



Annual Meeting of the
Cuyahoga Arts & Culture Board of Trustees
Cleveland Public Library: Main Branch, Louis Stokes Wing, 2nd Floor
325 Superior Avenue, Cleveland OH 44114
Wednesday, April 19, 2023 – 4:00 p.m.

1. **Call to order**
 - a. Call to order
 - b. Call the roll
 - c. **Action:** Swearing in of Trustees Michele Scott Taylor and Daniel Blakemore
 - d. **Action:** Motion to approve February 15, 2023 minutes
 - e. **Action:** Nomination and Election of Officers
2. **Public Comment on Today's Agenda**
3. **Executive Director's Report**
4. **Action Items and Reports – Grantmaking**
 - a. **Action:** Approval of guidelines
 - i. 2024-25 General Operating Support
 - ii. 2024-25 Cultural Heritage
 - iii. 2024 Project Support
 - b. **Action:** Approval of Support for Artists community engagement + planning grant
5. **Action Items and Reports - Finance and General Business**
 - a. Finance Report
 - b. **Action:** Reappointment of members of the Audit and Finance Advisory Committee
 - c. **Action:** Public Records Manager Designee
 - d. **Action:** Appointment of two CAC Trustees as ex-officio board members of Assembly for the Arts
6. **Other Business** – Assembly for the Arts update
7. **Public Comment on CAC Business**
8. **Adjourn**

Next Regular Board Meeting: September 14, 2023



Minutes of the Regular Meeting of the Board of Trustees
Wednesday, February 15, 2023

A regular meeting of the Cuyahoga Arts & Culture (CAC) Board of Trustees was called to order at 4:00 at Trinity Commons in Cleveland, Ohio.

The roll call showed that Trustees Isenhart, Mendez, Scott Taylor, and Sherman were present. It was determined that there was a quorum.

Also in attendance were: Jill Paulsen, executive director, and CAC staff.

1. APPROVAL OF MINUTES

Motion by Trustee Scott Taylor, seconded by Trustee Isenhart, to approve the minutes from the December 14, 2022 Board meeting.

Discussion: Trustee Sherman stated that she had two corrections for the minutes. The first was under section 4; she did not second this motion, it should be corrected. She added that under section 4, Approval for Grants: Support for Artists, she first made two friendly amendments which were not seconded and then made the motion included in the minutes. She would like this reflected. She motioned to have the amendments accepted.

President Mendez asked the Board to vote on approving the minutes as amended by Trustee Sherman.

Vote to accept minutes for December 14, 2022 as amended – Ayes: Isenhart, Mendez, Scott Taylor. Abstain: Sherman. The motion carried.

2. PUBLIC COMMENT ON MEETING AGENDA ITEMS

There were no comments on the meeting agenda items.

3. EXECUTIVE DIRECTOR'S REPORT

Ms. Paulsen thanked everyone for joining her and the Board. Ms. Paulsen's remarks can be found [here](#).

In response to Ms. Paulsen's report, Trustee Sherman requested a full breakdown of how the funds made possible by ARPA were granted to General Operating Support and Project Support grantees and artists. Ms. Paulsen clarified that no artists received funds from CAC; they were funded by Assembly, as were creative businesses. Ms. Paulsen noted that of the \$1.65M that CAC distributed to arts nonprofits, 70% was used for personnel (staff, contract personnel, artist fees, and interns) and 13% was used for rent, utilities, and space rental.

Trustee Sherman said that in the executive director's report it was noted that it is expected that CAC will allocate less money to grantmaking in 2024. Trustee Sherman said that this is a policy decision made by the Board. She believes CAC should be spending more money and push out more money that the community can use. Ms. Paulsen said that throughout its history, CAC tells grantees to anticipate smaller allocation every cycle due to anticipated, declining revenue. She noted that if the levy passes (providing additional revenue) CAC would recommend increasing the overall funding amounts for grantmaking. She added that most of the funds on CAC's balance sheet right now are already committed (to 2023 grantmaking) and are not available for grantmaking. Trustee Sherman would like to see a public hearing for comment on financial needs in the community. Trustee Mendez said she supported conservative budgeting in order to provide for 10 years of grantmaking from each levy cycle.

