FY20 Sustaining Impact Orientation

Welcome

10/21/19

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CINCINNATI & NORTHERN KENTUCKY | OCTOBER 10-13, 2019

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Agenda

I. Welcome	Alecia Kintner
II. ArtsWave New Brand Guidlines & Expectations	Kathy Debrosse
II. Submittable: ArtsWave New Grant Making Software	Damian Hoskins Danielle Martin
III. Reporting Expectations	Damian Hoskins
IV. The Year Ahead	Krista Bondi

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The Impact Team

Danielle Martin
Grants Coordinator

Damian Hoskins
VP, Arts Impact

Krista Bondi
Interim Grants Manager

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ArtsWave's New Branding

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Brand Mark

As Greater Cincinnati's engine for the arts, ArtsWave is a dynamic, bold brand. And as such, our brand mark is vibrant and vibrating, confident and creative.

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The Wave

A dynamic asset inspired by our name and our region's topography, the wave gives our brand energy and frequency while visually representing the ripple effect we make across the community.

Application Examples

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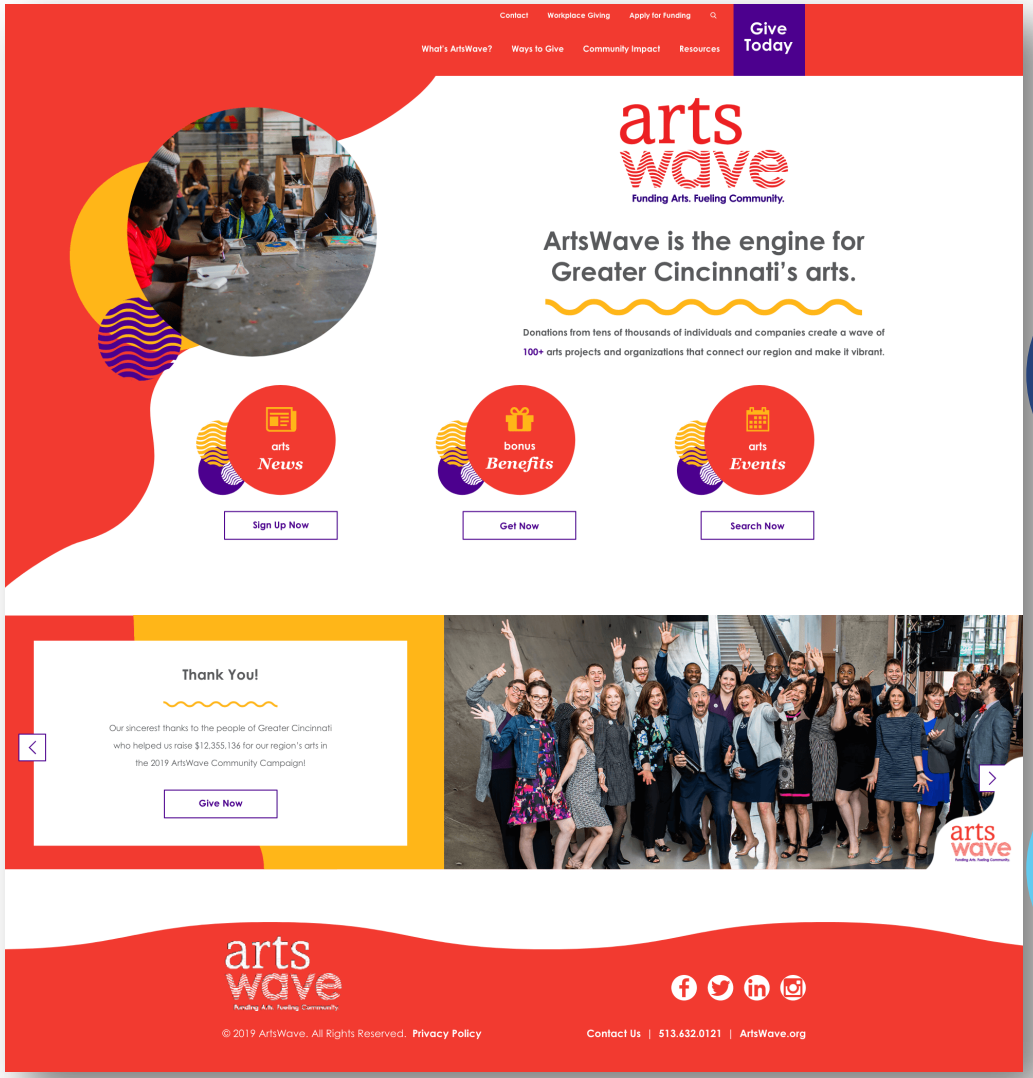
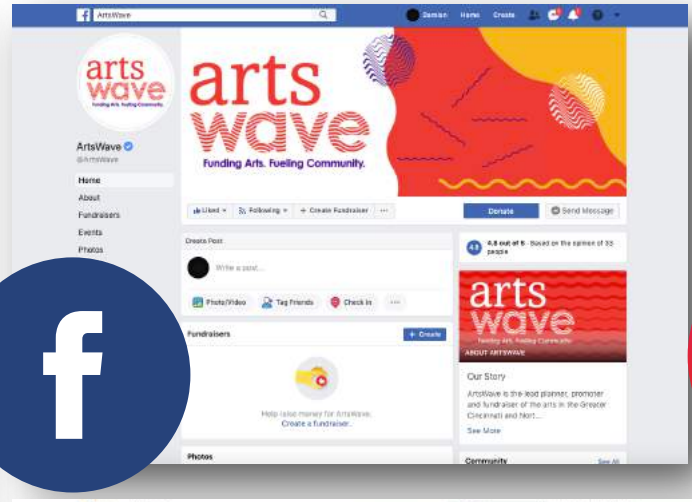
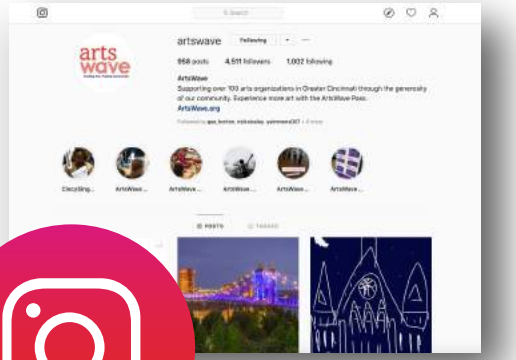
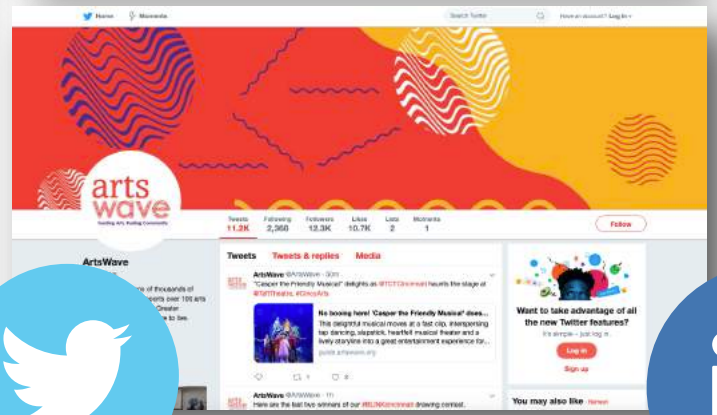
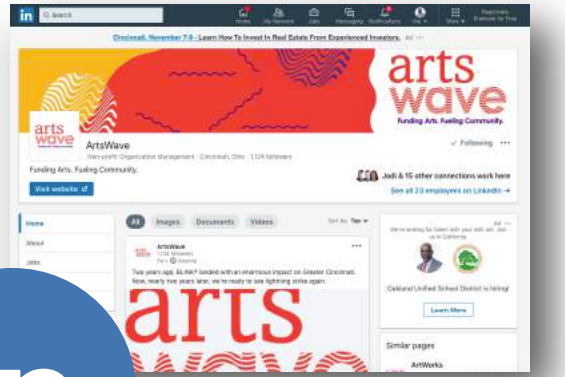
Rebranded Online Presence











Event Collateral

Pop Up Banners

Tablecloth

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Brand Expression

- See ArtsWave.org/Media for new logo and brand guidelines
- Mark needs to be represented in 1.25” in width or larger
- Event programs/Playbills – 1 page of advertising; list partner organizations
- Mention in all advertising
- Curtain speech – February 1 through April 30
- Tag @ArtsWave and #CincyArts
- POWER OF HER
- ArtsWave Pass (May 1) and ArtsWave Days

Questions & Discussions

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Grantmaking

Submittable

ArtsWave's NEW Grantmaking platform

- ✓ Streamlined functionality
- ✓ Intuitive User Interface
- ✓ Cross browser functionality
- ✓ Better Technical Assistance

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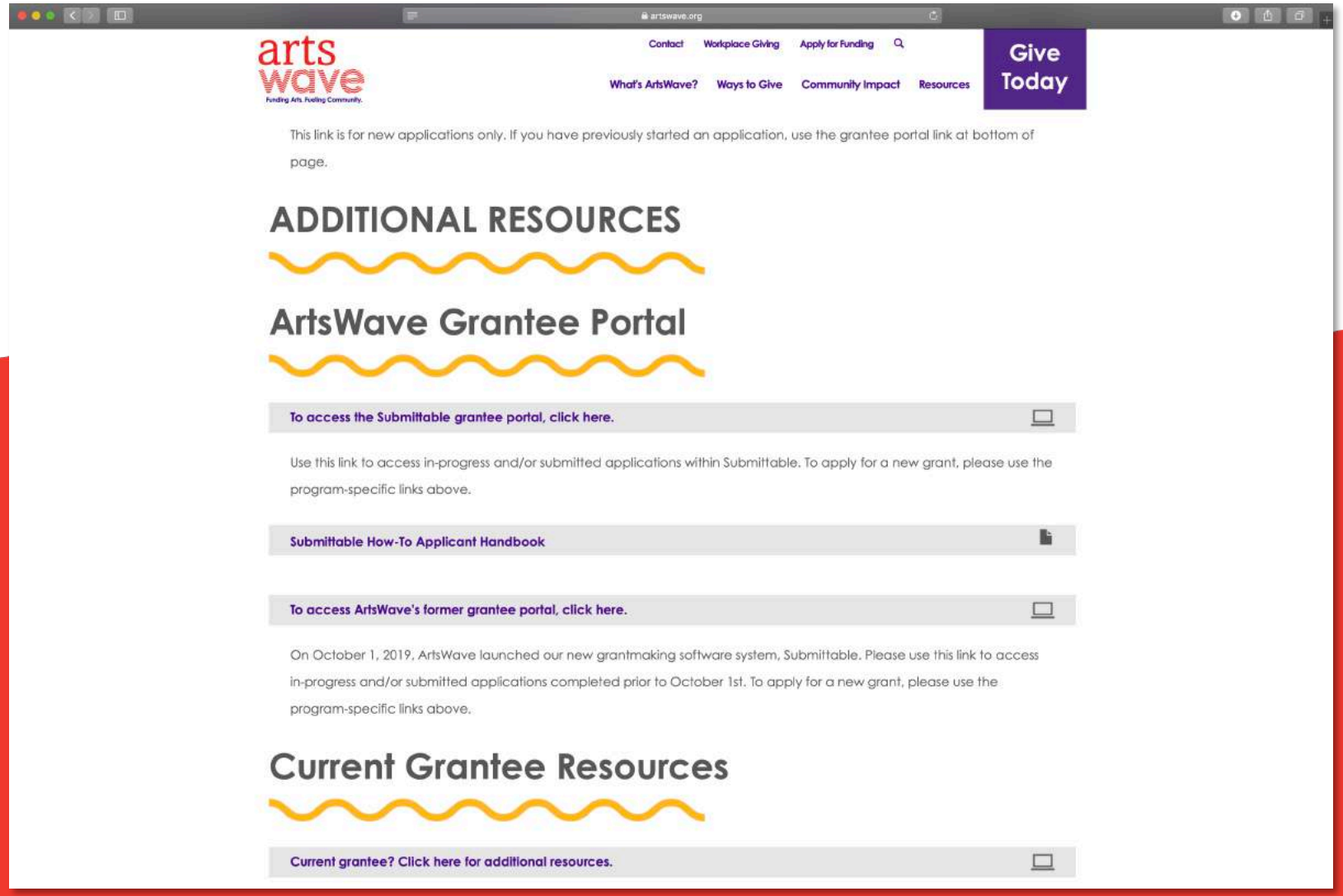
Additional Resources 1. Go to artswave.org and Click '**Apply for Funding**'



