



2023 ART\$WCHALLENGE GRANT GUIDELINES

WHAT IS THE ART\$WCHALLENGE GRANT?

Art\$WChallenge awards provide an opportunity for our current and past grantees to boost their operating income by attracting new contributions. Support from Westchester County Executive and the Board of Legislators enables ArtsWestchester to match **new or increased** money raised during the designated period of time. Contributors **must** certify that their gift is a response to the Art\$WChallenge. We encourage fundraising efforts that support education initiatives and youth programs.

WHO IS ELIGIBLE TO PARTICIPATE?

Westchester-based organizations that received grant funding in one of the following categories within the last three years (2021-2023): Basic Program Support, Project Support, Yonkers Arts Initiative or Mount Vernon Arts Initiative.

Arts Alive grantees (Westchester County only) that received a grant within the past five years, (2019-2023) are eligible to participate.

WHAT IS THE DESIGNATED TIME PERIOD FOR THE 2021 ART\$W CHALLENGE?

New or increased funds raised between **Monday, August 15, 2023 and Thursday, December 31, 2023** are eligible for the match. Funds contributed or dated before or after these dates are not eligible for matching funds, but are factored in when calculating the donor's overall giving history.

WHEN IS THE DEADLINE TO PARTICIPATE?

Fundraising Deadline: The final day to raise funds is **Sunday, December 31, 2023**.

Submission Deadline: You must submit all required supporting documentation **via email** no later than **Friday, January 5, 2024 at 5:00PM** to be eligible for the match.

See documentation requirements and submission instructions on page 3.

PLEASE NOTE:

Funding is limited and available on a first-come, first served basis until all funds have been allocated. Submitting by the deadline does not guarantee funding.

WHAT ARE THE MAXIMUM AWARDS?

The maximum award your organization is eligible to receive is based on the category in which you most recently received funding. If you are unsure what category you belong in, please contact grants@artswestchester.org.

Basic Program Support Grantees
Are eligible to receive up to **\$8,500**

Project Support Grantees
Are eligible to receive up to **\$8,500**

Arts Alive Grantees (Westchester County Only)
Are eligible to receive up to **\$1,500**

Mount Vernon Arts Initiative & Yonkers Arts Initiative Grantees
Are eligible to receive up to **\$5,000**

If you received grants in more than one category listed above, you are eligible to receive the larger maximum award amount of the categories in which you were funded.

HOW DO I PARTICIPATE?

ArtsWestchester requires that participating organizations submit the following documentation **via email** to grants@artswestchester.org by the submission deadline of **January 5, 2024 at 5PM**.

1) PROOF OF PAYMENT

Photocopy of the check, credit card receipts, online contribution receipts, screenshot of online payment (example: PayPal, Venmo, Facebook, etc.) with clear indication of **donor name, date of payment, and amount** are acceptable. Cash donations may be eligible if submitted with clear proof of payment/detailed receipt listing gift amount, date, and donor name. (Must include the same required elements as all other payment types).

Note: If the online payment system takes a fee, ArtsWestchester can match the full/gross donation amount inclusive of transaction fee.

2) PROOF OF DONOR CERTIFICATION

Donors must certify that their donation was made in direct response to the 2023 Art\$WChallenge. This can be done in one of the following ways:

Option 1: Complete the ArtsWestchester Donor Certification Form

The form is available at: artsw.org/challenge. This form should be signed by the donor and the Executive Director or Board President of the receiving organization. Electronic signatures are acceptable. Donors may not self-certify. For example, if the Board President is the donor then the form must be signed by the Executive Director.

Option 2: Online “Check Box” Certification

To streamline the online giving process, if your organization plans to solicit gifts through an online giving campaign, you may implement a “check box” for donors to certify that their donation is **intended for the 2023 Art\$W Challenge**. It will be the participating organization’s responsibility to confirm if any given online donation was eligible (based on a given donor's history) and provide ArtsWestchester with a report of donor who completed the “check boxes”.

- **Check Box Statement Example:**

✓ “By allocating my donation to the 2023 Giving Tuesday Art\$WChallenge Campaign, I certify that my new or increased gift is donated is for the purpose of the 2023 Art\$WChallenge.”

HOW DO I SUBMIT DOCUMENTATION?

All required documentation should be submitted to ArtsWestchester via email to grants@artswestchester.org.

Any submission that does not meet the above requirements will not be eligible for matching funds. We will respond to every submission via email within 7 days and indicate if we have questions regarding eligibility.

NOTE: Hard copies should not be submitted.

To submit electronically, please email documentation to Grants@artswestchester.org:

Subject Line: Challenge Submission – ORGANIZATION NAME

The electronic submission should come from the participating organization, not the donor. Please submit materials in PDF or JPG format.

We encourage you to submit documentation as soon as it is complete. For example, if you have documented receipt of a \$1,000 donation for the Art\$WChallenge, send the documentation to ArtsWestchester immediately, even if you are expecting another donation shortly. If you are raising funds in small increments, for example through a membership appeal, please do not submit documentation until you are requesting a total match of at least \$500.

