
**FY2022 Sustaining Impact Grant Program
Renewal Application Instructions**



FY2022 Sustaining Impact Grant Program Renewal Application Instructions

Overview

The following is an overview of ArtsWave's FY2022 Sustaining Impact Grant renewal process. Additional news, updates, and events will be posted on the ArtsWave website and distributed via email.

We strongly recommend that you begin your online renewal application well before the due date to familiarize yourself with Submittable, ArtsWave's online grantmaking system, and to address any technical concerns.

The application package is comprised of two components: 1) the financial health check and 2) the renewal application. While completing your application package, remember these tips:

- Be clear and direct, focusing on what is most important.
- It is recommended 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.
- The total size of all attachments cannot exceed 25MB. Do not use any special characters in the file names of attachments.
- Add impact@artswave.org to your safe senders list to ensure that you receive all communications from the online grantmaking system.

FINANCIAL HEALTH CHECK

The financial health check consists of the following sections:

- 1) Organization Information
- 2) Financial Questions
- 3) FY22 Financial Health Check Form
- 4) 990 OR Financial Audit and Operating to Audit Reconciliation Form
- 5) Statement of Assurances

ORGANIZATION INFORMATION

- Organization Contact Information
- Financial Representative Contact Information

FINANCIAL QUESTIONS

Eligibility

- How many full-time equivalents (FTE) of paid and contract staff are currently employed by your organization?
 - Cumulative number of hours all FT and PT employees work on average per week / 30 hours per week = # of FTEs. 1 FTE works on average 30 hours per week.
Example: 4 PT employees working 20 hours week = 80 working hours per week / 30 hours per week (1FTE) = 2.7 FTE.
- What is your accumulated surplus/deficit over the last 3 fiscal years?
 - To calculate your accumulated surplus/(deficit) add the Total Surplus/Deficit (AFTER TRANSFERS) from FY19 Actual + FY20 Actual + FY21 Projections.

Example: \$5,000 (FY19 Actual) + (\$2,000) (FY20 Actual) + (\$5,000) (FY21 Projections) = (\$2,000) accumulated deficit.

Note: we understand that FY20 and FY21 deficits as a result of prolonged earned revenue losses may cause new, near-term accumulated deficits.

Financial Capacity

- Do you have an endowment?
- If so, please provide its market value at the end of your organization's most recently completed fiscal year.
- What is your endowment spending policy? Are you currently in line with your spending policy? Did you make use of endowment funds to offset pandemic losses, and if so, how? (250-word limit)
- Is your organization conducting a capital campaign?
- If yes, what is the purpose, goal and actual to date?

ATTACHMENTS

Financial Reporting Form

The Financial Reporting Form is an Excel spreadsheet that can be found on the ArtsWave [website](#) and will be uploaded as part of your renewal application. When preparing the Financial Reporting form, please be sure to:

- Provide the organization's name and the dates of your fiscal year at the top of the form.
- Use an accrual basis.
- Do not consider temporarily restricted funds, in-kind revenues/expenses, and depreciation expense.
- Refer to the definition of each revenue, expense, and transfer line to ensure consistent reporting among the Sustaining Impact Grant applicants.
- Complete each of the three tabs; Financial Form, Cash Flow Projections, and the Restart Budget.

*** See Appendix A for the Financial Glossary**

Applies only to Organizations with budgets UNDER \$1M

- **Form 990**

Upload your organization's most recently completed Form 990.

Applies only to Organizations with budgets OVER \$1M

- **Financial Audit**

Attach your most recently completed audit which should include comparative financial information from the prior year.

- **Operating to Audit Reconciliation Form**

Complete the Operating to Audit Reconciliation Form if there are any differences between your submitted audit operating bottom line and the net surplus/(deficit) reported in the Financial Reporting Form. If you have uploaded your audit, you must also complete this form. A blank form can be found on the ArtsWave [website](#).

