

**METRO
ARTS
THRIVE
GRANT
GUIDELINES**



**METRO
ARTS
NASHVILLE**

Who We Are



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Strategic Grants and Initiatives Manager



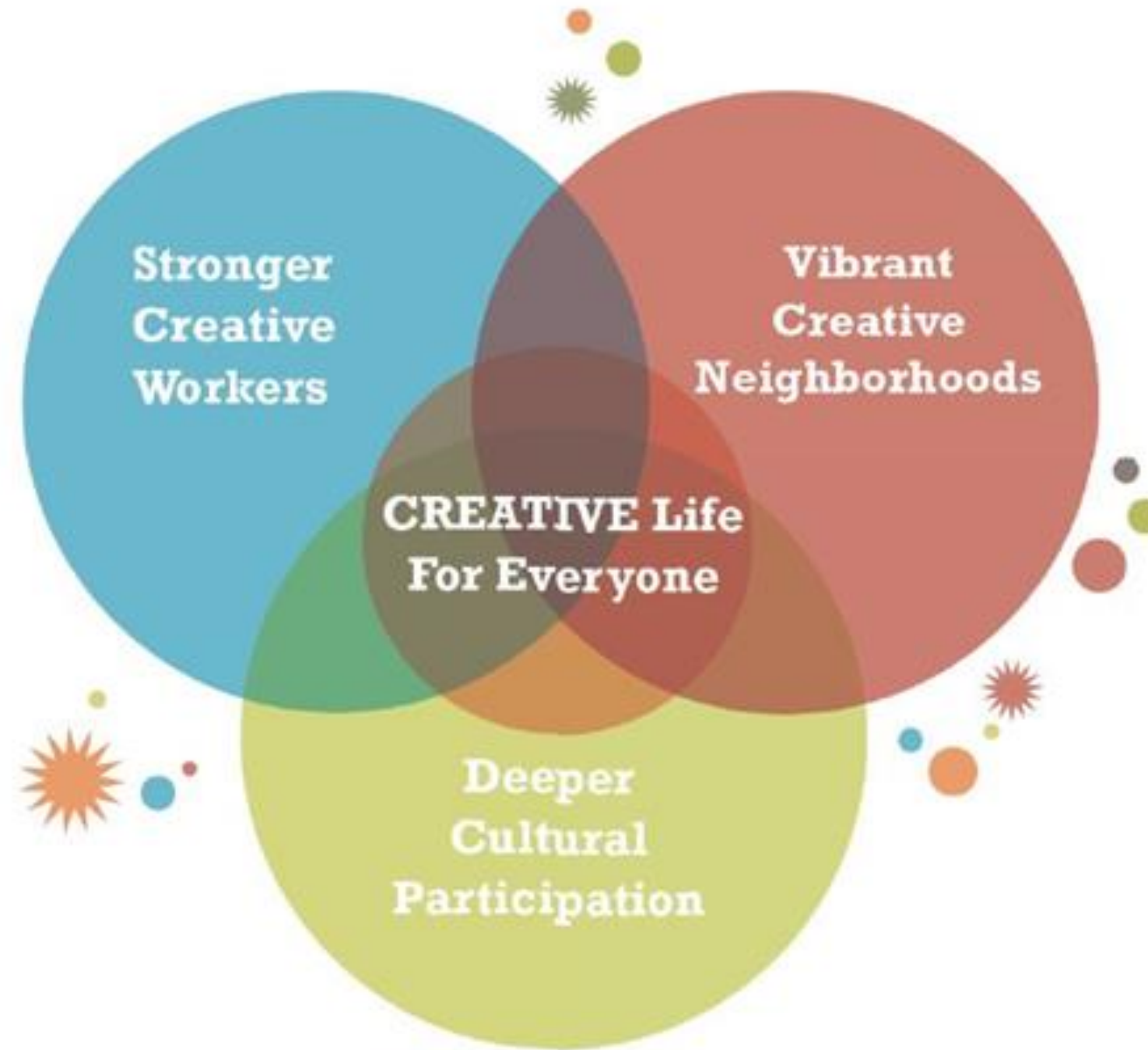
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Restorative Arts Manager

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 established by Metro Ordinance in 1978.



