FY2025 Young Professionals Grant Program Guidelines

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Funding Arts. Fueling Community.

Young Professionals Grant Program Guidelines

Purpose

The attraction and retention of young professionals to our region is a top priority for Greater Cincinnati. Compared to our peer regions across the country, Cincinnati is seeing slower growth in this key demographic. Maintaining a workforce that is diverse in age is vital to a thriving, growing community. Business and civic leaders, including the Cincinnati USA Regional Chamber, are focused on finding ways to build awareness among young professionals about Cincinnati and to engage more deeply those that are already here.

ArtsWave's research on arts engagement in our community revealed the power of the arts to attract, engage, and retain residents. Community members who reported a high level of arts engagement also showed high levels of civic engagement, reported a growing circle of friends, and had a higher opinion of the quality of life in Greater Cincinnati. The arts deepen roots in the region. As part of the Blueprint for Collective Action (Appendix A), ArtsWave's 10-year action plan, we are being intentional about creating and funding more arts activities and programs that target young professionals and help them to become more deeply rooted in Greater Cincinnati.

The ArtsWave Young Professionals (YP) Grant Program began in 2016 and is an initiative that provides funding **to support programming that engages young professionals AND IS DESIGNED SPECIFICALLY FOR young professionals.** The funding to support the FY2025 YP Grant Program will come from donations made by young professionals to the 2024 ArtsWave Community Campaign.

Who May Apply

ArtsWave believes that strong arts create strong communities and actively seeks to promote access, equity, and inclusiveness in its grantmaking. To be eligible for the FY2025 Young Professionals Grant Program, an organization must meet all the following requirements:

- Have a 501(c)3 tax status or be non-profit in nature with an established fiscal agent.

- 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, and Ohio Counties in Indiana.

- Have a primary mission to provide programs or activities in areas directly concerned with arts or cultural heritage for the general public.

- Does not currently have an active Young Professionals Grant with ArtsWave and has successfully completed all previous Young Professionals grant requirements.

- Has a program designed specifically for young professionals, as opposed to being an add-on to currently scheduled programming for other audiences.

- Embody ArtsWave's commitment to access, equity, and inclusiveness.

Proposed projects that have been funded already through the African American Arts, ArtsWave Catalyzing Impact, or Pride grant programs are not eligible to apply. A recipient of any of those grant programs is still eligible to apply but must propose a different project for the ArtsWave Pride grant program.

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. In doing so, we seek to promote respect for all people.

NOTE: Applicants new to ArtsWave must schedule an introductory call or meeting 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: Only projects specifically designed for young professionals will be advanced to grant panel for review. For example, if a program is designed for a general audience, please do not apply to include young professionals UNLESS there is a special offering for young professionals, such as discounted tickets or designated activities. There must be a Blueprint goal and outcome defined for YPs that is measurable and able to be reported back to ArtsWave.

Eligible Requests

ArtsWave recognizes there is a lack of resources dedicated to programming specifically for young professionals. This grant program is designed to provide both seed funding to support the development of new programming, as well as short-term operating support for existing programming with a **demonstrated impact on YOUNG PROFESSIONALS**.

To be eligible for the FY2025 YP Grant Program, the proposed programming should:

- Be designed solely for young professionals
- Be participatory, social, and recurring
- Encourage personal investment in the organization and/or community
- Seek to increase engagement among young professionals who are already engaged in the arts community
- Strive to reach young professionals that are not already engaged
- Have a plan for long-term sustainability

Proposed programming must take place between September 1, 2024-July 15, 2025, and not be completed by grant award notification. Final reports will be due August 30, 2025.

Grant Amounts

Grant awards will be given up to $10,000. There is no matching funding requirement for this grant; however, priority will be given to proposals that have a financial commitment from other sources (including in-kind).

Up to 10% of the grant request can be allocated to general administration and overhead.

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: Chrome® v.22+, Firefox® version v.27+, Safari® v.7+, or Edge®.

The application for the FY2025 Young Professionals Grant Program can be accessed using the following link: https://artswave.submittable.com/submit

The application consists of the following sections:

A. Organization Information

- Organization Contact Information *
  - Address, including County
  - Main telephone
  - Website
- Grant Contact Information*
- Chief Professional Officer Contact Information*
- Organization EIN/tax ID
- 501(c)3 status or Fiscal Agent*
- Fiscal Agent contract or agreement upload and their EIN/tax ID* (if applicable)
- ATTACHMENT: High-resolution organization logo
- Provide a brief description of your organization and the type of programming you provide. (150-word limit)*
- Describe your organization's audience and the communities you serve. If possible, please include demographic information such as geographic locations (neighborhoods, counties, etc.), race/ethnicities, and age groups served. (150-word limit)*

- Staff and Board Demographics*
- Please include your organization's Diversity Statement*

