
FY2019 Catalyzing Impact Grant Program Guidelines



Catalyzing Impact Grant Program Guidelines

Purpose

The purpose of the Catalyzing Impact Grant Program is to encourage a breadth of programming through arts and cultural heritage projects that support the goals of ArtsWave's Blueprint for Collective Action.

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 FY2019 Catalyzing Impact Grant Program, an organization must meet all the following requirements:

- Have a 501(c)3 tax status or be non-profit in nature.
- 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 not received a Sustaining Impact or Capital Grant in FY2019.
- Does not currently have an active Catalyzing Impact Grant or Capital Grant with ArtsWave and has completed successfully all previous Catalyzing Impact or Capital grant requirements.
- Embody ArtsWave's commitment to access, equity, and inclusiveness.

Organizations with missions that are not directly concerned with arts or cultural heritage are encouraged to apply for support of arts or cultural heritage programming.

NOTE: First time applicants must contact ArtsWave to schedule an introductory phone call at least one week prior to the application deadline. Please contact Kara Shibiya at 513-632-0128 or kara.shibiya@artswave.org.

Eligible Requests

The Catalyzing Impact Grant Program provides funding for arts or cultural heritage projects that support one of the five goals of ArtsWave's Blueprint for Collective Action. A project is defined as a specific, connected set of activities with a start date, end date, and explicit goals and objectives. Projects with multiple components and/or event dates must show a cohesive theme that ties the entire project together.

Eligible project requests may include a new project (i.e. a brand-new project that has not occurred before and/or received ArtsWave funding before), or an existing project that demonstrates an expansion of impact (this may also include projects that have not received ArtsWave funding before).

Receiving a Catalyzing Impact grant is a competitive process. Organizations proposing existing projects that have been funded through the Catalyzing Impact program in previous fiscal years should be prepared to demonstrate how the proposed work is expanding impact. Examples may include:

- serves a new or expanded geography (e.g., neighborhood, municipality, or county);
- serves a new or expanded audience (e.g., age or culturally specific) or
- deepens impact within an existing project (e.g., expanded themes, content, or timeframe)

SPECIAL FOCUS IN FY19:

Thanks to special funding from Toyota Motor Engineering & Manufacturing North America, Inc., ArtsWave seeks to award Catalyzing Impact grants in FY19 that address the Blueprint Goal 'Fueling Creativity and Learning' through projects that combine STEM (science, technology, engineering, and mathematics) with the arts in engaging and creative ways for youth.

Catalyzing Impact Grants cannot be requested for any of the following:

- General operating support
- Fundraisers
- Re-granting
- Advancing or inhibiting a religious ideology
- Advocacy of specific political causes or candidates

Organizations may only submit one application per deadline. Organizations may only receive one Catalyzing Impact Grant in a single fiscal year.

Grant Amounts

Grant awards will be made up to \$10,000 or 50% of the total expenses for the proposed project.

Match Requirements

Grants received through the Catalyzing Impact Grant Program are matching grants through which applicants are expected to leverage ArtsWave funds to secure support from outside sources. The grant program requires a 1:1 match by the applicant. Up to 50% of your organization's matching dollars can come from in-kind contributions. Matching funds do not need to be secured at the time of application, but documentation of the source(s) of matching funds will be required in the final report. For purposes of determining the value, volunteer time should be calculated at \$24.14 per hour (Independent Sector, 2018).

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 system and to address any technical concerns.

While completing your application, remember these tips:

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- Be brief, clear, and direct in your narrative. Focus on what is most important.
 - 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.
 - Use one of the following compatible browsers: Chrome® v.22+, Firefox® version v.27+, Internet Explorer® v.8-10 (if enabled), Internet Explorer v.11, Safari® v.7+, or Edge®.

The application for the FY2019 Catalyzing Impact Grant Program can be accessed using the following link:

https://www.grantrequest.com/SID_2232?SA=SNA&FID=35111

The application consists of the following sections:

A. Organization Information

{Some of this information will prepopulate if you have provided it to ArtsWave through previous applications.}

- Organization Contact Information *
- Organizational Leadership *
- Grant Contact *
- Organization Overview *
 - Brief description of organization
 - Type of organization
 - EIN {if 501(c)3}

B. Details of Request

- Project title (up to 25 words) *
- Project description (up to 250 words) *
- Estimated total participation (Adults and Youth)
- Project request type *
- Description of project expansion (up to 150 words)
- Anticipated project start date and end date *
- Project timeline (up to 150 words) *
- Collaborations (up to 150 words)
- Blueprint goal and role *
- Project objectives and proposed results (up to 150 words per section) *
- Collateral materials (attachments) *

C. Financials

- Annual operating budget *
- Requested grant amount *
- Total project budget *
- Most recent annual financial statement (attachment) *

- Catalyzing Impact Grant Budget Form (attachment). *(Blank copies of this form may be found on the Apply for Funding page.)* *

**delineates a field required to submit*

D. 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 submitted in the application is true and correct to the best of his/her knowledge.

All application materials must be submitted through the online grantmaking system by **5:00 pm EST** on the deadline date. **Late applications will not be accepted.**

Determination of Grant Amount

All applications will be reviewed by a panel consisting of community volunteers and ArtsWave staff. Applications will be evaluated using the following criteria:

- Strength of alignment with ArtsWave’s Blueprint for Collective Action
- Feasibility of the proposed project
- Breadth and depth of the intended community impact
- Project budget is reasonable and meets matching funding requirements
- Adherence to ArtsWave grant guidelines

Requests may be funded in full or in part. If a request is partially funded, it will be funded at no less than 50% of the requested amount.

Grant Requirements

Upon notification of award, grant recipients must submit a grant acceptance form. A single grant payment will be issued once the grant acceptance form has been received.

A final report is due within 30 days after the project’s completion. All requirements must be submitted through the online grantmaking system. Applicants are ineligible to apply for funding if a previous final report is outstanding.

Key Dates

Application Deadline *	Funding Decision	Project Start Date **
September 19, 2018	Late October 2018	Winter/Spring
February 27, 2019	Early April 2019	Spring/Summer

* application closes at 5pm on the deadline

** projects that start outside of this timeframe may be deferred to a future application deadline

Contact ArtsWave

Additional application questions may be directed to Kara Shibiya, Director of Grant Programs, at kara.shibiya@artswave.org or 513-632-0128.