STATEMENT OF ASSURANCES

The Statement of Assurances is the last step in the completion of the Financial Review. The organization's Board President, Board Treasurer, and Chief Professional Officer must sign the Financial Review Signature Page indicating that they have read the financial review and that

the information contained therein is true and correct to the best of his/her knowledge. A blank form can be found on the ArtsWave [website](#). **The completed Financial Review Signature Page should be uploaded as a pdf document.**

RENEWAL APPLICATION

The renewal application consists of the following sections:

- 1) Organization Profile
- 2) Organizational Capacity
- 3) Community Impact
- 4) Optional: Business Courier Story Pitch
- 5) Statement of Assurances

ORGANIZATION PROFILE

- Organization
- Chief Professional Officer – Contact Info, Race/Ethnicity
- Primary Grant Contact – Contact Info (if applicable)
- Board Chair/President – Contact Info, Race/Ethnicity
- Mission Statement
- Year Mission Statement was Adopted
- Service Area – Describe your organization's geographic reach and target population/audience

ORGANIZATIONAL CAPACITY

Demographic Profile

Provide the racial/ethnic composition for the following three categories in whole #'s and percentages. Data as of 3/31/21.

- Board
- Administrative and Professional Staff (you may include contracted staff)
- Artistic Staff (you may include contracted staff)

Context, goals or additional information about your board or staff recruitment/retention. (Limit: 150 words)

Paid Employees

On the chart provided, enter the number of employees pre-pandemic, today, and at a possible 9/1/21 restart.

Changes in artistic direction, operations management, or board leadership in the upcoming year. (Limit: 250 words)

If this question does not apply, enter N/A.

Volunteer Profile: Two Year Comparison

- Total Number of Volunteers in 2019
- Total Number of Volunteers in 2020

ArtsWave aggregates the number of people who are closely engaged with the arts. Volunteers include non-paid board members, program or office assistants, volunteer artists, etc.

If you don't track this, your reasonable estimates are fine.

Community Engagement Profile: Three Year Comparison

Includes Impact Indicator and Activity data. This look back coincides with the start of the Blueprint for Collective Action, which was introduced in 2015.

- Total # reached in FY17 (2016-2017 season)

This includes paid and unpaid audience/attendance and all others who participated directly in your organization's programming. Do NOT include arts education activities. (If you were not yet tracking this data, use your best estimate.)

- Total # reached in FY19 (2018-2019 season)

Since 2020 engagements were greatly reduced, provide 2019 data as indication of a more typical year. Do NOT include arts education activities.

- Optional: Explain any significant difference between your organization's FY2017 and FY2019 total numbers reached. (Limit: 150 words)

- Provide total # of Arts Education Activities in FY2017

This is activity data that you are already tracking under the Arts Education tab of your Activity Spreadsheet. If it doesn't apply to your organization, enter 0. (If you were not yet tracking this data, use your best estimate.)

- Provide total # of Arts Education Activities in FY2019

Since 2020 activities were greatly reduced, provide 2019 data as indication of a more typical year.

This is activity data that you are already tracking under the Arts Education tab of your Activity Spreadsheet. If it doesn't apply to your organization, enter 0. (If you were not yet tracking this data, use your best estimate.)

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- Optional: Explain any significant difference between your organization's FY2017 and FY2019 arts education totals. (Limit: 150 words)
 - Total # of free/low-priced arts experiences provided in FY17

This is indicator data that you are already tracking under the Blueprint "Arts Enliven Neighborhoods" objective. If it doesn't apply to your organization, enter 0. (If you were not yet tracking this data, use your best estimate.)

- Total # of free/low-priced arts experiences provided in FY19

Since 2020 activities were greatly reduced, provide 2019 data as indication of a more typical year.

This is indicator data that you are already tracking under the Blueprint "Arts Enliven Neighborhoods" objective. If it doesn't apply to your organization, enter 0.

- Optional: Explain any significant difference between your organization's FY2017 and FY2019 number of free/low priced arts experiences. (Limit: 150 words)

*** See Appendix B for the Impact Glossary**

COMMUNITY IMPACT

This year, ArtsWave asks you to reflect on how your organization has helped to advance the goals of a more vibrant regional economy and more connected community over the last five years of the Blueprint for Collective Action. Then, we ask you to share information about your current and future Restart plans as we emerge from the COVID-19 pandemic. Third, we ask for specifics about ways you are making a more diverse and inclusive Cincinnati region. Finally, we ask you to look ahead to your impact in the post-pandemic recovery.

1. Reflection on the Blueprint for Collective Action in the Arts Sector

- a. At the halfway point of the 10-year Blueprint collective action strategy, reflect on changes at your organization since 2015. Has a focus on community impact led to programmatic, artistic or operational changes? If so, please describe. (Limit: 750 words)

Consider evolutionary changes in terms of vision, mission, program, impact evaluation, audience size or composition, staff size or composition, sources of revenue, types of expenses, etc. How might your organization look/act differently now and in the future than it did five years ago?

