

# FY 2011 GRANT GUIDELINES

July 1, 2010 to June 30, 2011



Application Deadline - Friday, March 26, 2010

**METRO ARTS**

Metropolitan Nashville Arts Commission

# Metropolitan Nashville Arts Commission

The Metropolitan Nashville Arts Commission is a department of the Metropolitan Government of Nashville and Davidson County, established in 1978 to: (1) promote the study, participation in and appreciation of the visual, performing, and literary arts; (2) support and participate in the presentation of displays, exhibits, recitals, concerts, lectures, and symposia; (3) cooperate with and assist public and private educational institutions, the media, and other private and governmental entities involved in artistic and cultural promotion; and (4) provide information and recommendations to the Metropolitan Council and Metropolitan Mayor with respect to the architectural design and aesthetics of public places and property. In order to carry out and facilitate the Commission's general purposes, it selects advisory committees or panels of experts as necessary to assist in the discharge of its duties; receives and expends any money allocated to it by the Metropolitan government or donated to it for the purposes of the Commission; and recognizes individuals, institutions and organizations exemplifying excellence in cultural and artistic endeavors through awards and commendations.

## Mission Statement

The MNAC exists to provide leadership that stimulates and advances the arts to enrich the human experience for the community. The Arts Commission's goals are for: the community to be aware of and support the importance and value of the arts; Nashville to become a national peer leader in per capita arts funding; the grants program to strengthen and expand opportunities for arts organizations; public art to be embraced as an integral part of the design of the city; mechanisms to be in place to provide support to individual artists; arts education to be a vital part of the Metro school curriculum; the Arts Commission to have adequate funds, space, and staff to operate efficiently and effectively.

## Mayor

Karl Dean

## Arts Commission Members

Jane Alvis, Chair  
Joseph Presley, Vice-Chair  
Jean Ann Banker, Secretary/Treasurer  
jeff obafemi carr  
Colleen E. Dowd  
Laurie Eskind  
Kim Fowler  
Phila Rawlings Hach  
Kimberley LaMarque  
Meg MacFadyen  
Tonya Matthews  
Paula Roberts  
Nancy Saturn  
Victor Simmons  
Cindy Steine

## Arts Commission Staff

Jennifer Cole, Executive Director  
Teri Alea, Public Art Project Manager  
Sandra Duncan, Public Art Program Manager  
Judy Miller, Office Manager  
Ian Myers, Finance Manager  
Jonathan Saad, Grants Program Manager

## Metropolitan Nashville Arts Commission

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# FY 2011 Grant Guidelines

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## Section I – Guide to Funding

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### A. Introduction

The Metropolitan Nashville community has, for many years, strongly supported the arts. We recognize that arts support is, and will remain, one of the important public purposes of organized political government.

The arts can create strong communities in a myriad of ways. The arts can help the community identify and develop shared values and understand and respect the diversity that exists in a modern community. The arts, along with public libraries, schools and other institutions, can provide the “quality of life” amenities that enable a community to attract new businesses and residents that create opportunities for economic growth and prosperity. The arts can help introduce citizens to each other as well as to different experiences and values. In

that process the arts help educate and break down prejudices, intolerance and stereotypes that impede the community's growth. Finally, on an intangible level, the arts can enrich people's lives and help all of us have a sense of pride in the community and ourselves.

### B. Grant Program Goals

The Metro Nashville Arts Commission's goals in awarding grants to arts organizations and programs include the following:

- strengthen the development and growth of existing and new arts organizations;
- increase the availability of high quality and diverse arts programming;
- encourage the creation of original works of art;
- seek out and support exemplary forms of artistic expression that reflect the diverse racial, ethnic, and cultural identities of Nashville's residents;
- promote accessibility to the arts for all Nashvillians;
- encourage artistic groups to enter into creative partnerships and other collaborative ventures.

### C. Eligibility Requirements

#### 1. Primary criteria

To be eligible for a Metro Nashville Arts Commission grant, an organization must meet the following criteria:

- Be a not-for-profit organization chartered in the state of Tennessee with 501(c)(3) IRS tax-exempt status.
- Serve Metropolitan Nashville citizens and be headquartered in and have a substantial portion of its programming within Metropolitan Nashville.
- Produce, present and/or directly support programs, projects and/or works in the arts that enrich the artistic experience of Nashville citizens in a significant way.
- Show a demonstrated and continuing ability to build a base of financial support through earned income plus public and private support as needed.
- Follow non-discriminatory employment and personnel practices and comply with all applicable federal, state, and local laws, rules, ordinances, statutes, regulations, and acts regarding the use of public funds.

