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# FY2017 Partnering for Impact Grantee Handbook



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The purpose of this handbook is to outline the grantee expectations and requirements for the Partnering for Impact Grant Program for FY2017. By accepting funding through the Partnering for Impact Grant Program, an organization agrees to adhere to the grant recipient guidelines outlined in this document.

### 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 amazing work of your organization. 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 including, but not limited to: programs, newsletters, annual reports, calendars, catalogues, brochures, postcard announcements, invitations, news releases, radio and television spots, websites, 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.

### Final Report

Grant recipients must submit a final report on or before **June 1, 2017**. The final report should include a summary of the work completed with this funding and a financial report detailing how the grant funds were expended. As appropriate, we also ask grantees to submit photographs that showcase the impact of this partnership. 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. ArtsWave will assume that we have permission to use and share these photographs and any attributions (if provided), unless expressly told otherwise.

The final report should be uploaded to and submitted via the grantee portal. The grantee portal can be accessed at:

[https://www.GrantRequest.com/SID\\_2232?SA=AM](https://www.GrantRequest.com/SID_2232?SA=AM)

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## **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 documents via the grantee portal. Grant payments are issued on the 5<sup>th</sup> and the 20<sup>th</sup> of the month.