



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

Thrive Funding Guidelines for Fiscal Year 2023

Application Deadline:

Monday, August 29, 2022 at 12:00PM Central Time

For assistance or accommodations with Metro Arts Thrive 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

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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
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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

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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.

About Thrive:

Thrive is a funding program administered by Metro Arts that is designed to build, strengthen, and cultivate communities in Nashville and Davidson County by supporting **artist-led community art projects** that encourage:

- artistic and cultural experiences
- community investment
- neighborhood transformation

Thrive operates separately from Metro Arts’ grants program, which means Thrive funds are available to individual artists and artist teams, for-profit businesses, and other organizations, in addition to 501(c)(3) nonprofit organizations.

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

- promoting artistic excellence
- 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 Funding Categories for Fiscal Year 2023

For Fiscal Year 2023, Thrive funds will be distributed in a single cycle across two categories:

Thrive Category 1: Community-Based Art Projects

Thrive – Community-Based Art Projects (applications due August 29, 2022) 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 apply and identify community partner organization(s), or organizations/businesses may apply and identify artists or artist teams to lead the project.

Applicants in Thrive Category 1 may apply for **up to \$9,500 in funding**. We anticipate approximately 10-12 awards to be available for Category 1.

Thrive Category 2: Artist Incubator Program

Thrive – Artist Incubator (applications due August 29, 2022) will focus on artists who are newer to community practice and/or Metro Arts funding and are looking to bring their artistic skills to their community. This category is open **ONLY** to individual artists and artist teams and should include collaboration between artists and community partners or organizations. This cycle will prioritize artists who have not previously received Thrive funds and will include mentoring and professional development workshops. *Previous Thrive-funded artists are encouraged to apply to serve as paid Community Practice Mentors. See below.*

Applicants in Thrive Category 2 may apply for **up to \$5,000 in funding**. We anticipate approximately 7-8 awards to be available for Category 2.

In addition, artists selected to lead these projects will:

- Participate in coaching with Metro Arts staff about project design and application preparation.
- Attend specialized trainings/workshops about community arts programming, grants management, professional development, and other topics with Metro Arts staff and experienced community arts professionals.
- Receive one-on-one mentoring from current and past Metro Arts-funded community artists.

Thrive Community Practice Mentors

Metro Arts seeks past Thrive awardees and other local professional artists with proven experience developing and coordinating community art projects who are interested in serving as mentors to Cycle 2 artists. Mentoring will require a time commitment of approximately **10 hours** between January 2023 and June 2023 and can be conducted virtually or in-person with social distancing precautions. **Stipends of \$500** are available to mentors. Additional announcements about applying to be a Cycle 2 Community Practice Mentor will be announced at www.metroartsnashville.com/thrive in September 2022. Artists

who receive Thrive funds in Category 1 are eligible to serve as mentors in Category 2 but cannot apply to produce their own projects for Category 2.

Funding Period

For Fiscal Year 2023, both categories of Thrive funds will be distributed in a single cycle according to the following timeline:

- **Applications due (both categories): August 29, 2022**
- **Awards Announced: October 21, 2022**
- **Planning Period: October 21 – December 15, 2022**
- **Project Period: January 1 – June 15, 2023**

Thrive funds will be disbursed in three installments: The first payment will be disbursed after award announcement, the second payment after the completion of the planning period, and the final payment after project closeout. Projects may request to waive the planning period and begin project implementation prior to January 1, 2023 by contacting Metro Arts; the second payment will still be disbursed in December.

All project activities must be completed and all funds expended by June 15, 2023.

Eligibility

Applicant Eligibility

Who is Eligible to Apply:

- Individual artists or artist teams
 - For the purposes of the Thrive program, artists are defined as individuals 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.
 - Applicant artists must be 18 years of age or older. (Projects may engage with youth under age 18 with additional requirements: see “Additional Requirements: Projects Engaging Youth” on page 5.)
 - Artists must live or primarily work in Davidson County.
 - applicants are required to provide proof of residency or evidence of work in Davidson County. Acceptable evidence of residency or work in Davidson County include: copy of a driver’s license, utility bill, or certified mail. Other forms may be accepted with prior Metro Arts approval.
 - Artists will identify community partner(s) in their application.

- 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

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 (including Metro Council Members) and immediate family or household members of elected officials (including Metro Council Members).
- Nashville-Davidson County property owners who do not primarily work or reside in Nashville-Davidson County.
- Artists under contract for Metro Arts public art commissions.
- Organizations receiving funding from any grant administered by Metro Arts.