#### 2. Matching funds requirement

- **All** grants require a “one-to-one dollar match” by the applicant. One-to-one dollar match means the applicant must cover at least half the cost of a project or program with its own income.
- MNAC funds from one grant program may not be used to match grant funding from another MNAC

grant nor can any part of an applicant's match to MNAC funds in one grant category be used as a match to MNAC funds in another grant category.

- Contributed services donated to the organization or items such as the use of materials, equipment or facilities are considered an in-kind match and cannot be used for the one-to-one dollar match.

Please note that prior funding does not guarantee funding for FY 2011.

### 3. Restrictions of eligibility

Grants **will not** be made for any of the following purposes:

- To individuals.
- Emergency funding.
- *Basic Operating Support Grants* or other funding that will flow into the general operations of an educational institution other than one that has a curriculum exclusively dedicated to the arts.
- Programs of governmental institutions.
- Programs of public or private general education schools.
- Equipment or capital improvements including improvements called for under the Americans with Disabilities Act (ADA).
- Purchase of real property.
- Reduction of accumulated deficits or debts.
- Projects already completed, exhibited or performed.
- Refreshment costs.
- *Basic Operating Support Grants* for public broadcasting stations.
- Churches or church affiliated programs that are pervasively religious in nature.
- Supporting entities like auxiliaries and "friends of" whose primary purpose is to support nonprofit organizations or governmental departments, agencies, or initiatives.
- Lobbying of government officials, departments, or agencies.

### 4. Additional requirements

- An applicant must be making successful efforts to build a more diverse audience by serving populations less able to attend cultural activities.
- An applicant that receives programmatic budget amendments ("line items") from Metropolitan Government of Nashville and Davidson County or from the Tennessee General Assembly shall inform the Metro Arts Commission to prevent double funding of the same program, event, or general operations.
- Colleges, universities, and other institutions of higher learning that apply must emphasize nonacademic community involvement in project

planning and implementation. The final product if any, must include community members.

## D. Grant Categories

There are five types of grants in three broad categories: *Basic Operating Support I, II, and III, Neighborhood Program, and Creation*. Applicants may apply in more than one category, where permissible. The total amount of funds awarded to an organization in any fiscal year will not exceed thirty percent (30%) of their FY 2011 approved budget.

### I. Basic Operating Support Grants

These grants support the general operations of arts organizations viewed to be essential to the cultural quality of life in Nashville and the surrounding region. *Basic Operating Support Grant* categories are determined by the amount of gross revenues of an applicant organization. Revenues include all funds raised by an organization for its operating budget **except** (1) gifts or bequests restricted to endowment funds, (2) funds raised by an auxiliary organization but not actually contributed to the arts organization, (3) in-kind contributions, and (4) capital project funds. In addition, only **net income** from fund-raisers (not gross revenue) may be used in grant budgets. Organizations applying for *Basic Operating Support Grants* **can** apply for *Creation Grants*, if they meet the required category criteria.

#### a. Basic Operating Support I

The applicant must have revenues **in excess of \$1,000,000** for the past year as documented by the institution's most recent *Audited Financial Statement*. The *Audited Financial Statement* (with management letter) must be submitted by the grant deadline, March 26, 2010. The maximum grant request shall not exceed twenty percent (20%) of the organization's most recently completed fiscal year's revenue or \$300,000, whichever is less. Grants will be awarded in FY 2011 based on funding as appropriated by Metro Council in FY 2011 subject to review of updated application and available grant funding, and in compliance with guidelines approved by the Arts Commission.

Organizational criteria include:

- Primary purpose must be to produce or present art or cultural programs.
- Full-time professional management and part-time to full-time artistic personnel.
- At least five consecutive years (since 2005) of operation as a 501(c)(3), with programming at least nine months a year.

#### b. Basic Operating Support II

The applicant must have cash revenues between **\$100,000 and \$999,999** for the past fiscal year as docu-

mented by the institution's *Audited Financial Statement* (with management letter) or *Reviewed Financial Statement*. Either an *Audited Financial Statement* or a *Reviewed Financial Statement* conducted in accordance with generally accepted accounting principles must be submitted by the grant deadline on March 26, 2010. The maximum grant request shall not exceed twenty percent (20%) of the organizations most recently completed fiscal year's revenue..

