FY2021 Catalyzing Impact Grant Program Guidelines

arts wave

Funding Arts. Fueling Community.

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 (Appendix A).

Who May Apply

ArtsWave believes that strong arts create strong communities and actively seeks to promote access, equity, and inclusiveness in its grantmaking. To be eligible for the FY2021 Catalyzing Impact Grant Program, an organization must meet <u>all</u> the following requirements:

- Have a 501(c)3 tax status or be non-profit in nature with an established fiscal agent.

- 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 FY2020.

- Does not currently have an active Catalyzing Impact Grant or Capital Grant with ArtsWave and has successfully completed all previous Catalyzing Impact or Capital grant requirements.

- Have not received a FY21 Catalyzing Impact Round 1 Grant.

- Have not received funding for the proposed project through another ArtsWave project grant since January 1, 2020*

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

*Proposed **projects** that have been already funded through the FY2020 African American Arts, FY2021 Young Professionals, FY21 "Truth & Reconciliation" Project Grants for Black and Brown Artists or FY21 ArtsWave Pride grant programs are not eligible for funding. A recipient of any of those grant programs is still eligible to apply if they meet all of the requirements above but must propose a different project for the Catalyzing Impact grant program.*

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 Kate Kennedy at Kate.Kennedy@artswave.org to schedule.

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 (see Appendix B for more application definitions). 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 or an existing project that demonstrates an expansion of impact.

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:

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

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

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.

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 <u>requires a 1:1 match by the applicant</u>. <u>Up to 50% of your organization's matching dollars can come from in-kind contributions</u>. 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 $27.20 per hour (Independent Sector, 2020).

Application Instructions

All application materials must be submitted via Submittable, ArtsWave's 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. Create a stronger application by:
    o not assuming reviewers have extensive knowledge of all artistic disciplines;
    o explaining acronyms; and
    o explaining the characteristics of your community or audience as needed.

- 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 Impact@ArtsWave.org 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 FY2021 – Round 2 Catalyzing Impact Grant Program can be accessed using the following link:

https://artswave.submittable.com/submit/c983b38d-f88d-4f90-913e-2017fb4698fd/fy2021-catalyzing-impact-grant-application-round-2

The application consists of the following sections:

A. Organization Information

- Organization Contact Information *
- Chief Professional Officer Contact Information*
- Grant Contact Information (if applicable)
- Type of Organization*
- If 501(c) 3
    o Organization EIN*
- If not 501(c)3

- o Describe the non-profit status of your organization, including your organization's relationship with an established fiscal agent. (150-word limit)*
- Provide a brief description of your organization and the type of programming you provide. (150-word limit)*
- Describe your organization's audience and the communities you serve. Please include demographic information such as your audience age, communities--geographic, language, ethnicity, etc. (150-word limit)*
- Please share if and how your organization has engaged your communities throughout the pandemic. (250-word limit)
- Please detail ArtsWave Catalyzing Impact grants that you have received since FY2016. For each project funded, list the date received, project name and grant amount.
- Number of Full-Time and Part-Time staff members; Number of Board members and % BIPOC for each category

B. Details of Request

- Project title*
- Select one Blueprint Goal to which your proposed project most closely aligns.*
- Provide a description of the proposed project. Be sure to clarify how the project relates to the Blueprint goal selected above. (250-word limit) *
- Estimated total participation (Adults and/or Youth)*
- Project request type *
  - o If "existing project" - Description of project expansion (150-word limit)
- Anticipated project start date and end date *
- Provide a proposed timeline for project implementation. If your project includes public gatherings, be sure to include an alternate timeline or contingency plan should gatherings continue to be limited in the coming months. (250 word-limit) *
- Who are the artists involved with this project? Briefly describe their qualifications and background. (150-word limit)
- Please list any organizations you will collaborate with for this project and briefly describe the nature of the collaboration. (150-word limit)
- What are the project's objectives and intended outcomes? These objectives and intended outcomes should be specific, measurable, and aligned to the selected Blueprint goal. (250-word limit) *
- How will outcomes be measured and who (e.g. staff, consultant, etc.) will measure them? (250-word limit)*
- Please upload an example of your organization's work that illustrates your capacity to accomplish the proposed project. (attachment) *