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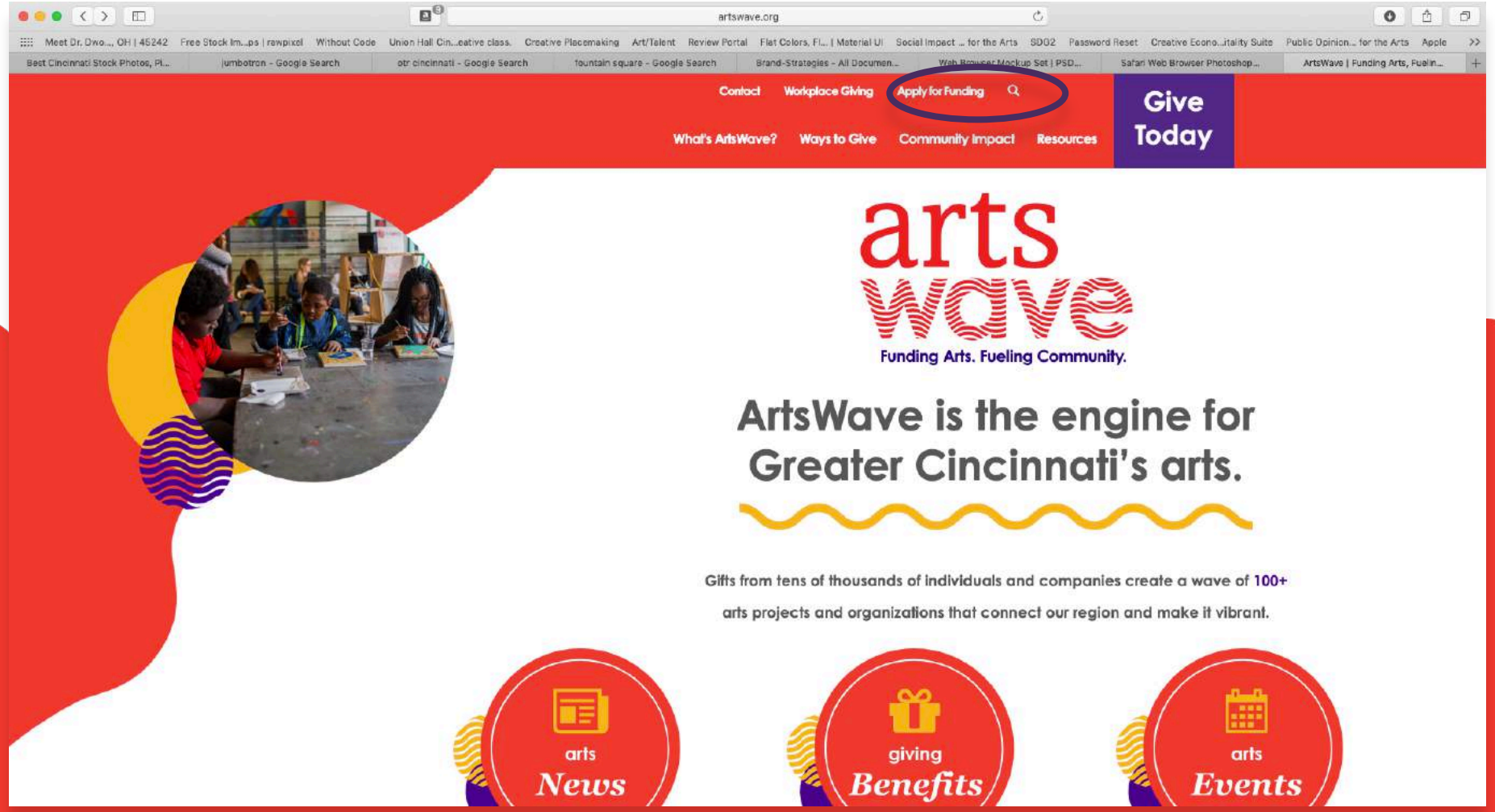
How to Apply: 1. Go to artswave.org and Click '**Apply for Funding**'



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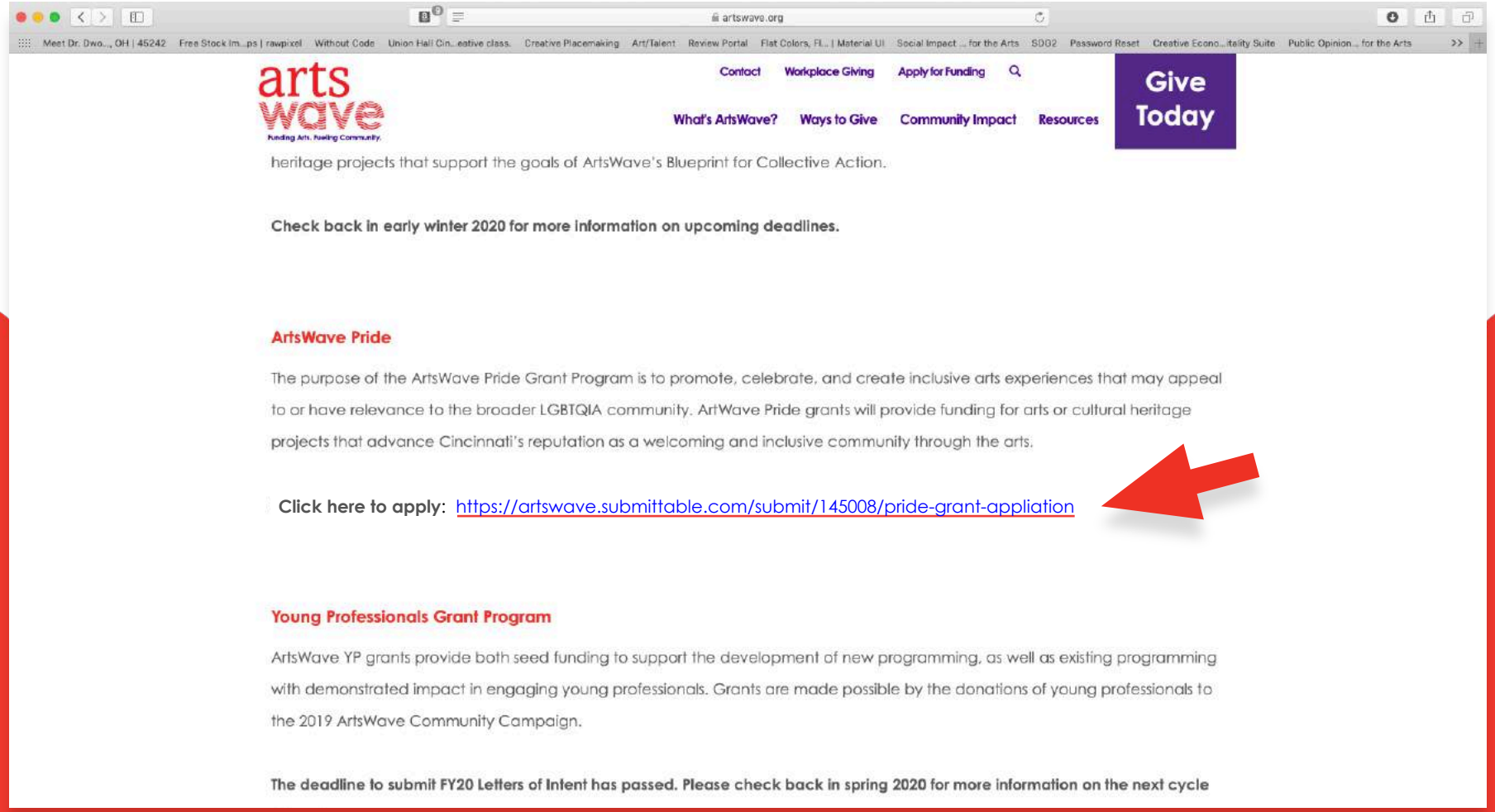
2. Select the grant program to which you would like to apply to and click on the link to apply within the details section. You will then be directed to the online Submittable portal to complete your application.



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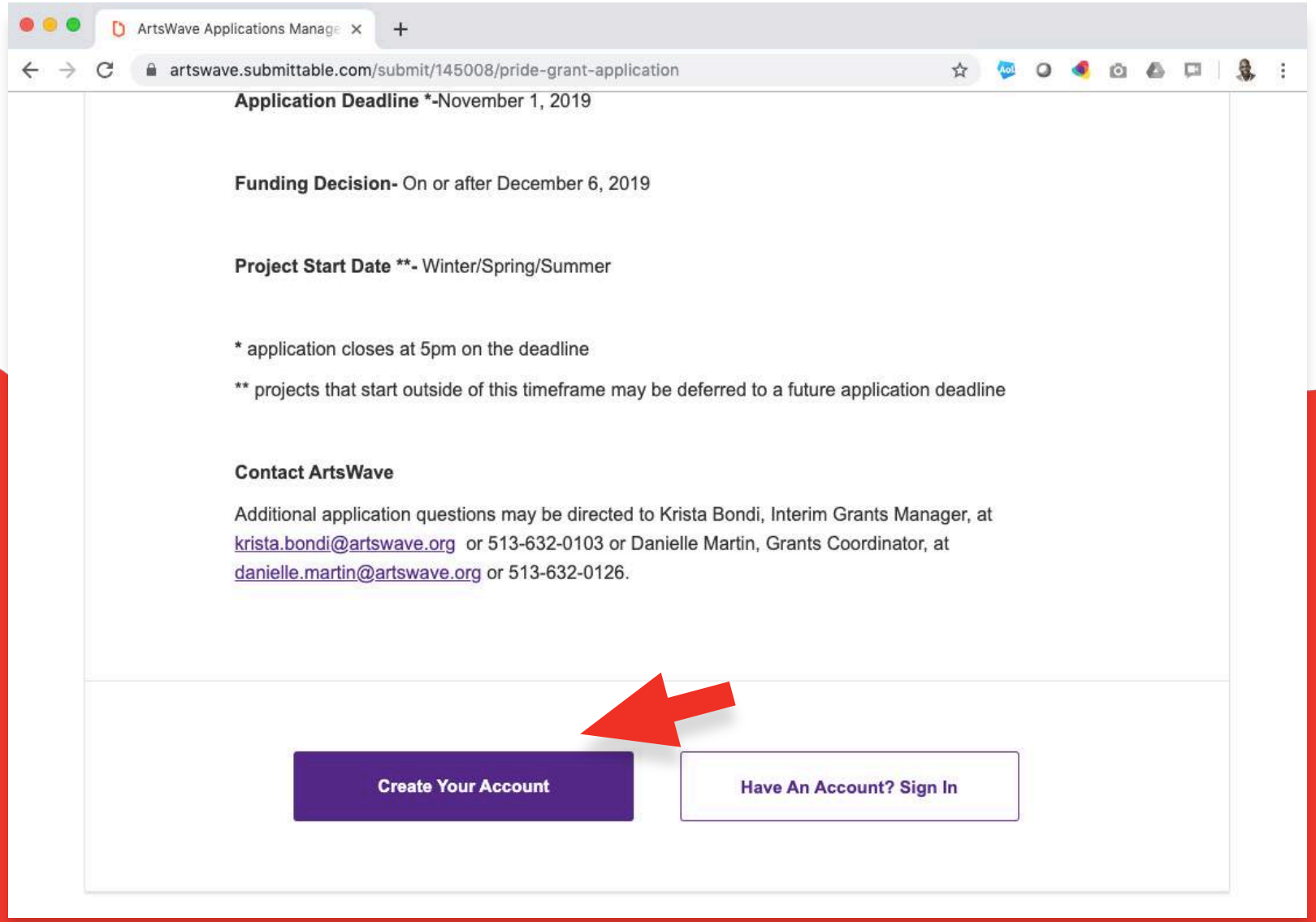
3. After reviewing the application guidelines, log in to your account to complete you application. For new users, select 'Create you account' to access the portal.