4. REPORTS – GRANTMAKING

Mr. Sinatra provided brief remarks regarding the preview to changes to grant guidelines for 2024 grant opportunities from [pages 8 and 9](#) of the Board materials. He stated that across the three grant types the goal is to simply and streamline the application and panel process. There are no recommended policy changes to General Operating Support. Changes to Project Support and Cultural Heritage are minor and are primarily focused on implementing commitments that the Board made last year. Guidelines will be brought forward to the Board at the April meeting for its approval. Mr. Sinatra said that feedback is collected from applicants, grantees and panelists through the whole cycle and is incorporated into future grant cycles.

Trustee Sherman motioned that the Board make a policy decision on how it will treat grantmaking, whether CAC keep reducing grants, or does it anticipate the levy dollars coming in and include them. No second.

Ms. Paulsen said that policy decisions regarding allocation are historically made in September, when CAC has a better picture of its annual revenue and revenue trends. Trustee Mendez said that we do have these discussions, they are held annually in September.

Trustee Sherman motioned that CAC have a discussion on how funding is done and that there be a public hearing. Trustee Scott Taylor amended that CAC staff hold public hearings and provide feedback to the board. Trustee Sherman rejected the amendment. No second.

Trustee Isenhart motioned to add extended time to the September meeting to allow for additional discussion and comments from the public related to the allocation. Second: Trustee Scott Taylor second. Vote: Ayes: Isenhart, Mendez, Scott Taylor. Abstain: Sherman

5. BOARD ACTION – Finance and General Business

Ms. Harris provided the financial update. The finance report can be found in the board materials [here](#).

Ms. Paulsen stated the Board had been given a personnel report pertaining to the hiring of Maya Curtis, who will join CAC as a grant manager. Ms. Paulsen asked that the Board vote to approve the personnel report.

Motion to approve the personnel report dated February 15, 2023 by Trustee Scott Taylor; seconded by Trustee Mendez. Discussion: None. Ayes: Isenhart, Mendez, Scott Taylor. Abstain: Sherman.

Contracts and Policies

Ms. Paulsen stated that CAC's current lease expires on March 31 and Playhouse Square Real Estate (PSRE) will not be renewing the lease for CAC's current space because PSRE is moving forward with its longtime master plan to do major renovations to the Bulkley building on floors 4-7. Therefore, PSFE is not renewing

or extending leases for any tenants occupying floors 4 -7 of the building. PSRE has provided CAC with an excellent option for new, flexible office space. They have converted the 4th Floor of the Hanna Building to flexible, furnished, shared workspace where CAC can rent just the space it needs while also having access to a several conference rooms, a full kitchen, and included utilities and internet. The rental is month to month and allows us to add or drop space, as needed. CAC will be able to lower its annual rent and occupancy expenses by approximately \$15,000 per year with this move.

Motion by Trustee Scott Taylor, seconded by Trustee Isenhart, to approve changes in CAC's office space to move to a month-to-month agreement with Playhouse Square Real Estate Vote – Ayes: Isenhart, Mendez, Scott Taylor. Nays: None. Abstain: Sherman. The motion carried.

6. OTHER BUSINESS

Pete Saudek, Cleveland Action Strategist, from ioby (*in our back yards*) provided an update on CAC's partnership with ioby for grassroots and crowd-sourced grantmaking. Trustee Sherman asked if there are any other nonprofits that work with incarcerated individuals. CAC staff responded that In Education and Writers in Residence work with incarcerated individuals.