A Creative Life For Everyone



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About Metro Arts Grants

Metro Arts' grant programs fund nonprofit organizations of all sizes and disciplines and project-based grants through funding allocated by the Metro Council. Our grant programs support creative work that addresses one or more of the community outcomes we seek to achieve:

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

Year-to-year, Metro Arts funding, approvals and awards are contingent on the budget allocated to Metro Arts each year through the Metro Nashville government process. Funding is not guaranteed, and overall funding may vary from year to year.



Thrive Overview

- Thrive supports artist-led, community-based art projects that include collaboration between artists, community residents, community partners, and organizations.
- Proposal must directly support the performance, exhibition, instruction, creation, or education in the arts.
 - Art refers to several artistic genres including, but not limited to dance, film and media arts, craft, literary arts, music, performance art, multidisciplinary work, theater, or visual arts.
- All proposed projects or programming must take place in Davidson County.
- Thrive project proposals may request up to \$15,000.

Thrive Overview

Successful proposals 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 artmaking
- Exhibiting and promoting cultural equity in project design, process, and content

Applicant Eligibility Criteria

- Individual artists, artist teams or collectives, and nonprofit organizations are eligible to apply.
- Artists are defined as practitioners in a specific artist genre, including but not limited to dance, film and media arts, craft, literary arts, music, performance art, multidisciplinary work, theater, or visual arts.
- Applicant must identify a lead artist and/or project lead.

Applicant Eligibility Criteria

Individual Artist

- Artist must be 18 years of age or older.
- Artist must live or primarily work in Davidson County.
- Individual artists must apply with a fiscal sponsor.

Applicant Eligibility Criteria

Artist Collectives

- Artist Collectives are art organizations or artist teams that do not hold nonprofit 501(c)(3) status.
- Artist Collectives must be based in and conduct the majority of their programming in Nashville/Davidson County.
- Artist Collectives must apply with a fiscal sponsor.

Applicant Eligibility Criteria

Nonprofit Organizations

- Organizations must be chartered in the state of Tennessee and tax-exempt under the IRS Code Section 501(c)(3).
- Organizations must submit their IRS Letter of Determination with an effective date of exemption of May 1, 2025, or earlier.
- Must be active and in good standing with the Tennessee Secretary of State's Business Services Division and Office of Charitable Solicitations, indicating the agency is currently duly registered to solicit public funds in Tennessee.
- Organizations must have a business address located in Davidson County and operate the majority of its programming in Nashville.

Applicant Eligibility Criteria

Individuals or entities that cannot receive a Metro Arts Thrive grant include:

- Employees of the Metropolitan Government of Nashville and Davidson County, including Metro Nashville Public Schools
- Members of the Metro Nashville Arts Commission or their immediate family and household members
- Elected officials of the Metropolitan Government of Nashville and Davidson County or Metro Nashville Public School Board

Applicant Eligibility Criteria

Individuals or entities that cannot receive a Metro Arts Thrive grant include:

- Paid full-time executive-level staff of organizations that received a Metro Arts General Operating Support grant in either of the two previous fiscal years
- Colleges or universities
- “Friends of” organizations, MNPS-affiliated booster clubs, and other organizations whose primary purpose is to support government agencies or initiatives
- Organizations whose primary purpose or activities involve religious practices or intent

Applicant Eligibility Criteria

- Only one Thrive submission per applicant.
- Lead artists and/or project leads may only be listed on one application.
- Organizations cannot receive Thrive and Metro Arts General Operating Support grants in the same grant cycle. Organizations may only apply for one grant each cycle.
- Please contact Metro Arts with any questions regarding eligibility.



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Questions?