Organizational criteria include:

- Primary purpose must be to produce or present art or cultural programs.
- Full-time equivalent professional management and/or artistic personnel.
- At least two consecutive years (since 2008) of operation as a 501(c)(3) with seasonal programming in each year.

### c. **Basic Operating Support III**

These grants are in amounts of \$1,000 to \$20,000 to support specific art projects or general operations of arts organizations. The applicant must have cash revenues **less than \$100,000** for the past fiscal year as documented by the institution's financial statement.

Eligible organizations applying for *Basic Operating Support III Grants* must submit the organization's *Annual Financial Report* of the fiscal year approved and signed by the president and treasurer of the board by the grant deadline 4:00 p.m. on Friday, March 26, 2010. The maximum grant request shall not exceed twenty percent (20%) of the organizations most recently completed fiscal year's revenue.

Organizational criteria include:

- Primary purpose must be to produce or present art or cultural programs.
- Part-time to full-time management and/or artistic personnel.
- At least one year (since 2009) of operation as a 501(c)(3).

## 2. **Neighborhood Program Grants**

These grants support specific art programs of *Basic Operating Support III* organizations and non-arts organizations viewed to be beneficial to the cultural quality of life in Nashville. Only arts organizations that qualify as a *Basic III* applicant may also apply under this grant category. Applications to this grant category by *Basic III* organizations must be separate from *Basic Operating Support III*. The applicant's grant proposal narrative should describe how the specific art program, **not** the organization, meets the grant review criteria. All *Neighborhood Program Grant* applicants must submit the appropriate financial documents as indicated on the Required Attachment Checklist in the application form and instructions.

**Limit.** An applicant can receive up to 50% of the program cost, not to exceed \$5,000 in *Neighborhood Program Grants*. It is a goal of the MNAC grant program to encourage non-arts organizations to enter into creative partnerships and other collaborative ventures with artistic groups.

### a. **Neighborhood Program Grant criteria**

- Part-time to full-time professional management.
- The applicant organization, **not** the program, must have at least two years of operation as a 501(c)(3).
- Provide a budget specifically for this program.
- Demonstrate the potential to achieve a quality artistic program.
- Show evidence of collaboration with artists and/or art organizations.
- Have part-time to full-time project coordinator for the program.
- Name the artists to be used in the program.
- Show evidence of artistic community involvement in the program planning and evaluation.

### b. **Additional restrictions of funds awarded to non-arts organizations**

Grant funds must be allocated specifically for quality art programs. The following are examples of arts activities that might be considered for funding: artist fees, arts consultants, curators, art exhibitions, performances, artist master classes, and production expenditures such as staging or sound system rental. No *Neighborhood Program Grant* funds may be used for general administrative overhead and operating costs.

## 3. **Creation Grants**

Only arts organizations that are eligible for operating support under Basic I, II, III may apply in this category. Non arts organizations are ineligible. An applicant can receive up to 50% of the cost of creating a new work, not to exceed \$20,000, in *Creation Grants*. Applicant organizations collaborating with individual artists to produce one original work of art may apply for these funds. An original work of art is defined as a work of art in any medium that has not been completed, performed, or exhibited previously.

### a. **Creation Grant criteria**

- Part-time to full-time management and/or artistic personnel.
- At least one year (since 2009) of operation as a 501(c)(3).
- Provide a budget specifically for this project.
- Demonstrate the potential to achieve a quality artistic creation.
- Show evidence of collaboration with artists and/or art organizations.

- Name the artists to be used for the new creation.
- Works in the conceptualization phase are considered to be original works under this category.
- Special attention will be paid to the completeness of a design plan, including a timeline for completion. For visual arts, the use of visual aids, such as preliminary drawings or maquettes, are helpful for the panel to assess the feasibility of the project.
- Grant funds must be expended during the fiscal year in which they are awarded.
- The artwork or project must be completed, exhibited, or performed before a public audience in Metro Nashville by June 1, 2011.
- If awarded, the organization would not be eligible to apply again the following year within the Creation category.