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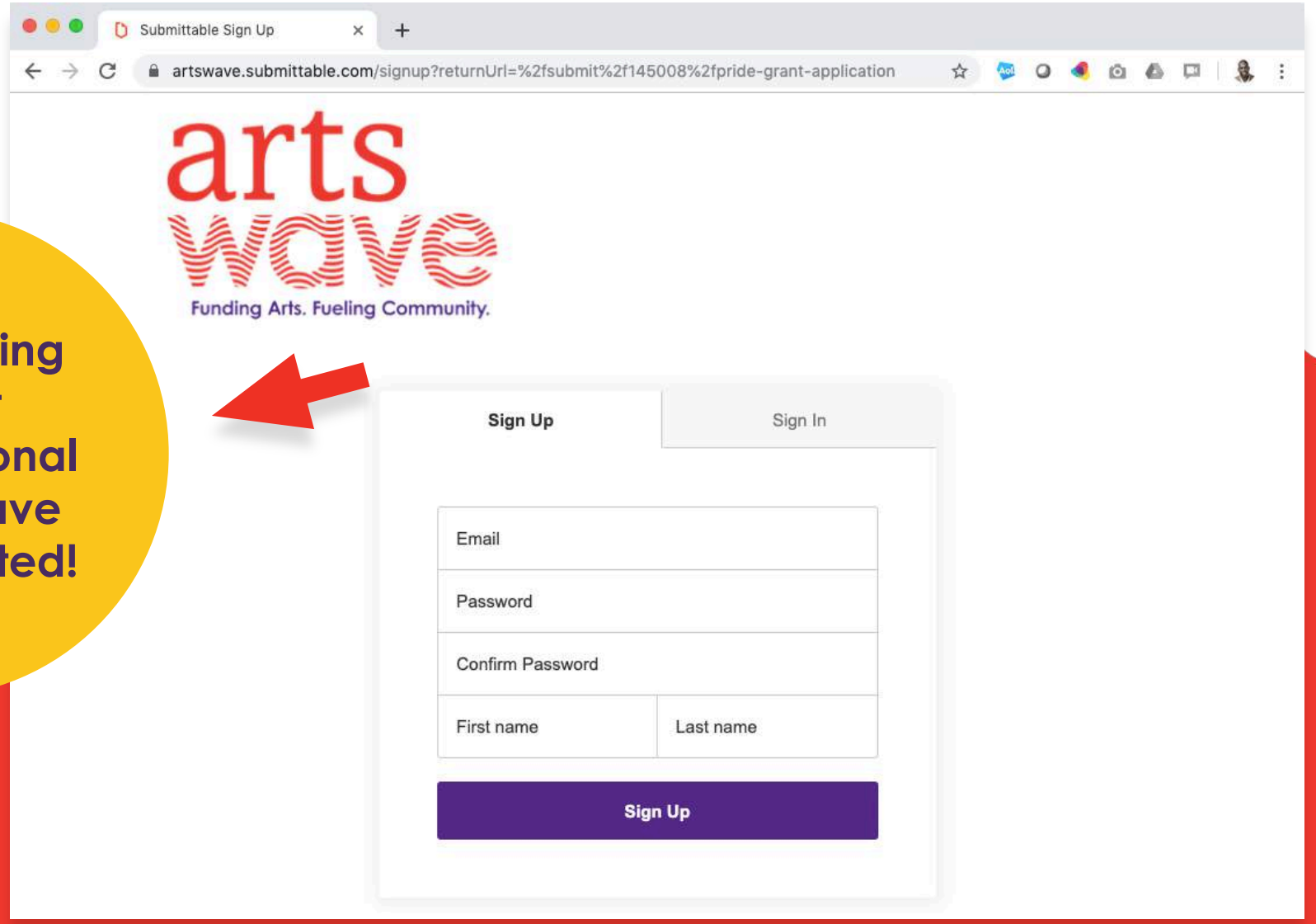
Creating Your Account:

1. Creating an account by entering your e-mail, desired password, first and last name. We recommend sharing one login account e-mail for your organization to be used for future applications, grant requirements and communications.



All Sustaining Impact organizational profiles have been created!

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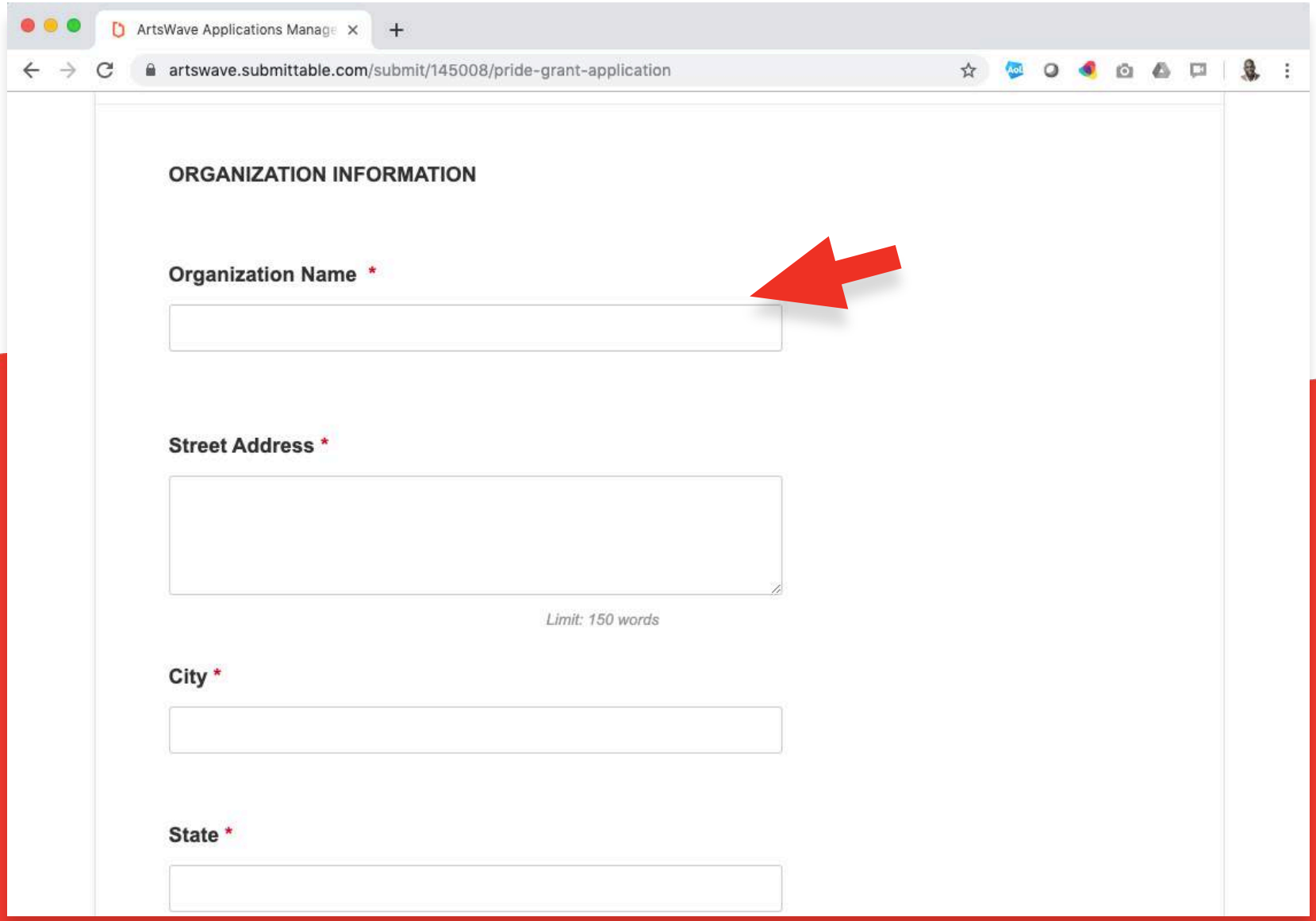
Completing Your Application:

1. Complete all required fields of the application with all relevant information



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Completing your Application

You will have the option to save a draft of your application and return to complete at any time prior to the application deadline.

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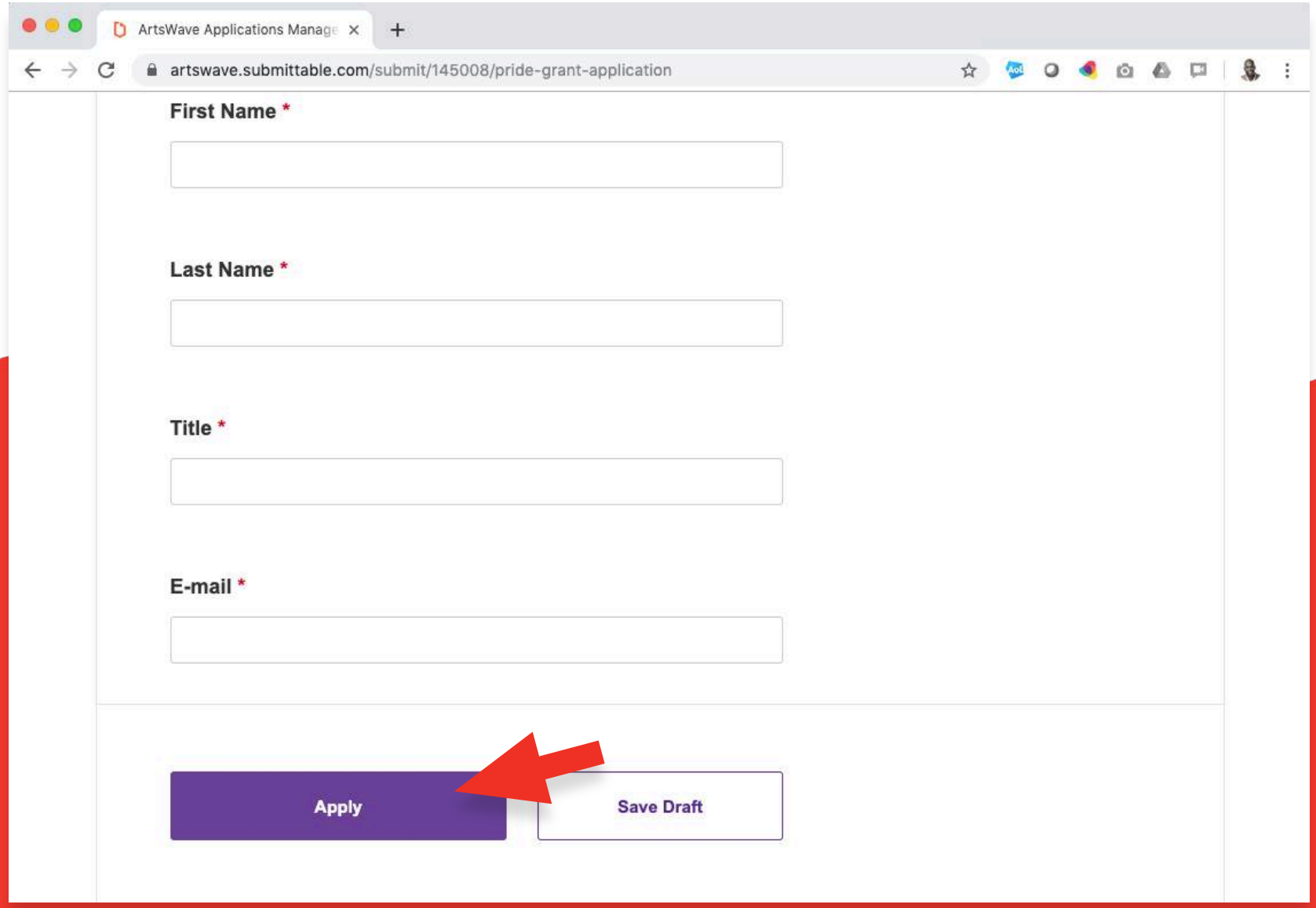
Completing Your Application:

2. When you are read to submit, select ‘Apply’



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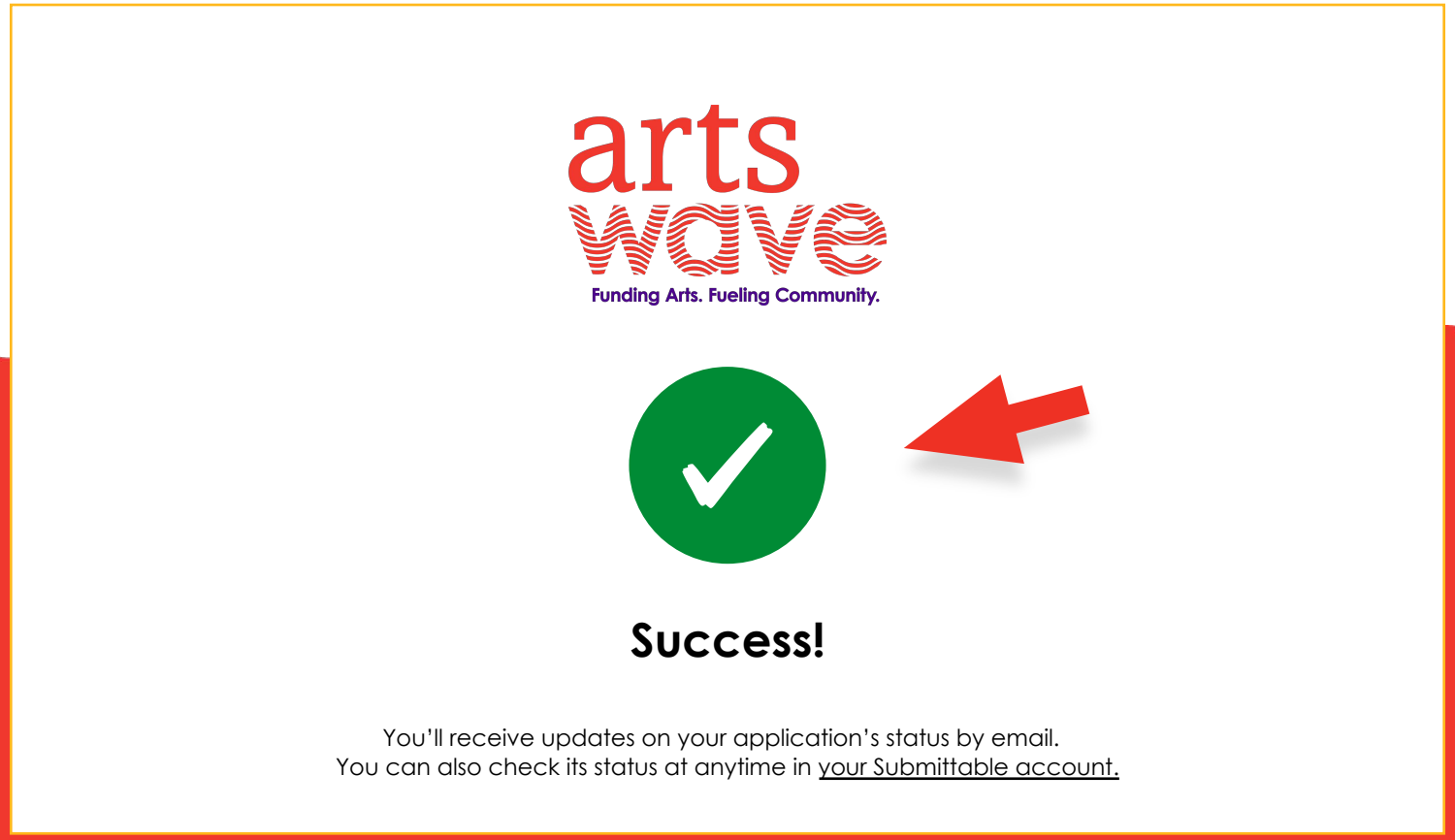
Completing Your Application:

3. You will receive a message stating that your application has been submitted successfully.



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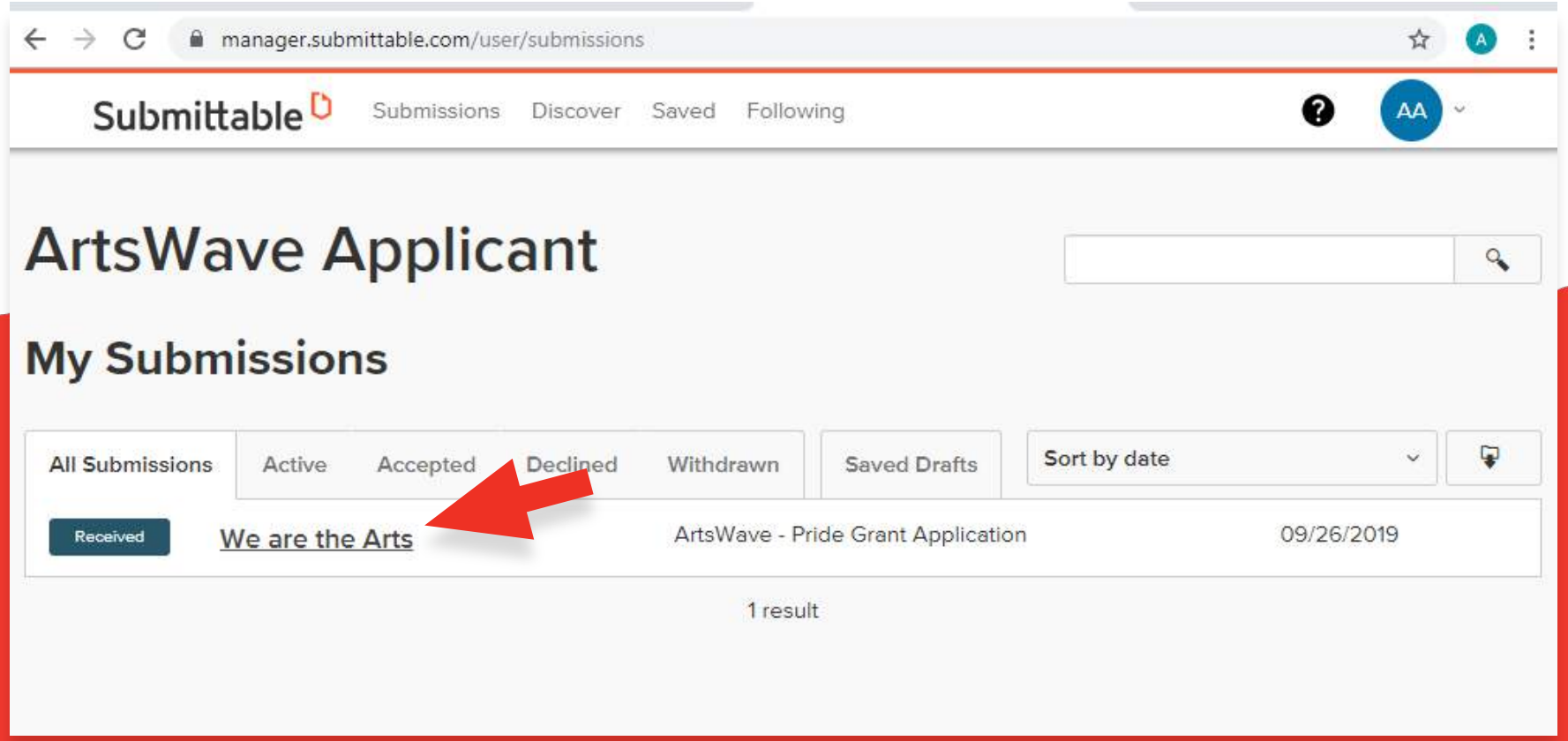
Checking on the Status of Your Application:

1. You may log in to check on the status of your application at anytime. Upon logging in after a submission, your portal will display as pictured below.



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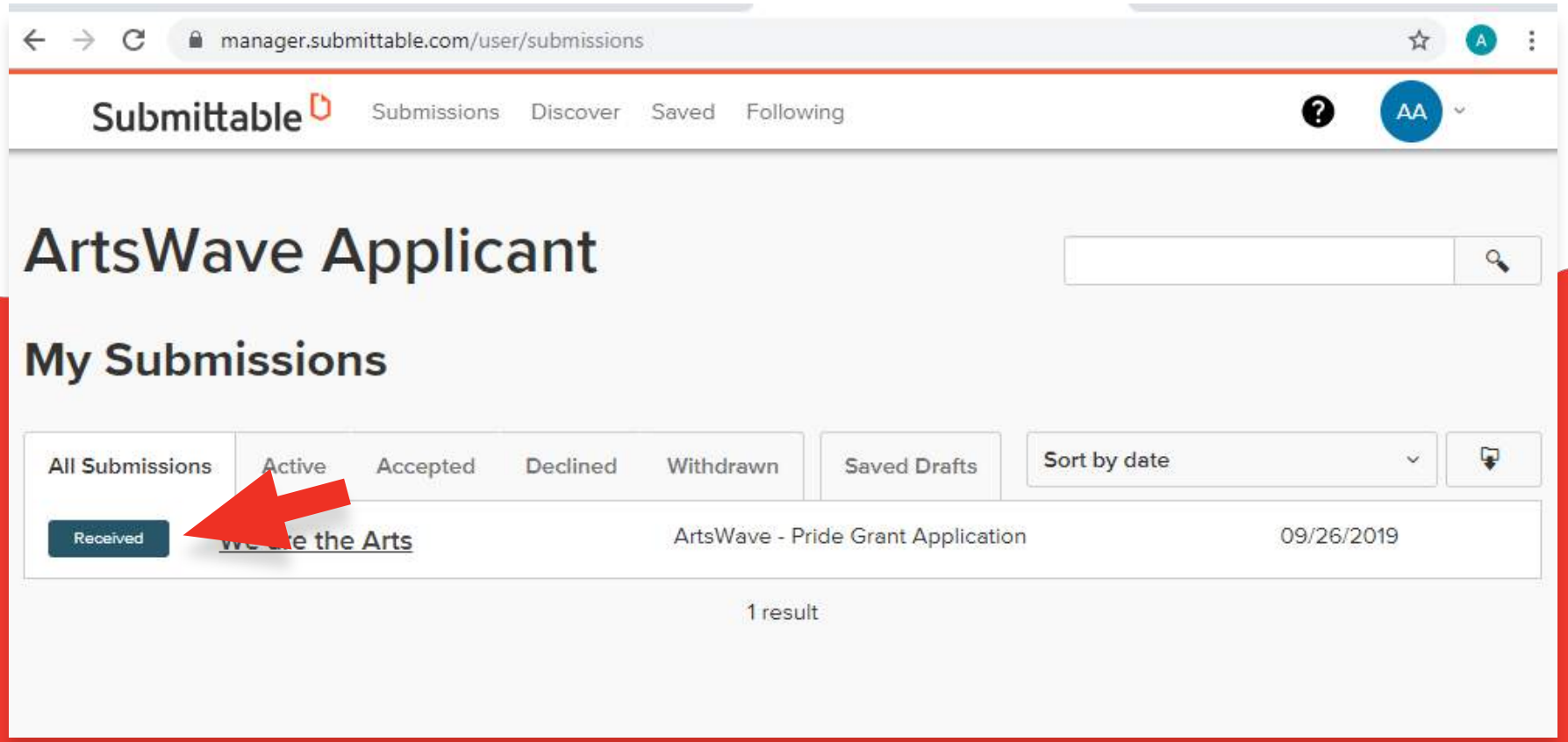
Checking on the Status of Your Application:

1. Your application status will always display within the submissions tab to the left of your application.



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Checking on the Status of Your Application

Received Status- Submission has been received

In-Progress- Application is currently under review

Accepted- Application Approved

Declined- Application Denied

Complete- All grant requirements have been fulfilled. Grant is now considered closed.