FREQUENTLY ASKED QUESTIONS

WHAT IS THE DEFINITION OF “NEW” MONEY?

Funds from first-time contributors are eligible for the match. If past contributors increase the amount of their gift above that of their largest total giving at any point during the past two years, ArtsWestchester will match the increase amount.

To be eligible for Art\$WChallenge matching funds, donations must be made in direct response to an Art\$WChallenge appeal, such as through a donor solicitation letter or a “paddle raise” specifically for the Art\$WChallenge at an event.

HOW DO I DEMONSTRATE THAT THE FUNDS RAISED ARE NEW?

Only first-time gifts or amounts above a current contributor’s highest annual contribution for the past two years (2021-2022) are eligible to be matched. For example:

- If Mr. Jones made a first-time contribution of \$1,000 to your organization within the designated period, the entire \$1,000 is eligible, subject to availability of funds.
- If Ms. Young made annual contributions of \$1,000 in 2021 and again in 2022 and then makes a contribution of \$1,500 within the designated period, the \$500 increase is eligible, subject to availability of funds.

**Please note – donations made during calendar year 2023 outside of the Challenge period are not matchable but do factor in to the total eligibility. Please contact grants@artswestchester.org with questions.

CAN TICKETS TO FUNDRAISING EVENTS BE CONSIDERED DONATIONS THAT CAN BE MATCHED?

Tickets to fundraising events can be submitted to the Art\$WChallenge if

- The event is identified and promoted as an opportunity for your organization to raise funds for the Art\$W Challenge.

AND

- It is a first-time ticket buyer, or someone who has increased their ticket level in response to the match.

Only the tax-deductible amount allowed by law can be applied to the Art\$WChallenge match.

DOES THE SOURCE OF FUNDING MATTER?

Yes, only funds raised specifically to meet the Art\$WChallenge are eligible for the match. Your contributors must certify that this is their intention by signing a donor certification form which can be found on our website. Donations must be received by the recipient organization, pledges for future payment are not eligible. The restrictions that apply to your Basic Support, Project Support, Yonkers Arts Initiative or Mount Vernon Arts Initiative Contract for Services apply: you may not solicit funds from Westchester County Government.

HOW WILL ARTSWESTCHESTER DISTRIBUTE THE ART\$W CHALLENGE FUNDS?

ArtsWestchester will distribute all funds in early 2024, once ArtsWestchester receives the funds from Westchester County.

Organizations participating in the Challenge will receive acknowledgement from ArtsWestchester as submissions are received. Acknowledgement that a submission was received does not guarantee funding, since funding is available on a first-come, first-served basis.

ARE THERE RESTRICTIONS ON THE USE OF FUNDS?

The Art\$WChallenge awards support general operations and programs. You may not apply the awards to capital projects, deficit reduction initiatives or special fundraising events.

WHOM MAY I CONTACT WITH QUESTIONS?

If you have questions, please contact grants@artswestchester.org



2023 ART\$WCHALLENGE DONOR CERTIFICATION FORM

The Art\$W Challenge matches new or increased gifts made in direct response to the Art\$W Challenge during the period of August 15 through December 31, 2023. **Funding is limited and available on a first-come, first-served basis.**

INSTRUCTIONS: This form must be completed by the donor and co-signed by the designated organization. This form and proof of contribution must be submitted to ArtsWestchester by **5PM on January 5, 2024** via email only to grants@artswestchester.org. Hard copies are not required.

THIS SECTION IS TO BE COMPLETED BY THE DONOR

I want to participate in the 2023 Art\$WChallenge by contributing to the following organization:

NAME OF ORGANIZATION _____

I certify that ... (please check one)

I am a first-time donor to the organization named above.



First-Time Gift Amount:

\$ _____
(Your full gift amount is eligible to be matched)

OR

I have previously donated to the organization named above.



Increase Amount:

\$ _____
(Your increase amount is eligible to be matched)

If you have previously donated to the organization named above, please indicate the amount of your 2023 contribution that represents an increase over the highest total contributed in 2021 or 2022.

For Example:

2021 gift = \$1,000

2022 gift = \$1,200

2023 gift = \$1,500 (increase to be matched = \$300)

I certify that the above dollar amount represents a new or increased gift donated within the designated period and is for the purpose of the 2023 Art\$W Challenge.

Signature of Contributor

Date

Print Name of Contributor

SIGNATURE OF THE EXECUTIVE DIRECTOR OR BOARD PRESIDENT OF THE RECIPIENT ORGANIZATION:

Signature of Executive Director/President

Date

Print Name of Executive Director/President

Email Address

Your submission is incomplete if this donor certification form is not signed by all parties, or, if you do not submit proof of payment.

The designated organization and contributor must co-sign this form. Email proof-of-payment and form to ArtsWestchester promptly, no later than 5:00 p.m. on January 5, 2024. **Please note: Donors may not self-certify, e.g. if the Board President is the donor then the form must be signed by the Executive Director.**