Fiscal Sponsorship

- Metro Arts can only distribute grants to nonprofit organizations.
- Individual artists or artist collectives who are not registered Tennessee 501(c)(3) nonprofit organizations must work with a fiscal sponsor to receive funding.
- Metro Arts will not match or assign artists with fiscal sponsors, but applicants may ask Metro Arts for assistance in identifying potential fiscal sponsors.

Fiscal Sponsorship

To serve as a fiscal sponsor, an organization must meet the following criteria:

- 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 May 1, 2025, or earlier.
- Be active and in good standing with the Tennessee Secretary of State's Business Services Division and Office of Charitable Solicitations

Fiscal Sponsorship

- Fiscal sponsors and applicants must complete a Letter of Fiscal Sponsorship and Letter of Agreement that affirms the sponsor's intent to serve as a sponsor for the specific applicant and project.
- The Agreement will outline respective roles and responsibilities, including fund disbursement, reporting, and other logistics.
- A resource guide including these required documents is available on the Metro Arts website.

Fiscal Sponsorship

Metro Arts provides fiscal sponsors \$750 for administrative support costs. This amount will be allocated in addition to the approved grant amount

- For example, if the approved project budget is \$15,000, the total grant will be \$15,750.

Applicants that hold 501(c)(3) nonprofit status and do not have a fiscal sponsor will not receive the administrative support allocation.

Serving as a Fiscal Sponsor for Thrive projects does not disqualify an organization from applying for or receiving a grant from Metro Arts (Operating Support or its own Thrive grant).



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Questions?

Proposal Requirements

- Proposal must directly support the performance, exhibition, instruction, creation, or education in/of the arts.
- The proposed project activities and/or program must take place in Davidson County.
- Proposals may request up to \$15,000.

Proposal Requirements

- All Thrive projects must obtain all permits, licenses, and permissions necessary for their project and comply with all applicable laws and regulations.
- Applicants are highly encouraged to research the process for obtaining any permits and regulatory requirements on the front end to effectively plan project timelines and execute the project on the proposed timeline.

Proposal Requirements

- All Thrive projects that propose to work directly with minors (defined as persons under age 18) must have background checks for all adults. The applicant will be required to submit an attestation form that attests that all adults who participate in the programming or instruction of minors have satisfactory background checks within the last 5 years. This includes the lead artist, contract artists, organization staff or others involved in the project work.

The background check attestation form is available in the resource guide. Download and complete that form so that you can include it in your Submittable application.

Ineligible Projects

- Projects with a primary purpose of workforce or career development
- Scholarly research
- Projects with a primary purpose of fundraising (i.e., galas or major fundraising events)
- Creation, installation, and maintenance of public artwork in/on public property, including the public right of way. Public art is defined as artwork that is accessible to the public and created through a public process that considers the social and physical context of the site.
- Outdoor murals

Expenses

Grant funds <u>CAN</u> be used for:
Artist, technical, and/or administrative professional service fees
Project/program supplies
Performance/venue/facility fees
Marketing and promotion
Equipment rental
Printing and publications
Event costs
Training and professional development activities (not to exceed 10% of requested amount)
Contingency funds (not to exceed \$500)

Expenses

Grant funds CANNOT be used for:

Payments to any individual employed by Metro Nashville Government, Metro Nashville Public Schools, and/or current Metro Arts Commissioners

General operating expenses of an organization, including staff salaries

Capital improvements, such as building construction or renovation

Purchase of major equipment

Purchase of real property

Reduction of debts

Activities and/or programs with religious intent, study, or practice

Political lobbying activities

Grant Cycle Timeline

- All proposed project activities should take place between October 1, 2026 – June 30, 2027.
- If awarded, payment disbursement can be expected to begin in October 2026 (upon timely submission of required grant acceptance forms and contract processing).



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Questions?

How to Submit an Application

Metro Arts utilizes an online application system called Submittable. All applications must be completed and submitted using this system. The application portal can be accessed at <https://mnac.submittable.com/submit>. Keep in mind that submitted applications are considered public record and can be reviewed by the public.