Mr. Jeremy Johnson, CEO of Assembly for the Arts, provided an update on the current advocacy efforts for additional public funding for the arts that would be distributed by CAC. He said that State Bill 164 passed, which gives Cuyahoga County voters the ability to go to the ballot to expand the cigarette tax and also include a vaping tax. This is the first major step in expanding the pie. Mr. Johnson expressed his gratitude to the many elected officials who worked together to make this happen. He stated that it is too early to determine when the issue might go on the ballot. Mr. Johnson also provided an overview of Assembly's current work.

7. PUBLIC COMMENT

Liz Maugans, artist

8. ADJOURNMENT

Motion by Trustee Scott Taylor, seconded by Trustee Isenhart, to adjourn the meeting. Discussion: None. Vote: all ayes. The motion carried. The meeting was adjourned at 5:06 pm.

The next meeting will be held at 4:00 pm on Wednesday, April 19, 2023.

Karolyn Isenhart, Secretary, Board of Trustee

Executive Director's Report

April 19, 2023

Welcome to CAC's 2023 Annual Meeting.

Today we welcome new trustee Dan Blakemore and thank returning trustee Dr. Michele Scott Taylor for continuing her service. Both were appointed to three-year terms on CAC's Board by the County Executive and confirmed by County Council. We appreciate every Board member and their commitment to CAC's mission and willingness to serve on behalf of all County residents.

At this meeting, the Board will be asked to approve the policies within CAC's 2024-25 General Operating Support, 2024-25 Cultural Heritage, and 2024 Project Support grant guidelines. The documents reflect ongoing community feedback and recent board discussion. We are proud to move forward grant opportunities that:

- 1) streamline and simplify application and panel process; and
- 2) provide stability and implement multi-year funding commitments.

See the memo and accompanying *Key Updates: CAC's 2024-25 Grantmaking* chart for further details. The guidelines are included at the end of this packet. Thanks to the full team for their excellent work over the last 10 months to get us to this point.

This packet also includes a recommendation for a planning grant of up to \$20,000 to Assembly for the Arts to begin an immediate listening, engagement and planning effort with artists and residents that will result in a community-driven plan for how 2024 Support for Artist (SFA) funds could be spent. This new approach builds on the current SFA success, while providing opportunities for many artists to inform CAC's grantmaking and future Assembly artist programs.

Finally, CAC's annual meeting brings yearly actions. The Board will elect its slate of officers. It will also elect members to our audit and finance advisory committee, as well as ex-officio voting members of Assembly for the Arts.

I appreciate your attention to matters before the Board today.

Respectfully,

Jill Paulsen
Executive Director

Updates from CAC Staff

April 19, 2023

CAC's work is rooted in our [10-year community planning process](#), that identifies the two constituents that we must serve as: 1) nonprofit arts organizations; and 2) the residents of Cuyahoga County. Every year staff creates a flexible [work plan](#) that is grounded in this framework and CAC's [Mission, Vision & Values](#).

What follows is a brief update on the progress made since the last Board meeting in February.

1. GRANTMAKING: Connecting with and serving nonprofit organizations

2023 Grant Cycle

General Operating Support and *Cultural Heritage* grantees have completed and finalized their 2023 Goals. Following approval, CAC staff released the first 50% of each organization's 2023 grant. Grantees regularly report on their progress in the Mid-Year reports/check-ins and Year-End reports.

Project Support grantees are beginning to implement projects; many groups request advance payments to carry out their work. Staff provides ongoing technical assistance and support to ensure grant recipients are in good standing.

Support for Artists grantees SPACES and Julia de Burgos Cultural Arts Center have selected or announced their initial cohorts of funded artists through their respective CAC-funded programs. Assembly for the Arts launched its new program, the Creative Impact Fund, with an application deadline next month. Karamu House will launch its Room in the House residency in the coming weeks. Learn more and encourage artists and creatives in your network to apply [here](#).

