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FY2021 Pride Grantee Handbook



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## FY2021 Pride Grantee Handbook

The purpose of this handbook is to outline the grantee expectations and requirements for Pride Grant grantees in FY2021. By accepting funding, an organization agrees to adhere to the grant recipient guidelines outlined in this document.

### Grantee Responsibilities

By accepting this award, the Grantee is acknowledging they agree to uphold the terms and conditions outlined in the Grantee Handbook, including but not limited to:

- Agreeing to expend the entire grant amount for the purposes outlined in the original grant request;
- Agreeing to notify ArtsWave in writing of any changes to the objectives, methods, or timeline of the project for which grant funds have been awarded;
- Agreeing to appropriately credit and recognize ArtsWave for the project for which grant funds have been awarded; and
- Providing a brief midterm update via e-mail outlining current successes, challenges and bright spots if your program extends beyond 3 months.
- Submitting a final report summarizing the program and documenting how grant funds were spent within 30 days after the project's completion
- Ensuring the organization's constitution, bylaws, and/or practices do not discriminate against a person or group because of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation, or religious belief.

### Grant Acceptance

Grant recipients are asked to submit a Grant Acceptance form via the grantee portal. The Grant Acceptance form can be located here: [www.artswave.submittable.com/login](http://www.artswave.submittable.com/login) You may log into the grantee portal with same email and password you used to submit your grant application.

### Grant Payment

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

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## 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.

## 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. Specifically, this grant was supported by the generosity of ArtsWave Pride donors to the ArtsWave Community Campaign. Public recognition of this grant, and thereby of ArtsWave Pride donors to ArtsWave, is important to sustain and encourage future contributions to this remarkable community resource.

We ask grant recipients to credit ArtsWave in all promotional materials for the funded programming including, but not limited to: programs, calendars, postcard announcements, invitations, news releases, radio and television spots, social media posts, e-communications vehicles, street banners and box office windows.

### Name and Brandmark Usage

When referring to ArtsWave, do not shorten or use acronyms--always use the full name ArtsWave. Always use a capital "A" for Arts and capital "W" for Wave: ArtsWave. Never have a space between Arts and Wave

The brandmark should never appear smaller than 1.25 inches in width. In all cases, please make sure the brandmark is clearly legible and recognizable.

ArtsWave brandmarks are available for download at <https://www.artswave.org/whats-artswave/media-resources>.

### Print Recognition

#### **Event Programs**

Grant recipients will use, in a size at least 1.25 inches in width, the ArtsWave logo on the title page of all programs for activities/events funded through this grant. Logo size and placement should be proportional to ArtsWave's support comparative to other sources of funding.

#### **Newspaper/Magazine Advertising**

Any advertising for the funded program, regardless of size or length, should credit ArtsWave.

#### **News Releases**

News releases about the funded programming must credit ArtsWave support. Example: "XYZ is supported by the generosity of more than 1,700 ArtsWave Pride contributors to the ArtsWave Community Campaign."

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### **Event Signage**

Wall text must include ArtsWave. If there is no wall text, grant recipients may place a sign near the entrance crediting ArtsWave as follows: "Supported by the generosity of more than 1,700 ArtsWave Pride contributors to the ArtsWave Campaign."

### Electronic Recognition

#### **Broadcast Advertising**

Include ArtsWave in all radio and television spots promoting the funded programming. Radio spots should give verbal credit to ArtsWave (copy: "Funding support comes from ArtsWave") and television spots should include the ArtsWave logo.

#### **Digital Advertising**

Logo credit should be provided in all digital advertising for the funded programming. Acknowledgement of ArtsWave support should be proportional to its share of support compared to other sources.

#### **Social Media**

Tag @ArtsWave on posts and shares about the funded programming and, when appropriate, use hashtags such as #CincyArts. This will allow ArtsWave to find and share posts, thereby amplifying the reach and message. If an event is created on Facebook, credit ArtsWave as follows: "Supported by the generosity of more than 1,700 ArtsWave Pride contributors to the ArtsWave Campaign."

