Young Professionals Grant Program
Guidelines and Application Instructions

Overview

The Young Professionals (YP) Grant Program is a new initiative that provides seed funding to support the development of new programming, or the expansion of existing programming, that engages young professionals. The funding to support this grant program will come from donations made by young professionals to the 2016 ArtsWave Community Campaign.

Background

The attraction and retention of young professionals to our region is a top priority for Greater Cincinnati. Compared to our peer regions across the country, Cincinnati is seeing slower growth in this key demographic. Maintaining a workforce that is diverse in age is vital to a thriving, growing community. Business and civic leaders, including the Cincinnati USA Chamber of Commerce, are focused on finding ways to build awareness among young professionals about Cincinnati and to more deeply engage those that are already here.

ArtsWave's research on arts engagement in our community revealed the power of the arts to attract, engage, and retain residents. Community members who reported a high level of arts engagement also showed high levels of civic engagement, reported a growing circle of friends, and had a higher opinion of the quality of life in Greater Cincinnati. The arts deepen roots in the region. As part of the Blueprint for Collective Action, ArtsWave's 10-year action plan, we are being intentional about creating and funding more arts activities and programs that target young professionals and help them to become more deeply rooted in Greater Cincinnati.

What Will We Support

The YP Grant Program will provide grants of up to $25,000 to arts organizations in support of programming that:

- Is participatory, social, and recurring
- Encourages personal investment in the organization and/or community
- Is targeted at young professionals

ArtsWave recognizes that there is lack of resources dedicated to programming specifically for young professionals. This grant program is designed to provide seed funding to support the development of new programming or the expansion of existing programming. Successful proposals will:

- 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 sustaining the program beyond the grant funding

Who May Apply

To be eligible for the YP Grant Program, an organization must meet all of 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

- Have a 501(c)3 tax status

Letter of Interest

All interested applicants must complete a Letter of Interest (LOI). The LOI consists of three sections:

1. Organization Profile

    a. Name
    b. EIN
    c. Address
    d. Website
    e. Chief Professional Officer
    f. What is your organization's mission? (75 word limit)
    g. Describe your organization's target population/audience, including geographical reach. (100 word limit)
    h. What is the 30 second "elevator speech" that you share to best describe your organization and its role in the community? (50 word limit)
    i. What is your organization's annual budget?
    j. Fiscal year end date

2. Program Summary

    a. Provide a brief written summary of your proposed program. (250 words)
    b. Submit a video clip describing your proposed program. Please limit your video submission to no more than 3 minutes in length. Files cannot be larger than 25mb in size. If your video file is larger than 25mb, you should submit a link to the video instead.

3. Contact Information

To access the online Letter of Interest form, click here.

LOIs must be submitted via the online grantmaking system by January 15, 2016 at 11:59pm EST for consideration.

Note: ArtsWave is unable to provide technical support past 7:30 pm on Friday, January 15, 2016. At midnight, the system will no longer allow you to submit your LOI. **Late LOIs will not be accepted.**

LOI Review Process

The LOIs will be screened by a review panel comprised of members of the ArtsWave YP Committee. Each panel member will select his/her five favorite proposals. These selections will be used to determine how many and which organizations will be invited to submit an application. **Invitations to apply will be sent on February 12, 2016.**

Application

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

    ➢ They have extensive knowledge of particular artistic disciplines.

    ➢ They know the meaning of acronyms

    ➢ 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 (will be prepopulated from LOI submission)

2. Program Overview

    a. Program Title (25 words)
    b. Briefly describe the proposed program (250 words)
    c. Total Program Budget
    d. Projected Start Date
    e. Provide a proposed program timeline, outlining key deliverables. (250 words)

f. How will you engage young professionals in the development of this program? (250 words)

g. How does your organization plan to sustain this program beyond this grant? (250 words)

h. Please set one or more goals for this program related to the engagement of young professionals. (200 words)

i. How will you measure your progress toward meeting these goals? (200 words)

3. Financial Information

a. Program Budget – Provide a detailed program budget. How and over what time period will the grant funds be spent? What additional funding/support is available for this program?

b. Organization Financial Summary – Please provide a 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.

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.

The full application must be submitted via the online grantmaking system by Monday, May 2, 2016, at 11:59 pm EST.

Note: ArtsWave is unable to provide technical support past 7:30 pm on Monday, May 2, 2016. At midnight, the system will no longer allow you to submit your application. **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 awards will be announced on June 24, 2016.

Grant Requirements

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

- The proposed programming must begin before December 31, 2016 or a solid plan must be in place to begin programming within the next few months.

- The organization must present a progress update to the ArtsWave YP Committee in February 2017.

- Once all of the grant funds have been expended, 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 for the duration of the grant period and accurately represent its organization and its activities in all documents submitted to ArtsWave.

Key Dates

Letter of Interest Due	Invitations to Apply Sent	Full Application Due	Funding Decision	Grant Payment	Programming must begin by	Progress Report to Committee
1/15/2016 by 11:59pm EST	2/12/2016	5/2/2016 by 11:59pm EST	6/24/2016	9/15/2016	12/31/2016	Feb 2017