#### **b. Creation Grant restrictions of eligibility**

- Non arts organizations are ineligible.
- For literary and performing arts, an adaptation of an existing work within the same medium is not considered an original work in this funding category.
- A work that has been performed, workshopped, or performed in a reading or recital before any public or invited audience prior to the applicant's request for funding, is not considered an original work of art.
- New materials (i.e. costumes, instruments, stage props) for existing works do not qualify for creation grants.
- Organizations that received a Creation Grant in FY 2010 can not apply for FY 2011 funding.
- The MNAC does not grant funds to individuals.

## **Section II – Application Procedure**

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A Commission staff member will be available to consult with potential applicants about a grant concept. All first-time applicants are encouraged to meet with MNAC staff and submit a draft of their grant for review by Thursday, February 26, 2010, before submitting an application. Applications are a matter of public record.

An applicant that operates outside Davidson County, is statewide in nature, or has projects and programs as part of a larger enterprise, must base its financial request on that portion of its budget which pertains to Metropolitan Nashville.

If running a deficit, applicant must present a plan approved by its board of directors stating how the deficit will be addressed, then give progress reports on how the deficit will be eliminated.

**Grant applications must be completed in full.** One copy must include original signature in blue ink. That original form, plus seventeen (17) copies of the application and all necessary attachments (see “Required Attachment Checklist” on page 4 of the *Grant Application Instructions*), must be received in the Metro Arts Commission office by **4:00 p.m., Friday, March 26, 2010.**

**Applications received after the deadline are ineligible.** Applications may not be faxed or e-mailed. (Applications are available on line at [www.artsnashville.org](http://www.artsnashville.org)) Multiple applications from the same organization must be submitted separately.

**Note:** Good grantsmanship influences the review of applications. Miscalculated budgets, nondescriptive narratives, narratives that do not respond to grant review criteria, incomplete grant review criteria, or failure to itemize income or expenses will result in a negative review and the possibility of zero funding.

### **A. Deadline**

All grant applications must be received by

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**4:00 p.m. on Friday, March 26, 2010**

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in the Metropolitan Nashville Arts Commission office at 800 2nd Avenue South, 4th Floor, P.O. Box 196300, Nashville TN 37219-6300.

### **B. Draft Review**

An organization may submit a draft of their application for review by the MNAC staff on or prior to Thursday, February 26, 2010. All first time applicants are strongly encouraged to submit a draft application for review. Comments will be returned to the applicant organization no later than Monday, March 8, 2010.

### **C. Grant Review Criteria**

Each proposal narrative must address the specific criteria listed below. These criteria will be used to evaluate the grant application.

#### **I. All grants**

All grants (*Basic Operating Support I, II, III, Neighborhood Program, and Creation Grants*) will be reviewed using the five criteria listed below. Under each criterion are bullet points that a grant reviewer may use to judge the level at which organizations or programs demonstrate the criteria. The bullet points are *not* listed in priority order. Applicants are not required to address each one. Applicants may describe any other ways they achieve the criteria. The total maximum points for *all grant* applications is one hundred (100).

**a. Excellence (the most important criterion - 40 points)**

- The presentation of material recognized as outstanding, as well as the presentation of new material that meets the community standard of excellence.
- The organization's contribution to Nashville's overall quality of life.
- Public reviews of works and artistic personnel, as well as local, regional, national, and international recognition.
- Creating or commissioning new works of art.
- The organization's plan to incorporate innovative practices in its operations or in the proposed project.
- Involvement of skilled artistic professionals.
- The organization's efforts to collaborate with other organizations.
- The incorporation of emerging artists into programs and performances.

**b. Community impact (25 points)**

- A program's ability to reach groups of people that are not otherwise targeted by the artistic community or that face obstacles when taking advantage of artistic opportunities.
- Evidence of free admission or discounted tickets, or any ticket subsidy program.
- The presentation of special programs in non-traditional arts settings.
- The special role or nature the organization plays in Nashville's cultural life.
- Demonstrated success in reaching new audiences for the arts.
- Evidence of growth in membership and/or attendance.
- A concern for underserved populations (socio-economic status, race, gender, neighborhoods, etc.).
- Demonstrated diversity in programming and use of artistic talent.
- Marketing through collaborations.
- Marketing through cultural tourism initiatives and advocacy.