- b. Describe one significant impact your organization has made on the region (or a smaller subset of people) over the last five years. Which of the five Blueprint objectives does this impact align with, and how? Use data to help explain the change. (Limit: 500 words)

This would be a good question to discuss with others in your organization. Have fun reflecting on your biggest areas of impact!

Example: Org X enlivened Neighborhood Y by tripling the number of outdoor arts activities we provided every year. Residents tell us that they feel more connected as a result and more than 50% report new friendships and better feelings about the neighborhood...

- c. Upload media (1-3 items) that relate to the impact described in question 1b. Check the box if ArtsWave has permission to share this media publicly with others as we talk about your impact.
- d. Describe a community impact that your organization has made during the pandemic that advances a Blueprint objective. Provide qualitative or quantitative data to explain this impact, if possible. (Limit: 500 words)

Example: Org X brought the community together and deepened a sense of rootedness at the start of the pandemic by delivering a meal + artmaking kits to a nearby nursing home, brightening the day for 100 residents...

- e. Upload media (1-3 items) that relate to the impact described in question 1d. Check the box if ArtsWave has permission to share this media publicly with others as we talk about your impact.

2. Resiliency, Innovation and Restart

- a. What do you identify, in retrospect, as contributing to your resiliency over the last year? Share one or more specific factors that enabled your organization to survive (or thrive!) during the crises of the last 12 months. (Limit: 250 words)

Feel free to share any unique factors that posed a major challenge to your resiliency, too.

- b. 2020's silver linings include the fresh looks at old ways of doing business. Describe how your organization innovated or adopted new practices last year. How will you make innovation an ongoing priority? Where do you see future opportunity? (Limit: 500 words)

Innovations may have come in uses of technology; cross-organization or cross-sector collaborations; re-purposing of assets; program expansion etc. They may involve new ways of developing or distributing artistic content and/or engaging community and audiences. Share successes but also any barriers.

- c. Share your Restart plans and your 2021-2022 outlook. Describe adaptations and ramp-up related to programming, personnel, artists, venue(s), budget (including revenue assumptions and extraordinary expenses) and your current timeline. (Limit: 750 words)

We know things are still very uncertain. Give us your current thinking and decision points ahead. Explain what resources are necessary to restart in the way you are planning. Explain how your board plays a role in planning and decision-making.

3. Diversity, Equity, Inclusion & Access

- a. Provide 1-2 metrics (quantitative or qualitative) that you are currently tracking, or plan to track in the year ahead, that go beyond demographic composition of board and staff. As applicable, explain how the metrics advance your DEIA Plan goals. (Limit: 150 words)

Example: In 2020, Org X set a baseline for how much we spend with BIPOC suppliers each year. We have a goal to increase this over X years by Y percent... We also established a Diversity Programming committee of the Board to help broaden audience appreciation of diverse artistic talent onstage...

- b. For Large and Mid-Size Budget Organizations: Describe any learnings or 'ah-ha's' or unexpected benefits encountered by your organization throughout the process of developing your DEIA plan. (Limit: 150 words)

Small Budget Organizations are welcome to respond, or simply enter 'N/A'.

- c. Have there been any significant updates to the board-approved Diversity, Equity, Inclusion and Access (DEIA) plan that you may have shared with ArtsWave on 1/15/21? If so, please upload the latest version. IF THERE HAVE NOT BEEN CHANGES, NO NEED TO UPLOAD THE DOCUMENT AGAIN.

ArtsWave asks all Large and Midsize Sustaining Impact grant recipients, in particular, to have a board-approved Diversity, Equity, Inclusion and Access plan in place as of this year, and to be measuring its own progress against its stated goals.

4. Recovery

- a. Our community will need the superpowers of the arts in the months ahead: to restore a vibrant economy and to bring us back together after months of isolation and in some cases, divisiveness. How will your organization contribute to the recovery? (Limit: 500 words)

Tell us whether these are activities that are envisioned but are not yet scheduled (for reasons for health safety or insufficient resources) or whether they are planned as part of your upcoming activities (even if subject to change).

- b. Give us the headline for something you are especially excited about in the year ahead, related to your programming.

Help us share your enthusiasm and get a sense for what's ahead! We understand that many things are still tentative due to the pandemic.