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

Eligible Projects:

Thrive Projects are artist-led, community-based art projects that:

- include collaboration between at least one professional artist and at least one community partner organization.
- serve a specific identified community or neighborhood. Communities may be a specific geographic community, or an identified community or population (i.e. veterans, unhoused individuals, etc.).
- directly involve community members in the design and implementation of the project.
- are open to the public, accessible and welcoming to people of all cultural backgrounds, economic status, sexual orientation, gender-identity, age and abilities.
- exhibit commitment to people who have been historically underrepresented in mainstream arts funding, discourse, leadership and resource allocation, including people affected by systems of marginalization, exclusion, and oppression. These systems include but are not limited to those related to race, gender, sexuality, age, experience, financial status, indigeneity, and ability.

Selected applicants must obtain all permits, licenses, and permissions necessary for their project and comply with all applicable laws and regulations

Ineligible Projects:

Thrive funds cannot support:

- Projects being funded by any grant administered by Metro Arts
- Previously funded Thrive projects
- Already completed projects or projects taking place outside of the project funding period

Creation of a unique performance of previously designed, choreographed, or produced performances or creative content can be included in a project as long as the performance supports the placemaking goals and community engagement focus of Thrive.

Additional Requirements: Projects Engaging Youth

Projects proposing to work directly with youth under age 18 will be required to complete additional narrative questions detailing youth involvement as part of the application process. Projects involving youth should include experienced youth engagement practitioners or teaching artists.

For projects involving youth, **background checks are required** for all project staff working directly with youth or in youth settings. 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 application. 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.

Additional Requirements: Public Art Projects

For the purposes of 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. Thrive funds can be used for creation, maintenance, and removal of public artworks.

Projects resulting in a public artwork require the approval of the Metro Arts Public Art Committee, the Metro Arts Grants and Funding Committee, and Metro Arts Commission. Public art projects also require a plan for long-term maintenance and/or removal of the artwork.

Applicants for projects that include a public art component are required to answer additional narrative questions as part of the application process and upload a photo of the proposed site. Artwork on private

property will require a signed Letter of Support from the property owner. **This Letter of Support must be submitted at the time of application.**

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 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.

Thrive funds are intended to support the creation and maintenance of public artworks with a lifespan of no more than 18 months. No additional Metro Arts funding is provided beyond this 18-month lifespan window. Projects that wish to maintain artworks located on Metro property beyond 18 months may apply for an extension of temporary artwork approval (and any required permits) for an additional 18 months as part of the project closeout. Projects that wish to maintain artworks located on private property beyond 18 months must submit a written agreement with the property owner for ongoing maintenance or removal as part of the project closeout process.

All public art projects must include funds for removal of the artwork in their project budgets. If artworks will be maintained after 18 months with other funding, this should be noted in the project budget.

Allowable Costs:

Thrive funds CAN be used for:

- Artist Fees
- Professional Fees
- Project Coordinator Fees
- Non-Durable Project/Program Supplies (items that will not outlast the length of the project).

Thrive Funds CANNOT be used for:

- Payments to any Metro Arts grantee organization or Metro government agency*
- 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 Property, or Equipment Purchases
- Reduction of Debts
- Food or Beverage
- Activities or Programs with Religious Intent, Study, or Practices
- Political Lobbying Activities
- Fundraising Events
- Performance Space/Facility Rental
- Marketing and Promotion
- Durable Program/Project Supplies (items that will outlast the length of the project).
- Public Art project maintenance beyond 18 months after creation of the artwork

*Metro Arts grantee organizations and Metro government agencies may still serve as community partners for Thrive projects, so long as they are not paid with Thrive funds.

Matching funds are not required but are encouraged.

All Thrive funds must be spent by the June 15, 2023 closeout date.

Application Process:

Pre-application Consultation (optional for Category 1; REQUIRED for Category 2)

Applicants may schedule a video meeting or phone consultation with Metro Arts staff or view a virtual Thrive application training video prior to submitting application. Consultations will be available between **July 25-August 19, 2022**. Email Chuck Beard, Artist and Organizational Support Coordinator, at Chuck.Beard@nashville.gov to schedule a meeting.

Submitting an Application

Applications for funding must be completed on the [Metro Arts Submittable portal](#). A completed FY23 Thrive Cycle funding application will include:

- Completed online application that identifies the Lead Artist, supporting artists, Project Coordinator, and community partner(s). The Project Coordinator may be the Lead Artist.
- Budget Form: Must include detail on all anticipated expenses including artist fees, project coordination costs, supply costs, and anticipated income. Matching funds are not required but are encouraged.