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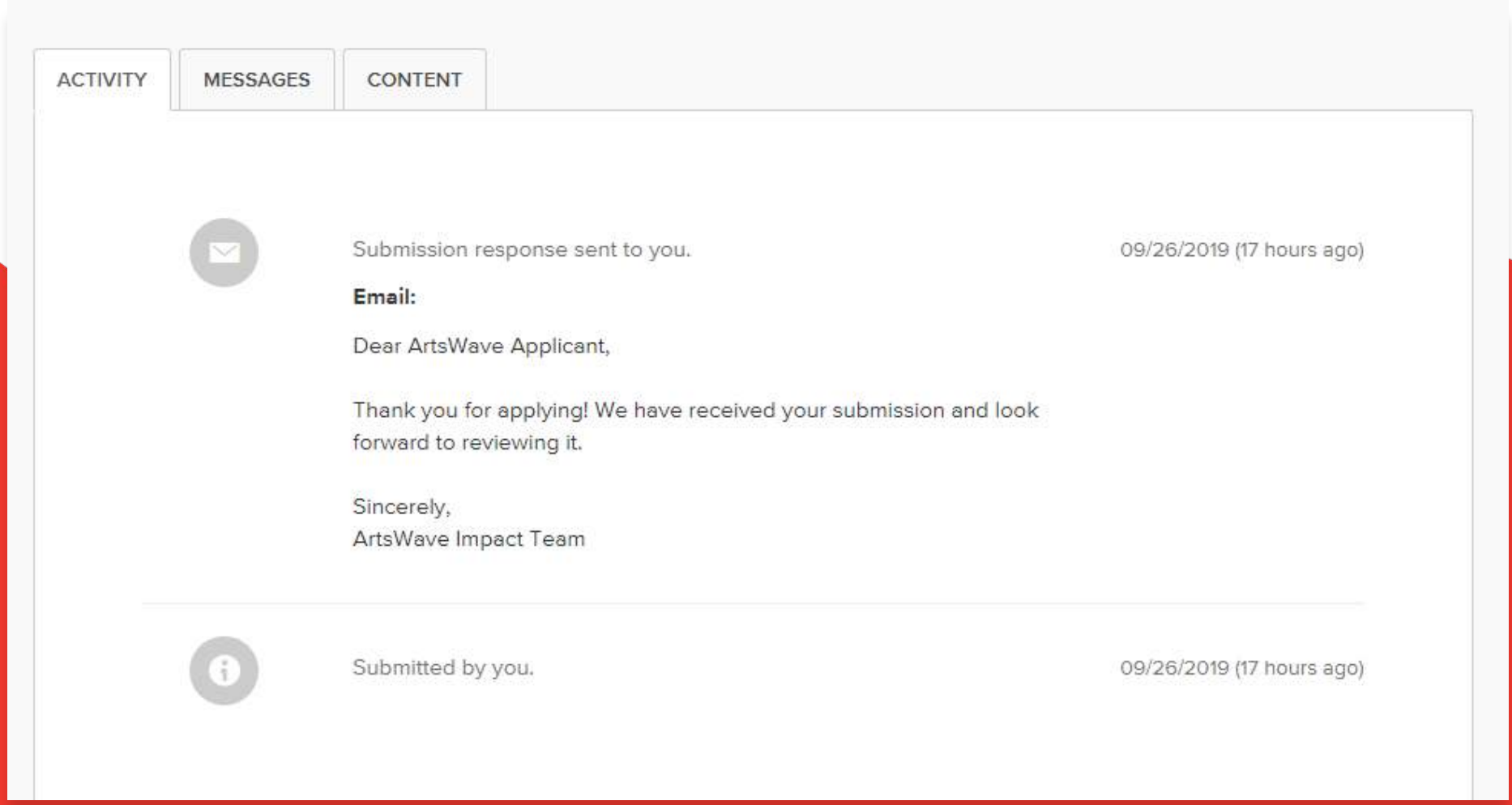
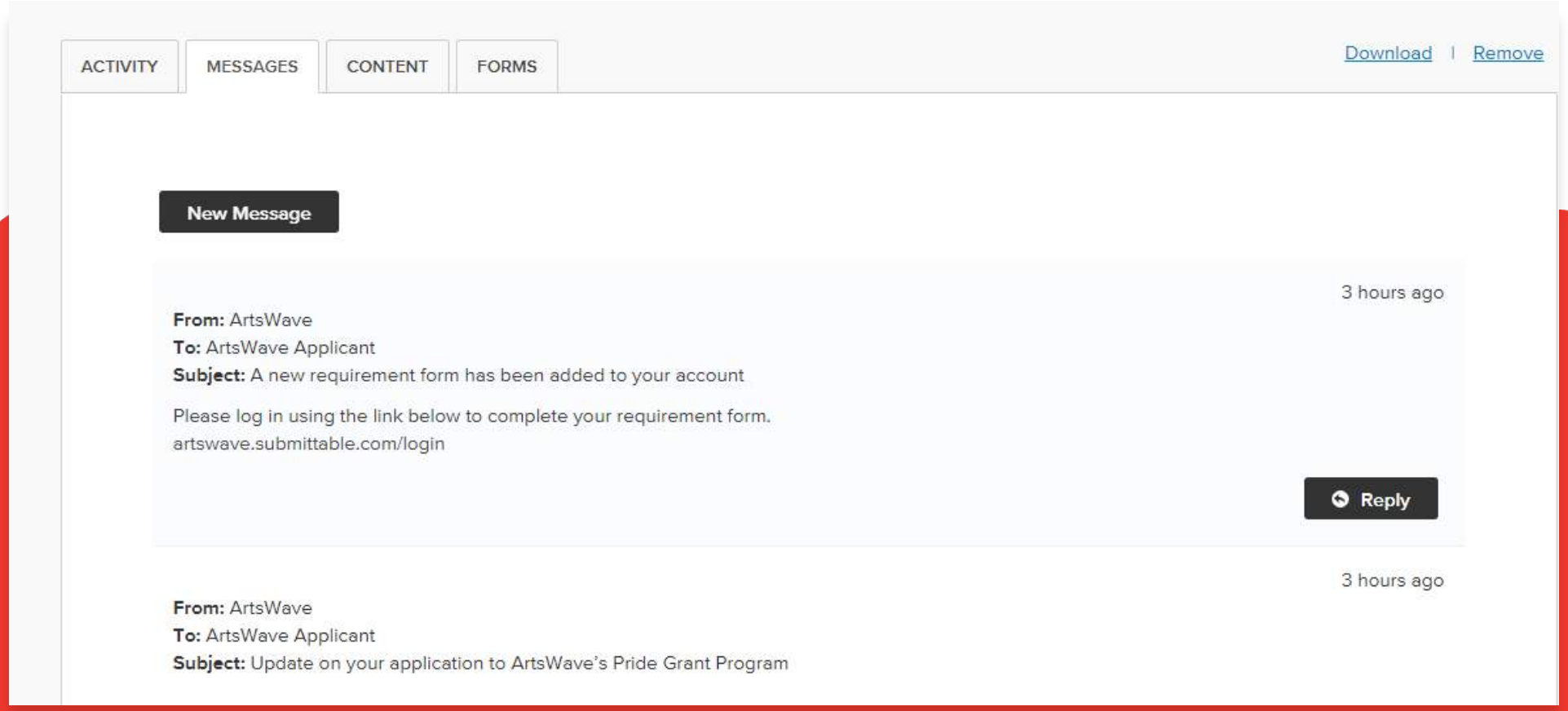
Checking on the Status of Your Application:

3. Click on your organization link to view full details of your application. Here, you will be able to review all activity regarding your applications, including e-mail communications.



Checking on the Status of Your Application:

4. Within the messages tab, you will be able to see all communications. You will also be able to directly message any member of the Impact team within this tab.



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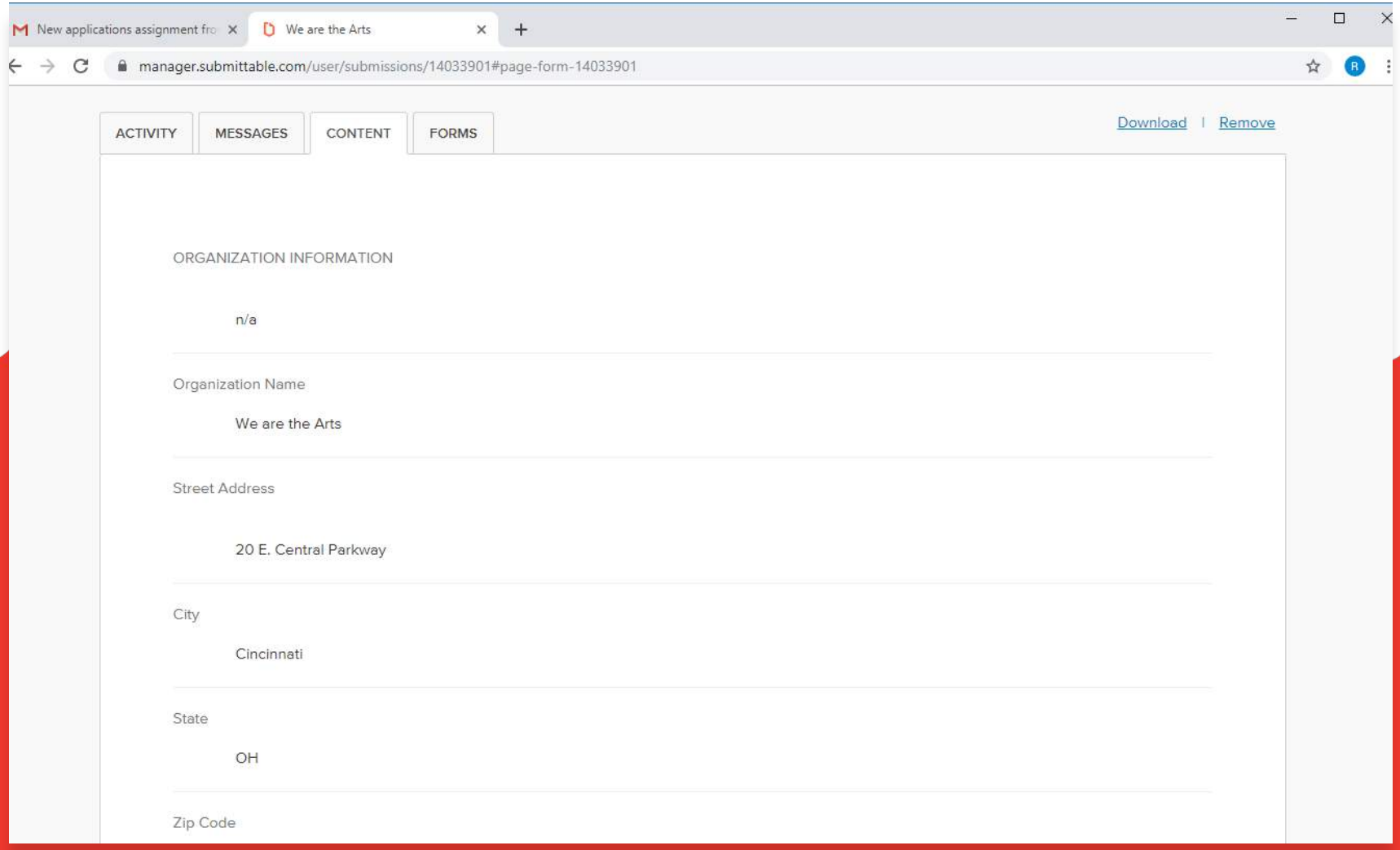
Checking on the Status of Your Application:

5. Within the content tab, you will be able to see all of the contents of your application.



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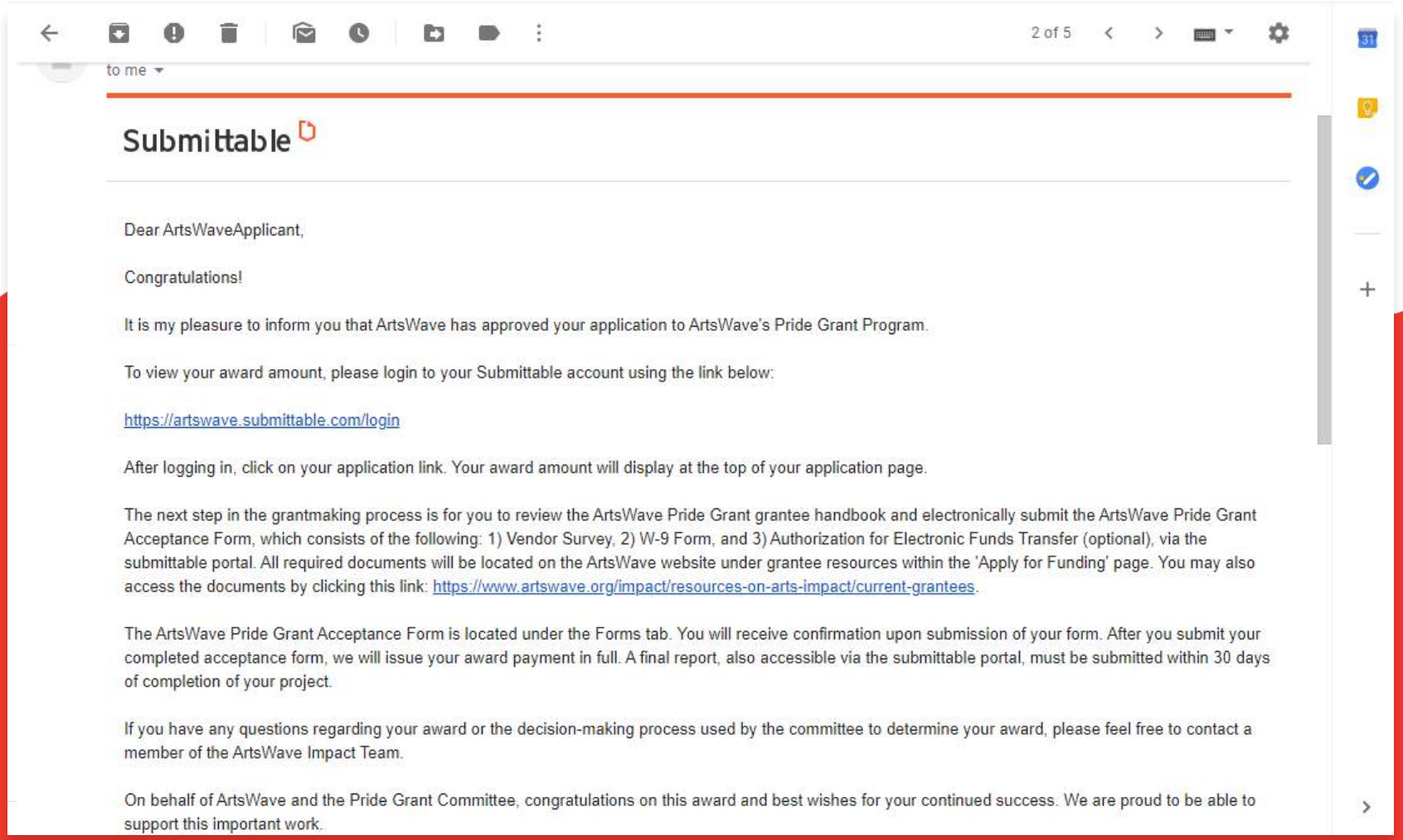
Application Approval

1. Once an application has been approved, you will receive an approval e-mail notification.



2 of 5

to me

Submittable

Dear ArtsWaveApplicant,

Congratulations!

It is my pleasure to inform you that ArtsWave has approved your application to ArtsWave's Pride Grant Program.

To view your award amount, please login to your Submittable account using the link below:

https://artswave.submittable.com/login

After logging in, click on your application link. Your award amount will display at the top of your application page.

The next step in the grantmaking process is for you to review the ArtsWave Pride Grant grantee handbook and electronically submit the ArtsWave Pride Grant Acceptance Form, which consists of the following: 1) Vendor Survey, 2) W-9 Form, and 3) Authorization for Electronic Funds Transfer (optional), via the submittable portal. All required documents will be located on the ArtsWave website under grantee resources within the 'Apply for Funding' page. You may also access the documents by clicking this link: https://www.artswave.org/impact/resources-on-arts-impact/current-grantees.

The ArtsWave Pride Grant Acceptance Form is located under the Forms tab. You will receive confirmation upon submission of your form. After you submit your completed acceptance form, we will issue your award payment in full. A final report, also accessible via the submittable portal, must be submitted within 30 days of completion of your project.

If you have any questions regarding your award or the decision-making process used by the committee to determine your award, please feel free to contact a member of the ArtsWave Impact Team.

On behalf of ArtsWave and the Pride Grant Committee, congratulations on this award and best wishes for your continued success. We are proud to be able to support this important work.

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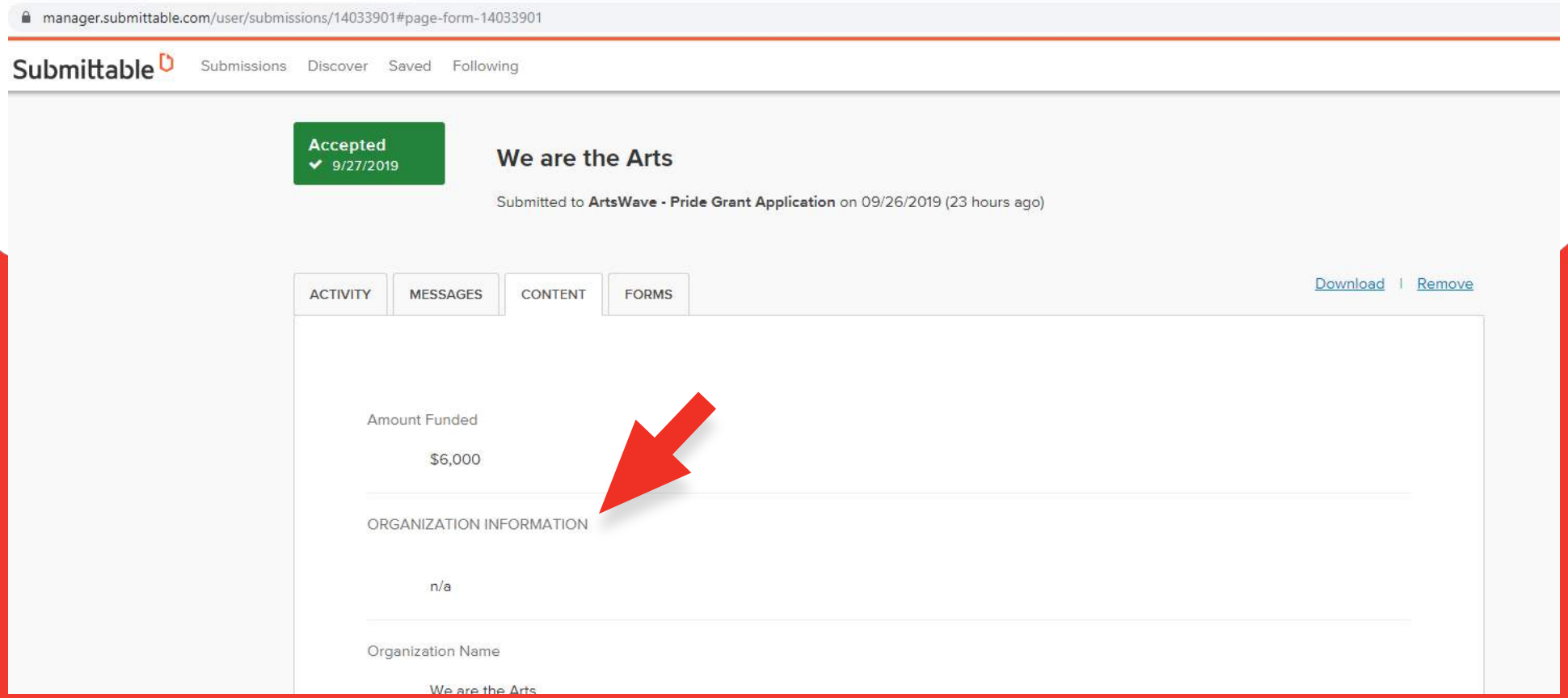
Application Approval

2. Log in to your submittable account to view award amount and complete any additional forms/requirements. Award amount will be displayed at the top of your application.