### Oral Recognition

In cases when there is no printed program, grant recipients can provide oral credit before each activity/event funded through this grant. As in press releases, oral credit should explicitly thank the community: "XYZ is supported by more than 1,700 ArtsWave Pride members who give generously to the ArtsWave Community Campaign." If an announcement is not possible, grant recipients may place a sign at the entrance of the event.

If you have additional recognition related questions, please contact Zach Moning, Marketing & Communications Manager, at 513-632-0134 or [Zach.Moning@ArtsWave.org](mailto:Zach.Moning@ArtsWave.org).

### **Collaborative Marketing**

One of ArtsWave's goals is to communicate excitement about the programming funded through this grant in a variety of channels. Grant recipients should post all event and program listings on <https://guide.artswave.org/> as appropriate.

For assistance with uploading your programming into either platform, please contact Zach Moning, Marketing & Communications Manager, at 513-632-0134 or [Zach.Moning@ArtsWave.org](mailto:Zach.Moning@ArtsWave.org).

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## ArtsWave Pride Committee Engagement

Please share public program dates and any relevant engagement opportunities with Amanda McDonald ([Amanda.McDonald@ArtsWave.org](mailto:Amanda.McDonald@ArtsWave.org)) as soon as they are established so that she can share them with the ArtsWave Pride Steering Committee and ArtsWave Pride members. ArtsWave Pride looks forward to experiencing your program!

## Final Report

Grant recipients must submit a Final Report via the grantee portal within 30 days of the completion of the project. The final report includes a financial report, an evaluation report with actual results, and lessons learned during program implementation that might be valuable to the broader sector. Failure to submit your final report in a timely fashion may result in ineligibility for future funding from ArtsWave.

### Photographs

ArtsWave publicizes its grants and generates excitement about the impact of the arts through media outlets, social media platforms, e-newsletters and our website. As a part of the final report, we ask grant recipients to submit at least three photographs that highlight the funded programming. ArtsWave will assume that we have permission to use and share these photographs and any attributions (if provided), unless expressly told otherwise.

### Proof of Grant Recognition

PDFs or JPGs of programs and other materials should also be submitted along with your final report. We encourage you to send us press releases, copies of publications or media coverage that mention your grant.

## 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 Kate Kennedy, Chief Operating Officer, at [kate.kennedy@artswave.org](mailto:kate.kennedy@artswave.org).



To fulfill the requirements of your FY2021 ArtsWave Pride Grant, please complete a final report that includes the following information:

1. Organization Name
2. Project Title
3. Project Description, including any changes to the project since the original grant submission (e.g. a need to redirect funds, a change in programming, etc. that may have been due to COVID-19 or otherwise)
4. Actual Project Start Date and Actual Project End Date
5. Total Number of People Served
6. How did you reach and engage new audiences as a result of the ArtsWave Pride funded program or activity?
7. How was your event participatory and social?
8. How did your ArtsWave Pride funded program or activity create a welcoming and inclusive environment?
9. What organizations did you collaborate with for this program or activity?
10. What were the most challenging aspects to planning and implementing this program or activity? What did you learn from this experience?
11. What was the most successful outcome to this program or activity? How did you track your objectives?
12. Attachments
  - a. Please include a completed FY2021 ArtsWave Pride Grant Financial Report Form. A blank form can be accessed at this [link](#).
  - b. Please include an example of marketing, promotional, or other materials that demonstrates your adherence to the grant recognition guidelines.
  - c. Please include 3-5 photos, and any necessary descriptions, that showcase the programming funded by this grant. ArtsWave will assume that we have permission to use and share these photographs and any attributions (if provided), unless expressly told otherwise.

Completed final reports, and any attachments, should be submitted within the online grants portal, Submittable.