



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

Restorative Arts Program Guidelines FY2022

The Restorative Arts program is a collaboration between Metro Arts (Nashville's Office of Arts and Culture), the Metro Nashville Davidson County Juvenile Court, and their Juvenile Detention Center (JDC) contracted provider.

The Restorative Arts program facilitates meaningful arts experiences with the goal of creating safer communities and providing support and opportunity to those directly impacted by the juvenile justice system.

Metro Arts seeks applications from organizations or individual providers who:

- Have artists or staff who agree to complete the Metro Arts pre-program training, as well as commit to quarterly training.
- Have artists and coordinators who will integrate best practices and/or innovations in mentoring, restorative practices, classroom management, trauma-informed care, and program administration.
- Have a committed interest in the ongoing transformation of the juvenile justice system and the positive development of youth through arts programming and restorative practices.

Funding priority will be given to organizations or individual providers who have established successful programming and have maintained good standing by 1) successfully completing progress reports and attendance sheets, 2) providing agreed upon programming, and 3) maintaining compliance with Metro Nashville Davidson County Juvenile Court and/or their Juvenile Detention Center (JDC) contracted provider, as well as Metro Arts standards, policies, and procedures.

Funding Categories:

The Restorative Arts program supports funding in the following categories:

Instruction & Mentorship: Juvenile Detention Center

Providers will provide ongoing, regular art experiences and/or creation and performance opportunities for youth in juvenile detention.

Instruction & Mentorship: Probation

Providers will provide one-on-one and/or cohort-based mentoring experienced to youth in partnership with probation.

Instruction & Mentorship: Diversion and Prevention

Providers will provide mentorship and/or instruction to youth who are enrolled in diversion programs throughout Davidson County OR youth who have been identified by schools as youth who could benefit from prevention/intervention types of programs and experiences.

Family & Community Support

Providers will provide impactful arts experiences for families of youth involved within the juvenile court system and/or in detention.

Program Timeline:

- Application opens April 18, 2021 at 11:59 pm
- Applications are due May 14, 2021 at 11:59 pm
- Staff eligibility review will take place between May 17-19, 2021
- Scoring and Review Panel will take place by May 28, 2021
- Award allocation will be confirmed by Arts Commission during June 17, 2021 meeting
- Award announcements will be made by June 18, 2021
- Programming may begin any time after July 1, 2021
- Required documents (revised budget, invoice, vendor form, etc.) must be completed by start of programming
- Monthly reporting of program hours required
- Progress reports and invoices are due in **December** and **March**
- End of Year reports are due by **June 15, 2022**.

Applicants may be eligible for up to **\$25,000** in funding to support Restorative Arts proposals. Awards will be based largely on program hours provided. Matching funds are encouraged but not required.

Successful applicants will be required to meet compliance standards, complete all training required by Metro Arts, submit monthly program hour reports, quarterly invoices, itemized expenditures, and progress reports.

Eligibility: All applicants must meet the following eligibility criteria:

- Be a 501c3 organization located within Davidson County OR a contractor registered with Metro's I-Supplier with past experience of successful contract work
- Have experience working with court involved youth or their families
- Arts providers must have completed the Metro Arts restorative practices training program or have training or certification related to working with court involved youth
- For the purposes of this opportunity, a professional artist must be identified to lead (or co-lead) the project

Artist Qualifications: For the purposes of the Restorative Arts program, professional artists are defined as individuals or a group who practice in the unique creation and public display or performance of visual arts, craft, sound and performance art, film and television, theatre, dance, music or literary arts and can demonstrate at least two years of exhibition, performance or professional artistic history.

General Restrictions: Restorative Arts funding cannot be used for the following:

- Durable goods, including the purchase of equipment or capital improvements. Examples of durable goods include: appliances, furniture, musical instruments, electronic equipment, and sporting goods.
- Activities or programs with religious content, study, or practice. Metro Arts funds must be used for non-religious, inclusive arts activities only.

How to Submit an Application: Metro Arts uses the Submittable online system to accept applications for this funding program. Applicants may save and edit their application before submitting the final application. Applicants may only submit one (1) application. All applications must be submitted online. No emailed, faxed, or mailed applications will be considered for funding. **Applications and additional support materials must be submitted by May 14, 2021 at 11:59 pm.** Incomplete applications will NOT be reviewed.

Restorative Arts Proposal Checklist:

- Completed Online Application
- Resume (2 pages max) **for any and all teaching artists** demonstrating artistic experience of at least two years of exhibition, performance, instruction and/or other professional, artistic history
- Completed Itemized Budget (NOTE: matching funds are encouraged, but not required)
- Sample 6-8 week layout (course outline) of programming with two sample lesson plans.

- ❑ Provider must agree to attend required training for the FY2022 programming

Project Coaching: Request for coaching can be made by April 29, 2021 **and will take place on May 3-4, 2021**. Make your request to nichole.robinson@nashville.gov with the subject line: Restorative Arts Project Coaching.

