
FY2018 Capital Support Grantee Handbook



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The purpose of this handbook is to outline the grantee expectations and requirements for the Capital Support Grant Program for FY2018. By accepting funding through the Capital Support Grant Program, an organization agrees to adhere to the grant recipient guidelines outlined in this document.

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. Public recognition of this grant, and thereby of all donors to ArtsWave, is important to sustain and encourage future contributions to this remarkable community resource.

All publicity materials related to this project (including your web site) should recognize ArtsWave with the phrase: "Capital Grant Support provided by ArtsWave."

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 are available for download at www.TheArtsWave.org/about/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.

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

When using the ArtsWave logo on your website, please hyperlink from our logo on your website to our site, using the URL: [www.TheArtsWave.org](http://www.theartswave.org/about/media-resources). You can find a digital version of the ArtsWave logo at <http://www.theartswave.org/about/media-resources>.

Grant Acceptance

Grant recipients are asked to submit a FY2018 Capital Support Grant Acceptance form via the grantee portal. You may log into the grantee portal with same email and password you used to submit your grant application. The Grant Acceptance form can be located here:

https://www.grantrequest.com/SID_2232/?SA=AM.

Grant Payment

A single grant payment by check or by EFT (if authorization has been provided) will be issued upon receipt of the completed FY2018 Capital Support Grant Acceptance Form via the grantee portal. Grant payments are issued on the 5th and the 20th of the month.

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.

Final Report

Grant recipients must submit a Capital Support Grant Final Report via the grantee portal within 30 days of the completion of the project. The final report includes a financial report, copies of all relevant invoices, copies of any publications/materials resulting from the grant, and a photo of the purchase in use. Failure to submit your final report in a timely fashion may result in ineligibility for future funding from ArtsWave.

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 Kara Shibiya, Program Officer, at 513.632.0128 or kara.shibiya@theartswave.org.