



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

Operating Grant Support | Grant Guidelines

FY24 GRANT CYCLE | FOR ACTIVITIES TAKING PLACE JULY 2023 – JUNE 2024

APPLICATION DEADLINES

Monday, March 20, 2023, 11:59pm (Application Deadline)

Submit all applications online at <https://mnac.submittable.com/submit>

For application assistance or for first time applicants contact Jonathan Saad, Grants Manager
Jonathan.saad@nashville.gov.

Metro Nashville Arts Commission

Daniel Singh
Executive Director

Mailing Address:

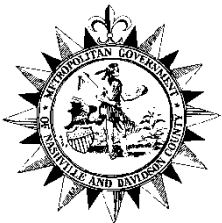
P.O. Box 196300

Nashville TN 37219-6300

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arts@nashville.gov | metroartsnashville.com

@metroartsnash on Instagram, Facebook and Twitter



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



Cultivate. Create. Participate.

PUBLIC NOTICE: 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:

Ian Myers, Metro Nashville Arts Commission, P.O. Box 196300, Nashville, TN 37219-6300
Ian.Myers@nashville.gov, (615) 862-6730, 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.

بعضنا مع التواصل في مساعدتنا يمكنه مترجم على نحصل سوف. بذلك إخبارنا فالرجاء ، لغوية مساعدة إلى بحاجة كنت إذا البعض.

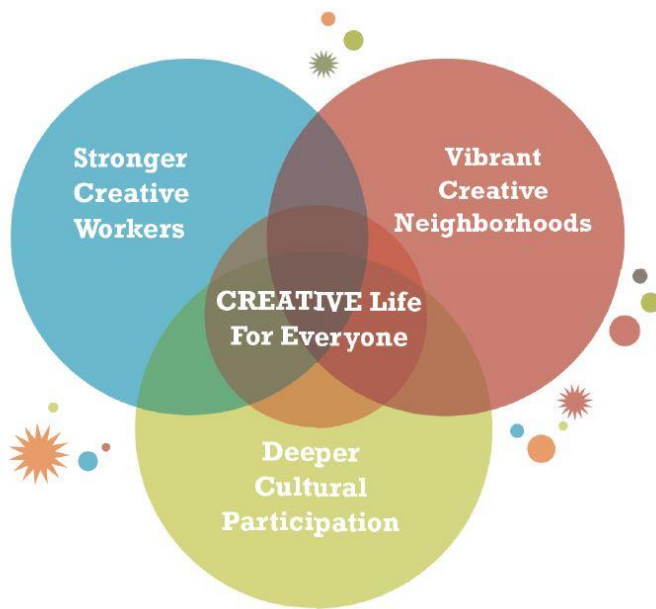
Ji kerema xwe em bizanin eger hûn bi alîkariya înglîzî re pêdivî ye. Em ê wergirtineke kurdî bibînîn ku dikare alîkariya me bi hev re biaxivin.

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

About Metro Arts Grants

A Creative Life For Everyone



Metro Arts' Grants Program supports nonprofit organizations of all sizes through community arts grants. Our Grants Program supports organizations engaged in work that addresses one or more of the community outcomes we seek to achieve:

- + Stronger Creative Workforce
- + Vibrant, Creative Neighborhoods
- + Deeper Cultural Participation

In order to support Nashville's arts organizations in their continued recovery following challenges related to the coronavirus pandemic, Metro Arts has decided to focus funds on operating support for the FY24 grant cycle. Those interested in project support should review our Thrive program. Information about Thrive is available at www.metroarts.nashville.com/thrive.

Metro Arts is guided by a [cultural equity statement](#). Our grants program, along with all Metro Arts programs, seeks to make opportunities and resources available to all Nashvillians in an equitable way.

Our Mission

Metro Nashville Arts Commission or "Metro Arts" is the office of Arts & Culture for the city of Nashville and Davidson County. We believe that arts drive a more vibrant and equitable community. We strive to ensure that all Nashvillians have access to a creative life through community investments, artist and organizational training, public art, and direct programs that involve residents in all forms of arts and culture. Metro Nashville Arts Commission was established in 1978 by Metro Charter.

Grant Eligibility

Operating Support grants support the general operations of **arts-focused nonprofit organizations based in Metro Nashville-Davidson County**. An arts-focused organization is one whose primary mission is to directly support the performance, exhibition, or instruction of art. The word 'art' here refers to a number of artistic genres including dance, folk + traditional arts, literary arts, media arts, music, performance art, theater, and visual arts. Please contact Metro Arts staff if you have questions regarding the definition of an "arts-focused organization."