- Project Timeline: Must include the community engagement process, artmaking, installation, any workshops (dates, times, duration, quantity); performance dates (dates, duration, quantity); and plan for removal or ongoing maintenance of the artwork, if required.
- Artists’ supporting materials
 - Visual arts: Up to 5 images
 - Performing Arts: up to 2 minutes of video or audio material. (file upload or YouTube or Vimeo links. Links are recommended for video content.)
 - Literary arts: up to 2 pages of material
 (Acceptable files include: MP3s, MS Word documents, JPG, and PDF)
- Artist resume(s) or Curricula Vitae (2-3 pages max) demonstrating artistic experience of at least two years of exhibition, performance or professional history, and artist residential or studio address.
- Contingency Plan, should any health or safety measures (i.e. social distancing) is required during duration of the project.
- Letter of Approval from private property owner, for projects proposing public artworks on private property.
- One Letter of Recommendation: This should be a professional letter of recommendation speaking to the applicant’s ability to carry out the project. This is typically not from someone involved in the project and should not be from someone who will receive Thrive funds through the project.
- One Letter of Support: The letter of support should come from the primary partner to the applicant:
 - If the applicant is an individual artist or artist team: the Letter of Support should come from a primary community partner.
 - If the applicant is an organization: the Letter of Support should come from the lead artist or an additional community partner.
 - Letters of Support should identify how the project partner is contributing to the project and how the project fits within the scope of their organization purpose/mission or artistic scope.
 - Up to 2 additional support letters may be included, but are not required.
 - If you are proposing a Public Art project on private property, at least 1 Letter of Support should come from the property owner.
- Photo of proposed Public Artwork site (if applicable).

Thrive Application Process Timeline:

FY23 Thrive Process Overview		
Applicant Action	Details	Time Frame
Consultation Period	Pre-application consultation with Metro Arts staff is optional for Category 1 and required for Category 2. Applicants may view an online video or request a	7/25/22 – 8/19/22

	virtual meeting or phone call with a Metro Arts staff member.	
Application Deadline	This is the deadline for all applications to be submitted. No incomplete applications will be accepted after this deadline.	8/29/22 at 12pm (noon)
Eligibility and Initial Review	All applications submitted by the deadline will be reviewed for feasibility, eligibility, and program alignment by staff. Selected applications will advance to the Community Panel Review.	8/29/22 – 9/2/22
Community Review Panels	A panel consisting of Metro Arts staff, community experts, and at least one professional artist will convene to review and score selected eligible applications.	9/28/22 – 9/30/22
Funding Recommendations	Panel makes funding recommendations to appropriate committees.	10/1/22 – 10/15/22
Recommendations made to Metro Nashville Arts Commission for funding approval	Staff will present committee-recommended projects to the commission for final approval. If approved, award announcements will be made after commission meeting.	10/20/22
Awards Announced	Metro Arts Staff sends award announcements to selected projects	10/21/22
Planning Period	Vendor registration, background check and project planning activities take place between these dates.	10/21/22 – 12/15/22
Second Payment Request due	Request your second payment by this date. See pgs. 15-16 for information about reports.	12/15/22
Project Period	Project activities may take place between these dates.	1/1/23 – 6/15/23
Closeout Report due	Submit project closeout report by this date. See pgs. 15-16 for information about reports.	6/15/23

Projects may request to waive the planning period and begin project implementation prior to January 1, 2023 by contacting Metro Arts.

Note: Payment via the Metro system takes between 30-60 days. This means your first award payment may not arrive until 30-60 days after you register as a vendor in Metro’s system and submit your first invoice. Please keep this in mind when planning your project timeline. For a full payment timeline, please see page 14.

Thrive Project Selection Process

- Applications are reviewed by a selection panel consisting of a combination of Metro Arts staff, community experts, and at least one professional artist.
- Final funding decisions are made by the Metro Arts Board of Commissioners at monthly public meetings, which occur on the third Thursday of the month at noon at the Metro Southeast Campus, which is located at 1417 Murfreesboro Pike, Nashville, TN 37217 or virtually, as required. Applicants are welcome to attend and may listen as staff present proposals and during Commission deliberations. Applicants are not allowed to present to the Commission. Only panel-recommended proposals are presented to Commission.
- 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
- Incomplete proposals will not be considered for funding.
- 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 may provide additional application and deadline information at that time.

