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# FY2020 African American Arts Grantee Handbook



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The purpose of this handbook is to outline the grantee expectations and requirements for African American Arts grantees in FY2020. 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 <https://www.artswave.org/whats-artswave/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, Marketing & Communications Manager, at 513-632-0134 or [zach.moning@artswave.org](mailto:zach.moning@artswave.org).

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## **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 ArtsWave Guide at [Guide.ArtsWave.org](http://Guide.ArtsWave.org) as appropriate. For assistance with uploading your programming into this platform, contact Zach Moning, Marketing & 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 online grantee portal Submittable. To access the Grant Acceptance form, log into the grantee portal with same email and password you used to submit your grant application using this link: [www.artswave.submittable.com/login](http://www.artswave.submittable.com/login)

When in the portal, go to your submissions, and click into your African American Arts grant submission. Along the top, click the tab that says "forms". You will find the Grant Acceptance form there.

## **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.

## **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.

## **Reporting**

If your program extends beyond six months, you will be required to provide a status report by December 19, 2020.

Grant recipients must then submit a Final Report via the grantee portal within 30 days of the completion of the project. Failure to submit your final report in a timely fashion may result in ineligibility for future funding from ArtsWave.

All requirements must be submitted through Submittable. For more information on these reporting requirements, please see Appendix A.

## **Arts Professionals of Color Empowerment Group**

In the Summer of 2020, ArtsWave launched a new roundtable group for people of color who are employed as staff members at local arts organizations. Led by two members of ArtsWave's team, this is meant to be a networking and mentoring forum that helps create a stronger

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sense of community among diverse arts professionals. If you would like to join this group, please email Andre DuBois at [andre.dubois@artswave.org](mailto:andre.dubois@artswave.org).

### **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 Krista Bondi, Grant Programs Manager, at [krista.bondi@artswave.org](mailto:krista.bondi@artswave.org).

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## APPENDIX A: Reporting Guidelines

### Status Report Form

If your project extends beyond six months, you will be required to provide a status report by December 19, 2020. Below is the information to be included:

1. Organization Name
2. Project Title
3. Actual Project Start Date and Anticipated Project End Date
4. Please provide an update on your project, including any bright spots, challenges, or changes.
5. Provide an updated timeline for the remainder of the project.

### ArtsWave African American Arts Final Report Form

Grant recipients must then submit a Final Report within 30 days of the completion of the project. Below is the information to be included:

1. Organization Name
2. Project Title
3. Project Description
4. Actual Project Start Date and Actual Project End Date
5. Number engaged/served/impacted directly through this investment
6. If Capacity Building project: How did this project strengthen your organization's ability to serve its community? OR if Impact Expansion project: How did this project help your organization increase the impact of already established and/or successful programming or services?
7. Share with us how your project helped advance the work within the Blueprint goal(s) you originally selected.
8. Please refer to the goals you sought to achieve within this grant period and note the actual outcome of each below. How did you track these outcomes? If results vary from the original goals, please explain and comment.
9. How will this project be continued? What's next on the horizon for your organization?
10. Attachments
  - a. Please include a completed FY2020 African American Arts Financial Report Form. A blank form can be accessed at this [link](#).
  - b. Please include an example of marketing, promotional, or other materials that demonstrates your adherence to the grant recognition guidelines.
  - c. Please include 3 photos, and any necessary descriptions, that showcase the programming funded by this grant. ArtsWave will assume that we have permission to use and share these photographs and any attributions (if provided), unless expressly told otherwise.
  - d. Project Highlight - Please include any additional items for review from the grant period. This may include, but is not limited to: links to performances, media attention, strategic plan, etc. Please upload all documents as a single PDF.