- c. ArtsWave believes that the arts contribute to healthy communities. With this in mind, does your organization conduct arts activities specifically designed to improve individual health/wellness outcomes? If so, please describe. (Limit: 500 words)

ArtsWave is gathering information about this high impact area. If this question does not apply, enter N/A.

- d. What resources, services, learning opportunities, or new collaborations would your organization like ArtsWave to consider a priority to aid in restart and recovery? (Limit: 250 words)

This question is optional and will not impact your review. Your response will help ArtsWave to support the arts sector further.

OPTIONAL: CINCINNATI BUSINESS COURIER STORY PITCH

Pitch an impact news story for Arts Biz on the Business Courier's website! Tell us your story idea, whose voice it would come from, how it aligns with the Blueprint and/or Restart/Recovery, and why it matters to a business audience. Also, tell us the ideal month of publication (April 2021-February 2022) (Limit: 150 words)

As part of our partnership with the Cincinnati Business Courier online, in 2021 ArtsWave will publish a series of impact stories written by arts leaders. If you would like your organization to be considered as among those we select for digital publication, pitch your story here. It should not be promotional, but rather add thought leadership to one of the Blueprint areas brought to life through your organization's programming or activities. We will select and schedule a varied group of organizations to turn their pitches into published stories. Selected organizations will be expected to provide a complete, editable draft of the story and a related photo.

STATEMENT OF ASSURANCES

The Statement of Assurances is the last step in the renewal application process. 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. Moreover, the official will certify that if s/he is not the chief professional officer of the organization, that this person has reviewed and provided input to the application.

APPLICATION SUBMISSION

All renewal application materials must be submitted via the online grantmaking system by **Monday, April 5, 2021 at 5:00 pm EST. Late applications will not be accepted.**

Each renewing applicant must complete and submit both the Financial Review and the Renewal Application via the online grantmaking system prior to the deadline. You will receive a confirmation email when each component has been successfully submitted. **If you do not receive a confirmation email for both submissions, your renewal application has not been submitted.**

Renewal Application Link

<https://artswave.submittable.com/submit/a9c841c3-86fb-401d-a0a3-d181f41b01be/fy2022-sustaining-impact-renewal-application>

Financial Application Link

<https://artswave.submittable.com/submit/a01eb169-54fb-4125-a45c-ade135f543af/fy2022-sustaining-impact-financial-health-check>

IMPACT REVIEW COMMITTEE CONVERSATIONS

After committee members have read the renewal applications, each renewing applicant will be asked to participate in a 40-minute virtual conversation with the review committee. The purpose of this conversation is to allow committee members to hear about your successes and challenges during the past 12 months, as well as give you an opportunity to provide additional insight and answer clarifying questions.

Provide an overview of your Restart plans. This can include programming decisions, revenue and expense assumptions, needs, opportunities, ongoing challenges, innovations, and elements that underly your resiliency. Describe what's happening now and how you're managing through uncertainty.

The 40-minute Zoom conversations will be formatted as follows:

15 minutes Restart presentation by applicant

25 minutes panel Q&A

Slides are optional. You will be asked to share your screen if you have prepared something. Please respect the 15-minute presentation limit.

Each applicant may invite up to five people to participate in the conversation, as necessary to be able to address questions and convey information. Please bring the people who can best speak to your restart and recovery plans.

ArtsWave staff will begin reaching out to organizations in March to confirm dates and times.

RENEWAL REVIEW PROCESS

Renewal Applications, divided into three groups based on budget size, will be reviewed by volunteer panelists from around the region. Panelists are chosen to represent a cross-section of ArtsWave's corporate partners and other stakeholders. Each panel will include members with specific finance expertise who will focus on the Financial Health Check forms.

Because this is the third year of the 3-year cycle, review scores will not influence award levels. However, each panelist will assess the application against a series of questions that gauge current organizational capacity (including human and financial resources); restart potential; commitment to advancing the Blueprint; innovation; and commitment to diversity, equity,

inclusion and access. Scores on these questions will be aggregated and determine whether the applicant is “On Track”, “Partly/Maybe On Track” or “Not On Track” to continue or resume community impact.

*** See Appendix C for the Renewal Application Rubric**

DETERMINATION OF AWARD AMOUNT

Sustaining Impact Grants are 3-year awards contingent upon campaign and organizational performance. Assuming availability of funds and a satisfactory evaluation from the renewal process, grant award amounts will not change from the prior two years.

