



2012-2013 Project Support under \$10,000 Application Guidelines

Deadlines: Wednesday, August 1, 2012 and Monday, January 7, 2013

Eligibility:

Organizations applying for Project Support should have a demonstrated commitment to offering quality programming within the 15-county MSA region that comprises Southwest Ohio, Northern Kentucky and Southeast Indiana.

Counties included in this service area include:

- Ohio: Brown, Butler, Clermont, Hamilton and Warren Counties
- Kentucky: Boone, Bracken, Campbell, Gallatin, Grant, Kenton and Pendleton Counties
- Indiana: Dearborn, Franklin and Ohio Counties

Eligible organizations include, but are not limited to:

Art, history, science museums & societies
consortia

Choral groups

*Churches and synagogues

Community arts and cultural centers

Dance companies

Instrumental ensembles

Neighborhood art services &

Orchestras

Opera companies

Public television and radio centers

*Schools/ School Systems

Theatres

* Proposed projects by these groups must be primarily for the public.

Applicants should have, or be working toward, 501(c)(3) IRS designation status. Organizations that do not have their IRS designation must be NON-PROFIT in nature. First-time applicants must schedule a brief interview at the ArtsWave offices with a Services representative **at least two weeks prior** to the grant submission deadline. Please call 513.632-0119 to schedule an appointment.

Activities and Projects Qualifying for Project Support:

PROJECT GRANTS support one part of an organization's activities, such as a onetime event, a specific program, or a single production or event.

Consideration will be given to funding the following on occasion:

- CAPITAL EQUIPMENT requests (which are important to the continued operation of an organization)
- TECHNICAL ASSISTANCE (where funds will be used to help pay for capacity-building initiatives)
- START-UP POSITIONS (in which an organization is seeking to hire its first paid administrator)
 - Any arts organization--regardless of budget size--not currently receiving support from ArtsWave – is eligible to apply for a PROJECT GRANT.
 - Non-arts organizations -- not currently receiving support from ArtsWave – may also apply for PROJECT SUPPORT to fund arts programming.
 - Organizations are limited to one grant per funding year: September 1 through August 31.

Applications for the following types of requests generally will not be considered for funding:

- Individuals
- Stand-alone books, films, or videos
- Annual fundraising efforts
- Refreshments
- Debt retirement
- Endowment Drives
- Travel expenses, especially those to be incurred outside our service region
- Stand alone expenses for conferences or educational purposes
- Scholarships for educational conferences/opportunities outside of our service area
- Funds to be used for regranting purposes

Grant Amounts:

- Grant requests may not exceed 50% of proposed project expenses. The applicant must provide at least one half of the total cost of the project through matching funds (i.e. other funders, sponsors, earned revenue, etc.) and/or **some** in-kind services. Please note that the in-kind portion of the budget should not comprise the entire 50% match.
- No grant will exceed \$9,999.
- A Final Report will be required at the conclusion of the project. All in-kind donations must be documented by the provider. If the grant award exceeds 50% of the actual project expenses, a refund from the applying organization will be required.

ArtsWave Grants Program 2011-2012 Project Support Under \$10,000 Guidelines

Basic Steps:

1. If the applicant organization is unfamiliar with the ArtsWave publication *The Arts Ripple Effect: A Research-Based Strategy to Build Shared Responsibility for the Arts*, a visit to <http://www.theartswave.org/about/research-reports> or a review of the report's executive summary at <http://www.theartswave.org/sites/default/files/pdfs/TheRippleEffect.pdf> is a recommended first step.
2. Moving forward, it is important to understand the [Guiding Principles](#) that ArtsWave has adhered to in developing this grantmaking process.
3. Additionally, it is vital for you to have a thorough understanding of how your organization meets the [Minimum Eligibility and Application Requirements](#) for a Project Grant under \$10,000.

How to Apply:

Call ArtsWave at 513.871.2787 ext. 119 to receive an application or visit our [Project Grants page](#) on our website. Look for PROJECT Grant Guidelines and Application.

- Fifteen (15) COMPLETELY COLLATED SETS of the application and attachment items must be received (mailed or hand-delivered) no later than 5:00 PM, Wednesday, August 1, 2012 or Monday, January 7, 2013.
 - **DO NOT** put materials in folders or binders.
 - **DO NOT** use paperclips.
 - Collate all materials into sets and **binder clip each set**.
 - Submissions that do not adhere to these requirements may be detrimentally impacted.
- Application reviews and grant notification will occur within 30 days of grant deadline.

Instructions for Completion Project Grant Application Form:

Cover Letter: Include a cover letter with each proposal that introduces your organization and summarizes your proposal request, including amount.

Cover Sheet: All 15 questions must be answered to the best of your ability.

Background Information: Limit answers to Q1-Q3 to a total of 1 page. When answering Q3, please be as specific as possible when defining your

target audience. It's okay to serve a niche audience segment or a particular neighborhood.

Program/Project Description and Methodology: Limit answers to Q4-Q6 to 1 page. When answering Q4A, it is beneficial to indicate how ArtsWave's investment will be used for your project.

Impact: Limit answers to Q7-Q10 to 1 page. As a reminder, it is valuable to have familiarized yourself with ArtsWave's research by having read our Ripple Effect report (see *Basic Steps* above).

Helpful Hints for ArtsWave Project Support Applications:

- Preference for projects produced locally with clearly identified community impact elements.
- The grant review committee pays close attention to organization's board makeup, number of participating artists and estimated audience size (allocation dollars per audience participant.)
- Project must take place after Committee meets, at least six weeks after application deadline. No post-event funding will be granted.
- The applicant's organizational structure, board and audience should reflect the diversity of our community.

Mike Boberg
ArtsWave Grants Program
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If you have questions, please call Mike Boberg at ArtsWave at 513.871.2787 or e-mail him at mike.boberg@TheArtsWave.org.

Successful applicant will be required to observe the [ArtsWave Marketing and Recognition for Grants Under \\$10,000](#).

ArtsWave Common Grant Application Pre-Submission Check List

The following checklist is meant for your use and should not be included with the actual grant application submission.

____ Is the grant application signed by all required individuals?

____ Is the required cover letter attached?

____ Are 15 copies of the required collateral materials and financial attachments included?

____ Is the application collated and binder-clipped (not paper clipped or placed into folders)?.