FY2020 Young Professionals Grant Program
Application Instructions

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Who May Apply

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.

To be eligible for the FY2020 YP Grant Program, an organization must meet <u>all</u> the following criteria:

- Have a primary mission to provide programs or activities in areas directly concerned with arts or cultural heritage for the general public;

- Be based in the Cincinnati-Middletown, OH-KY-IN MSA, which includes the following counties: Brown, Butler, Clermont, Hamilton and Warren Counties in Ohio; Boone, Bracken, Campbell, Gallatin, Grant, Kenton, and Pendleton Counties in Kentucky; and Dearborn, Ohio and Union Counties in Indiana; and

- Have a 501(c)3 tax status.

- Embody ArtsWave's commitment to access, equity, and inclusiveness.

Eligible Requests

ArtsWave recognizes there is a lack of resources dedicated to programming specifically for young professionals. This grant program is designed to provide both seed funding to support the development <u>of new programming</u>, as well as short-term <u>operating support for existing programming</u> with a demonstrated impact.

To be eligible for the FY2020 YP Grant Program, the proposed programming should:

- Be participatory, social, and recurring
- Encourage personal investment in the organization and/or community
- Seek to increase engagement among young professionals who are already engaged
- Strive to reach young professionals that are not already engaged
- Have a plan for long-term sustainability

Proposed programming must begin before December 31, 2019, or a solid plan must be in place to begin programming within the first quarter of 2020.

Grant Amounts

Grant awards will be given up to $25,000. There is no matching funding requirement for this grant; however, priority will be given to proposals that have a financial commitment from other sources (including in-kind).

Application Instructions

All application materials must be submitted via the online grantmaking system. We strongly recommend that you begin your online application well before the due date to familiarize yourself with the online grantmaking system and to address any technical concerns. While completing your application, remember these tips:

- Be brief, clear and direct, focusing on what is most important.

- Review panelists may have little or no prior knowledge of your organization. Don't assume that

  o They have extensive knowledge of particular artistic disciplines.

  o They know the meaning of acronyms

  o They understand the characteristics of your community or audience.

- We recommend that you prepare your responses offline in a word processing program and then copy and paste them into the appropriate sections of the online application.

- Limit the use of bullets and other formatting in text fields.

- Add mail@grantapplication.com to your safe senders list to ensure that you receive all communications from the online grantmaking system.

The full application consists of four sections:

1. **Organization Profile**

   a. Organization Name
   b. Grant Contact

2. **Program Information**

   a. Program Overview

      ▪ Name of Program (15-word limit)

- Describe the proposed program. Be sure to clearly explain how the proposed program relates to ArtsWave's Blueprint for Collective Action goal to engage young professionals so that they become more deeply rooted in the region. (750-word limit)

- What is the projected start date? (Must be before 12/31/2019, or shortly thereafter)

- What is your estimated overall number of participants?

- What percentage of those participants do you project will be young professionals (age 40 and under)?

- How will you measure the success of this program in engaging young professionals? Please include both the measures you will use and the methodology you will use to collect the data. (250-word limit)

- Provide a proposed program timeline, outlining key deliverables and milestones. (250-word limit)

- How are young professionals engaged in the development and implementation of this program? (250-word limit)

- Please list any organizations you will collaborate with for this program and briefly describe the nature of the collaboration. (250-word limit)

b. Past Year Program Outcomes {For Existing Programming Only}

Please answer the following questions if you are requesting funding for an existing program. (This includes programs that will be expanded or modified in some way.)

- In the past year, how many people participated in this program?

- What percentage of participants were adults age 40 and under?

- How successful was the program in achieving its objectives? Please provide supporting data. (500-word limit)

3. **Financial Information**

a. Request Amount

b. Organization Financial Summary

Please provide a one to two-page statement of revenue/support and expenses for your organization's most recently completed fiscal year. This summary document can be similar to what your organization presents to its board.

c. Program Budget

- - Total Budget for Proposed Program

  - Provide a detailed budget outlining the revenue/support and expenses for this program.

  - How and over what time period will the grant funds be spent? (100-word limit)

  - What additional funding/support is available for this program? (100-word limit)

d. Sustainability

  How does your organization plan to sustain this program beyond this grant? (150-word limit)

4. **Statement of Assurances**

   An authorizing official will certify that s/he is authorized to submit the application on behalf of the organization and that the information contained in the application is true and correct to the best of his/her knowledge.

Application Deadline

The full application must be submitted via the online grantmaking system by **Wednesday, July 17th by 5:00 pm** for consideration. **Late applications will not be accepted.**

Application Review Process

All applications will be evaluated by a review panel comprised of members of the ArtsWave YP Committee. ArtsWave staff will manage all administrative and logistical tasks necessary to conduct a successful review process including:

- Providing the YP Committee with training and materials to ensure they are able to evaluate applications effectively

- Informing the YP Committee of ArtsWave policies and procedures

- Providing all available objective information regarding applicant organizations to the panel

Applicants will be reviewed and scored on the following criteria:

- Quality and originality of proposed programming

- Potential to engage young professionals

- Feasibility of program idea and proposed timeline

- Program sustainability

Grant Requirements

In order to receive funding from ArtsWave through this grant program:

- The proposed programming must begin before December 31, 2019 or a solid plan must be in place to begin programming within the next few months.

- The organization must have a plan to acknowledge ArtsWave in all marketing materials and provide advanced notification to ArtsWave for all events funded by the grant.

- The organization must present a progress update to the ArtsWave YP Committee in early 2020. (date TBA)

- The organization must submit a final report, summarizing the program and documenting how the grant funds were spent. The report form will be available on the online grantee portal.

- An organization must fulfill all grant requirements outlined in the grantee handbook for the duration of the grant period and accurately represent its organization and its activities in all documents submitted to ArtsWave.

Key Dates

Full Application Due	Funding Decision	Grant Payment	Programming must begin by	Progress Report to Committee
7/17/2019 by 5:00pm EST	8/23/2019	Mid-September	12/31/2019	April 2020

Grant awards will be announced on or after August 23rd.