Submittable is a non-Metro-based platform. Technical questions about the portal (account set up, technical difficulties, etc.) should be directed to <https://www.submittable.com/help/submitter/>.



Nondiscrimination Policies, ADA Compliance & Accessibility

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:

Vivian Foxx, Metro Nashville Arts Commission, P.O. Box
196300, Nashville, TN 37219-6300

Vivian.Foxx@nashville.gov (615) 862-6721, TTY Relay Service
800-848-0298



Nondiscrimination Policies, ADA Compliance & Accessibility

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.

At Metro Arts, we strive to embody practices that ensure that all people can fulfill their rights of cultural expression and belonging, participation, learning, and livelihood within the arts ecosystem. This includes specific commitment to people who have been historically underrepresented in mainstream arts funding, discourse, leadership, and resource allocation, including, but not limited to, people of color, people of all ages, differently-abled people, LGBTQ people, women, veterans, and the socio-economically disadvantaged.



Deadlines

All FY27 applications must be submitted before one of the following deadlines:

- Friday, June 5, 2026, 4:59pm CST: Optional Preliminary Review Deadline
- Friday, June 26, 2026, 4:59pm CST: Final Deadline

Please submit early to avoid any last-minute technical difficulties. Metro Arts is not responsible for technical difficulties with the Submittable platform. The submission portal will automatically close after the final deadline. Applications that are not submitted before the deadline will not be captured or reviewed.



Important Dates

(subject to change)

Activity	Date
Application period	May 8, 2026—June 26, 2026
Optional preliminary review deadline	June 5, 2026, 4:59pm
Final deadline	June 26, 2026, 4:59pm
Review panels	July 29-30, 2026
Commission approval	August 19, 2026
Award notifications	August 20-21, 2026
Contracting	September 2026
Payment disbursement	Beginning October 2026
Grant period start date	Date of contract execution*
Final spend date	June 30, 2027
Final closeout report due	July 15, 2027

**The grant spending period begins upon the full execution of the contract, anticipated in September. Grantees are encouraged to promptly sign and return contracts to avoid delays.*

Information Sessions

Metro Arts will host the following information sessions during the application period to review details regarding eligibility, the application and review process, and other logistics and processes. First-time applicants and those who have not received funding in the past are especially encouraged to attend.

- Monday, May 18, 2026, 12:00pm-1:00pm: Virtual information session (sign up on Metro Arts website)
- Thursday, May 21, 2026, 6:00pm-7:00pm: In-person information session (Metro Southeast, 1417 Murfreesboro Road, Nashville, TN 37217)

Preliminary Review Period

- All applicants may submit an application by the optional preliminary review deadline of June 5, 2026, 4:59pm.
- Applications will be reviewed for eligibility and to receive feedback with time for corrections and revisions before the final deadline on June 26, 2026.
- First-time applicants are encouraged to submit early.

Review Process

- All grant applications are reviewed for technical eligibility by Metro Arts staff after the final deadline.
- Applicants that fail technical review for a reason that can be corrected (i.e., an administrative or clerical error) will have a short period to make corrections to their application.
- Not all reasons for technical denial will be able to be corrected.
- An application may be disqualified at any time if an applicant, proposal, or project is deemed ineligible.
- Applicants that advance beyond technical review will be evaluated and scored by a community grant review panel.

Scoring + Funding Formula

We have a community review process at Metro Arts. Community panelists will use a rubric to evaluate and score each application. Panelist scores will be combined and averaged to determine the final score.

Scoring + Funding Formula

Funding will be allocated based on the panel score and available funding as follows:

- Applications are scored and ranked from highest to lowest.
- Funding is distributed in rank order, starting with the highest-scoring application, until all available funds are used.
- In case of tied scores: Two Metro Arts staff members who were not involved in the FY27 grants process will:
 - Conduct a second review of the tied applications.
 - Create a new ranking of these applications.
 - Distribute the remaining funds based on this secondary ranking.

Scoring + Funding Formula

Eligibility and panel review notes are kept electronically by Metro Arts. After grant awards are announced, applicants may contact Metro Arts staff to obtain a copy of scores and comments for their records.

