
FY2018 Neighborhood Arts and Festivals Grant Program Guidelines



Neighborhood Arts and Festivals Grant Program Guidelines

Purpose

The purpose of the Neighborhood Arts and Festivals Grant Program is to provide support for recurring neighborhood-based arts or cultural events that increase the variety and frequency of arts and cultural experiences in neighborhoods throughout the region, and create an environment where all members of the neighborhood feel welcome.

Who May Apply

To be eligible for the FY2018 Neighborhood Arts and Festivals Grant Program, an organization must meet all the following criteria:

- 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
- Be based in the neighborhood in which the event will take place
- Have not received a Sustaining Impact, Catalyzing Impact, or Capital Grant in FY2018
- Does not currently have an active Sustaining Impact, Project Grant, or Capital Grant with ArtsWave

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.

Priority consideration will be given to requests that provide programming in economically-disadvantaged communities

First time applicants must contact ArtsWave to schedule a brief interview at least one week prior to the application deadline. Please contact Kara Shibiya at kara.shibiya@artswave.org or 513-632-0128.

Eligible Requests

The Neighborhood Arts and Festivals Grant Program provides funding for recurring neighborhood-based arts or cultural heritage events. Neighborhoods are defined as geographic places that people feel related to and where they have relationships with each other. Recurring events are defined as a specific, connected set of planned activities that are held on a regular or semi-regular basis. Recurring events with multiple components must show that there is a cohesive theme that ties the components together.

Events must be free and open to the public. While the sale of items at the event is permitted, admission or entry fees are prohibited. If donations are requested at the event, the donations must be used to cover expenses for the event.

Neighborhood Arts and Festivals 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 Neighborhood Arts and Festivals Grant in a single fiscal year.

Grant Amounts

Grant awards are up to \$5,000 or 75% of the total expenses for the event.

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 deadline 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.

The application for the FY2018 Neighborhood Arts and Festivals Grant can be accessed using the following link:

https://www.GrantRequest.com/SID_2232?SA=SNA&FID=35113

The application consists of the following sections:

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

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1. Organization Contact Information
 2. Organizational Leadership
 3. Organization Overview
 - Type of organization
 - EIN {if 501(c)3}
 4. Grant Contact

B. Details of Request

1. Description of Neighborhood
 - Name of neighborhood
 - Brief description of neighborhood
 - Describe how you engage with the neighborhood other than this event
 - Current availability and accessibility of arts opportunities
2. Description of event
 - Name of event
 - Description of event
 - Date(s) of event
 - Total event budget
 - Requested grant amount
 - Estimated attendance
 - How will you engage your entire neighborhood in this event?
 - Impact of the event
 - Collaborations
3. Collateral materials

C. Budget

Neighborhood Arts and Festivals 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.

All application materials must be submitted via the online grantmaking system before **5:00 pm EST on Wednesday, December 20, 2017. 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:

- Extent to which the proposed event supports ArtsWave's efforts to ensure the impact of the arts is felt and celebrated throughout the entire region
- A demonstrated understanding of the neighborhood
- Strength of the proposed efforts to ensure the entire neighborhood is reflected in the attendance of the event

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 completed grant acceptance form has been received.

A Neighborhood Arts and Festivals Final Report is due within 30 days after the completion of the event. All grant requirements must be submitted via the online grantmaking system.

Key Dates

Application Deadline*	Proposal Review	Funding Decision	Event Start Date
December 20, 2017	January, 2018	Late February, 2018	Prior to December 2018

* application closes at 5pm EST