FY2022 ArtsWave Circle's
African American Arts Grants
Program Guidelines

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Funding Arts. Fueling Community.

ArtsWave Circle's African American Arts Grants– Program Guidelines

ArtsWave believes that diversity in arts and cultural expressions creates a more inclusive and dynamic region. This belief aligns with the Blueprint for Collective Action's goals of deepening the roots of residents and bridging cultural divides through the arts. To provide more resources and build audiences for diverse cultural expressions, in 2020 ArtsWave announced a new African American Arts grantmaking initiative and a new performance series, Flow, featuring nationally and internationally renowned Black artists.

The Cincinnati region has a rich history of contributions by Black artists to the city's creative community and its thriving neighborhoods. Now in 2022, ArtsWave continues the Circle's African American Arts grants (Circle Grants), meant to connect local Black arts and cultural innovators with access to resources and opportunities to grow and thrive. Grants will be funded and determined, in part, by donors in ArtsWave's Circle of African American Leaders for the Arts.

Purpose

ArtsWave Circle Grants will strengthen the capacity for arts presenting, producing, programming, and instruction at organizations led by or predominantly serving Black communities in the Cincinnati region. The program is one way that ArtsWave works to increase the sustainability of organizations that focus on the preservation and advancement of Black arts and culture. Eligible organizations have a mission related to the African American experience and a majority (51%+) of annual expenditures dedicated to arts and cultural activities.

Who May Apply

To be eligible for the FY2022 Circle Grants Program, an organization must meet all of the following requirements:

- Have a 501(c)3 designation, be non-profit in nature, or have a non-profit fiscal agent (for-profit businesses are ineligible for grant funding);
- Have a mission related to the Black or African American experience and/or one or more Black artists in leadership roles;
- Have a majority (51%+) of the organization's annual expenditures dedicated to arts and cultural activities.
- 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, Franklin, Ohio, and Union Counties in Indiana.

- Have successfully completed all previous grant requirements, including outstanding final reports for all previous grants and sponsorships.*
- Share ArtsWave's commitment to access, equity, and inclusion.

*African American Arts grantees who have failed to complete an FY2020 or FY2021 grant project and have not submitted a final report for the grant project by June 30, 2022, are ineligible to apply for an FY2022 African American Arts grant.

NOTE: Applicants new to ArtsWave must schedule an introductory phone call at least one week prior to the application deadline. Returning applicants are also encouraged to reach out with any questions they may have related to their project or application.
Please contact Lori Burkhardt at lori.burkhardt@artswave.org to schedule a time.

UPDATE: Beginning with the FY23 grant cycle, an organization may apply for funding for two (2) consecutive years and then will be required to take one (1) year off before applying for the Circle's grant program again.

Eligible Requests

The ArtsWave Circle Grants Program provides project funding that aligns with at least one Blueprint Goal (see Appendix A) and fits within one of these two categories: 1) capacity-building or 2) impact expansion. Applicants will be asked to explain how their project will further <u>one</u> of these objectives:

1. <u>Capacity-Building</u>

   Capacity-building projects are meant to strengthen the organization's ability to serve its community in a sustainable and impactful way with high-quality arts and cultural programming and services. Projects can be related to personnel, financial management, fundraising, board development, audience development, marketing and promotion, programming or infrastructure (including small capital improvements or purchases).

   An example of a capacity-building project: Consulting help for a start-up arts studio in creating and managing its annual budget, plus financial management software with multiple cloud-based licenses to enable the director and board chair to remotely monitor the organization's finances. A new laptop was also purchased to replace an outdated desktop computer. These investments enabled the organization to more quickly, accurately, and transparently manage expenditures and send more

timely invoices to its clients – resulting in greater financial stability and positioning the organization for growth.

2. <u>Impact Expansion</u>

   Impact expansion projects are meant to help the organization increase the impact of already established and successful programming or services. Examples of expanded impact may include: 1) serving a new or expanded geography, 2) serving a new or expanded audience, or 3) expanding program themes or content. Strategic planning projects are also eligible. Projects can be related to personnel, marketing, and promotion, collaborations and partnerships, travel and transportation, or infrastructure (including small capital improvements or purchases).

