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# FY2023 Black and Brown Artists Program Grant

## Grantee Handbook



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This handbook outlines the expectations and requirements for the FY2023 Black and Brown Artists Program. By accepting funding, the artist agrees to adhere to the grant recipient guidelines outlined in this document.

### Grantee Responsibilities

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

- Agreeing to use the grant to carry out the project as outlined in the original grant request;
- Agreeing to notify ArtsWave in writing of any major changes to the objectives, methods, or timeline of the project for which grant funds have been awarded;
- Agreeing to appropriately credit and recognize ArtsWave and its partners for the project for which grant funds have been awarded; and
- Ensuring the project does 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 which includes a W-9, vendor survey, and Electronic Funds Transfer form (optional). If you have submitted any of these forms in the last 12 months, you are not required to attach them again. 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 the same email and password you used to submit your grant application.

### Grant Payment

Grant awards will be paid in two parts: 75% of award payable upon execution of grant acceptance and 25% of award payable upon completion of a required midterm report due March 1, 2023, with all projects completed by June 1, 2023.

### Initial Payment

In an effort to reduce our impact on the environment and expedite grant payments, we continue to use our online platform, Submittable.com, throughout the grant process. To accept this award and initiate your first payment, *you will review the grant acceptance online and then electronically agree to the terms.* For electronic payments (ACH), if your acceptance is submitted by 12/21/22 at 5:00 p.m., ArtsWave will process your initial payment

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before the end of December. If your grant agreement is submitted after 12/21/22 OR you request a physical check, payments will be processed in early January.

To agree to the terms of the grant:

1. Open your submission using your Submittable login credentials
2. Open and complete the Grant Acceptance under the Additional Forms tab
3. When ready, click "Submit Form."\*

\*Should you encounter any difficulties in uploading the required forms, save and exit your account and log back in to attempt again. If you experience further problems, please reach out directly to Submittable by clicking on the "?" on your home page, upper right-hand corner for support and assistance.

You will receive an email confirmation that we have received your form. If you have any questions, please contact the Impact team at [impact@artswave.org](mailto:impact@artswave.org).

## 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 change to the grant award amount or delay of final payment.

## Grant Recognition Guidelines

The ArtsWave Community Campaign receives contributions from generous individuals, businesses, 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.

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, signage, vehicles, street banners, and box office windows.

In news releases and other print communications, please use the following attribution:

**[Name of project] received one of ArtsWave's 2023 Black and Brown Artist project grants, with support from the City of Cincinnati, Duke Energy, Macy's, Greater Cincinnati Foundation and Cincinnati Children's Hospital Medical Center.**

### 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. The only exception is in email addresses or website URLs, which use all lowercase: "artswave.org." ArtsWave brandmarks and full brand guidelines are available for download at [artswave.org/media](https://artswave.org/media).

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

### Print Recognition

#### **Event Programs**

Grantees receiving support from ArtsWave will use the ArtsWave logo on the title page of all programs, in a size at least 1.25 inches in width where possible. Logo size and placement should be proportional to ArtsWave's support comparative to other sources of funding.

When identifying classes of funders (e.g., Season Sponsor, Program Sponsor, Production Sponsor, etc.), please list ArtsWave as a "Season Funder" separate from other sources of operating support such as the Ohio Arts Council and the National Endowment for the Arts.

#### **Newsletters**

Include the ArtsWave logo and recognition of the community support, e.g. "XYZ is supported by the generosity of tens of thousands of contributors to the annual ArtsWave Campaign, the region's primary source for arts funding."

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

Any advertising placed by a grantee that credits a specific funding source, regardless of size or length, should also credit ArtsWave. The size of the ArtsWave acknowledgment should be proportional to ArtsWave's share of annual support — if ArtsWave is the largest supporter, it should be listed in a larger font than other sources of annual support.

#### **News Releases**

News releases must credit ArtsWave support with appropriate written credit. Example: "XYZ is supported by the generosity of tens of thousands of contributors to the annual ArtsWave Campaign the region's primary source for arts funding."

#### **Event Signage**

For a temporary exhibition, event or performance, wall text must include ArtsWave with other major public, private and corporate sponsors. If there is no wall text, grantees may place a sign near the entrance to the exhibition or event crediting ArtsWave as follows: "Supported by the generosity of community contributions to the annual ArtsWave Campaign, the region's primary source for arts funding."

