



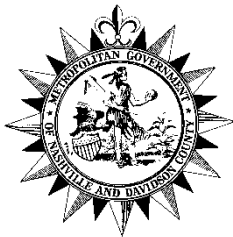
METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

Cultivate Submission Guidelines for Fiscal Year 2023/24

Professional Development and Capacity Building, and Disaster Response Submissions are rolling, beginning April 15, 2023, through June 15, 2024.

For assistance or accommodations with Metro Arts Cultivate funding call (615) 862-6802 or email arts@nashville.gov



Funding for this program is provided by the Metropolitan Government of Nashville & Davidson County.



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) 862-6730, TTY Relay Service 800-848-0298
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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 Cultivate

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 Cultivate:

Cultivate is a funding program administered by Metro Arts that is designed to build, strengthen, and cultivate communities in Nashville and Davidson County by supporting:

- Direct response to needs and feedback
- Supporting the foundation, growth, and impact of artist work.

Successful projects will align with Metro Arts’ Mission and Cultivate goals and objectives by:

- promoting artistic professional development
- impacting the livelihood of creatives within Nashville Davidson County
- Preserving and uplifting cultural stability

Cultivate Funding Categories for Fiscal Year 2023/24

For Fiscal Year 2023/24, Cultivate funds will be distributed in a quarterly cycle across two categories:

Cultivate Category 1: Professional Development and Capacity Building

Submissions reviewed monthly while funding is available, beginning April 15, 2023, through June 15, 2024.

Professional Development and Capacity Building supports independent artists and arts/cultural organizations who are committed to an experience of growth or professional learning.

Professional Development and Capacity Building Based Applications must include:

- Submission narrative and impact
- Submission budget

- Priority funding for applicants living and/or working within Nashville and Davidson County
- Priority funding may be given to applicants servicing underrepresented council districts

Applicants in Professional Development and Capacity Building may apply for \$2,500 in funding.

Cultivate Category 2: Disaster Response

Submissions reviewed monthly while funding is available, beginning April 15, 2023, through June 15, 2024.

Disaster Response supports independent artists and arts organizations responding to an emergency or disaster in order to return to their artistic capacity.

Disaster Response Based Submissions must include:

- Submission narrative and impact
- Submission budget
- Priority funding for applicants living and/or working within Nashville and Davidson County

Applicants in Disaster Response may apply for \$2,500 in funding.

Funding Period

For Fiscal Year 2023/24, Cultivate funds will be distributed according to the following timeline:

Submissions are reviewed and funded on a rolling basis, beginning April 15, 2023, through June 15, 2024.

Submission Eligibility

Who is Eligible to Apply:

- Individual artists, or arts organizations with revenues under \$100,000 per year
 - Artists are defined as practitioners in the unique creation of visual arts, craft, performance art, media arts, literary arts, or non-listed fields.
 - Applicant artists must be 18 years of age or older.
 - Arts organizations are defined as 501c3's with an arts focused mission.
 - Artists must live or primarily work in Davidson County.

Who is Not Eligible to Apply:

- Employees of Metro Nashville Davidson County or Metro Nashville Public Schools.
- Members of the Metro Arts Board of Commissioners or Public Art Committee, or applicants 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.
Applicants are eligible to receive one award per category per fiscal year.

Unallowable Costs:

Cultivate 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
- Activities or programs with religious intent, study, or practices
- Political lobbying activities

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

Submission Process:

Submitting a Proposal

Proposals for funding should be completed on the [Metro Arts Submittable portal](#). A completed FY23/24 Cultivate Cycle funding application will include the lead artist, supporting artists, funding request, project budget size and completed narratives.

Cultivate Submission 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 applicants, and changes of address and banking information changes.

Cultivate Proposal Selection Process

- Submissions are reviewed by Metro Arts Staff and funding approved by the executive director.
- Submissions are funded at the discretion of Metro Arts and the Commission. Not all submissions are funded. The funding decisions of Metro Arts are final.
- Submissions are not always fully funded at 100%. Many projects are partially funded.
- Should there be remaining Cultivate funds after the initial publicized funding cycle, Metro Arts may provide additional application and deadline information at that time.

Cultivate Proposal Scoring Criteria

Submission will be rated based upon the following scoring rubric:

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

Cultivate Submission Process and Schedule

Accepting Your Funding

Funding notifications will be sent to applicants via the Submittable system. In some cases, applicants may be required to submit a revised a budget or have the option to decline the award. More information about reporting, background checks, and additional public art project requirements will be sent during this time.

Liability and Indemnification

Metro’s liability is limited to the amount funded. Applicant 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 Applicant, 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 Applicant, 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 Applicant from any claims arising from any failure, regardless of any language in any attachment or other document that the Applicant may provide.
- D. Applicant shall pay Metro any expenses incurred as a result of applicant'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.

Funding Payment Schedule

Cultivate funds will be disbursed in one installment. The payment will be disbursed after the Applicant is notified via email (through the Submittable system) of the status of their proposal.

All funds must be expended by June 15, 2024.

The process for requesting and receiving payment is as follows:

- Applicant is notified via email (through the Submittable system) of the status of their proposal. *Please note: Cultivate communications will take place via the Submittable system.*
- Awarded applicants 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
- Awarded applicants must complete their projects as outlined in their 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 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.

Cultivate Project Management and Reporting

Data Collection

During the project, awarded applicants must collect specific data required in the Metro Arts Cultivate Project Closeout Report. This report will be provided to you shortly after your project is approved for

funding. If the awarded applicant 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 Project Closeout form (provided shortly after award announcements)
- **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.

Public Availability of Submissions

Please note that submissions 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