Thrive Proposal Scoring Criteria

Proposals will be scored based upon the following criteria:

Artistic Excellence (Maximum 5 points)

- A professional artist(s) is leading the project; artist(s) has strong artistic vision
- Demonstration of artist-led community involvement; artist is engaging the community in the design and creation of the artwork(s)
- Artist(s) has a demonstrated commitment to the project and are named in the budget
- *For Category 2, an additional 1 bonus point will be awarded to the overall score for artists who have not received Thrive or Metro Arts funding in the past.*

Community Engagement and Placemaking (Maximum 5 points)

- A community (residents) and/or a neighborhood (physical place) is directly engaged and impacted by the project
- Demonstrated knowledge and understanding of a community's needs
- Demonstration of how a community's need is informing the project
- Demonstration of the how the project will impact the neighborhood
- Demonstration of committed community partner(s)
- Demonstration of how community partner(s) is contributing to the success of the project
- Community members are involved at critical points of the project including design, creation, evaluation, and public celebration

- Projects receiving maximum points in this section will be created in community and will not simply be about or for a community

Feasibility and Logistics (Maximum 5 points)

- A feasible timeline for the project
- A feasible budget for the project
- Project plan and components are clearly formed and communicated
- Data collection plan in place
- Demonstration of qualified project coordinators and/or artist(s) to lead the project
- If necessary, a plan for adherence to health and safety recommendations including social distancing
- If necessary, public art components are adequately addressed

Cultural Equity (Maximum 5 points)

- Project exhibits commitment to people who have been historically underrepresented in mainstream arts funding, discourse, leadership and resource allocation.
- People who have been historically underrepresented in mainstream arts funding, discourse, leadership and resource allocation are included at multiple, critical points of the project.
- Project design and components move past simple representation and addresses the unequal nature of voice, resource allocation and visibility that exist in the arts and cultural ecosystem

Thrive Award Process and Schedule

Accepting Your Thrive Award

Award notifications will be sent to applicants via the Submittable system. In some cases, projects may be funded at less than the full request amount. In these cases, applicants will 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.

Thrive Award Terms

Funding recipients agree to the following terms:

- Recipient will use funds to pay for artist fees, project coordination and/or non-durable supplies and materials that support the project as described in the proposal
- Should there be THRIVE project amendments, the THRIVE project awardee must submit changes to and receive approval from Metro Arts staff prior to project implementation. Changes must be submitted via email with the subject “THRIVE Project Amendment Request”
- 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.
- 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. 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.

Award Payment Schedule

For Fiscal Year 2023, both categories of Thrive funds will be distributed in a single cycle according to the following timeline:

- **Awards Announced: October 21, 2022**
- **Planning Period: October 21 – December 15, 2022**
- **Project Period: January 1 – June 15, 2023**

Thrive funds will be disbursed in three installments: The first payment will be disbursed after award announcement, the second payment after the completion of the planning period, and the final payment after project closeout. Projects may request to waive the planning period and begin project implementation prior to January 1, 2023 by contacting Metro Arts.

All project activities must be completed and all funds expended by June 15, 2023.

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: Thrive communications will take place via the Submittable system.*
- Awarded applicant submits revised budget based on award amount and completes any required background checks and public art planning steps.
- Awarded applicant completes vendor registration process.
- Metro Arts will generate invoices for each project and process for payment according to the following schedule:

Invoice Process	
Percentage of Award amount	When to submit
Payment 1: 40% of award	After initial award letter, vendor registration, and revised budget approval.
Payment 2: 40% of award	After completion of planning period, including approval of background check and public art planning, approval of final project plans or design submission, and review of project data collection plan (Midpoint report due December 15, 2022).
Payment 3: 20% of award	After the project closeout is complete and approved (Closeout report due June 15, 2023).

- 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 Marysa LaRowe at Marysa.larowe@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

Project Coordinator

Each Thrive project must identify a project coordinator who will serve as the primary contact with Metro Arts staff. The project coordinator will be responsible for submitting reports and invoices through the Submittable system. The Lead Artist may serve as project coordinator. All reports and communication

will come via the Submittable system. **For this reason, it is highly recommended that you use your Project Coordinator’s email address and Submittable account to submit the application.**

Data Collection

During the project, awarded applicants 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 applicant has questions about how to collect this data, they are encouraged to speak with Metro Arts staff prior to beginning the project.

Midpoint Report

At the completion of the planning period and once project plans are finalized, the Project Coordinator will submit the Midpoint Report/Second Invoice Form. **This report is due December 15, 2022.** This form will be provided via Submittable after you accept your award.

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)
- Invoice for remaining balance of funds owed
- 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, 2023**

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 an awardee is found not in good standing, at the time of their next submitted application, the proposal will receive a 2-point deduction to the final score. 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 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 Applications

Please note that applications 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.

For further assistance, please contact:
| 615-862-6802 | arts@nashville.gov