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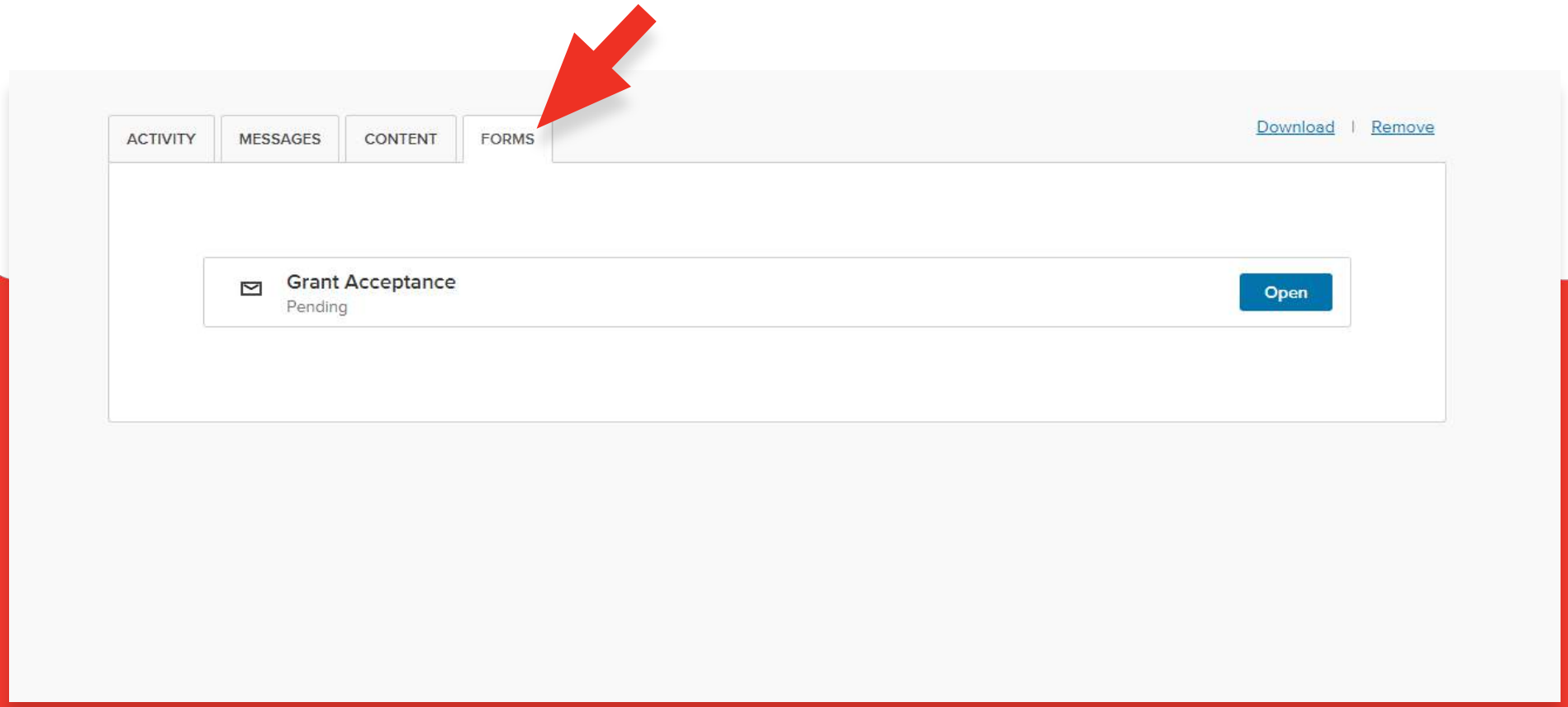
Additional Forms and Requirements

2. After your application has been approved, you will need to complete a grant acceptance form before funds can be distributed. The grant acceptance form will include acceptance and aknowledgement of guidelines within the grantee handbook and attachments of the organization's 1.) W-9 form, 2.) Vendor Survey and 3.) EFT (Electronic Funds Transfer) form (optional). You may access the requirement form within the forms tab on your submissions page.



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Additional Forms and Requirements

Funds will be distributed on the **5th** and **20th** of the month in alignment with ArtsWave pay schedule.

Of Note:

- ArtsWave uses a batch funding distribution process with daily monetary limits
- If your quarterly payment is not direct-deposited on the 5th or 20th please wait 3-5 business days.
- After which , please contact **Krista Bondi**

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Contact Information

Contact Resources

Submittable Support

support@submittable.com

ArtsWave Impact Team

impact@artswave.org

danielle.martin@artswave.org

Krista.bondi@artswave.org

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Grantmaking

Data Collection/ Reporting

Collection, analysis and reporting of quantitative and qualitative data, which demonstrates organizational capacity to deliver impact.

"What, So what, Now what?"

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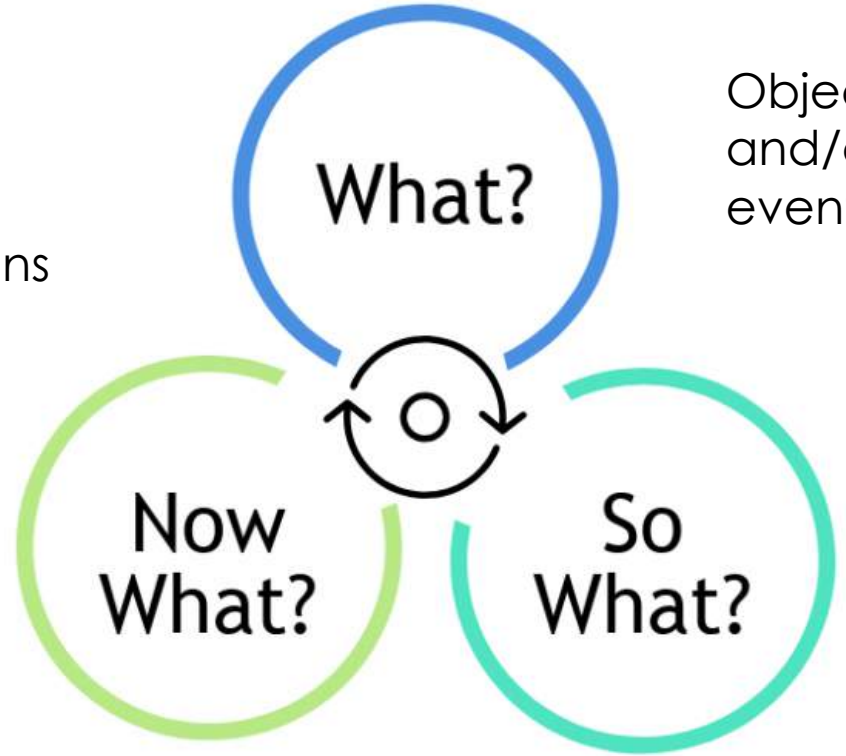
ArtsWave Reporting Process

Critical Reflection

The program evaluation lens



Objective reporting on the facts and/or details of the event/experiences

Analysis of quantitative data to draw assumptions and make inference

What actions can and or should be taken that will lead to desired outcomes

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ArtsWave Reporting Process

The quarterly progress reports will be comprised of **Activity Tracking** as well as **Impact Stories.** The Activity Tracking will be the collection of quantitative output data aligned to the Blueprint indicators while the Impact Stories will be an outcomes-focused articulation of a program, initiative or activity that helps to demonstrate impact and explain alignment to broader community goals, expressed in the Blueprint.

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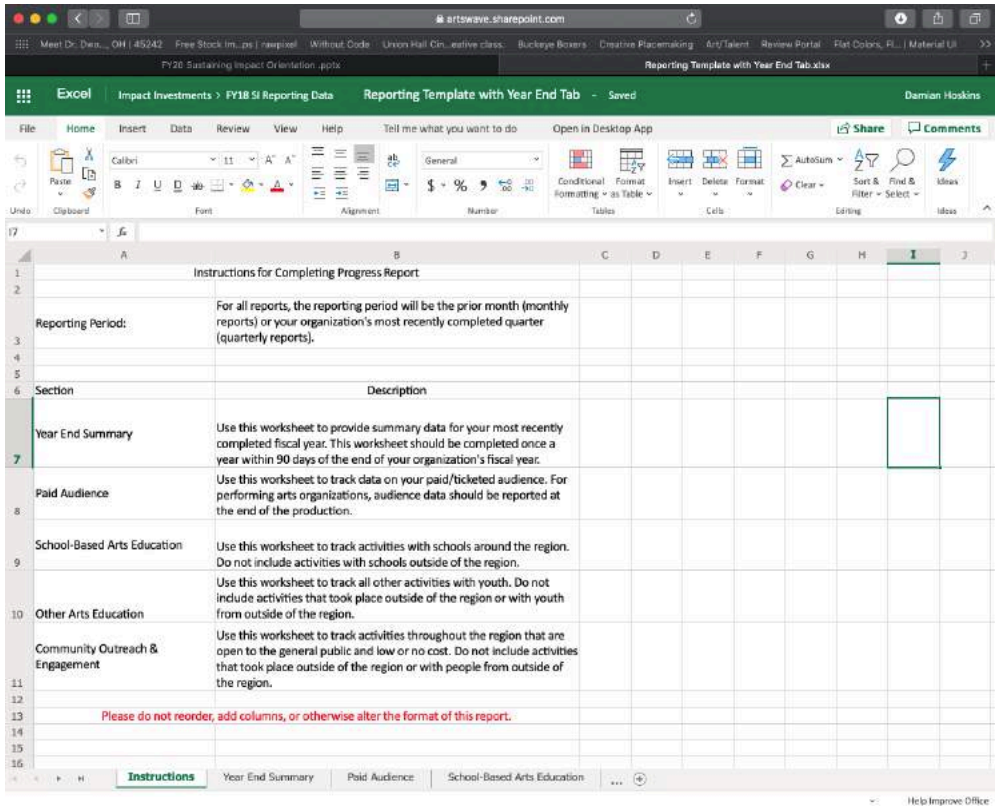
Reporting: Activity Measures

Arts Put Cincinnati on the Map	Arts Deepen roots in the Region	Arts Bridge Cultural Divides	Arts Enliven Neighborhoods	Arts Fuel Creativity & Learning
Total # of Patrons	Total # Patrons Under 40	Total # Non-White Patrons	Total free/low cost arts opportunities	Total # youth served annually
Total # Of Arts Experiences	Total # Arts Opportunities for YP's	Total # of events where artistic direction or execution is primarily by/of or for people of color	Total people served free/low cost Arts opportunities	Total # Pre-K youth served annually
Total annual paid audience			Total Communities Served	Total # arts enrichment opportunities
Total Annual paid audience outside the region				Total # arts integration opportunities

Reporting: Activity Measures

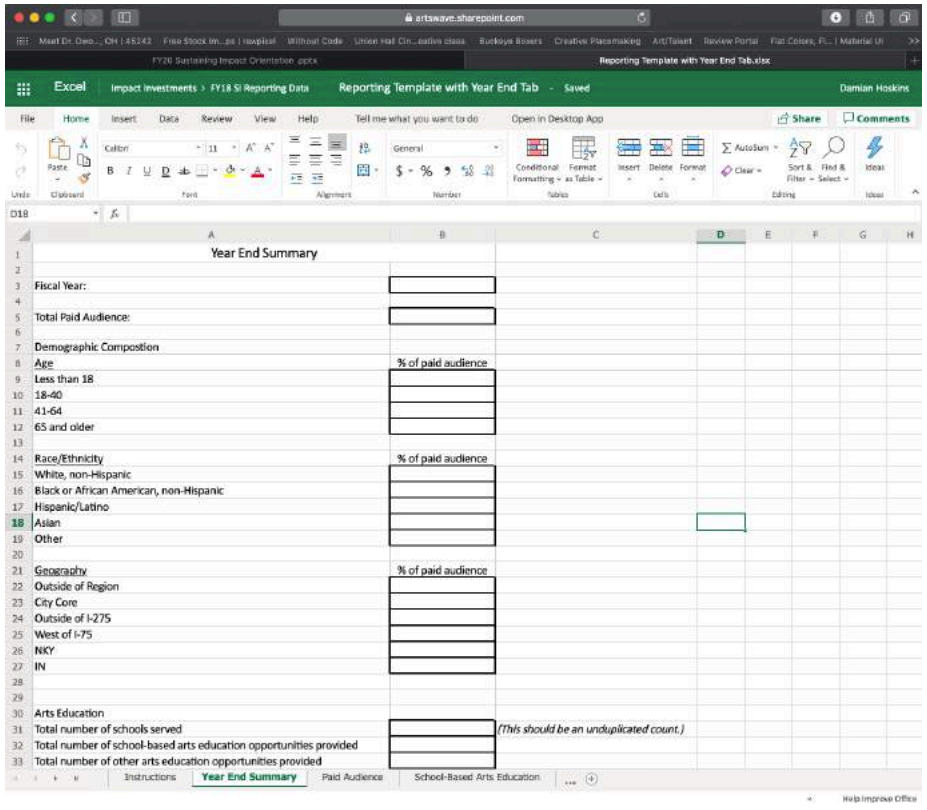
The activity data process and resources



Instructions for Completing Progress Report

Section	Description
Reporting Period:	For all reports, the reporting period will be the prior month (monthly reports) or your organization's most recently completed quarter (quarterly reports).
Year End Summary	Use this worksheet to provide summary data for your most recently completed fiscal year. This worksheet should be completed once a year within 90 days of the end of your organization's fiscal year.
Paid Audience	Use this worksheet to track data on your paid/ticketed audience. For performing arts organizations, audience data should be reported at the end of the production.
School-Based Arts Education	Use this worksheet to track activities with schools around the region. Do not include activities with schools outside of the region.
Other Arts Education	Use this worksheet to track all other activities with youth. Do not include activities that took place outside of the region or with youth from outside of the region.
Community Outreach & Engagement	Use this worksheet to track activities throughout the region that are open to the general public and low or no cost. Do not include activities that took place outside of the region or with people from outside of the region.