To receive continued funding from ArtsWave, an organization must fulfill all grant requirements for the duration of the grant period, accurately represent its organization and its activities in all documents submitted to ArtsWave, and continue to meet the minimum eligibility criteria.

Feedback will be provided after the grant awards have been announced in June 2021.

KEY DATES

Renewal Application Package Due	Committee Conversations	Renewal Funding Decision	Initial Quarterly Grant Payment
April 5, 2021 by 5:00 pm EST	May 2021	June 18, 2021	Mid-October 2021

For additional assistance with the renewal application or online grant system, contact Kate Kennedy, Chief Operating Officer, at 513.632.0114 or kate.kennedy@artswave.org

If you would like an ArtsWave team member to provide feedback on your application prior to submitting it, send an email to [Ray Gargano](#), ArtsWave’s new Vice President of Community Investments, between March 1 and March 31st.

Appendix A: Financial Glossary

The following are descriptions/definitions of items which should be included in the respective lines of the financial information form:

ArtsWave Grant(s)

Total with and without donor restriction grants received from ArtsWave for support of operations. This should include endowment income from ArtsWave's Alter and Mid-Sized Arts Organization endowments.

Government Grants

OAC, IMLS, City of Cincinnati, etc. grants (exclusive of services-required grants)

Contributions/Sponsorships/Memberships

Gifts and grants (exclusive of ArtsWave and government grants) from individuals, corporations, and trusts/foundations; program and exhibit sponsorships; and memberships.

Admission/Performance Income

Ticket sales, admission fees, and performance commissions/fees.

Tuition

Fees charged for classes and/or camps.

Sales to Public

Gross sales of gift shop, facility rentals, concessions, catering, parking, etc.

Investment/Endowment Income

Investment income is income earned on checking, savings, and investments of operating assets without donor restriction (excluding unrealized gains and losses but inclusive of realized gains and losses). Endowment income is either the board approved spending rate or the actual dividend and interest income earned if an organization does not have a spending policy. Endowment income should include endowment income on Funds Held for the Benefit of or Funds Held in Trust by ArtsWave.

Special Events Income, net

All revenue and direct expenses related to fundraising events

Artistic Expenses

Includes artistic director, curators, individual performers and artists, exhibit contributors and speakers, guest lecturers, exhibit installation costs, contract services (including orchestra fees), artist lodging/housing, art transportation and art insurance. The salaries and benefits of individuals fulfilling these roles should be included.

Programming

Performance and non-exhibit related costs, such as set design and construction, costumes, non-capitalized publication costs, hall rental, stage crew, and educational programming costs. The salaries and benefits of individuals working on performances and exhibits should be included.

Marketing/Promotion

Includes all advertising, design, and promotional expenses as well as the costs associated with visitor services and box office. The salaries and benefits of individuals working in advertising, design, promotion, visitor services and box office should be included.

Development

Includes all expenses the development office controls. The salaries and benefits of individuals working in the development department should be included.

Merchandising/Concessions

The direct cost of goods sold as well as all other costs related to the operations of the gift shop, facility rentals, concessions, catering, parking etc. These other costs would include the salaries/benefits of individuals working in these departments, rent of such facilities, supplies, management fees, etc.

Facilities

Operating costs of facilities and physical plant, such as utilities, general maintenance, maintenance personnel, office rent, security, grounds keeping and cleaning, etc. The salaries and benefits of individuals working in the facilities and physical plant area should be included.

Administrative Expenses

Costs of all administrative departments including finance, information technology and communications, personnel, governance, and executive management. The salaries and benefits of individuals working in these departments should be included.

Capital Improvements/Purchases with Operating Funds

Transfer of without donor restriction operating assets made for items that are additions to property, plant and equipment, net of restricted funding. Transfer should always be out of operations and therefore treated as an expense.

Transfers (to)/from Board Designated Funds

Transfer of without donor restriction operating assets (i.e., unexpected gifts or bequests, current year surplus, etc.) for investment in board designated endowment or reserves. (These types of items would reduce the bottom line.) Transfer from board designated endowment or reserves to operating assets (i.e., special project or bridge funding, operating deficits, additional draws from endowment beyond the board approved spending rate, etc.) (These types of items would increase the bottom line.)

Net surplus/ (deficit)

Total operating revenues less total operating expenses plus total transfers.