   An example of an impact expansion project: Increased resources for teaching artists allows an after-school visual arts program to triple the number of its classes, expanding to three local schools which would otherwise lack arts programming; a mileage reimbursement is provided for the artists to travel between locations; a budget increase in art supplies allows the organization to meet the needs of larger numbers of youth engaged in creative activity.

Eligible expenses for either category can include, but are not necessarily limited to:

- Artist or production fees
- Staff salary support
- Consultants
- Training and professional development
- Materials and supplies
- Advertising
- Digital tools and technology
- Cultural Facilities

In most cases, expenses should not have occurred prior to January 1, 2022.

ArtsWave will not award grant support to organizations that, in their constitution, bylaws, or practices, discriminate against a person or group because of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation, or religious belief.

Grant Amounts

The dollar amount allocated for this round of ArtsWave Circle Grants will be determined upon completion of ArtsWave's FY22 Community Campaign.

There are two funding categories based on the grant amount for which you are requesting:
Category A: You may request a grant amount between $1,000-$10,000
Category B: You may request a grant amount between $10,001-$25,000

Up to 20% of the grant request can be allocated to general administration and overhead. The total project budget should not be more than 25% of the organization's total annual operating budget.

Application Instructions

All application materials must be submitted via Submittable, ArtsWave's 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.

- Review panelists may have little or no prior knowledge of your organization. Create a stronger application by:
  - not assuming reviewers have extensive knowledge of all artistic disciplines;
  - explaining acronyms; and
  - explaining the characteristics of your community or audience as needed.

- 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 Impact@ArtsWave.org to your safe senders list to ensure that you receive all communications from the online grantmaking system.

- Use one of the following compatible browsers: Microsoft's Edge browser, Google's Chrome browser, Mozilla's Firefox browser, or Apple's Safari browser

The application for the FY2022 ArtsWave Circle Grant Program can be accessed using the following link: https://artswave.submittable.com/submit

The application consists of the following sections:

A. Organization Information
   a. Organization Contact Information
   b. Grant Contact Information
   c. Organizational Leadership and Staffing
      i. Chief Professional Officer
      ii. Chief Artistic Officer, if applicable
      iii. Number of FTE, PTE, contracted, and unpaid staff, along with the percentage of BIPOC staff
      iv. Upload of Board of Directors list
      v. Number of Board members, along with the percentage of BIPOC members
   d. Organization Overview
      i. Artistic discipline
      ii. Brief description of the organization (150-word limit)
      iii. Audience description (150-word limit)
      iv. Has your organization received ArtsWave funding within the past 12 months?
      v. Does your organization have any outstanding requirements from a prior ArtsWave grant, such as a Final Report?
      vi. Is your organization a registered 501(c)3 nonprofit?
         1. What is your organization's EIN/Tax ID?
      vii. If not a 501(c)3
         1. Describe the nonprofit status of your organization, including your organization's relationship with an established fiscal agent
         2. Upload your contract or letter of agreement with your fiscal agent
         3. What is your fiscal agent's EIN?
      viii. Upload your high-resolution organization logo
B. Details of Request
   a. Project title
   b. Project request type
   c. Blueprint Goal(s) selection
   d. Project description (500-word limit)

        i.   If Capacity-Building - How will this project increase your organization's capacity to deliver high-quality, inclusive arts programming? (250-word limit)

        ii.   If Impact Expansion – How will this project expand your organization's impact? (250-word limit)

    e. Project start and end dates

    f. Project timeline (150-word limit)

    g. Project goals and intended outcomes (250-word limit)

    h. Outcome measurement (250-word limit)

    i. Collateral materials (attachments)

C. Grant Amounts

    a. Requested Grant Category

        I.   Category A: $1000-$10,000

        II.   Category B: $10,001-$25,000

    b. Requested Grant Amount (this amount should coincide with the grant category selected and match the ArtsWave grant line entry on the budget form

D. Financials

    a. Annual operating budget

    b. Total project budget

    c. How will the funds be used? (250-word limit)

    d. Most recent annual financial statement (attachment)

    e. Complete the Circle's African American Arts Grant Budget Form

E. 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 through the online grantmaking system by **5:00 pm EST on July 29, 2022**. **Late applications will not be accepted.**

Grant Overview Session

ArtsWave will host a free, online webinar to go over the Circle Grant Program Guidelines and the application process. The webinar will be held on Tuesday, July 5 from noon-1 p.m. To register for the webinar, please go to [FY2022 ArtsWave Circle's Grant Overview](#).

