
**FY2021 Young Professionals Grant
Program Guidelines**



Young Professionals Grant Program Guidelines

Purpose

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 Regional Chamber, are focused on finding ways to build awareness among young professionals about Cincinnati and to engage more deeply 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 ([Appendix A](#)), 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.

The ArtsWave Young Professionals (YP) Grant Program began in 2016 and is an initiative that provides funding to support programming that engages young professionals. The funding to support the FY2021 YP Grant Program will come from donations made by young professionals to the 2020 ArtsWave Community Campaign.

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 Young Professionals Grant Program, an organization must meet all 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 a primary mission to provide programs or activities in areas directly concerned with arts or cultural heritage for the general public.
- Does not currently have an active Young Professionals Grant with ArtsWave and has successfully completed all previous Young Professionals grant requirements.
- Embody [ArtsWave's commitment to access, equity, and inclusiveness](#).

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.

NOTE: First time applicants must contact ArtsWave to schedule an introductory phone call at least one week prior to the application deadline. Please contact Krista Bondi, Grant Programs Manager, at Krista.Bondi@ArtsWave.org to schedule an appointment.

Eligible Requests

ArtsWave recognizes there is a lack of resources dedicated to programming specifically for young professionals. This grant program is designed to provide both seed funding to support the development of new programming, as well as short-term operating support for existing programming with a demonstrated impact.

To be eligible for the FY2021 YP Grant Program, the proposed programming should:

- Be participatory, social, and recurring
- Encourage personal investment in the organization and/or community
- 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 long-term sustainability

Proposed programming must begin before February 1, 2021.

Grant Amounts

Grant awards will be given up to \$15,000. There is no matching funding requirement for this grant; however, priority will be given to proposals that have a financial commitment from other sources (including in-kind).

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:
 - not assuming reviewers have extensive knowledge of all artistic disciplines;
 - explaining acronyms; and
 - 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.

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- 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 Young Professionals Grant Program can be accessed using the following link:

<https://artswave.submittable.com/submit/d73a07be-51c8-4b5b-974a-dd0fe6a06bbf/fy2021-young-professionals-grant-application>

The application consists of the following sections:

A. Organization Information

- Organization Contact Information *
 - Address
 - Website
 - Social media links/handles
- Chief Professional Officer Contact Information*
- Grant Contact Information (if applicable)
- EIN / Description of non-profit status*
- 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)

B. Details of Request

- Program title*
- Is this a new program? Yes/No*
- Describe the proposed program. Be sure to clearly explain how the proposed program relates to ArtsWave's Blueprint for Collective Action goal to engage young professionals so that they become more deeply rooted in the region. (750-word limit) *
- Anticipated project start date and end date *
- Estimated total participation *
- What percentage of those participants do you project will be young professionals (age 40 and under)? *
- How will you measure the success of this program in engaging young professionals? Please include both the measures you will use and the methodology you will use to collect the data. (250-word limit) *
- Provide a proposed timeline, outlining key deliverables and milestones. (250-word limit) *

- Please describe any alternate timeline(s), contingency plan(s), or measures taken to ensure the success of this program and safety of its participants in face of the COVID-19 pandemic. (250-word limit)
- How are young professionals engaged in the development and implementation of this program? (250-word limit)*
- Please list any organizations you will collaborate with for this project and briefly describe the nature of the collaboration. (250-word limit)
- Past Year Program Outcomes {For Existing Programming Only} *
 - In the past year, how many people participated in this program?
 - What percentage of participants were adults age 40 and under?
 - How successful was the program in achieving its objectives? Please provide supporting data. (500-word limit)
- Please upload an example of your organization's work that illustrates your capacity to accomplish the proposed project. *

C. Financials

- Annual operating budget *
- Estimate the total revenue losses incurred by your organization from March through August 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 and over what time period will the grant funds be spent? (100-word limit)*
- What additional funding/support is available for this program? (100-word limit)
- Most recent annual financial statement (attachment) *
- Young Professionals 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 November 2, 2020. Late applications will not be accepted.**

Grant Workshop

ArtsWave will host a free, online webinar to go over the Young Professionals Grant Program Guidelines, the application process, and any questions you might have about the program. The webinar will be held on Friday, October 9 from 10am-11am. For details and to register, please visit:

<https://www.eventbrite.com/e/artswave-young-professionals-grant-program-webinar-tickets-122051733019>

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:

- Programming is participatory, social and recurring.
- Programming encourages personal investment in the organization and/or community.
- Programming seeks to increase engagement among young professionals who are already engaged in the arts community.
- Programming strives to reach young professionals who are not already engaged.
- Programming 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.
- Programming has a plan for sustaining the program beyond the grant seed funding.

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.

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

- The proposed programming must begin before February 1, 2021 or a solid plan must be in place to begin programming within the next few months.
- The organization must have a plan to acknowledge ArtsWave in all marketing materials and provide advanced notification to ArtsWave for all events funded by the grant.
- The organization must present a status update to the ArtsWave YP Committee in April 2021. (date TBA)
- 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 outlined in the grantee handbook for the duration of the grant period and accurately represent its organization and its activities in all documents submitted to ArtsWave.

Key Dates

Application Deadline *	Funding Decision	Project Start Date
November 2, 2020	December 4, 2020	Before February 1, 2020

* application closes at 5pm on the deadline

Contact ArtsWave

Additional application questions may be directed to Krista Bondi, Grant Programs Manager, at krista.bondi@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 roles 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

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- 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

Young Professional

People in the workforce under the age of 40.

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.

Estimated Total Participation

The estimated number of persons that will be reached through this project.

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.

Full-time Employee

A paid or contracted employee that works at least 30 hours each week.

Part-time Employee

A paid or contracted employee that works less than 30 hours each week.

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.