
FY2018 Catalyzing Impact Grant Program Guidelines



Catalyzing Impact Grant Program Guidelines

Purpose

The purpose of the Catalyzing Impact Grant Program is to encourage a breadth of programming through arts and cultural heritage projects that support the goals of ArtsWave's Blueprint for Collective Action.

Who May Apply

To be eligible for the FY2018 Catalyzing Impact Grant Program, an organization must meet all the following requirements:

- Have a 501(c)3 tax status or be non-profit in nature.
- 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 not received a Sustaining Impact, Neighborhood Arts & Festivals, or Capital Grant in FY2018.
- Does not currently have an active Project Grant or Capital Grant with ArtsWave and has completed successfully all previous Project or Capital grant requirements.

Organizations with missions that are not directly concerned with arts or cultural heritage are encouraged to apply for support of arts or cultural heritage programming.

NOTE: First time applicants must contact ArtsWave to schedule an introductory meeting at least two weeks prior to the application deadline. Please contact Kara Shibiya at 513-632-0128 or kara.shibiya@artswave.org.

Eligible Requests

The Catalyzing Impact Grant Program provides funding for new and/or expanded arts or cultural heritage projects that support one of the goals of the Blueprint for Collective Action. A project is defined as a specific, connected set of activities with a beginning and an end and explicit goals and objectives. Projects with multiple components and/or event dates must show that there is a cohesive theme that ties the project together.

Eligible project requests may include one of the following:

- A new project (brand new project that has not occurred before);
- An existing project that demonstrates expansion of impact. Examples may include:
 - serves a new or expanded geography (e.g., neighborhood, municipality, or county);
 - serves a new or expanded audience (e.g., age or culturally specific) or

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- deepens impact within an existing project (e.g., expanded themes, content, or timeframe)

Catalyzing Impact Grants cannot be requested for any of the following:

- General operating support
- Fundraisers
- Re-granting
- Advancing or inhibiting a religious ideology
- Advocacy of specific political causes or candidates

Organizations may only submit one application per deadline. Organizations may only receive one Catalyzing Impact Grant in a single fiscal year.

Grant Amounts

Grant awards are up to \$15,000 or 50% of the total expenses for the proposed project.

Match Requirements

Funding received through the Catalyzing Impact Grant Program are matching grants through which applicants are expected to leverage ArtsWave funds to secure support from outside sources. The grant program requires a 1:1 match by the applicant. Up to 25% of your organization's matching dollars can come from in-kind contributions. Matching funds do not need to be secured at the time of application, but documentation of the source(s) of matching funds will be required in the final report. For purposes of determining the value, volunteer time should be calculated at \$22.06 per hour (Independent Sector, 2015).

Application Instructions

All application materials must be submitted via the online grantmaking system. We strongly recommend that you begin your online application well before the due date to familiarize yourself with the online grantmaking system and to address any technical concerns.

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.
- Use one of the following compatible browsers: Chrome® v.22+, Firefox® version v.27+, Internet Explorer® v.8-10 (if enabled), Internet Explorer v.11, Safari® v.7+, or Edge®.

The application for the FY2018 Catalyzing Impact Grant Program can be accessed using the following link:

https://www.grantrequest.com/SID_2232?SA=SNA&FID=35111

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.}

- Organization Contact Information
- Organizational Leadership
- Organization Overview
 - Description of organization
 - Type of organization
 - EIN {if 501(c)3}
 - Current annual budget
- Grant Contact

B. Details of Request

- Project title
- Total project budget
- Requested grant amount
- Anticipated project start date and end date
- Project description
- Estimated total participation (Adults and Youth)
- Project request type
- Blueprint goal
- Blueprint role
- Project objectives and proposed results
- Project timeline
- Collaborations
- Collateral materials (attachment)

C. Financials

- Most recent annual financial statement (attachment)
- Catalyzing Impact Grant Budget Form (attachment). *(Blank copies of this form may be found on the Apply for Funding page.)*

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.

All application materials must be submitted via the online grantmaking system before **5:00 pm EST** on the deadline date. **Late applications will not be accepted.**

Determination of Grant Amount

All applications will be reviewed by a panel consisting of community volunteers and ArtsWave staff. Applications will be evaluated using the following criteria:

- Strength of alignment with the Blueprint for Collective Action
- Feasibility of the proposed project
- Breadth and depth of the intended community impact
- Project budget is reasonable and meets matching funding requirements
- Adherence to ArtsWave grant guidelines

Requests may be funded in full or in part. If a request is partially funded, it will be funded at no less than 75% of the requested amount.

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 final report is due within 30 days after the project's completion. All requirements must be submitted via the online grantmaking system. Applicants are ineligible to apply for funding if a previous final report is outstanding.

Key Dates

Application Deadline*	Funding Decision	Project Start Date**
September 13, 2017	Late October 2017	Winter
January 10, 2018	Late February 2018	Spring/Summer
May 9, 2018	Late June 2018	Summer/Fall

* application closes at 5pm on the deadline

** projects that start outside of this timeframe may be deferred to future application deadlines

Contact ArtsWave

Additional application questions may be directed to Kara Shibiya at kara.shibiya@artswave.org or Erika Fiola at erika.fiola@artswave.org.