The webinar session will then be recorded and made available on ArtsWave's website.

Grant Writing Workshops

ArtsWave will also host two online Grant Writing Workshops as free resources in conjunction with the release of this grant program. The first workshop provides a comprehensive grant writing guide and will be held on Wednesday, July 13 from noon-1 p.m. To register for this webinar, please go to [ArtsWave Grant Writing Workshop](#).

The second workshop will focus on financial documentation and budgets and will be held on Friday, July 15 from noon-1 p.m. To register for this webinar, please go to [ArtsWave Grant Writing Workshop: Financial Documentation and Budgets](#).

Determination of Grant Award and Amount

All applications will be reviewed by a panel consisting of community volunteers and ArtsWave staff. Successful applications will:

- Clearly state how ArtsWave funding will either build capacity or enable impact expansion
- Clearly describe the organization's current or desired constituents and/or audience
- Clearly describe the short to long-term goals for the organization and how this grant will help achieve those goals
- Align with one or more objectives of ArtsWave's Blueprint for Collective Action in the Arts Sector
- Include a reasonable budget that supports an achievable result
- Specify one or more measurable outcomes
- Adhere to ArtsWave grant guidelines

Requests may be funded in full or in part.

Grant Requirements

Upon notification of award, grant recipients must submit a grant acceptance form and attend a grant marketing review webinar on Thursday, September 1 at noon. If the recommended award is less than the project request, ArtsWave may ask you to complete an updated budget form as a part of the acceptance materials. A single grant payment will be issued once the grant acceptance form has been received.

Final Reports will be assigned once award distribution is made to provide immediate access for the grantee and to streamline internal administrative

processes. All final reports are due upon completion of the project, but no later than July 31, 2023. All requirements must be submitted through Submittable.

Any organization receiving ArtsWave funding must fulfill all grant requirements outlined in the grantee handbook for the duration of the grant period and accurately represent its organization and its activities in all documents submitted to ArtsWave.

Key Dates

Grant Overview Session	Grant Writing Workshops	Application Deadline	Funding Decision	Grant Marketing Review	Final Report Due
July 5, 2022*	July 13, 2022 and July 15, 2022	July 29, 2022**	August 26, 2022	September 1, 2022	July 31, 2023

* attendance is not required to submit a grant application**; To register for the overview session:** FY22 ArtsWave Circle's Grant Overview.

** application closes at 5 p.m. on the deadline date; **late applications will not be accepted**

Contact ArtsWave

Additional application questions may be directed to Lori Burkhardt, Grant Programs Coordinator, at (513) 632-0123 or lori.burkhardt@artswave.org.

Appendix A: Blueprint for Collective Action

Our Vision – A more vibrant regional economy and more connected community for all.

Overview

By supporting a wide variety of art forms and providing strategic leadership for the arts sector in the broader community, ArtsWave creates an environment where the growing impact of the arts is felt and celebrated by the entire community.

The Blueprint for Collective Action provides a focus for ArtsWave's community investments and strategic initiatives for the next ten years. The Blueprint is designed to achieve three things:

- Align with broader community objectives;

- Provide more clarity and specificity around the kinds of activities and outcomes ArtsWave desires; and

- Leverage more support from the community by demonstrating relevance to the community.

By focusing the ArtWave's investment strategy, the Blueprint is intended to stake a bold vision for the region for enhanced impact through the arts by establishing five community goals and creating a roadmap for their achievement.

Blueprint Goals and Roles

The Blueprint is based on the following principles:

- All goals have equal priority.

- Every arts organization plays a part in achieving our collective goals through a wide variety of activities and programs that create community impact — some new, many already established.

