



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

Thrive - Call for Artist Services Guidelines for Fiscal Year 2025

FY25 THRIVE CYCLE | FOR ACTIVITIES TAKING PLACE JULY 1, 2024 – JUNE 15, 2025

SUBMISSION DEADLINE **Monday, January 29, 2024, 11:59pm**

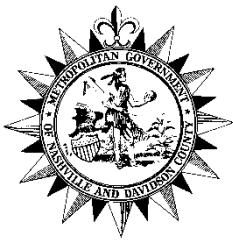
Submit all proposals online at <https://mnac.submittable.com/submit>

For submission assistance or for first time applicants contact:

Jonathan Saad, Grants Manager Jonathan.Saad@nashville.gov

Chuck Beard, Organizational and Artist Support Coordinator Chuck.Beard@nashville.gov

Sydney Davis, Strategic Grants and Initiatives Manager Sydney.Davis@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:

Christiana Afotey, Metro Nashville Arts Commission, P.O. Box 196300, Nashville, TN 37219-6300
christiana.afotey@nashville.gov, (615) 862-6721, 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

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](#).

In addition, Metro Arts is guided by a [cultural equity statement](#). Metro Arts programs seek to make opportunities and resources available to all Nashvillians in an equitable way.

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-Based Art Projects

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 2025

All funding approvals and levels are contingent on the budget allocated to Metro Arts. For Fiscal Year 2025, Thrive support will be distributed across two categories:

Thrive Category 1: Community Public Art Projects (Proposals due January 29, 2024)

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.

Thrive Community Public Art Projects require the following additional information:

- **Proposed site with photo(s)**
- **3 images of past works**
- **Letter of support or agreement from property owner or authorized representative of proposed site**
- **Three-year maintenance plan and include maintenance budget**
- **Artist Bio(s)**

Projects resulting in a public artwork require the approval of the Metro Arts Public Art Committee, and Metro Arts Commission. The Public Art Committee may reject proposals if the project does not meet 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:

- 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.

Thrive Category 2: Community-Based Art Projects (Proposals due January 29, 2024)

Thrive, Category 2 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 Art Project proposals must include:

- Project narrative
- Project budget narrative

New for FY25

In order to create a more equitable process, you may provide answers to the application narrative questions by one of three ways:

- Written
- Audio recording, limit of five (5) minutes
- Video recording, limit of five (5) minutes

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
- Funding is available **only** for artists living and/or working in Nashville/Davidson County
- **Both categories may submit proposals for up to \$20,000 in funding**

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 or artist team working with youth through a partner organization, you will be required to provide a signed letter of support from that partner organization upon acceptance of your award. 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.

Funding Period

Important Dates*

Application opens online	December 1, 2023
Final Application Deadline: Operating Support	January 29, 2024
Commission Approval	July 2024
Grant Period	July 1, 2024 – June 15, 2025
Grant Closeout Due	June 15, 2025
Grant Payment (100% of award)	Between October 1 and November 1, 2024

**Subject to change and contingent on budget allocated to Metro Arts.*

Additional project proposals cycles may be available depending on funding availability. All project activities must be completed, and all funds spent by June 15, 2025.

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

Once awarded, Thrive funds can be used for:

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- 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, 2025, closeout date.
Only one submission per applicant. Multiple submissions will not be accepted.**

Submitting a Project Proposal

Proposals should be completed on the [Metro Arts Submittable portal](#). A completed FY25 Thrive Cycle project proposal will include the lead artist, supporting artists, funding request, project budget size and completed narratives. Eligible projects will be reviewed by a procurement panel and ranked/awarded based on the scoring rubric and available funding.

Thrive Project Selection Process

- 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 portion of the project based on awarded amount.
- Staff will provide feedback on proposals that are not funded upon request. We encourage applicants to resubmit these proposals once the issues are addressed in the following year.
- 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

Submission will be scored based upon the following criteria:

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

Demonstrates significant impact (community value or benefit clearly connected to needs and aspirations).	Demonstrates some impact (community 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

Award Notifications

Award notifications will be sent via the Submittable system. In some cases, a revised a budget may be required. 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 audited 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 may forfeit any remainder of their award and subsequent applications for support may be ineligible.
- Failure to complete requested closeout information may affect future Metro Arts submissions.

Payments via the Metro system take approximately 45-60 days from receipt of invoice. Completed vendor forms will be required for first time award recipients. Updated vendor forms will be required for change of address and banking information changes.

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

Thrive funds will be disbursed in full upon submission of the Acceptance and Revised Budget form and receipt of Vendor information. Final reporting information and documentation will be required at the completion of your project. Failure to complete requested closeout information may affect future Metro Arts submissions.

All project funds must be expended by June 15, 2025.

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 or Sydnie Davis at Sydnie.Davis@nashville.gov to request budget or project change forms.
- Checks are distributed via US Postal Service approximately within 45-60 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.

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).
- Demographics – total number audience served.
- 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, 2025.

Additional Considerations and Requirements

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 project amendments are not approved, the project fails to occur, or after monitoring the applicant is found to be out of compliance, the awardee may forfeit any remainder of their award and subsequent applications for support may be ineligible.

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 on Facebook, Twitter, and Instagram using the handle @MetroArtsNash.

Public Availability of Proposals

All 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 and media with proper credit in publicity or as samples to assist future applicants understanding of the grants process.

Appeals

All funding decisions made by the Metro Nashville Arts Commission are final. An organization or individual artist can submit an appeal to the Commission to change their vote only if the applicant believes that there was a problem with the grant process. Here are the steps to filing an appeal:

1. The Executive Director of Metro Arts must receive the appeal in writing within thirty (30) days of the announcement of the funding decision.
2. The Executive Director will bring the appeal to the Commission for review within thirty (30) days of receipt of the appeal.
3. 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.
4. The Commission will review and vote on the appeal on the next scheduled meeting.
5. The decision of the Metro Nashville Arts Commission is final.

For further assistance, please contact:

Jonathan Saad, Grants Manager, Jonathan.Saad@nashville.gov

Sydney Davis, Strategic Grant & Initiative Manager, Sydney.Davis@nashville.gov

Chuck Beard, Organizational and Artist Support Coordinator, Chuck.Beard@nashville.gov