**FY2022 "Truth and Reconciliation" Project
Grants for Black and Brown Artists
Grantee Handbook**

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Black and Brown Artists Grantee Handbook

This handbook outlines the expectations and requirements for "Truth & Reconciliation" grantees in FY2022. 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 Recognition Guidelines

We ask grant recipients to credit ArtsWave and its partners as space is available 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, and e-communications vehicles.

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

[Name of project] received one of ArtsWave's 2022 Black and Brown Artist project grants, with support from the City of Cincinnati Duke Energy, Macy's, Greater Cincinnati Foundation, Fifth Third Bank, and Hard Rock Casino.

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.

Where appropriate, we also encourage you to use ArtsWave's logo. ArtsWave brandmarks are available for download at https://www.artswave.org/whats-artswave/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.

In Social Media, tag @ArtsWave on posts and shares about the funded programming and, when appropriate, use hashtags such as #CincyArts and #BlueprintRoots. This will allow ArtsWave to find and share posts, thereby amplifying the reach and message.

We have created a Marketing Handbook, which is available on our website, that will provide you with any information you may need. If you have questions about use of ArtsWave's brand or project recognition, please contact Zach Moning, Marketing & Communications Manager, at 513-632-0134 or zach.moning@artswave.org.

Collaborative Marketing

One of ArtsWave's goals is to share information about your work and this project in a variety of channels. Please post any and all artistic event and program listings (even arts and cultural events unrelated to this grant!) on ArtsWave Guide at Guide.ArtsWave.org as appropriate. For assistance with uploading your programming into this platform, contact Zach Moning, Marketing & Communications Manager, at 513-632-0134 or zach.moning@artswave.org.

Grant Acceptance

Please submit your Grant Acceptance form via the online grantee portal, Submittable. To access the Grant Acceptance form, log into the grantee portal with the same email and password you used to submit your grant application using this link: www.artswave.submittable.com/login

Inside the portal, go to your submissions, and click on your grant submission. Along the top, click the tab that says "Forms." You will find the Grant Acceptance form there.

Grant Payment

Grant awards will be paid in two parts: 75% of award payable upon execution of grant agreement and 25% of award payable upon completion of a required midterm report due March 1, 2022, with all projects completed by June 1, 2022.

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 agreement online and then electronically agree to the terms*. If your grant agreement is submitted by 12/23/21 at 5:00 pm for electronic payments (ACH), ArtsWave will process payment before the end of December. If your grant agreement is submitted after 12/23/21 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 this link: [LINK}
2. Open and complete the Grant Agreement under the Forms tab.
3. When ready, click "Submit Form."

You will receive email confirmation that we have received your form. If you have any questions, please contact Ray Gargano at ray.gargano@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.

Required Monthly Meetings

Please mark the following meetings in your calendar to ensure your availability. These information gatherings will be led by our partner Toilynn O'Neal, Founding Director of ROMAC, as a check in and support for you. These meetings will also provide more information for the **Summer Showcase**.

- January 10, 2022 at 4:00 p.m.
- February 14, 2022 at TBD
- March 14, 2022 at 4:00 p.m.
- April 11, 2022 at 4:00 p.m.
- May 9, 2022 at 4:00 p.m.

Professional Development

If you indicated an interest in ArtsWave's 2022 artist professional development series led by nationally respected artist and educator Annie Ruth Napier, Janice Liebenberg, Director, Equitable Arts Advancement will be in contact with you.

Project Showcase – Summer 2022

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 2022, you will receive an email which will prompt you to submit your midterm report, due by March 1, 2022. In that report, you will provide a status update of 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 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 Janice Liebenberg, Director, Corporate Giving & Equitable Arts Advancement, at janice.liebenberg@artswave.org.

APPENDIX A:
Reporting Guidelines

Grant recipients must submit a Midterm Report by March 1, 2022 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