- Individual arts organizations (of any size or discipline) can play specific roles in support of the achievement of each goal.

- No single arts organization can fulfill all <u>roles</u> for all goals all the time. A diverse arts community supporting many different types of organizations

and activities is necessary to fulfill all roles and achieve all goals.

- A single activity or program may fulfill several roles and may advance progress on more than one goal.

- ArtsWave, too, has specific roles to play in the achievement of each goal. ArtsWave must leverage its position as leader, connector, aggregator, and partner to build capacities sector-wide.

ARTS PUT CINCINNATI ON THE MAP

Greater Cincinnati's innovative arts scene attracts talent, visitors, and business to the region.

GOAL: **To be a more competitive region for talent attraction by leveraging arts that are perceived as extraordinary**

Roles for Arts Organizations:

- To design new or unexpected artistic collaborations

- To create arts experiences that are active, immersive, and social; and that stretch the boundaries of the art form

- To improve and employ digital capabilities and use of social media to reach and engage digitally oriented or remote audiences

- To participate in collaborative efforts to increase earned media and leverage paid media/marketing opportunities

- To develop and share stories that distinguish the region through its arts

ARTS DEEPEN ROOTS IN THE REGION

Residents who are engaged in the arts – whether as volunteers, artists, or audience members – have a stronger and more positive connection to the community.

GOAL: **To deepen feelings of engagement and connection to the community by widening participation in arts experiences, especially those that resonate with adults age 40 and under**

Roles for Arts Organizations:

- To create arts experiences that are participatory, social, recurring, and encourage personal investment in the organization and/or community

- To create arts experiences for college students and young professionals

- To develop partnerships and collaborations with local colleges and universities

- To involve college students and young professionals at all levels of organizational decision-making

ARTS BRIDGE CULTURAL DIVIDES

When the arts reflect and celebrate the diversity of our community, residents build a greater understanding and appreciation of cultural differences.

GOAL: To promote cross cultural understanding by increasing the availability and accessibility of arts experiences that include and represent all races and ethnicities

Roles for Arts Organizations:

- To present works of art created by artists of all races and ethnicities

- To create arts experiences that include artists of all races and ethnicities

- To create and/or present art that tells the story(ies) of all races and ethnicities

- To create shared arts experiences for people of all races and ethnicities

- To identify and establish partnerships and collaborations that support equitable access to arts experiences for people of all races and ethnicities

- To involve at all levels of organizational decision-making people who reflect the broadest possible racial and ethnic diversity

- To develop cross-cultural artistic partnerships and collaborations

ARTS ENLIVEN NEIGHBORHOODS

Community arts centers, galleries, and theaters serve as vital hubs for neighborhood activity that supports local business and builds civic pride.

GOAL: **To enhance the vibrancy of neighborhoods, particularly those that are underserved and/or revitalizing, by increasing the availability and accessibility of arts organizations and opportunities**

Roles for Arts Organizations:

- To establish partnerships and collaborations within the neighborhood in which the organization is physically located

- To create an environment where all members of the organization's surrounding neighborhood feel welcome

- To increase the variety and frequency of arts experiences embedded in or accessible to neighborhoods throughout the region

- To improve the aesthetics of the region's neighborhoods

- To enliven indoor and outdoor public spaces throughout the region with arts experiences

- To optimize the use of resources already present in neighborhoods throughout the region to support equitable access to arts experiences

- To improve and employ digital capabilities and use of social media to reach and engage neighborhoods

ARTS FUEL CREATIVITY AND LEARNING

The arts have the power to transform education both by improving learning of core curriculum and teaching skills like creativity, collaboration, and critical thinking.

GOAL: **To promote the development of 21st century skills by ensuring that all children in the region, particularly those that are underserved, have access to multiple arts opportunities**

Roles for Arts Organizations:

- To provide meaningful arts education opportunities for youth at all grade levels

- To optimize the use of resources already present in school and community settings to support equitable access for youth to meaningful arts education opportunities

- To provide professional development and enrichment opportunities for arts educators

- To develop curricula, materials, and training to support arts integration in all subjects and at all grade levels