Project Review Process

Applications will be reviewed for eligibility by Metro Arts staff. Then a panel consisting of Metro Arts staff, Juvenile Justice Center staff, and other community experts will review and score. Providers may be advised to adjust programming proposal due to JJC needs and requests. (i.e. JJC may have requests for more sections or a particular class or different classes).

Scoring Criteria: Successful proposals will demonstrate the following standards:

- **Artistic Competence (5 points):** The lead artist(s) is a professional with a demonstrated arts work history with youth; evidence of strong creative practice and vision; activities planned demonstrate ability to expand on the artistic and/or cultural knowledge of participants.
- **Administrative Competence (5 points):** Provider has an administrative framework that can support the needs of the program including adequate administrative and accounting staff and systems in place.
- **Intervention Impact (5 points):** Proposal sets specific and realistic outcomes for the arts experiences that can be documented or measured and are tied to positive youth development, social emotional learning, restorative practices, or other skill development that may impact future behavioral choices. *For family and community arts experiences not involving youth, demonstration of a clear plan of how the experience or programming will encourage respect, dignity, and concern for the participants and community.
- **Logistics and Feasibility (5 points):** Proposed time, location, age range, timeline, activities, occurrences, transportation, caretaker communications, proposal outcomes, and other proposal details are clear and realistic. The budget is detailed, clear, and scaled appropriately in relation to the work plan proposed. Time needed for preparation, proper documentation and evaluation are included. The activities are well-planned and achievable.

- **Course Plan (5 points):** A detailed course plan outlines specifications of each class, as well as objectives and skills that will be learned. The course plan includes activities and topics that will engage, educate, and empower students. Course is intentional with incorporation of restorative practices.
- **Restorative Practices Integration (5 points):** Provider demonstrates understanding of restorative practices and provide examples of intentional integration of restorative practices in the body of their course plan and sample lesson plans.

Good Standing/past performance of previous Restorative Arts providers (including completion rate of quarterly reports, classroom observations, JJC feedback) will be taken into consideration. For previous Restorative Arts providers not in good standing, a 2-point deduction will be incorporated into final score.

Application Review, Panel Scores and Comments: Metro Arts staff will review each application to determine eligibility. Ineligible and incomplete applications will NOT be reviewed or scored.

Each application deemed eligible will be reviewed and scored by a panel. The adjudication panel will consist of Metro Arts staff and community content experts. The panelists will score each application based on the stated scoring criteria. Each panelist will have expertise in arts programming for youth, youth development, and/or trauma-informed programs, as well as be deeply invested in the Nashville community.

Higher scores mean that the application aligns more closely with scoring criteria. Lower scores mean that the proposed project only partially aligns with the scoring criteria. The scores of each section are added together to create an overall application score of up to 30 points. The panel will make funding recommendations based on the application score. Scoresheets containing the panelists' notes are kept on file at Metro Arts. You may contact Metro Arts if you would like to discuss the scores and comments the application received.

Funding Recommendations: The scores and recommendations from the panel are used to determine funding amount. The funding amount is also dependent on the number of applications in the pool, the amount of funds that are available, the number of artists, and the program hours included. Because this award would be considered a contract and NOT a grant, final funding recommendations are made by Metro Arts staff in collaboration with Juvenile Justice Center staff and Juvenile Justice Detention Center staff. Funding recommendations are then presented to the Arts Commission Grants and Funding Committee for review and finally to the Arts Commission Board for final review and approval.

Managing an Awarded Contract

Award notification will be emailed to the contact person provided in the application via Submittable. If awarded a Restorative Arts contract, it is expected that the organization/artist will maintain financial records, gather participant/caretaker demographic information and document project outcomes throughout the course of the program. Monthly reporting of hours and quarterly program progress reports with invoices and attendance records are required. Metro Arts reserves the right to monitor the awardee for program progress and contract compliance at any time. We understand that proposals can change. **If the scope of work, dates, or budget must be adjusted in any way, contact Metro Arts immediately.** Project changes must be approved by Metro Arts before implementation.

Once you are notified of your award, it is expected that the provider submit a revised budget or confirmation of previously submitted budget, any updated information to share with the Juvenile Court referral team, and an invoice for 25% of the awarded amount. Providers will then submit monthly hours reports and progress reports, attendance records, and invoices in March and December.

When project is complete, providers are required to submit a final report of expenses, closeout report, and an invoice for the remaining 25% of your award. All end of year reports are due by **June 15, 2022.**

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.

Metro Arts Logo Usage and Credit Policy

All awarded proposals must adhere to the Metro Arts credit policy. The policy, logo standards and files can be found on the [Resources and Toolkits page](#) of the Metro Arts website. Failure to adhere to this policy may result in the cancellation of the awarded contract.