**c. Learning experiences (15 points)**

- Demonstrated success in providing quality educational opportunities and experiences.
- The exhibition or performance of works that enhance the community's experience with the arts.
- Creation of programs designed to develop future audiences, performers, artists, and arts patrons.
- The design, development, and provision of lifelong learning experiences.
- A program's contribution of a special service or cultural experience to the community.

**d. Administration, development, and financial management (10 points)**

- Overall fiscal health, stability, and fundraising.
- An established history or plan to manage finances consistent with acceptable business practices.
- Financial support from the audience, individuals and corporate contributions.
- An organization's openness to internal diversity (socio-economic status, race, culture, gender, age, etc.) in its management, employment practices, board of directors, and volunteers.

**e. Application quality (10 points)**

- Overall quality and completeness of application, and required copies and attachments.

## Section III – Application Processing

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### A. Application Review Process

#### 1. Who is involved

Grant applications to the Metro Nashville Arts Commission undergo a careful review process. Grant panelists and adjudicators play an important role in the MNAC's grants process. Metro Arts Commissioners serve as panel chairs. Panel members work or reside in Davidson County and are selected for their broad interests in the arts, their diverse backgrounds, and the many neighborhoods where they live and work. The panelists volunteer hundreds of hours annually – reading grant applications and deliberating toward the recommendations they make to the Metro Arts Commission.

Panel members must reveal any conflict of interest and recuse themselves if they have a fiduciary interest in an arts organization they may evaluate. During the year, panel members are asked to attend performances, exhibits, and events for their assigned panels. Members serve one-year terms, subject to annual reappointment, up to a maximum of six consecutive years. A list of current panelists is available from the MNAC office. Nominations for panel membership may be made to any MNAC staff member.

#### 2. What happens

*Basic Operating Support I* will be reviewed by professional adjudicators who will measure the financial strength, administration, and community impact of the organization, using the five grant review criteria. Applicants will appear biannually before the adjudicators. This rating will be used for two consecutive years. Organizations will submit applications annually.

The *Basic II and III, Neighborhood Program, and Creation* grant review process includes the following formal steps by the four panels:

- Application copies are given to appropriate panel members to read.
- *Basic II and III, Neighborhood Program, and Creation* grant applicants will make presentations to their respective panels. Once presentation dates, times and locations have been set, MNAC staff will notify grant applicants of available timeslots. Applicants are encouraged to respond quickly to schedule an appointment on their assigned date. Applicant organizations are encouraged to bring staff, board members and artists who are knowledgeable about the grant application. A lead panelist will be assigned to each proposal and direct discussion about the application. Each organization will have up to twenty minutes for presentation, discussion, and questions and answers with the entire panel and staff. Any panelist may ask questions about an application.
- All grant presentations are open to the public and may be silently observed by any applicant. This helps arts organizations learn what other groups are proposing and how each applicant presents its proposal.
- The MNAC recommends grant funding levels for each grant category.
- All grants (*Basic Operating Support I, II, III, Neighborhood Program, and Creation Grants*) will be reviewed using five Grant Review Criteria (see Section II.C.1). The maximum score that can be awarded in these categories is one hundred (100) points.
- The application rating process consists of the following steps:
  1. The panelists will score each application based on the MNAC grant review criteria, after the applicant's presentation.
  2. The Metro Council approves the total grant funds available to the MNAC in late June.
  3. The Grants and Awards committee will review the panel rating and discussion, then recommend a dollar amount. Some proposals may not be recommended for funding.
  4. The Executive Committee will consider these recommendations and prepare a final recommendation for the full Commission to consider.
  5. The MNAC will approve grant awards at its regularly scheduled July meeting, Thursday, July 16, 2010.
- The total amount of funds awarded to an organization in any fiscal year will not exceed thirty percent (30%) of their FY 2011 approved budget.
- Any proposed MNAC grant may be adjusted as

necessary prior to actual payment of the grant, if funds availability changes.

- The completed grant process is reviewed and evaluated annually by the MNAC Grants and Awards Committee.

### **3. Conflict of interest**

A citizen participating in the agency's grants process shall avoid any action that might result in, or create the appearance of, any conflict of interest.

Participants must disclose at all relevant times all relationships, associations or affiliations that might influence the evaluation or funding of any applicant. Further, all panelists and Commission members have affirmative responsibilities to maintain the highest ethical standards in the conduct of government business and are advised of the standards established by the Metropolitan Charter.

