FY2027 Circle Grantee Handbook



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The purpose of this handbook is to outline the grantee expectations and requirements for the Circle grantees in FY2027. By accepting funding, an organization agrees to adhere to the grant recipient guidelines outlined in this document.

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.

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.

***We ask that you use our ArtsWave Circle logo (sent separately) in the promotion/recognition of your granted program.**

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

Print Recognition

Event Programs
Organizations 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, organizations 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, on the front page of the organization's website. Acknowledgement of ArtsWave support should be proportional to its share of support compared to other sources.

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, organizations 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, organizations may place a sign at the entrance of the event.

Additionally, we ask organizations 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 organization's impact in a variety of channels. Grantee organizations should submit listings for all events, performances, and exhibitions to Cincy A&E, 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 Cincy A&E, visit 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.

Another one of ArtsWave's goals is to attract new arts supporters to the Campaign who also represent new potential arts customers. Grantee organizations may provide ArtsWave Pass with deeply discounted offers such as buy one, get one, or half-price tickets. These special offerings are critical to our ability to attract and renew contributions.

ArtsWave Circle Committee Engagement

Please share public program dates and any relevant engagement opportunities with Richard Mead (richard.mead@artswave.org) as soon as they are established so that he can share them with the Circle Steering Committee and Circle members. ArtsWave Circle looks forward to experiencing your program!

Grant Acceptance

Upon notification of award, grant recipients must submit a grant acceptance form. If your award is less than your original request, ArtsWave may ask you to complete an updated budget form as part of your acceptance materials.
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

When in the portal, go to your submissions, and click into your Circle grant submission. Along the top, click the tab that says "forms". You will find the Grant Acceptance form there.

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.

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.

Reporting

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 August 31, 2027. All requirements must be submitted through Submittable. Organizations will be ineligible to apply for future ArtsWave funding if a previous final report for any grant program is outstanding.

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.

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 Nick To, Grant Programs Manager, at (513) 632-0123 or nick.to@artswave.org.

APPENDIX A:
Reporting Guidelines

Circle Final Report Form

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 August 31, 2027. All requirements must be submitted through Submittable. Below is the information to be included:

1. Organization Name
2. Project Title
3. Project Description (including any changes to the project since original submission)
4. Project advancement of selected Blueprint for Collective Action 2.0 pillar(s)
5. Project impact on organization's ability to serve its community
6. Neighborhood served
7. Actual Project Start Date and Actual Project End Date
8. Number engaged/served/impacted directly through this investment
9. Please refer to the goals you sought to achieve within this grant period and note the actual outcome of each below. How did you track these outcomes? If results vary from the original goals, please explain and comment.
10. What's next on the horizon for your organization
11. Attachments:
    a. Please complete the FY2027 Circle Grant Financial Report Form and provide any additional budget notations you may have.
    b. Please include an example of marketing, promotional, or other materials that demonstrates your adherence to the grant recognition guidelines.
    c. Please include 3 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.
    d. Project Highlight - Please include any additional items for review from the grant period. This may include but is not limited to: links to performances, media attention, strategic plan, etc. Please upload all documents as a single PDF.