



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

Arts Programming for Court-Involved Youth

Reverification Year for Current Program Providers

For FY23, the Restorative Arts program will be implemented as a reverification year, open to current FY22 program providers, under the title Arts Programming for Court-Involved Youth. This programming is a collaboration of Metro Arts (Nashville's Office of Arts and Culture), the Metro Nashville Davidson County Juvenile Court, and their Juvenile Detention Center (JDC) contracted provider. During the reverification year, Metro Arts staff will lead partners in a strategic redesign and relaunch to better align the vision, goals, and activities of the program.

The Arts Programming for Court-Involved Youth facilitates meaningful arts experiences with the goal of creating safer communities and providing support and opportunity to those directly impacted by the juvenile justice system.

Metro Arts seeks applications from previous FY22 Restorative Arts Program providers who:

- Have teaching artists *and* relevant staff who agree to complete training on best practices in working with court-involved youth.
- Have artists and coordinators who will integrate best practices and/or innovations in mentoring, restorative practices, classroom management, trauma-informed care, and program administration.
- Have a committed interest in the ongoing transformation of the juvenile justice system and the positive development of youth through arts programming and restorative practices.

Funding Categories:

Arts Programming for Court-Involved Youth supports funding in the following categories:

Instruction & Mentorship: Juvenile Detention Center

Providers will provide ongoing, regular art experiences and/or creation and performance opportunities for youth in juvenile detention.

Instruction & Mentorship: Probation

Providers will provide one-on-one and/or cohort-based mentoring experiences to youth in partnership with probation.

Instruction & Mentorship: Diversion and Prevention

Providers will provide mentorship and/or instruction to youth who are enrolled in diversion programs throughout Davidson County OR youth who have been identified by schools as youth who could benefit from prevention/intervention types of programs and experiences.

Family & Community Support

Providers will provide impactful arts experiences for families of youth involved within the juvenile court system and/or in detention.

Program Timeline:

- Application opens May 20, 2022 at 9:00 am
- Applications are due June 3, 2022 at 11:59 pm
- Staff eligibility review will take place on June 6, 2022
- Scoring and Review Panel will take place by June 10, 2022
- Award allocation will be confirmed by Arts Commission during June 16, 2022 meeting
- Award announcements will be made by June 17, 2022
- Programming may begin any time after July 1, 2022
- Required documents (revised budget, invoice, vendor registration forms, etc.) must be completed by start of programming
- Monthly reporting of program hours and attendance is required
- End of Year reports are due by **June 16, 2023**.

Applicants may be eligible for up to **\$20,000** in funding to support Arts Programming for Court-Involved Youth proposals. Awards will be based largely on program hours provided. Matching funds are encouraged but not required. Successful applicants will be required to meet compliance standards including complete all training required by Metro Arts, submission of monthly program hour and attendance reports, itemized expenditures, and a final closeout report.

Eligibility: All applicants must meet the following eligibility criteria:

- Be a FY22 Restorative Arts awardee
- Be a 501c3 organization located within Davidson County OR a contractor registered with Metro's I-Supplier with past experience of successful contract work
- Have experience working with court involved youth or their families
- Teaching artists must have completed the Metro Arts restorative practices training program or have training or certification related to working with court involved youth
- For the purposes of this opportunity, a professional artist must be identified to lead (or co-lead) the project

Artist Qualifications: For the purposes of the Arts Programming for Court-Involved Youth funding, professional artists are defined as individuals or a group 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.

General Restrictions: Arts Programming for Court-Involved Youth funding cannot be used for the following:

- Durable goods, including the purchase of equipment or capital improvements. Examples of durable goods include: appliances, furniture, musical instruments, electronic equipment, and sporting goods.
- Activities or programs with religious intent, study, or practice. Metro Arts funds must be used for non-religious, inclusive arts activities only.

How to Submit an Application: Metro Arts uses the Submittable online system to accept applications for this funding program. Applicants may save and edit their application before submitting the final application. Applicants may only submit one (1) application. All applications must be submitted online. No emailed, faxed, or mailed applications will be considered for funding. **Applications and additional support materials must be submitted by June 3, 2022 at 11:59 pm.** Incomplete applications will NOT be reviewed.