C. Financials

- Annual operating budget *
- Estimate the total revenue losses incurred by your organization from March through December 31, 2020. Include both earned revenue (box office, subscriptions etc) and unearned (budgeted fundraising revenue that can't be realized, like galas)*
- Total project budget *
- Requested grant amount *
- How will the grant funds be used? (150-word limit)*
- 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 March 3, 2021**. **Late applications will not be accepted.**

Grant Workshop

ArtsWave will host a free, online webinar to go over the Catalyzing Impact Grant Program Guidelines, the application process, and any questions you might have about the program. The webinar will be held on February 9, 2021. For details and to register, please visit:

[FY2021 ArtsWave Catalyzing Impact Round 2 Grant Program Webinar Tickets, Tue, Feb 9, 2021 at 10:00 AM | Eventbrite](#)

The webinar session will be recorded and made available on ArtsWave's website.

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:

- The organization has the capacity to provide quality cultural experiences for the community.
- The proposed project is aligned with ArtsWave's Blueprint for Collective Action.
- The project can be achieved in the proposed timeline; or, if delays must occur due to COVID-19, the project can be revived and completed successfully at a future point in time.
- The project objectives and intended outcomes are clear and measurable.
- The proposed project budget is reasonable and meets matching funding requirements.

Requests may be funded in full or in part.

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

Round	Application Deadline *	Funding Decision	Project Start Date **
Round 1	September 17, 2020	October 30, 2020	Fall/Winter
Round 2	March 3, 2021	April 9, 2021	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 Kate Kennedy, Chief Operating Officer, at kate.kennedy@artswave.org.

Appendix A: Blueprint for Collective Action

Our Vision – A more vibrant regional economy and more connected community for all.

Overview

By supporting a wide variety of art forms and providing strategic leadership for the arts sector in the broader community, ArtsWave creates an environment where the growing impact of the arts is felt and celebrated by the entire community.

The Blueprint for Collective Action provides a focus for ArtsWave's community investments and strategic initiatives for the next ten years. The Blueprint is designed to achieve three things:

- Align with broader community objectives;

- Provide more clarity and specificity around the kinds of activities and outcomes ArtsWave desires; and

- Leverage more support from the community by demonstrating relevance to the community.

By focusing the ArtWave's investment strategy, the Blueprint is intended to stake a bold vision for the region for enhanced impact through the arts by establishing five community goals and creating a roadmap for their achievement.

Blueprint Goals and Roles

The Blueprint is based on the following principles:

- All goals have equal priority.

- Every arts organization plays a part in achieving our collective goals through a wide variety of activities and programs that create community impact — some new, many already established.

- Individual arts organizations (of any size or discipline) can play specific roles in support of the achievement of each goal.

- No single arts organization can fulfill all <u>roles</u> for all goals all the time. A diverse arts community supporting many different types of organizations and activities is necessary to fulfill all roles and achieve all goals.

- A single activity or program may fulfill several roles and may advance progress on more than one goal.

- ArtsWave, too, has specific roles to play in the achievement of each goal. ArtsWave must leverage its position as leader, connector, aggregator, and partner to build capacities sector-wide.

Arts Put Cincinnati on the Map

Greater Cincinnati's innovative arts scene attracts talent, visitors, and business to the region.

GOAL: To be a more competitive region for talent attraction by leveraging arts that are perceived as extraordinary

Roles for Arts Organizations:

- To design new or unexpected artistic collaborations

- To create arts experiences that are active, immersive, and social; and that stretch the boundaries of the art form

- To improve and employ digital capabilities and use of social media to reach and engage digitally oriented or remote audiences

- To participate in collaborative efforts to increase earned media and leverage paid media/marketing opportunities

- To develop and share stories that distinguish the region through its arts

Arts Deepen Roots in the Region

Residents who are engaged in the arts – whether as volunteers, artists, or audience members – have a stronger and more positive connection to the community.

GOAL: To deepen feelings of engagement and connection to the community by widening participation in arts experiences, especially those that resonate with adults age 40 and under

Roles for Arts Organizations:

- To create arts experiences that are participatory, social, recurring, and encourage personal investment in the organization and/or community

- To create arts experiences for college students and young professionals

- To develop partnerships and collaborations with local colleges and universities

- To involve college students and young professionals at all levels of organizational decision-making

Arts Bridge Cultural Divides

When the arts reflect and celebrate the diversity of our community, residents build a greater understanding and appreciation of cultural differences.