### Electronic Recognition

#### **Broadcast Advertising**

Include ArtsWave in radio and television spots if other sponsors receive credit and time is available. 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. Please include the ArtsWave logo, along with a link to [artswave.org](http://artswave.org), on the front page of the grantee's website.

Acknowledgement of ArtsWave support should be proportional to its share of support compared to other sources.

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## Social Media

Tag @ArtsWave on posts and shares and, when appropriate, use hashtags such as #CincyArts or others communicated at regular sector marketing meetings. This will allow ArtsWave and other partner organizations to find and share posts, thereby amplifying the reach and message. Share and engage with ArtsWave posts. Grantees are encouraged to invite ArtsWave as a co-host for events on Facebook when possible.

## Oral Recognition

In cases when there is no printed program, grantees can provide oral credit (curtain announcements) before each event or performance. As in press releases, oral credit should explicitly thank the community: "XYZ is supported by the tens of thousands of people who give generously to the annual ArtsWave Campaign, the region's primary source for arts funding." If an announcement is not possible, grantees may place a sign at the entrance of the event.

Additionally, we ask grantees to make certain announcements recognizing the ArtsWave Campaign at all performances from the beginning of February through the end of April.

## Program/Playbill Advertisements

Provide one full page of advertising space in all-season or exhibition programs. Advertisement space set aside for ArtsWave should be in color whenever possible.

Please contact ArtsWave at least one week in advance of program print deadlines with specs. This email should include the current program ad.

## Collaborative Marketing

One of ArtsWave's goals is to communicate excitement about your project's impact in a variety of channels. Grantees should submit listings for all events, performances, and exhibitions to [ArtsWave Guide](#), the region's most comprehensive arts calendar, as soon as they are announced to the public. For a detailed tutorial on how to create listings on ArtsWave Guide, visit [artswave.org/howto](http://artswave.org/howto).

Grantees should also participate as requested with other collaborative marketing initiatives. This will help us ensure that we always have the most comprehensive and exciting array of arts experiences possible in our public database.

## Required Monthly Meetings

Please mark the following meetings in your calendar to ensure your availability. These information gatherings will be led by the ArtsWave staff and consultants, as a check in and support for you, and all meetings will be virtual via Zoom (meeting links to follow) at 4:00 p.m. These meetings will also provide more information for the **Summer Showcase**.

- February 13, 2023 at 4:00 p.m. (Zoom)
- March 13, 2023 at 4:00 p.m. (Zoom)

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- April 10, 2023 at 4:00 p.m. (Zoom)
  - May 8, 2023 at 4:00 p.m. (Zoom)

### **Professional Development**

Grantees will be required to attend Wave Pool's *Driving Lessons* program, **to be held February 18/19**, if they have not already completed the program.

### **Project Showcase – Summer 2023**

Grantees are asked to involve community partners and to exhibit or present their work to the public in Summer 2022 depending on the nature of the project. This showcase will be organized in partnership with the Robert O'Neal Multicultural Arts Center (ROMAC). ArtsWave representatives will reach out to discuss the possibilities with you throughout the spring.

### **Midterm Report and Second Payment**

In February 2023, you will receive an email that will prompt you to submit your midterm report, due by March 1, 2023. In that report, you will provide a status update on your project and provide us with your headshot and bio (additional reporting guidelines can be found in Appendix A). When we receive that, we will initiate your second payment. You may always go into your account at [Submittable.com](https://www.submittable.com) to retrieve any information you have submitted to us.

### **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 the Impact team at [impact@artswave.org](mailto:impact@artswave.org).

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## **APPENDIX A: Reporting Guidelines**

Grant recipients must submit a Midterm Report by March 1, 2023 in Submittable. This information will be collected:

1. Artist Name
2. Artist Bio
3. Artist Headshot
4. Project Title
5. Project Discipline(s)
6. Project Status on March 1
7. Project estimated date of completion
8. Project updated financial information
9. Project Status-tell us more; please share more specifics about your project
10. Project Lifespan – is your project designed to have longevity or be more temporary; is it repeatable or seasonal; is it a tangible work
11. Possible Showcase/Exhibition Needs – please provide any information such as dimensions of artwork, equipment requirements, performance space needs, etc.
12. Any additional information