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**FY2021 “Truth and Reconciliation” Project  
Grants for Black and Brown Artists  
Grantee Handbook**



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## FY2021 “Truth and Reconciliation” Project Grants for Black and Brown Artists Grantee Handbook

This handbook outlines the expectations and requirements for “Truth & Reconciliation” grantees in FY2021. By accepting funding, the artist agrees to adhere to the grant recipient guidelines outlined in this document.

### Grantee Responsibilities

By accepting this award, the Grantee agrees to uphold the terms and conditions outlined in the Grantee Handbook, including but not limited to:

- Agreeing to use the grant to carry out the project as outlined in the original grant request;
- Agreeing to notify ArtsWave in writing of any major changes to the objectives, methods, or timeline of the project for which grant funds have been awarded;
- Agreeing to appropriately credit and recognize ArtsWave and its partners for the project for which grant funds have been awarded; and
- Ensuring the project does not discriminate against a person or group because of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation, or religious belief.

### Grant Recognition Guidelines

We ask grant recipients to credit ArtsWave and its partners as space is available in all promotional materials for the funded programming including, but not limited to: programs, calendars, postcard announcements, invitations, news releases, radio and television spots, social media posts, and e-communications vehicles.

In news releases and other print communications, please use the following attribution:

**[Name of project] received one of ArtsWave’s 2021 “Truth & Reconciliation” project grants, with support from the City of Cincinnati, Duke Energy, Greater Cincinnati Foundation, Fifth Third Bank and the Arts Vibrancy Recovery Fund.**

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.

Where appropriate, we also encourage you to use ArtsWave’s logo. ArtsWave brandmarks are available for download at <https://www.artswave.org/whats-artswave/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.

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In all cases, please make sure the brandmark is clearly legible and recognizable.

In Social Media, tag @ArtsWave on posts and shares about the funded programming and, when appropriate, use hashtags such as #CincyArts and #BlueprintRoots. This will allow ArtsWave to find and share posts, thereby amplifying the reach and message.

If you have questions about use of ArtsWave's brand or project recognition, please contact Zach Moning, Marketing & Communications Manager, at 513-632-0134 or [zach.moning@artswave.org](mailto:zach.moning@artswave.org).

## **Collaborative Marketing**

One of ArtsWave's goals is to share information about your work and this project in a variety of channels. Please post any and all artistic event and program listings (even arts and cultural events unrelated to this grant!) on ArtsWave Guide at [Guide.ArtsWave.org](http://Guide.ArtsWave.org) as appropriate. For assistance with uploading your programming into this platform, contact Zach Moning, Marketing & Communications Manager, at 513-632-0134 or [zach.moning@artswave.org](mailto:zach.moning@artswave.org).

## **Grant Acceptance**

Please submit your Grant Acceptance form via the online grantee portal, Submittable. To access the Grant Acceptance form, log into the grantee portal with same email and password you used to submit your grant application using this link: [www.artswave.submittable.com/login](http://www.artswave.submittable.com/login)

Inside the portal, go to your submissions, and click into your grant submission. Along the top, click the tab that says "forms". You will find the Grant Acceptance form there.

## **Grant Payment**

Grant awards will be paid in two parts: 75% of award payable upon execution of grant agreement and 25% of award payable upon receipt of a final report within 30 days of the project's completion and no later than 9/30/21.

## **Changes to Project Scope**

Grantees must notify ArtsWave of any substantial changes to the scope of the project as soon as possible. Changes in project scope will be evaluated on a case-by-case basis but may result in a change to the grant award amount or delay of final payment.

## **Project Showcase – Summer 2021**

Grantees are asked to involve community partners and to exhibit or present their work to the public in summer 2021 depending on the nature of the project. This showcase will be organized in partnership with the National Underground Railroad Freedom Center and the Robert O'Neal Multicultural Arts Center (ROMAC). ArtsWave representatives will reach out to discuss the possibilities with you throughout the spring.

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## Reporting

To help us document the outcomes and impact of this grants program, grantees are asked to submit a Final Report via the grants portal within 30 days of the completion of the project. This is also what leads to our payment of the final 25% of the grant award. Failure to submit a final report may result in ineligibility for future funding from ArtsWave.

All requirements must be submitted through Submittable. For more information on these reporting requirements, please see Appendix A.

## Additional Information

If you have additional questions regarding this document, your award, or the decision-making process used by the committee to determine your award, please feel free to contact Janice Liebenberg, Director, Corporate Giving & Equitable Arts Advancement, at [janice.liebenberg@artswave.org](mailto:janice.liebenberg@artswave.org).

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## **APPENDIX A: Reporting Guidelines**

Grant recipients must submit a Final Report within 30 days of the completion of the project in Submittable. This information will be collected:

1. Artist Name
2. Project Title
3. Project Description
4. Actual Project Start Date and Actual Project End Date
5. Number engaged/served/impacted directly through this investment
6. Share how your project reflected the theme of "truth and reconciliation". How did your project leverage the power of the arts in one or more ways as outlined in ArtsWave's Blueprint for Collective Action: to heal; to deepen roots; to bridge divides; or to promote learning and understanding?
7. How did your project involve community or neighborhood collaborators? Share a story with us about this engagement.
8. What did you learn from this experience, and how might this experience influence your artistic practice moving forward?
9. Attachments
  - a. Complete the "Truth & Reconciliation" Financial Report Form. A blank form can be accessed at this [link](#).
  - b. Provide one or more examples of marketing, promotional, or other material that show how you recognized ArtsWave and our partners.
  - c. Upload 3 photos, and any necessary descriptions, that showcase the project funded by this grant. ArtsWave will assume that we have permission to use and share these photographs and any attributions (if provided), unless expressly told otherwise.
  - d. Project Highlights - Please include any additional items that feature your project. This may include, but is not limited to: links to performances, media attention, partner biographies, community input, etc. Please upload all documents as a single PDF.