FY2027 Young Professionals Grantee Handbook



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The purpose of this agreement is to outline the grantee expectations and requirements for the Young Professionals (YP) Grant Program for FY2027. By accepting funding through the YP Grant Program, 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
- 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 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 YP 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 can provide ArtsWave Pass with deeply discounted offers such as half-price tickets or flash sales, which will appear to Pass holders through the **ArtsWave App**.

YP Committee Engagement

Grant recipients are asked to provide at least 1 pair of tickets to the ArtsWave YP funded program. These tickets will allow the opportunity for a member of the review committee to participate in your activities. Tickets should be sent to the ArtsWave YP Committee Liaison, Mahmoud Said at mahmoud.said@artswave.org. Please also reach out to Mahmoud Said with communication about your events in a timely manner so that he may encourage ArtsWave YP Committee participation in your activities.

Grant Acceptance

Grant recipients are asked to submit a FY2027 YP Grant Acceptance form via the online grantee portal which includes a W-9, vendor survey, and Electronic Funds Transfer form (optional). If you have submitted a W-9, vendor survey, or EFT form within the last 12 months, you are not required to attach them here. 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.

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.

Final Report

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.

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, via social media platforms, through our e-newsletters and on our website. As a part of the final report, we ask grant recipients to submit at least three photographs that showcase 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.

Grant Payment

A single grant payment by check or by EFT (if authorization has been provided) will be issued upon receipt of the completed FY2027 YP Grant Acceptance Form via the grantee portal.

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

To fulfill the requirements of your FY2027 ArtsWave Young Professionals 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 (i.e. a need to redirect funds, a change in programming, etc.)
4. Project advancement of selected Blueprint for Collective Action 2.0 pillar(s)
5. Actual Project Start Date and Actual Project End Date
6. Number Served:
    a. Total Number of People Served
    b. Total Number of YPs Served
7. Project Objectives - 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.
8. Lessons Learned - Please identify up to three lessons your organization learned as a result of this project that will be incorporated into future programming and/or might be useful to others undertaking similar projects.
9. Complete the FY2027 YP Grant Financial Report Form.
10. Attachments
    a. Please include an example of marketing, promotional, or other materials that demonstrates your adherence to the grant recognition guidelines.
    b. 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.

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