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# FY2022 Young Professionals Grantee Handbook



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The purpose of this agreement is to outline the grantee expectations and requirements for the Young Professionals (YP) Grant Program for FY2022. By accepting funding through the YP Grant Program, an organization agrees to adhere to the grant recipient guidelines outlined in this document.

### Grantee Responsibilities

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

- Agreeing to expend the entire grant amount for the purposes outlined in the original grant request;
- Agreeing to notify ArtsWave in writing of any changes to the objectives, methods, or timeline of the project for which grant funds have been awarded;
- Agreeing to appropriately credit and recognize ArtsWave for the project for which grant funds have been awarded; and
- Ensuring the organization's constitution, bylaws, and/or practices do 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

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 programs supported by this grant. Specifically, this grant was supported by the generosity of young professional donors to the ArtsWave Community Campaign. Public recognition of this grant, and thereby of young professional 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 for the funded programming including, but not limited to: programs, calendars, postcard announcements, invitations, news releases, radio and television spots, 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 and full brand guidelines are available for download at [ArtsWave.org/Media](https://ArtsWave.org/Media). In all cases, please make sure the brandmark is clearly legible and recognizable.

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## Print Recognition

### **Event Programs**

Grant recipients will use, in a size at least 1 inch in width, the ArtsWave logo on the title page of all programs for activities/events funded through this grant. Logo size and placement should be proportional to ArtsWave's support comparative to other sources of funding.

### **Newspaper/Magazine Advertising**

Any advertising for the funded program, regardless of size or length, should credit ArtsWave.

### **News Releases**

News releases about the funded programming must credit ArtsWave support. Example: "XYZ is supported by the generosity of the thousands of young professional contributors to the ArtsWave Community Campaign."

### **Event Signage**

Wall text must include ArtsWave. If there is no wall text, grant recipients may place a sign near the entrance crediting ArtsWave as follows: "Supported by the generosity of the thousands of young professional contributors to the ArtsWave Campaign."

## Electronic Recognition

### **Broadcast Advertising**

Include ArtsWave in all radio and television spots promoting the funded programming. Radio spots should give verbal credit to ArtsWave (copy: "Funding support comes from ArtsWave") and television spots should include the ArtsWave logo.

### **Digital Advertising**

Logo credit should be provided in all digital advertising for the funded programming. Acknowledgement of ArtsWave support should be proportional to its share of support compared to other sources.

### **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 an event is created on Facebook, credit ArtsWave as follows: "Supported by the generosity of the thousands of young professional contributors to the ArtsWave Campaign."

## Oral Recognition

In cases when there is no printed program, grant recipients can provide oral credit before each activity/event funded through this grant. As in press releases, oral credit should explicitly thank the community: "XYZ is supported by the thousands of young professionals who give

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generously to the ArtsWave Community Campaign." If an announcement is not possible, grant recipients may place a sign at the entrance of the event.

## **Collaborative Marketing**

One of ArtsWave's goals is to communicate excitement about the programming funded through this grant in a variety of channels. Grant recipients will post all event and program listings on <https://guide.artswave.org/>. For assistance, contact Zach Moning, Marketing & Communications Manager, at 513-632-0134 or [zach.moning@artswave.org](mailto:zach.moning@artswave.org).

## **YP Committee Engagement**

Grant recipients are asked to provide at least 1 pair of tickets to the ArtsWave YP funded program. These tickets will allow the opportunity for a member of the review committee to participate in your activities. Tickets should be sent to the ArtsWave YP Committee Liaison, Jon Buening at [jonathan.buening@artswave.org](mailto:jonathan.buening@artswave.org). Please also reach out to Jon Buening with communication about your events in a timely manner so that he may encourage ArtsWave YP Committee participation in your activities.

## **Grant Acceptance**

Grant recipients are asked to submit a FY2022 YP Grant Acceptance form via the online grantee portal which includes a W-9, vendor survey, and Electronic Funds Transfer form (optional). If you have submitted a W-9, vendor survey, or EFT form within the last 12 months, you are not required to attach them here.

## **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 partial or full refund of the grant award.

## **Progress Report**

Grant recipients must present a status update to the ArtsWave YP Committee in March 10, 2022 at 12:00 pm. Additional details will be provided before the meeting date.

## **Final Report**

Grant recipients must submit a Final Report via the grantee portal by July 29, 2022. The final report includes a financial report, an update on the actual results achieved, and lessons learned during program implementation that might be valuable to the broader sector. The final report should also be submitted through the online grantee portal. Failure to submit your final report in a timely fashion may result in ineligibility for future funding from ArtsWave.

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## Photographs

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. As a part of the final report, we ask grant recipients to submit at least three photographs that showcase the funded programming. ArtsWave will assume that we have permission to use and share these photographs and any attributions (if provided), unless expressly told otherwise.

## Proof of Grant Recognition

PDFs or JPGs of programs and other materials should also be submitted along with your final report. We encourage you to send us press releases, copies of publications or media coverage that mention your grant.

## **Grant Payment**

A single grant payment by check or by EFT (if authorization has been provided) will be issued upon receipt of the completed FY2022 YP Grant Acceptance Form via the grantee portal.

## **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 Lori Burkhardt, Coordinator, Grant Programs as [lori.burkhardt@artswave.org](mailto:lori.burkhardt@artswave.org)



## ArtsWave Young Professionals Final Report Guidelines

To fulfill the requirements of your FY2022 ArtsWave Young Professionals Grant, please complete a final report that includes the following information:

1. Organization Name
2. Project Title
3. Project Description, including any changes to the project since the original grant submission (i.e. a need to redirect funds, a change in programming, etc. that may have been due to COVID-19 or otherwise)
4. Actual Project Start Date and Actual Project End Date
5. Number Served:
  - a. Total Number of People Served
  - b. Total Number of YPs Served
6. Project Objectives - Please refer to the goals you sought to achieve within this grant period and note the actual outcome of each below. How did you track these outcomes? If results vary from the original goals, please explain and comment.
7. Lessons Learned - Please identify up to three lessons your organization learned as a result of this project that will be incorporated into future programming and/or might be useful to others undertaking similar projects.
8. Attachments
  - a. Please include a completed FY2022 YP Grant Financial Report Form. A blank form can be accessed at this [link](#).
  - b. Please include an example of marketing, promotional, or other materials that demonstrates your adherence to the grant recognition guidelines.
  - c. Please include 3-5 photos, and any necessary descriptions, that showcase the programming 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.

Completed final reports, and any attachments, should be submitted within the online grants portal, Submittable.