Please do not reorder, add columns, or otherwise alter the format of this report.



Year End Summary

Fiscal Year:		
Total Paid Audience:		
Demographic Composition		
Age	% of paid audience	
Less than 18		
18-40		
41-64		
65 and older		
Race/Ethnicity	% of paid audience	
White, non-Hispanic		
Black or African American, non-Hispanic		
Hispanic/Latino		
Asian		
Other		
Geography	% of paid audience	
Outside of Region		
City Core		
Outside of I-275		
West of I-75		
NKY		
IN		
Arts Education		
Total number of schools served		*(This should be an unduplicated count.)*
Total number of school-based arts education opportunities provided		
Total number of other arts education opportunities provided		

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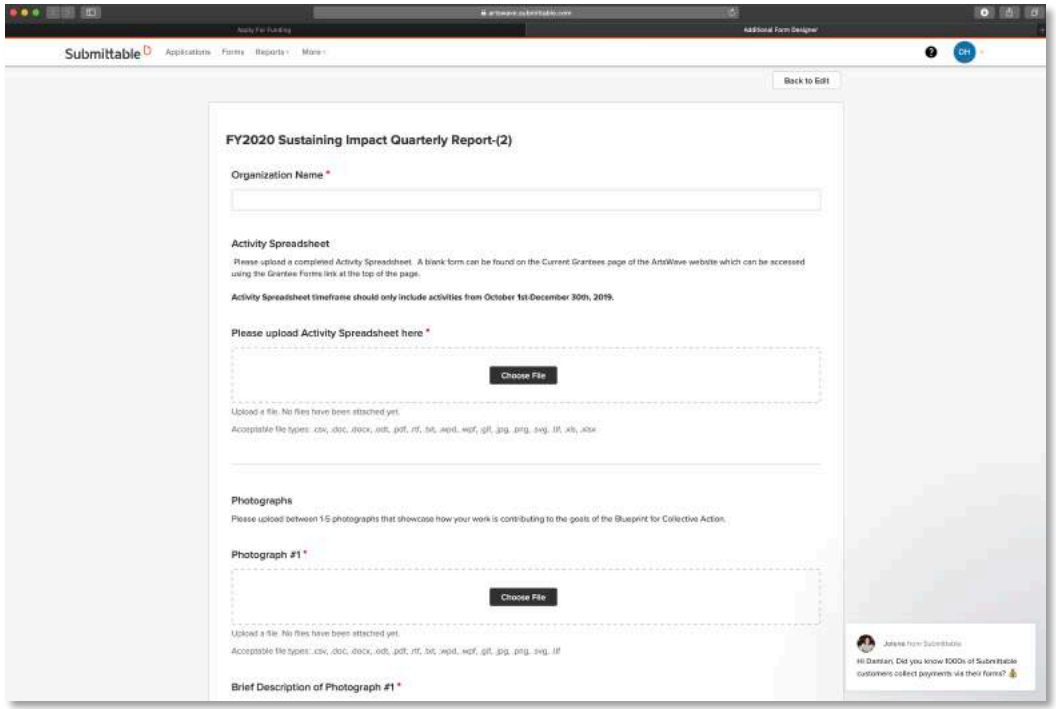
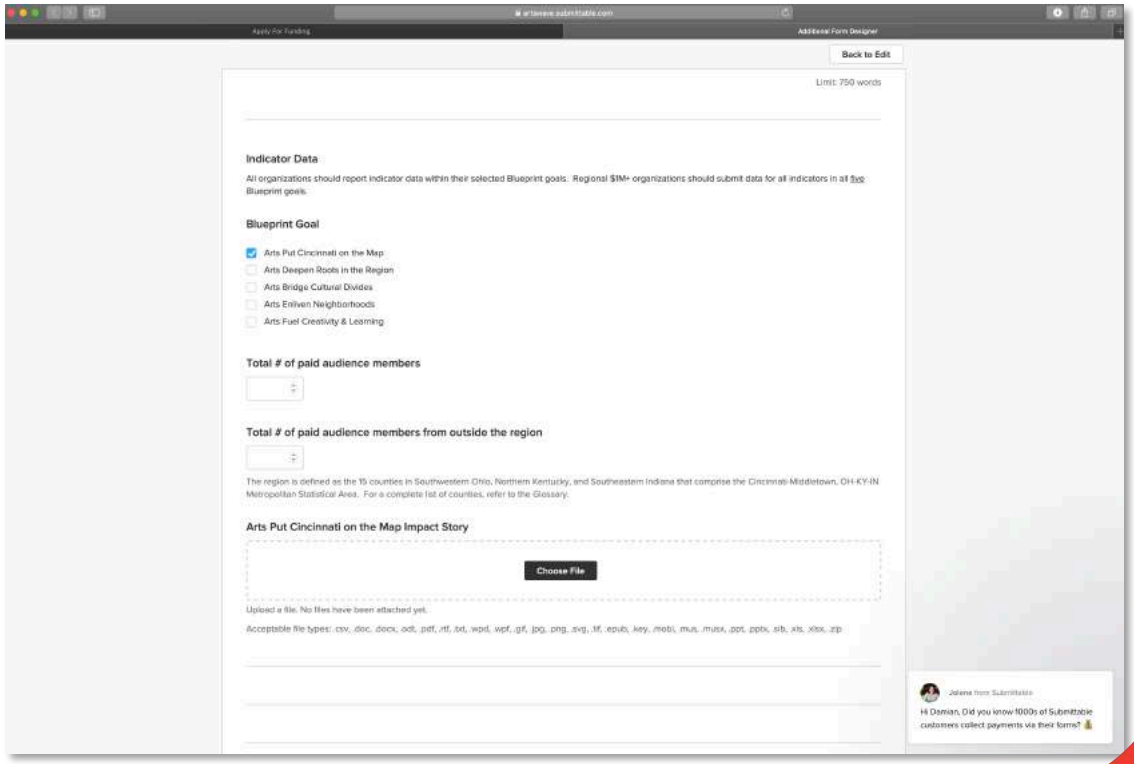
Reporting: Indicator Data

Reporting indicator data in Submittable





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Reporting: Impact Stories

As a part of each progress report, we ask grantees to submit a data-driven **Impact Story** for every Blueprint goal for which the organization is responsible. The Impact Story should explain the goal of an initiative, program or activity, key community partnerships and measurable outcomes that show alignment to broader community goals.

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Reporting: About Impact Stories

Impact Stories are intended to combine qualitative and quantitative data to **illustrate the impact** of key programs, initiatives and/or activities, helping to articulate why the arts matter in our region.

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Reporting: Impact Stories

- Large Organizations will submit **5 Impact Stories** for FY20.
- 2 Impact Stories are due on **January 15th**, the second quarterly report of FY20.
- 3 Impact Stories are to be submitted on **April 15** serving as key supportive documents during the **grant renewal process.**

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Reporting: Impact Stories

- Mid-Sized and Small organizations are required to submit at least 2 Impact Stories for FY20.
- The first Impact Story for the Midsized and Small organizations is to be submitted on **January 15**
- The second Impact Story is due on **April 15**, in conjunction with the quarterly report as supportive documents during the **grant renewal process.**

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Reporting: About Impact Stories

- Minimum one page in length, maximum one page front and back
- Program Objective
- Brief Program Summary
- Aligned Blueprint Goal(s)
- Program Specific Activity Data
- Outcomes Aligned to Broader Community Goals
- Royalty Free Images

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Grant Renewal

High Level Overview:

- Financials
- DEIA
- Grant Renewal Review Committee Conversations
- Key Dates

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Grant Renewal-Overview

ArtsWave funded organizations expecting to receive continued funding must fulfill all grant requirements, accurately represent its organization and its activities in all documents submitted to ArtsWave and continue to meet the minimum eligibility criteria for the duration of the grant period.

(See the Grant Recipient Handbook for further details)

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Grant Renewal- Key Dates

Important Dates

- **Grant Renewal Workshop Webinar- January 2020**
- Grant Renewal Application Deadline – April 15th (aligned with quarterly report)
- Panel Discussion — May 2020
- Renewal Decision — June 22nd

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Grant Renewal

Financial Review

- Organizational Information
- Financial Questions
- Financial Reporting
- Variance Explanation Form
- Financial Audit and Operation to Audit Reconciliation Form or 990
- Statement of Assurances

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Grant Renewal

Statement on Cultural Equity

ArtsWave believes that strong arts create strong communities, and actively seeks to promote access, equity, and inclusiveness in its grantmaking. ArtsWave will not award grant support to organizations that, in their constitution, bylaws, or practices, discriminate against a person or group because of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation, or religious belief. In doing so, we seek to promote respect for all people.

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Grant Renewal

Statement on Cultural Equity

Cultural Equity embodies the values, beliefs, policies and 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, and the socio-economically disadvantaged.

Grant Renewal

Statement on Cultural Equity

ArtsWave believes:

- Artists and cultural creators have a unique role in challenging inequity and imagining new and more just realities.
- Cultural equity is critical to the long-term viability of the arts sector.
- Everyone deserves equal access to a full, vibrant creative life, which is essential to a healthy and connected community.

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Grant Renewal

Diversity, Equity, Inclusion & Access Requirements

- By the End of Year 1 (FY2020): All Large and Midsize Sustaining Impact grant recipients must have a board-approved Diversity, Equity, Inclusion and Access plan in place.
- Organizations are asked to submit this plan with the Quarterly Report due on July 15, 2020.

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Grant Renewal

Diversity, Equity, Inclusion & Access Requirements

- By the End of Year 2 (FY2021): All Boards of Directors of Sustaining Impact grant recipients should have racially and/or ethnically diverse representation.
- Organizations will be required to submit Board demographic data with the Quarterly Report on July 15, 2021.

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Grant Renewal

Diversity, Equity, Inclusion & Access Requirements

- By the End of Year 3 (FY2022): If necessary, efforts to diversify artistic and professional staffs will have been made and documented.
- Organizations will be required to submit artistic and professional staff demographic data with the Quarterly Report on July 15, 2022.

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Grant Renewal

Diversity, Equity, Inclusion & Access Requirements

For resources and toolkits on Diversity, Equity Inclusion and Access in the Arts please go to:

Additional Resources

https://www.artswave.org/apply-for-funding

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Important Dates

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Important Dates

- **Blueprint Lunch & Learn — November 5**
- Grant Renewal Workshop Webinar- January 2020
- Grant Renewal Application Deadline – April 15th (aligned with quarterly report)
- Panel Discussion — May 2020
- Renewal Decision — June 22nd
- Board Approved DEIA Plan due — July 15, 2020
- Initial Quarterly Grant Payment —Mid October, 2020

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Questions & Discussions

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Thank You.

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