Appendix B: Impact Glossary

21st Century Skills

A broad set of knowledge, skills, work habits, and character traits that are believed — by educators, school reformers, college professors, employers, and others — to be critically important to success in today's world, particularly in collegiate programs and contemporary careers and workplaces

Activity

Actions taken, or work performed by your organization (Activities should be broad, but meaningful. For example, if you are a performing arts organization and your educational programming consists of student matinees twice a week and a 3-day in-school workshop, those would be two separate activities rather than one. But you would not list your Tuesday and Thursday matinees as separate activities.)

Arts Experiences

The full spectrum of offerings by arts organizations available to the general public.

Arts Integration

An approach to teaching in which students engage in a creative process which connects an art form and another subject area and meets learning objectives in both (integrating the arts into a math class would be an example of arts integration).

Arts Enrichment

The arts are used as a device or strategy to support learning. In the simplest terms, this is arts education that is arts for art's sake (inviting a school to attend a play would be arts enrichment).

Community

Communities can mean many things, but for our purposes, we are interested in geographic communities. For consistency, please communicate your communities served by zip codes. If you are measuring geographic communities in another way, please let us know.

Community Engagement

Community Engagement in the arts is a variety of programming, performances, events, and activities which leverage art to engage community members in cultural, social, and economic development. These activities will most likely occur outside of your location, recognizing there may be some exceptions. For an event or activity to be considered community engagement within your space, it must be purposeful and beyond your normal programming. Community engagement activities must be low-cost (under \$10 per person) or free to attend. Do not include activities that took place outside of the region or with people from outside of the region.

Cross Cultural Understanding

Knowledge and appreciation of the characteristics, values, beliefs, and behaviors of other cultures

Economy

Refers to conditions of prosperity which contribute to a thriving quality of life, rather than traditional economic impact indicators

Equitable Access

Additional services are provided, and/or actual or potential barriers are removed so that all individuals have equal opportunity to take full advantage of available arts opportunities

Extraordinary

Experiences in the arts that are out of the ordinary, could not necessarily be found in other places, or that are otherwise seen as fresh and innovative – helping to differentiate our region through the arts

Free/Low-Priced Arts Experience

Arts events, experiences, or activities that cost less than \$10 per person.

Meaningful Arts Education Opportunities

Varied arts learning experiences for youth provided both inside and outside of the school environment, including learning and creating art with teaching artists, experiencing art created or presented by professional artists, and integrating the arts into the learning of other subjects

New Applicant

An organization not currently receiving funding through ArtsWave's Sustaining Impact grant program.

Other Arts Education

Arts Education activities that take place outside of the school day (after school, before school, weekend) OR that are coordinated by someone other than a school (summer camp, boy/girl scouts, etc....). Arts education activities that do not fit the definition of School-Based Arts Education (see definition) would be included in Other Arts Education.

Outcomes

Answer the questions: "What difference did the activity make?" and "What does success look like for this activity?"; can be qualitative or quantitative

Racially/Culturally Diverse Arts Opportunities

Arts experiences, events, and activities that primarily feature artists and/or serve audiences that are racially/culturally diverse (non-white).

Reached

All people reached. Paid audience members AND non-paid audience members. DO include participation numbers from community engagement activities. DO NOT include arts education activities. This was previously referred to as Patrons. For ArtsWave's purposes, patrons do not mean donors.

Region

As defined by the United States Census, the 15 counties in Southwestern Ohio, Northern Kentucky, and Southeastern Indiana that comprise the Cincinnati-Middletown, OH-KY-IN

Metropolitan Statistical Area, including 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

School-Based Arts Education

School-Based Arts Education must be coordinated by a school AND occur during the school day. The activity can take place either at the school, your location, or another location in the community. Do not include activities with schools outside the region.

Teaching Artist

A teaching artist is a practicing professional artist with the complementary skills and sensibilities of an educator, who engages people in learning experiences in, through and about the arts. For ArtsWave's reporting purposes, teaching artists can be paid contractors, paid employees, or volunteers.

Underserved

Those individuals and groups who by virtue of prioritization, interest, geography, economics, or other barriers have disproportionately less access to arts opportunities than others

Volunteers

People that did any type of volunteer services, both full-time and/or part-time, for your organization during the reporting year, including volunteer members of the organization's governing body. Organizations that don't keep track of this information in their books and records or report this information elsewhere (such as in annual reports or grant proposals) can provide a reasonable estimate, and can use any reasonable basis for determining this estimate.

Young Professional

People in the workforce under the age of 40.

Youth

Persons aged 0-18 years