B. Details of Request

- Program title*
- Is this a new YP program? Yes/No*
- Past Year Program Outcomes {For Existing Programming Only} *
  - o In the past year, how many people participated in this program?
  - o What percentage of participants were adults age 40 and under?
  - o How successful was the program in achieving its objectives? Please provide supporting data. (350-word limit)
- With which of the Blueprint Goal(s) does the proposed project align? Please select only one or two goals.**
- Project description short summary provided; that is, how would you describe the program for an Instagram post. (25-word limit)*
- Describe the proposed program in more detail. Be sure to clearly explain how the proposed program relates to ArtsWave's Blueprint for Collective Action goal to engage young professionals so that they become more deeply rooted in the region. (350-word limit) *
- Estimated total participation *
- What percentage of those participants do you project will be young professionals (age 40 and under)? *
- Anticipated project start date and end date *
- Provide a proposed timeline, outlining key deliverables and milestones. 250-word limit) *
- How will you measure the success of this program in engaging young professionals? Please include both the measures you will use and the methodology you will use to collect the data. (250-word limit) *
- Please list any organizations you will collaborate with for this project and briefly describe the nature of the collaboration. (250-word limit)
- Select which ArtsWave grant program resource opportunities you have or will take advantage of.*
- Respond if you would like to receive early submission feedback.*
- Please upload an example of your organization's work that illustrates your capacity to accomplish the proposed project. *

C. Grant Amounts

- Requested Grant Amount*

D. Financials

- FY2025 Annual operating budget *
- Total project budget *
- How will the grant funds be spent? (100-word limit)*
- Can this project be completed if partially funded.*
- Most recent annual financial statement (attachment) *
- Young Professionals Grant Budget Form*

- Organization's last 990*
- Organization's nonprofit determination letter.*

delineates a field required to submit

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 September 16, 2024. Late applications will not be accepted.**

Grant Overview Session

ArtsWave will host a free, online webinar to go over the Young Professional Grant Program Guidelines and the application process. The webinar will be held on Wednesday, August 14 from noon-1 p.m. To register for the webinar, please go to [FY2025 ArtsWave YP Grant Overview.](#)

The webinar session will 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 will focus on financial documentation and budgets and be held on Wednesday, August 21 from noon-1 p.m. To register for this webinar, please go to [ArtsWave Grant Writing Workshop: Financial Documentation and Budgets](#).

The second workshop will provides a comprehensive grant writing guide and will be held on Wednesday, August 28 from noon-1 p.m. To register for this webinar, please go to [ArtsWave Grant Writing Workshop](#).

Determination of Grant Amount

All applications will be reviewed by a panel consisting of community volunteers and ArtsWave staff. Applications will be evaluated using the following criteria:

- Programming is participatory, social and recurring.
- Programming encourages personal investment in the organization and/or community.
- Programming seeks to increase engagement among young professionals who are already engaged in the arts community.
- Programming strives to reach young professionals who are not already engaged.
- Programming can be achieved in the proposed timeline and within the proposed project budget.
- Programming has a plan for sustaining the program beyond the grant seed funding.

Requests may be funded in full or in part.

Grant Requirements

Upon notification of award, grant recipients must submit a grant acceptance form. 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.

In order to receive funding from ArtsWave through this grant program:

- The proposed programming must begin no earlier than September 1, 2024 and end by July 15, 2025, and must *not* be completed before grant award notification.
- The organization must have a plan to acknowledge ArtsWave in all marketing materials and provide advanced notification to ArtsWave for all events funded by the grant.
- 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, 2025. All requirements must be submitted through Submittable.
- An organization 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	Early Submission Feedback	Application Deadline	Funding Decision	Final Report Due
August 14, 2024*	August 21 and August 28, 2024**	**August 30, 2024**	**September 16, 2024, 5:00 p.m.***	October 18, 2024	August 31, 2025

* attendance is not required to submit a grant application**; To register for the overview session:** FY2025 ArtsWave YP Grant Overview.

**attendance is not required to submit a grant application, however, these workshops can be an important resource in submitting a quality application that has greater potential for funding

** 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 Manager, 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

Appendix B: Grant Application Glossary

Young Professional
People in the workforce under the age of 40.

501(c)3 Status
A non-profit organization that has been approved by the Internal Revenue Service as a tax-exempt, charitable organization.

Non-Profit in Nature
An organization, group or individual artist whose programming are organized for purposes other than generating profit (such as to benefit a community or communities) but are without a 501(c)3 status.

Fiscal Agent
A fiscal agent is a non-profit organization that holds the tax-exempt status as granted by the Internal Revenue Service under code 501(c)3 and that agrees to act on behalf of an individual or organization that does not yet have tax exemption for the purposes of this grant process.

Cincinnati-Middletown, OH-KY-IN MSA
The Cincinnati-Middletown, OH-KY-IN MSA 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.

Estimated Total Participation
The estimated number of persons that will be reached through this project.

Annual Operating Budget
The annual operating budget should be based on a realistic projection of income for the current year. This should reflect an organization's entire operations, not just the project budget.

Full-time Employee
A paid or contracted employee that works at least 30 hours each week.

Part-time Employee
A paid or contracted employee that works less than 30 hours each week.

Financial Summary
A financial document (called: profit and loss, statement of activities, or income and expense statement) from your organization's most recently completed fiscal year.