GOAL: To promote cross cultural understanding by increasing the availability and accessibility of arts experiences that include and represent all races and ethnicities

Roles for Arts Organizations:

- To present works of art created by artists of all races and ethnicities

- To create arts experiences that include artists of all races and ethnicities

- To create and/or present art that tells the story(ies) of all races and ethnicities

- To create shared arts experiences for people of all races and ethnicities

- To identify and establish partnerships and collaborations that support equitable access to arts experiences for people of all races and ethnicities

- To involve at all levels of organizational decision-making people who reflect the broadest possible racial and ethnic diversity

- To develop cross-cultural artistic partnerships and collaborations

Arts Enliven Neighborhoods

Community arts centers, galleries, and theaters serve as vital hubs for neighborhood activity that supports local business and builds civic pride.

GOAL: To enhance the vibrancy of neighborhoods, particularly those that are underserved and/or revitalizing, by increasing the availability and accessibility of arts organizations and opportunities

Roles for Arts Organizations:

- To establish partnerships and collaborations within the neighborhood in which the organization is physically located

- To create an environment where all members of the organization's surrounding neighborhood feel welcome

- To increase the variety and frequency of arts experiences embedded in or accessible to neighborhoods throughout the region

- To improve the aesthetics of the region's neighborhoods

- To enliven indoor and outdoor public spaces throughout the region with arts experiences

- To optimize the use of resources already present in neighborhoods throughout the region to support equitable access to arts experiences

- To improve and employ digital capabilities and use of social media to reach and engage neighborhoods

Arts Fuel Creativity and Learning

The arts have the power to transform education both by improving learning of core curriculum and teaching skills like creativity, collaboration, and critical thinking.

GOAL: **To promote the development of 21st century skills by ensuring that all children in the region, particularly those that are underserved, have access to multiple arts opportunities**

Roles for Arts Organizations:

- To provide meaningful arts education opportunities for youth at all grade levels

- To optimize the use of resources already present in school and community settings to support equitable access for youth to meaningful arts education opportunities

- To provide professional development and enrichment opportunities for arts educators

- To develop curricula, materials, and training to support arts integration in all subjects and at all grade levels

Appendix B: Grant Application Glossary

501(c)3 Status
A non-profit organization that has been approved by the Internal Revenue Service as a tax-exempt, charitable organization.

Non-Profit in Nature
An organization, group or individual artist whose programming are organized for purposes other than generating profit (such as to benefit a community or communities) but are without a 501(c)3 status.

Fiscal Agent
A fiscal agent is a non-profit organization that holds the tax-exempt status as granted by the Internal Revenue Service under code 501(c)3 and that agrees to act on behalf of an individual or organization that does not yet have tax exemption for the purposes of this grant process.

Cincinnati-Middletown, OH-KY-IN MSA
The Cincinnati-Middletown, OH-KY-IN MSA 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.

BIPOC
Black, Indigenous and People of Color "We use the term BIPOC to highlight the unique relationship to whiteness that Indigenous and Black people have, which shapes the experiences of and relationship to white supremacy for all people of color within a U.S. context." We take this explanation and practice from the BIPOC Project.

Project
A project is defined as a specific, connected set of activities with a start date, end date, and explicit objectives and outcomes. Projects with multiple components and/or event dates must show a cohesive theme that ties the entire project together.

New Project
A project that has not occurred before and/or has not received ArtsWave funding before.

Existing Project
A project that has occurred before (this may include projects that have OR have not received ArtsWave funding before).

New or Expanded Audience
Demonstrated project expansion through serving a new or expanded audience, such as an age group, a racially or culturally specific group, etc.

New or Expanded Geography
Demonstrated project expansion through serving a new or expanding geography, such as a school district, neighborhood, municipality, county, etc.

Other Expansion
Demonstrated project expansion through deepened impact, such as expanded themes, content, or timeframe.

Estimated Total Participation – Adults
The estimated number of persons aged 19+ years that will be reached through this project.

Estimated Total Participation – Youth
The estimated number of persons aged 0-18 years that will be reached through this project.

Objective
An objective defines the specific, measurable actions your organization must take to achieve successful outcomes.

Outcome
An outcome defines changes that have taken place because of your organization's work (i.e. results or impact). Outcomes help you answer the question, "so what?".

Annual Operating Budget
The annual operating budget should be based on a realistic projection of income for the current year. This should reflect an organization's entire operations, not just the project budget.

Financial Summary
A financial document (called: profit and loss, statement of activities, or income and expense statement) from your organization's most recently completed fiscal year.