Award Notification and Management

Grant award notifications will be issued through Submittable, including instructions for accepting the grant.

- Applicants awarded a grant will be required to submit a final budget upon notification of an award.
- Grant awards will also be publicly announced via press release and posted on the Metro Arts website.

Award Notification and Management

Metro Arts uses the Submittable platform throughout the lifecycle of the grant, including communications about reporting and other requirements. Grantees are responsible for notifying Metro Arts of any changes in contact information during the grant period.



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Grant Disbursement

- Awarded grant funds are distributed in one payment for the full grant amount after the execution of the grant contract.
- The contracting and payment process typically takes 4-6 weeks, as the contract and payment approvals require multiple signatures and steps across the Metro government.
- Payments are processed through a centralized finance department.
- More information can be found on the [“How To Do Business with Metro”](#) website. Specific instructions will be provided with award notices.

Grant Check In Meetings

Metro Arts staff will check in with grant recipients during the grant spending period, as it allows both the recipient and Metro Arts to ensure the work is progressing and to confirm that funds are being used in alignment with the grant's objectives. More information about check-in meetings and requirements will be shared with award announcements.

Final Close Out Report

Final closeout reports and all supporting materials must be submitted by **July 15, 2027**. The final closeout report may include project or program goals, outputs and outcomes, participant reach, jobs supported, and other metrics. A grant expense form and budget narrative are required as part of closeout.

Grantees should maintain financial records that show the use of all grant funds. At Metro Arts' request, grantees may be asked to provide documentation of expenses including, but not limited to, contracts and artist payments, invoices, project expenses, and other related expenses.

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 regarding the program or project funded pursuant to their grant. The credit policy and logo files are available on the [Partner Tools](#) section of the Metro Arts website at www.metroartsnashville.gov.

As a reminder, as you're sharing about your work, tagging Metro Arts helps us continue to promote the work you're doing and better keep in touch with the work you're doing to let you know as other opportunities might become available.



Maintaining Good Standing

To maintain good standing throughout the grant period, a grantee must:

- Meet all requirements stated in the guidelines and grant contract (including spending grant funds as described in the grant contract).
- Follow the [Metro Arts logo and credit policy](#).
- Submit and complete all required documentation and activities, including but not limited to contracts, check-in meetings, final expense reports, closeout reports, and any other information that Metro Arts may request on or before the deadline.
- Notify Metro Arts of any active criminal or civil litigation, investigations, reviews, or criminal or other misconduct proceedings of or against the grantee during the grant period.

Maintaining Good Standing

A grantee's subsequent grant application may be denied eligibility if any of these requirements are not met. If you have any questions about whether you are in good standing or if you are outside of these requirements, please contact Metro Arts staff.

If a grantee loses its good standing status for any of the reasons previously listed, the grantee 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 the grantee is not in good standing at the end of a grant cycle, future grant contracts may be held until the identified issues are resolved.



Maintaining Good Standing

Key takeaway here: We are here throughout this process so please do not hesitate to reach out if you are unsure about what is needed on your end as an applicant, grantee, etc.

Auditing Policy

As a department of Metro government receiving federal funds, Metro Arts is required to review and audit up to 10% of distributed funds annually. Grantees may be randomly selected to be audited.

If your project is selected, a site visit with Metro Arts staff will be scheduled. You will provide a detailed list of items that will need to be collected and reviewed prior to the scheduled visit, such as:

- Year-to-date grant expenditures
- Electronic and printed promotional materials showing Metro Arts logo usage according to the Metro Arts Credit Policy
- Other documentation showing details as required by the Thrive grant guidelines



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Questions?

