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# FY2019 Catalyzing Impact Grantee Handbook



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The purpose of this handbook is to outline the grantee expectations and requirements for Catalyzing Impact grantees in FY2019. By accepting funding, an organization agrees to adhere to the grant recipient guidelines outlined in this document.

### Grantee Responsibilities

By accepting this award, the Grantee is acknowledging they agree to uphold the terms and conditions outlined in the Grantee Handbook, including but not limited to:

- Agreeing to expend the entire grant amount for the purposes outlined in the original grant request;
- Agreeing to notify ArtsWave in writing of any changes to the objectives, methods, or timeline of the project for which grant funds have been awarded;
- Agreeing to appropriately credit and recognize ArtsWave for the project for which grant funds have been awarded; and
- Ensuring the organization's constitution, bylaws, and/or practices do not discriminate against a person or group because of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation, or religious belief.

### Grant Recognition Guidelines

The ArtsWave Community Campaign receives contributions from generous individual, business, and foundation donors. To reinforce the importance of their gifts, we need them to see and understand the connection between their contribution to ArtsWave and the programs supported by this grant. Public recognition of this grant, and thereby of all donors to ArtsWave, is important to sustain and encourage future contributions to this remarkable community resource.

We ask grant recipients to credit ArtsWave as space is available in all promotional materials for the funded programming including, but not limited to: programs, calendars, postcard announcements, invitations, news releases, radio and television spots, social media posts, e-communications vehicles, street banners and box office windows.

#### Name and Brandmark Usage

Always use the full name: ArtsWave, with a capital "A" for Arts and a capital "W" for Wave and no space between Arts and Wave. ArtsWave brandmarks are available for download at [www.TheArtsWave.org/about/media-resources](http://www.TheArtsWave.org/about/media-resources).

When the logo will be on printed materials and less than 2 inches in width, use the brandmark without rings or tagline. The logo should never appear at a size less than ¾ inch. The tagline proportion and placement should never be altered.

In all cases, please make sure the brandmark is clearly legible and recognizable.

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## Print Recognition

### **Event Programs**

Grant recipients will use, in a size at least 1 inch in width, the ArtsWave logo on the title page of all programs for activities/events funded through this grant. Logo size and placement should be proportional to ArtsWave's support comparative to other sources of funding.

### **Newspaper/Magazine Advertising**

Any advertising for the funded program, regardless of size or length, should credit ArtsWave.

### **News Releases**

News releases about the funded programming must credit ArtsWave support. Example: "XYZ is supported by the generosity of more than 35,000 contributors to the ArtsWave Community Campaign."

### **Event Signage**

Wall text must include ArtsWave. If there is no wall text, grant recipients may place a sign near the entrance crediting ArtsWave as follows: "Supported by the generosity of community contributions to the ArtsWave Campaign."

## Electronic Recognition

### **Broadcast Advertising**

Include ArtsWave in all radio and television spots promoting the funded programming. Radio spots should give verbal credit to ArtsWave (copy: "Funding support comes from ArtsWave") and television spots should include the ArtsWave logo.

### **Digital Advertising**

Logo credit should be provided in all digital advertising for the funded programming. Acknowledgement of ArtsWave support should be proportional to its share of support compared to other sources.

### **Social Media**

Tag @ArtsWave on posts and shares about the funded programming and, when appropriate, use hashtags such as #CincyArts and #BlueprintRoots. This will allow ArtsWave to find and share posts, thereby amplifying the reach and message.

## Oral Recognition

In cases when there is no printed program, grant recipients can provide oral credit before each activity/event funded through this grant. As in press releases, oral credit should explicitly thank the community: "XYZ is supported by the thousands of people who give generously to the ArtsWave Community Campaign." If an announcement is not possible, grant recipients may place a sign at the entrance of the event.

If you have additional recognition related questions, please Zach Moning, Communications Manager, at 513-632-0134 or [zach.moning@artswave.org](mailto:zach.moning@artswave.org).

## **Collaborative Marketing**

One of ArtsWave's goals is to communicate excitement about the programming funded through this grant in a variety of channels. Grant recipients should post all event and program listings on CincyArtsGuide.com and/or CincyArtsandSTEM.org as appropriate. For assistance with uploading your

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programming into either platform, contact Zach Moning, Communications Manager, at 513-632-0134 or [zach.moning@artswave.org](mailto:zach.moning@artswave.org).

## **Grant Acceptance**

Grant recipients are asked to submit a Grant Acceptance form via the grantee portal. The Grant Acceptance form can be located here: [https://www.grantrequest.com/SID\\_2232/?SA=AM](https://www.grantrequest.com/SID_2232/?SA=AM)  
You may log into the grantee portal with same email and password you used to submit your grant application.

## **Grant Payment**

A single grant payment by check or by EFT (if authorization has been provided) will be issued upon receipt of the completed Grant Acceptance Form via the grantee portal. Grant payments are issued on the 5<sup>th</sup> and the 20<sup>th</sup> of the month.

## **Changes to Project Scope**

Grantees must notify ArtsWave of any substantial changes to the scope of the project as soon as possible. Changes in project scope will be evaluated on a case-by-case basis but may result in a partial or full refund of the grant award.

## **Final Report**

Grant recipients must submit a Final Report via the grantee portal within 30 days of the completion of the project. The final report includes a financial report, an evaluation report with the actual results achieved for each of the three objectives outlined in your application, and lessons learned during program implementation that might be valuable to the broader sector. Failure to submit your final report in a timely fashion may result in ineligibility for future funding from ArtsWave.

### Photographs

ArtsWave publicizes its grants and generates excitement about the impact of the arts through media outlets, via social media platforms, through our e-newsletters and on our website. As a part of the final report, we ask grant recipients to submit at least three photographs that highlight the funded programming. ArtsWave will assume that we have permission to use and share these photographs and any attributions (if provided), unless expressly told otherwise.

### Proof of Grant Recognition

PDFs or JPGs of programs and other materials should also be submitted along with your final report. We encourage you to send us press releases, copies of publications or media coverage that mention your grant.

## **Additional Information**

If you have additional questions regarding this document, your award, or the decision-making process used by the committee to determine your award, please feel free to contact Kara Shibiya, Director of Grant Programs, at 513.632.0128 or [kara.shibiya@artswave.org](mailto:kara.shibiya@artswave.org) or Danielle Martin, Grants Coordinator, at 513-632-0126 or [danielle.martin@artswave.org](mailto:danielle.martin@artswave.org).