To receive an operating support grant from Metro Arts, the applicant must:

- + Produce, present or directly support artistic programs, projects or works
- + Have a primary mission to directly support the performance, exhibition, or instruction of art
- + Be chartered in the state of Tennessee and tax-exempt under the IRS Code Section 501(c)(3)
- + Have an IRS Letter of Determination with an effective date of exemption of January 23, 2022 or earlier for Operating Grants
- + Have a business address located in Metro Nashville & Davidson County and operate most of its programs in Metro Nashville
- + Have evidence of non-discrimination employment and personnel practices in place
- + Applicants must adopt an equity statement withing the next 2 fiscal years

There are certain types of organizations that **cannot** receive operating grants from Metro Arts. They are:

- Non-arts organizations
- Arts organizations who focus on capacity building, technical assistance, or advocacy and do not offer direct artistic programming
- Organizations who receive operational budget amendments (“line items”) from Metro, except for those that are provided by the Metropolitan Charter
- “Friends of...” organizations whose primary purpose is to support government agencies or initiatives
- Colleges or universities
- Public broadcasting stations
- Arts organizations that operate as a legal subsidiary of a non-arts nonprofit organization

***Metro Arts will review additional grant eligibility issues not listed here on a case-by-case basis. Please contact Metro Arts staff with any questions regarding eligibility.**

Eligible Expenses

Metro Arts grant funding can only be used to pay for certain types of costs. Make sure your request includes expenses that can be covered by Metro Arts funds.

Grant funds CAN be used for...	Grant funds CANNOT be used for...
Salaries	Capital Improvements or Equipment Purchase
Artist Fees	Reduction of Debts
Program/Project Supplies	Activities & Programs with Religious Practices or Intent
Performance Space/Facility Rental	Political Lobbying Activities
Marketing and Promotion	Purchase of Real Property
Consulting Fees	
Equipment Rental and/or Purchase	
Fundraising Activities	

Grant Cycle Time Frame

All eligible FY24 grant activities must take place between July 1, 2023 and June 1, 2024 unless otherwise noted.

Grant Payment Schedule

Applicants awarded a grant will be required to submit a brief FY24 budget during the contract phase. Awarded grant funds are distributed in one payment: 100% of awarded funds are distributed after execution of the grant contract. Please note that the contracting process typically takes 4-6 weeks as contracts require multiple signatures from Metro Government. If organizations return their signed contract and budget promptly, first grant payments may be received between October 1 and November 1, 2023.

Matching Funds

Metro Arts operating grant awards do not require a cash match. **Grantees will no longer be required to show matching expenses.**

Grant Categories

For FY24 grant cycle, Metro Arts will only provide operating support grants to eligible nonprofit arts organizations within Davidson County. For project support, please see our Thrive Project Grants.

Operating Support funds support expenses that are incurred during the FY24 grant cycle period. The specific Operating Support category and maximum request amounts are determined by the organization's budget size and average operating revenue. The information in the following pages will help you understand which grant category is the best fit for your organization.

Support for Micro Institutions grants support the overall operations of nonprofit arts organizations that are based in Metro Nashville-Davidson County and have an average revenue of less than \$25,000 per year over the most recent year period. To qualify for a Basic Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 23, 2022 or earlier.

Operating Support for Micro Institutions	Organizations with an arts-focused mission + average revenue less than \$25,000 annually	1+ year as a nonprofit	Awards up to 75% of average revenue, with minimum awards of \$2,000
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Support for Small Institutions grants support the overall operations of nonprofit arts organizations that are based in Metro Nashville-Davidson County and have an average revenue between \$25,000 to \$100,000 per year over the most recent year period. To qualify for a Basic Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 23, 2022 or earlier.

Operating	Organizations with an arts-focused mission +	1 year as a nonprofit	Awards up to 50% of average revenue, with
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Support for Small Institutions	average revenue of \$25,000 to \$100,000 annually	minimum awards of \$3,000
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Support for Medium Institutions grants support the overall operations of nonprofit arts organizations that are based in Metro Nashville-Davidson County and have an average revenue between \$100,000 and \$500,000 a year over the most recent year period. To qualify for a Basic Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 23, 2022 or earlier.

Operating Support for Medium Institutions	Organizations with an arts-focused mission + average revenue between \$100,000 and \$500,000 annually	1 year as a nonprofit	Awards up to 25% of average revenue
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Support for Mid-Size Institutions grants support the overall operations of nonprofit arts organizations that are based in Metro Nashville-Davidson County and have an average revenue between \$500,000 and \$3,000,000 a year over the most recent year period. To qualify for a Basic Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 23, 2022 or earlier.