Application Checklist

- Read the FY27 Thrive Grant Guidelines.
- Attend an information session and/or watch the pre-recorded informational video.
- If applying with a fiscal sponsor, review the fiscal sponsor information provided in the resource guide.
- If you have any questions, please contact arts.grants@nashville.gov before applying.
- First-time applicants are encouraged to take advantage of the Optional Preliminary Review deadline

Application Questions

- Fill out an application on Submittable, including answering all required questions.
- Upload all required eligibility documents:
 - If applying with a fiscal sponsor, include a Letter of Fiscal Sponsorship, Letter of Agreement, and IRS Letter of Determination.
 - If applying as a nonprofit applicant, include an IRS Letter of Determination.
 - If project directly engages minors, include a background check attestation (available in the resource guide).
- Submit application.

Application Questions

All applicants must answer the five (5) required, scored questions. The scoring rubric is included in the guidelines and on Submittable as you are completing the application. To create a more accessible process, you may provide answers questions 1-3 in one of three ways:

- Written
- Audio recording, limit of four (4) minutes
- Video recording, limit of four (4) minutes

Application Questions

A resource guide including tips for preparing your responses is available on the Metro Arts website. There are a total of 60 possible points.

Application Questions

1. What is the project or program that will be supported by this funding? Describe the key activities that would take place during this grant period, including whether this project is new or ongoing.

Did not answer	Does not meet criteria	Somewhat meets criteria	Meets criteria	Exceeds criteria
0	1-4	5-6	7-8	9-10
No answer provided.	Proposal does not define the proposed project work within this grant period. Proposal does not define why this project matters.	Proposal generally includes some details of the proposed project but may not be consistent or clear about what will be completed during the grant period. Proposal somewhat defines why this project matters.	Proposal includes defined, detailed and consistent description of proposed project work within this grant period. Proposal defines why this project matters.	Proposal includes clearly defined, detailed and consistent description of proposed project work within this grant period. Proposal shows originality, creativity, and strategic thinking in defining why this project matters.

Application Questions

2. What communities will you work with throughout the grant cycle? As part of your response, include information about how communities will be involved in planning, decision-making, and carrying out the project work.

Did not answer	Does not meet criteria	Somewhat meets criteria	Meets criteria	Exceeds criteria
0	1-4	5-6	7-8	9-10
No answer provided.	Proposal does not define communities connected to the project or how community collaboration will be part of the project.	Proposal generally states what communities will be connected to the project. Process shows desire to identify community collaborations. Community is considered or informed of the project.	Proposal defines communities connected to the project and the process shows authentic community collaboration. Specific examples are provided that demonstrate ways the community is essential in some stages of the process and/or demonstrates evidence of engaging historically underresourced communities at times through the proposal.	Proposal clearly defines communities connected to the project and describes a process for authentic community collaboration. Specific examples demonstrate ways the community is essential throughout the process. The proposal demonstrates evidence of directly engaging historically underresourced communities.

Application Questions

2. What communities will you work with throughout the grant cycle? As part of your response, include information about how communities will be involved in planning, decision-making, and carrying out the project work.

Did not answer	Does not meet criteria	Somewhat meets criteria	Meets criteria	Exceeds criteria
0	1-4	5-6	7-8	9-10
No answer provided.	Proposal does not define communities connected to the project or how community collaboration will be part of the project.	Proposal generally states what communities will be connected to the project. Process shows desire to identify community collaborations. Community is considered or informed of the project.	Proposal defines communities connected to the project and the process shows authentic community collaboration. Specific examples are provided that demonstrate ways the community is essential in some stages of the process and/or demonstrates evidence of engaging historically <u>underresourced</u> communities at times through the proposal.	Proposal clearly defines communities connected to the project and describes a process for authentic community collaboration. Specific examples demonstrate ways the community is essential throughout the process. The proposal demonstrates evidence of directly engaging historically <u>underresourced</u> communities.

Application Questions

3. What are the intended outcomes for your project? How would communities benefit from and/or be impacted by the proposed project? As part of your response, include information about what success looks like for your project and how you will know if your project is successful.