### **4. Appeals process**

The Metro Arts Commission awards grants based upon the advice of review panels following published criteria (see "Section II.B. Grant Review Criteria" on page 6). The process necessarily requires independent qualitative judgment. As a result, the Commission's decision on an application cannot be appealed simply because an applicant disagrees with the Commission's judgment. An applicant may appeal a Commission decision only by demonstrating the following: (1) the appellant must show there was a defect in the process of considering the appellant's grant application, and (2) the defect in the process caused the appellant harm. The following rules for making an appeal will be strictly followed:

- The appeal must be received in writing by the executive director of the Metropolitan Nashville Arts Commission within fifteen (15) days of the announcement of the funding decision.
- The Commission will review and file the appeal within fifteen (15) days of receipt of the appeal.
- Each written appeal must specifically state the exact nature of the claimed defect in the process, and must specifically state and identify the damage caused by the defect in the process. Written appeals that do not specifically provide this information will be dismissed summarily.
- The panel that considered the contested grant and/or the MNAC Grants and Awards Committee will provide a written response to the executive director and a copy to the appellant within fifteen (15) days of the appeal filing.
- The Commission's review will be based on the following information:
  1. The information in the Commission's file on the contested grant application.
  2. The appellant's written appeal to the MNAC executive director.

3. The written response of the panel that considered the contested grant application and/or the MNAC Grants and Awards Committee.
4. The oral response of the panel chair and/or the chair of the MNAC Grants and Awards Committee to the Commission members' questions during the appeal review.

- **The decision of the Arts Commission is final.**

**date due, the grantee will be in violation of the contract and may be ineligible for future funding.** Any unmatched and/or unspent funds at the time of the final reports must be returned to the MNAC. Failure to do so will result in the grantee's being ineligible for future grants until unspent funds are reimbursed.

## **B. Grant Management**

When a Metro Nashville Arts Commission grant is awarded, the grantee will be notified and must submit a revised grant budget. Once the grant budget is agreed upon, the MNAC sends copies of a contract plus regulations that must be agreed to and signed by the MNAC, government officials, and the grantee before funds are released. The contract specifies the grant amount and the budget for the project, plus other stipulations and/or financial reporting requirements.

### **I. Activities and financial reporting**

Grant recipients must keep clear, separate ledgers or accounts to record the use of all grant and matching funds. Funded agencies must use an accounting system that is in accordance with generally accepted accounting standards and principles.

The Commission requires periodic reporting on the progress of program activities contracted under the grant agreement. Recipients must file all documents by the dates enclosed in the contract. Grantees must provide an explanation of any item in the MNAC Final Financial Report form that varies 10% or more from the original expense item in the grant application or revised grant budget.

To receive the first award payment, the recipient organization must send the MNAC:

- completed and signed contracts,
- a revised budget form, and
- the first MNAC Grant Invoice form.

In order to receive all remaining grant funds the recipient must submit on or before June 1, 2011:

- the final MNAC Grant Invoice form,
- the MNAC Final Financial Report form, and
- the MNAC Final Evaluation form.

At the MNAC's request, each recipient shall provide documentation of expenditures including, but not limited to, letters of agreement, contracts, purchase orders, invoices and bills. **Inadequate record keeping can result in a loss of grant funds and eligibility to compete for future funding from the MNAC.**

Final payment of the grant balance will *not* be made until the final reports are received. The grantee, *not the MNAC*, is responsible for submitting the final reports on time. **If the final reports are not submitted on the**

## Public Notice

The Metro Nashville Arts Commission does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities. The Metro Nashville Arts Commission does not discriminate in its hiring or employment practices.

Questions, concerns, complaints, requests for accommodation, or requests for additional information regarding the Americans with Disabilities Act may be forwarded to MNAC's ADA Compliance Coordinator:

Teri Alea  
Metropolitan Nashville Arts Commission  
800 2nd Avenue South, 4th Floor  
P.O. Box 196300  
Nashville, TN 37219-6300  
(615) 862-6720.  
TTY Relay Service 800-848-0298

Individuals who need auxiliary aids 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, 8:00 a.m. until 4:30 p.m.

Inquiries concerning non-discrimination policies other than ADA compliance should be forwarded to:

Shirley Sims-Saldana, Compliance Manager  
Metro Human Relations Commission  
800 Second Avenue, South , 4th Floor  
Nashville, TN 37210  
(615) 880-3391

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