Operating Support for Mid-Size Institutions	Organizations with an arts-focused mission + average revenue between \$500,000 and \$3,000,000 annually	1 year as a nonprofit	Awards up to 17% of average revenue, with maximum awards of \$120,000
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Support for Large Institutions grants support the overall operations of nonprofit arts organizations that are based in Metro Nashville-Davidson County and have an average revenue greater than \$3,000,000 a year over the most recent year period. To qualify for a Basic Operating Support grant, organizations must have an IRS Letter of Determination with an effective date of exemption of January 23, 2022 or earlier.

Operating Support for Large Institutions	Organizations with an arts-focused mission + average revenue greater than \$3,000,000 annually	1 year as a nonprofit	Awards up to 1.8% of average revenue, with maximum awards of \$200,000
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Award Amounts

Award amounts are limited to the organization’s average operating revenue based on the organization’s most recently completed fiscal years (as reported in in the organization’s IRS Form 990).

Awards* will be made based on the basis of an organization’s annual revenue, and will be ranged within grant category they fall in.

- + Eligible Micro organizations will be awarded a minimum of \$2,000 to a maximum of 75% of \$25,000 (or \$18,750).
- + Eligible Small organizations will be awarded a minimum of \$3,000 to a maximum of 50% of \$100,000 (or \$50,000).
- + Eligible Medium organizations will be awarded a minimum of Maximum of 25% of \$500,000 (or \$125,000).
- + Eligible Mid-Size organizations will be awarded a Maximum of 17% of \$3,000,000 (or \$120,000).
- + Eligible Large organizations will be awarded a maximum of 1.8% of their operating budget with a maximum of \$200,000.

*Depending on funding availability, grant awards may be adjusted if Metro Arts funding changes.

How to Submit an Application

Application Checklist

- Read FY24 Operating Grant Guidelines
- If you have any questions, please contact Jonathan.Saad@nashville.gov before applying
- Fill out Submittable application
- Upload Required attachment, copy of 990, 990N, 990EZ Postcard
- Submit application

Completing an Online Grant Application

Metro Arts utilizes an online application system called Submittable. The Metro Arts grant application portal can be accessed at <https://mnac.submittable.com/submit>.

All applications must be completed and submitted using this system. If you need assistance applying, please contact Metro Arts Staff and they will assist you. Keep in mind that submitted applications are considered public record and can be reviewed by the general public. An application may be disqualified at any time if an organization, proposal, or project is deemed ineligible.

Required Attachments

Applicants are required to attach to the application:

All applicants must post the most recently completed IRS Form 990, 990-EZ or 990-N (e-postcard).

Application Deadlines

All FY24 grant applications and accompanying support materials must be submitted **before** the following dates and times:

- + **11:59 PM CST, Monday, March 20, 2023**

The grant application will close at exactly 11:59PM Central Standard Time on Monday, March 20, 2023. After that time, any in-process applications cannot be submitted for review. **Please submit early to avoid any last-minute technical difficulties.**

Important Dates*

Application opens online	January 27, 2023
Final Application Deadline: Operating Support	March 20, 2023
Commission Approval	May 18, 2023
Grant Period	July 1, 2023 – June 1, 2024
Grant Closeout Due	June 15, 2024
Grant Payment (100% of award)	Between October 1 and November 1, 2023

**Subject to change*

All grant applications are reviewed for eligibility by Metro Arts staff. Applicants scores are determined a grant panel. Flat equitable level allocations are made by the Metro Arts commission depending on funding availability.

Eligibility verification reviews containing panelist notes are kept electronically by Metro Arts. After the grant awards are announced, you may contact Metro Arts staff to get a copy of these scores and comments for your records.

Grant Financial Health Assessment

All operating support applications include an additional section called a Financial Health Assessment. The answers to these questions are reviewed, along with the most recently completed financial statement, by two local Certified Public Accountants (CPA). Their review takes place outside of the public grant panel meeting and are used to verify eligibility.

Conflicts of Interest

All commissioners and panelists are asked to disclose any conflicts of interest prior to approving grant allocations. Metro Arts makes every attempt to identify any conflicts in advance. If a conflict of interest is identified, a commissioner will be asked to abstain from allocating an organization’s funding.

Funding Criteria + Scoring

Panelists will use a Scoring Guide to evaluate each application.

Funding Recommendations

Funding is based on a number of factors, including the amount of funds available in each category and the number of applications received.