Restorative Arts Proposal Checklist:

- Completed Online Application
- Resume (2 pages max) **for any and all teaching artists** demonstrating artistic experience of at least two years of exhibition, performance, instruction and/or other professional, artistic history
- Completed Itemized Budget (NOTE: matching funds are encouraged, but not required)
- Sample 6-8 week program schedule with 3-5 Specific Measurable Achievable Relevant Time-specific (SMART) goals.
 - To learn more about SMART goals, please visit:
<https://www.fldoe.org/core/fileparse.php/7582/urlt/0064429-smart.pdf>

Project Review Process

Applications will be reviewed for eligibility by Metro Arts staff. Then, a panel consisting of Metro Arts staff, Juvenile Justice Center (JJC) staff, and/or other community experts will review and make recommendations. The Arts Commission will vote to approve awards during their June 16, 2022 meeting. All funding is contingent upon Metro Council approval of FY23 Metro

Arts' General Operating Budget. Providers may be advised to adjust their programming proposal due to JJC needs and requests. (i.e. JJC may have requests for more sections or a particular class or different classes).

Application Review Criteria: Successful proposals will demonstrate the following standards:

- **Artistic Competence:** The lead artist(s) is a professional with a demonstrated arts work history with youth; evidence of strong creative practice and vision; activities planned demonstrate ability to expand on the artistic and/or cultural knowledge of participants.
- **Administrative Competence:** Provider has an administrative framework that can support the needs of the program including adequate administrative and accounting staff and systems in place.
- **Intervention Impact:** Proposal sets specific and realistic outcomes for the arts experiences that can be documented or measured and are tied to positive youth development, social emotional learning, restorative practices, or other skill development that may impact future behavioral choices. *For family and community arts experiences not involving youth, demonstration of a clear plan of how the experience or programming will encourage respect, dignity, and concern for the participants and community.
- **Logistics and Feasibility:** Proposed time, location, age range, timeline, activities, occurrences, transportation, caretaker communications, proposal outcomes, and other proposal details are clear and realistic. The budget is detailed, clear, and scaled appropriately in relation to the work plan proposed. Time needed for preparation, proper documentation and evaluation are included. The activities are well-planned and achievable.
- **Course Plan:** A detailed course plan outlines specifications of each class, as well as objectives and skills that will be learned. The course plan includes activities and topics that will engage, educate, and empower students. Course is intentional with incorporation of restorative practices.
- **Restorative Practices Integration:** Provider demonstrates understanding of restorative practices and provide examples of intentional integration of restorative practices in the body of their course plan and sample lesson plans.

Good Standing/past performance of previous Restorative Arts providers (including completion rate of all previously required documents including quarterly reports; classroom observations and JJC feedback) will be taken into consideration. For previous Restorative Arts providers not in good standing, a 2-point deduction will be incorporated into final score.

Application Eligibility, Panel Review, and Comments: Metro Arts staff will review each application to determine eligibility. Ineligible and incomplete applications will NOT be reviewed further by panel.

Each application deemed eligible will be reviewed by a panel. The review panel will consist of Metro Arts staff, JJC staff, and community content experts. The panelists will score each application based on the stated scoring criteria. Each panelist will have expertise in arts programming for youth, youth development, and/or trauma-informed programs, as well as be deeply invested in the Nashville community.

Higher scores mean that the application aligns more closely with scoring criteria. Lower scores mean that the proposed project only partially aligns with the scoring criteria. The panel will make funding recommendations based on the application score. Scoresheets containing the panelists' notes are kept on file at Metro Arts. You may contact Metro Arts if you would like to discuss the scores and comments the application received.

Funding Recommendations: The scores and recommendations from the panel are used to determine the funding amount. The funding amount is also dependent on the number of applications in the pool, the amount of funds that are available, and the program hours included. Funding recommendations are then presented to the Metro Arts Commission Grants and Funding Committee for review and finally to the Metro Arts Commission Board for final review and approval and are contingent on Metro Arts General Operating Budget approval.

Managing an Awarded Contract

Award notification will be emailed to the contact person provided in the application via Submittable. If awarded an Arts Programming for Court-Involved Youth contract, it is expected that the organization/artist will maintain financial records, gather participant/caretaker demographic information and document project outcomes throughout the course of the program. Monthly reporting of hours and attendance records are required. Metro Arts reserves the right to monitor the awardee for program progress and contract compliance at any time. We understand that proposals can change. **If the scope of work, dates, or budget must be adjusted in any way, contact Metro Arts immediately.** Project changes must be approved by Metro Arts before implementation.

Once you are notified of your award, it is expected that the provider submit a revised budget or confirmation of previously submitted budget, any updated information to share with the Juvenile Court referral team, and an invoice for 80% of the awarded amount. Providers will then submit monthly hours reports and attendance records.

When project is complete, providers are required to submit a final report including an itemized list of expenditures, closeout report, and an invoice for the remaining 20% of your award. All end of year reports are due by **June 16, 2023**.

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.

Metro Arts Logo Usage and Credit Policy

All awarded proposals must adhere to the Metro Arts credit policy. The policy, logo standards and files can be found on the [Resources and Toolkits page](#) of the Metro Arts website. Failure to adhere to this policy may result in the cancellation of the awarded contract.