
FY2018 Capital Grant Program Guidelines



Capital Grant Program Guidelines

Purpose

The purpose of the Capital Grant Program is to provide support to arts and cultural heritage organizations for the purchase and installation of moveable equipment important to the continued operation of the organization.

Who May Apply

To be eligible for the FY2018 Capital Grant Program, an organization must meet all of the following criteria:

- Have a 501(c)3 tax status
- Have a primary mission to provide programs or activities in areas directly concerned with arts or cultural heritage for the general public
- 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 received funding from ArtsWave in the past 3 years
- Have not received a Capital Grant in the prior two fiscal years
- Have not received a Sustaining Impact, Catalyzing Impact, or Neighborhood Arts & Festivals grant in FY2018
- Does not have an active Project Grant with ArtsWave

Eligible Requests

The Capital Grant Program provides funding for the purchase and installation of moveable equipment. Moveable equipment is defined as items that are not permanently affixed to a part of the building. Examples include seating, lighting equipment, and sound systems.

The Capital Grant Program does not support the following types of purchases:

- Fixed equipment such as light fixtures, HVAC, and fire control systems
- Buildings and their components
- Building improvements, including renovations
- Land and land improvements
- Infrastructure such as sewer lines and fiber optics

Grant Amounts

Grant awards are up to \$10K and may not exceed 50% of the proposed expenses.

Application Instructions

All application materials must be submitted via the online grantmaking system.

While completing your application, remember these tips:

- Be brief, clear and direct, focusing on what is most important.
- 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 mail@grantapplication.com to your safe senders list to ensure that you receive all communications from the online grantmaking system.

The application for the FY2017 Capital Grant Program can be accessed using the following link:

https://www.GrantRequest.com/SID_2232?SA=SNA&FID=35081

The application consists of the following sections:

A. Organization Information {Some of this information will be prepopulated if you have provided it already to ArtsWave through the online grantmaking system.}

1. Organization Contact Information
2. Organizational Leadership
3. Organization Overview
 - EIN
 - Current annual budget
 - End of current fiscal year
 - Mission
 - Brief description of programming
4. Grant Contact

B. Details of Request

1. Brief description of planned capital purchase
2. Total budget
3. Requested grant amount
4. Anticipated date of completion
5. How will this capital purchase enhance the mission and/or operations of your organization?
6. What is the basis for the cost of the equipment?

7. Will there be an impact of the operation and maintenance of the equipment on your organization's operating budget?
8. Have you researched alternatives to the purchase of this equipment?

C. Financials

1. Financial statement for most recently completed fiscal year (attachment)
2. Capital Grant Budget Form (attachment)

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.

Determination of Grant Amount

All applications will be reviewed by ArtsWave staff. Applications will be evaluated using the following criteria:

- To what extent will the capital purchase affect the organization’s ability to ensure its continued operation?
- How well researched is the purchase to ensure maximum cost-effectiveness?

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 Capital Grant Final Report with accounting of expenditures is due within 30 days after the completion of the purchase (and installation) of the equipment. All grant requirements must be submitted via the online grantmaking system.

Key Dates

Application Deadline	Proposal Review	Funding Decision	Start Date
Rolling (9/1/2017-8/31/2018)	Within 3 weeks of submission	Within 4-6 weeks of submission	Within 6 months of award