Funding Approval

The panelists' eligibility recommendations are reviewed by the Grants and Funding Committee and are used to determine which applications should be awarded funding. Lastly, the Arts Commission reviews all proposed grant awards before voting to approve. Awards are typically announced in late June. All funding is contingent upon Metro Council approval of Metro Arts' General Operating Budget.

Grants and Allocations Committee meetings, Metro Nashville Arts Commission meetings, and Metro Council meetings are open to the public. To find information about upcoming meetings, visit the [upcoming Metro Arts meetings page](#) on the Nashville.gov website.

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.

Managing an Awarded Grant

Award Notification

Grant award notifications will be emailed to the contact person listed in the application at the same time that Metro Arts issues a press release to local media. Instructions for signing contracts are sent via email in the weeks immediately following the announcement.

The contracting process typically takes 4-6 weeks as contracts require multiple signatures from Metro Government. If organizations return their signed contract, grantees may expect first grant payments between October 1 and November 1, 2023.

Final Closeout Report

Final grant reports are due on or before June 15, 2024. Grantees should be prepared to report on program goals, outputs and outcomes; participant demographic information; jobs supported; and other metrics depending on grant category. The final closeout report will also include detailed financial information about grant expenses. Metro Arts staff will provide more information about the final report as part of the award notification process.

Closeout reports and all supporting materials must be submitted no later than June 15, 2024, Metro Arts cannot guarantee final grant payments for organizations submitting closeout reports after this deadline.

Organizations must maintain financial records that clearly show the use of all grant funds. Grantees must submit all required documents and reports by the dates determined by Metro Arts.

We understand that proposed budgets may change. All program and/or budget changes must be submitted as a contract amendment request in the Submittable system at the earliest possible date. Contact the Grants Manager at Jonathan.Saad@nashville.gov to request a contract amendment. Metro Arts will either approve or disapprove the change. We will make every attempt to allow reasonable adjustments. Metro Arts reserves the right to cancel any grant contract if the project is not administered as proposed in the application and may request the return of all or a portion of the grant funds awarded.

Final grant reports are due on or before June 15, 2024. Please note that if an expense shows a variation of more than 10% from what is included application budget, the grantee's Final Financial Reports will be returned for corrections. At Metro Arts' request, each grantee may be asked to provide documentation of expenditures including, but not limited to, letters of agreement, contracts, purchase orders, invoices, and bills.

Performance Metric Reporting

Additional, periodic reporting may be required.

Logo Usage and Credit Policy

All recipients of Metro Arts funds are required to include the Metro Arts logo on all online or printed publicity materials. The credit policy and logo files are available on the [Resources and Toolkits](#) page of the Metro Arts website.

Maintaining Good Standing

Remaining in good standing with Metro Arts is very important. A grantee maintains good standing by meeting all requirements stated in the guidelines and grant contract, (including spending grant funds as described in the grant contract), following the logo and credit policy, and submitting grant information, documents, and reports on or before the stated deadline. These items include contracts, final financial reports, closeout reports, and any other information that Metro Arts may request. An organization's subsequent grant application may be denied eligibility if any of the following are not met according to the stated instructions:

- Final financial reports
- [Metro Arts logo and credit policy](#)
- Timely communication related to project or budget changes
- Completion of grant activities and disbursement of grant funds according to grant contract, as indicated in closeout report materials.

If an organization loses its good standing status for any of the reasons above, the organization will be sent documentation in writing of what requirements have not been met and what steps need to be taken to return to good standing status. If an organization is not in good standing at the at the end of a grant cycle, future grant contracts may be held until issues may be resolved.

Monitoring

As a department of Metro government receiving Federal funds, Metro Arts is required to review and monitor at least 10% of distributed funds annually. Grantees are randomly selected to be monitored from each of the following grant categories: Operating Support. If your organization is selected, you will be notified in advance and a meeting time will be arranged for the Metro Arts staff to conduct a site visit. You will be asked to provide year-to-date grant expenditures, payment records, payroll records and electronic and printed promotional materials showing Metro Arts logo usage according to the Metro Arts Credit Policy. Metro Arts will provide a detailed list of items that will need to be collected and reviewed prior to the scheduled site visit. A written report of the monitoring visit will be provided to the organization after the review is complete. Metro Arts staff may report negative findings to the Arts Commission. Unresolved or recurring negative findings will result in a change to the organization's good standing status.

**For further assistance, please contact Jonathan Saad
Grants Manager | 615-862-6744 | Jonathan.saad@nashville.gov**