Did not answer	Does not meet criteria	Somewhat meets criteria	Meets criteria	Exceeds criteria
0	1-4	5-6	7-8	9-10
No answer provided.	Proposal does not demonstrate how the work will benefit others. Proposal does not discuss intended outcomes of the proposed work or does not consider what is compelling and/or feasible.	Proposal may or may not demonstrate how the work will benefit others. Proposal may or may not discuss intended outcomes of the proposed work but does not adequately consider what is compelling and/or feasible.	Proposal demonstrates how the work will benefit others. Proposal discusses intended outcomes of the proposed work that are somewhat compelling and feasible, but does not fully include the lasting impact and/or significance of the proposed work on community members, artists, and/or participants.	Proposal demonstrates how the work will benefit others, particularly historically underresourced communities. Proposal discusses the intended outcomes that are compelling and feasible, including the lasting impact and/or significance of the proposed work on community members, artists, and/or participants.

Application Questions

4. What is the timeline for the proposal?

Did not answer	Does not meet criteria	Somewhat meets criteria	Meets criteria	Exceeds criteria
0	1-4	5-6	7-8	9-10
No answer provided.	Proposal does not show a realistic and/or complete timeline as it relates to planning, implementation, and reflection. Narrative lacks detail.	Proposal includes a somewhat realistic and somewhat complete timeline as it relates to planning, implementation, and reflection. Narrative does not have enough detail to include evidence of realistic goal setting.	Proposal includes a realistic and complete timeline as it relates to planning, implementation, and reflection. Narrative provides some detail, but does not include evidence of realistic goal setting with benchmarks and/or specific dates.	Proposal includes a realistic and complete timeline as it relates to planning, implementation, and reflection. Includes evidence of intentional planning and realistic goal setting. Clear narrative about each phase of the timeline is accompanied by benchmarks and/or specific dates.

Application Questions

5. What is the budget for the requested Metro Arts funding?

- Include a list of all projected expenses along with a budget narrative.
- The budget narrative should briefly describe how you developed your budget and brief descriptions of the projected expenses.
- Ensure the projected expenses add up to the exact amount of the total requested grant amount.

Did not answer	Does not meet criteria	Somewhat meets criteria	Meets criteria	Exceeds criteria
0	1-4	5-6	7-8	9-10
No answer provided.	Proposed expenses are not aligned with proposed project activities.	Budget information is included in broad categories that may or may not be clear in their connection to the project. Budget narrative is missing. Proposed budget may not match the requested grant amount.	Budget information is included in broad categories with some detail. Proposed expenses generally support the project. Budget narrative is included but evidence of planning is brief or lacking in clarity.	Detailed budget information reflects realistic expenses for implementation. Proposed expenses demonstrate thorough planning for implementation. Expenses outlined in the narrative are included in the budget, and budget items are clearly explained in the narrative.

Application Questions

Applicants will not answer this question, but reviewers will provide a response to this question using the application as a whole:

- Overall, how well does this application align with the Thrive program goals and objectives?

Did not answer	Does not meet criteria	Somewhat meets criteria	Meets criteria	Exceeds criteria
0	1-4	5-6	7-8	9-10
No answer provided.	Proposal shows little to no connection to Thrive program goals. Collaboration and participation with partners, stakeholders and communities is absent. Impact is unclear or unlikely.	Proposal includes some considerations for program goals but these are uneven or not developed in each area. Proposal addresses one or two program goals.	Proposal includes considerations for each component of Thrive program goals: includes partnerships, describes intended impact, involves participation from stakeholders, and aligns with the mission to expand access to the arts, especially those who have been historically underresourced.	Proposal exemplifies all components of Thrive program goals: includes authentic collaboration with community members and partners, is likely to have a tangible and feasible community impact, centers active participation from stakeholders, and advances the mission of expanding access to the arts for all people, especially those who have been historically underresourced.

Fiscal Sponsor Food and Fellowship – May 20th

Join us at Metro Arts Offices (1417 Murfreesboro Pike) on Wednesday, May 20, 2026 from 5:00-7:00pm CST to learn more about the fiscal sponsorship requirement, hear from current fiscal sponsors, and make new connections. Dinner Provided!





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Thank You!