive communications will take place via the Submittable system.*
- Recipients doing business with metro for the first time, or vendors who have address changes or banking information changes need to complete the vendor registration process.
- Once applicants are registered as vendors, Metro Arts will generate invoices for each project and process for payment
- Projects must be completed as outlined in the proposal unless a request to amend the project scope or budget has been made in writing and approved by Metro Arts staff. Contact Jonathan Saad at [Jonathan.Saad@nashville.gov](mailto:Jonathan.Saad@nashville.gov) to request budget or project change forms.

- Checks are distributed via US Postal Service within 30-60 days of invoice submission to address provided during vendor registration or via ACH direct deposit. Changes of mailing address or banking information after invoice submission can cause substantial delays.

## Thrive Project Management and Reporting

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### Data Collection

During the project, awarded projects must collect specific data required in the Metro Arts Thrive Project Closeout Report. This report will be provided to you shortly after your project is approved for funding. If the awarded project team has questions about how to collect this data, they are encouraged to speak with Metro Arts staff prior to beginning the project.

### Final Closeout Report

Within thirty days of project completion, you will submit a final project report via Submittable including the following items:

- Completed Thrive Project Closeout form (provided shortly after award announcements)
- A list of itemized expenses
- One piece of promotional material showing required credit to Metro Arts (i.e. email, poster, social media screenshot, etc.) [Metro Arts Credit & Logo Usage Guidelines](#).
- A minimum of 3 high-resolution (300 Dpi) photos and/or videos documenting the project
- **All projects must be closed out and final reports turned in by June 15, 2024**

### Additional Considerations and Requirements

#### Maintaining Good Standing

Remaining in good standing with Metro Arts is very important. An awardee maintains good standing by meeting all requirements stated in the guidelines and awarded project proposals, following the logo and credit policy, submitting project information, documents, or reports on or before the due date, and disclosing any project amendments to Metro Arts via email, as changes occur. These items include revised budgets and any other information that Metro Arts staff may request. If an awardee fails to meet these requirements, the awardee will be sent documentation in writing of what requirements have not been met and how to return to good standing. If a project fundamentally changes, amendments are not approved, or the project fails to occur the awardee will forfeit the remainder of the award and funding will be reallocated.

#### Metro Arts Credit & Logo Usage Guidelines

All THRIVE projects must adhere to the [Metro Arts: Nashville's Office of Art + Culture Logo and Usage Guidelines](#).

When referring to projects, please note they are “funded by Metro Arts Thrive.” Please tag Metro Arts using the handle @MetroArtsNash.

## Metro Arts Support of Projects

The Metro Arts team loves seeing Thrive projects in the community. Metro Arts is available to share announcements about project activities on our social media platforms. Please email Chuck Beard, Artist and Organization Support Coordinator, at [Chuck.Beard@nashville.gov](mailto:Chuck.Beard@nashville.gov) with at least several days advance notice if you would like us to share materials.

While Metro Arts staff makes every effort to support all projects as much as possible, please understand that we may not be able to attend all public project events due to staff capacity.

## Public Availability of Proposals

Please note that proposals submitted to Metro Arts become public record and may be obtained through a Public Records Request. Metro Arts staff reserves the right to use de-identified sections of applications as samples to assist future applicants understand the grants process.

## 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 eligibility process. Here are the steps to file an appeal:

- + The Executive Director of Metro Arts must receive the appeal in writing within thirty (30) days of the announcement of the funding decision.
- + The Director will bring the appeal to the Commission for review within thirty (30) days of receipt of the appeal.
- + 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.
- + The Commission will review and vote on the appeal on the next scheduled meeting
- + The decision of the Metro Nashville Arts Commission is final.

For further assistance, please contact:  
| 615-862-6802 | [arts@nashville.gov](mailto:arts@nashville.gov)