Neighborhood Connections will announce its first round of [2023 Neighbor Up Grants](#) next month. CAC will be co-funding arts and culture projects from this pool. Through our partnership with Neighborhood Connections, CAC and Assembly for the Arts offered the first *Arts & Culture Network Night* of 2023 in late February. More than 100 artists and residents participated. See details about the next event [here](#).

ioby continues to see strong participation in the [CAC Match Fund](#). Match funding is available on a rolling basis throughout 2023.

Launch of 2024 Grant Cycle

CAC is pleased to present the 2024-25 General Operating Support, 2024-25 Cultural Heritage, and 2024 Project Support grant guidelines in a memo enclosed in these materials. Across all our grantmaking, CAC is prioritizing:

- a *simplified application, scoring framework, and reporting process*, to reduce administrative burden on applicants and volunteer panelists. CAC will continue to employ best practice in all areas of its grantmaking.
- *providing more consistent funding*: as approved in previous grant cycles, CAC will implement two-year grant commitments in Cultural Heritage and Project Support, for groups who meet specific criteria.

See the memo enclosed in this packet for additional details and recommended Board actions.

2. COMMUNICATIONS: Connecting with residents

ClevelandArtsEvents.com Updates and Collaboration with Assembly

For 2023, CAC is updating its existing events promotion website, ClevelandArtsEvents.com, so that it better serves residents, grantees, and artists (see below). This work is in collaboration with the team at Assembly, who collaborates and co-promotes the site. Recognizing this partnership and both the increase in events taking place as groups emerge from the pandemic, site traffic in Q1 2023 **increased more than 25% over 2022**. More than 23,000 users viewed the website more than 60,000 times in the first three months of the year. We look forward to launching the updated site and continuing to build on this success in conjunction with the Assembly team.

Website Updates

Updates to Cuyahoga Arts & Culture's digital presence are underway with updates to CAC's web pages anticipated in summer 2023. The **ClevelandArtsEvents.com** website will feature easier-to-navigate layouts, an updated brand and colors, and more opportunity to highlight artists, in collaboration with Assembly. CAC's main website, **cacgrants.org**, will feature simplified navigation for grantees and applicants, as well as increased accessibility in its design. We look forward to sharing these updates with you and our key stakeholders in the coming months.

Media Placements

In addition to consistent crediting for Cuyahoga Arts & Culture in the media by our partners, below is a sampling of recent media clips focused on CAC's work:

- [Ain't Misbehavin' Comes to Cleveland! | wkyc.com](https://www.wkyc.com/news/local/arts-culture/2023/01/30/ain-t-misbehavin-comes-to-cleveland/)
January 30, 2023
- [Artists of color in Cleveland continue to create while pushing for change \(news5cleveland.com\)](https://news5cleveland.com/news/local/arts-culture/2023/02/14/artists-of-color-in-cleveland-continue-to-create-while-pushing-for-change/)
February 14, 2023
- [Crain's editorial: Preserving a vibrant arts economy | Crain's Cleveland Business \(craigslist.com\)](https://www.craigslist.com/news/2023/03/14/crain-s-editorial-preserving-a-vibrant-arts-economy/)
March 14, 2023
- [Cuyahoga Arts and Culture ratchets up tensions over grants for individual artists as months tick down to levy deadline - cleveland.com](https://www.cleveland.com/news/2023/03/17/cuyahoga-arts-and-culture-ratchets-up-tensions-over-grants-for-individual-artists-as-months-tick-down-to-levy-deadline/)
March 17, 2023

See a [full list of media placements](#) since CAC's last Board meeting.

3. EFFECTIVE TEAMWORK AND OPERATIONS

Connecting with Community and Building Our Capacity

Since the last Board meeting, CAC staff presented at or participated in the following workshops, peer groups, and trainings.

- Cleveland Tree Coalition – CAC Grantmaking Overview Presentation (Jake Sinatra)
- Funders Collaborative on Covid Relief – Data Equity Working Group (Julia Carey)
- Philanthropy Ohio – A Conversation with Assembly for the Arts (Jill Paulsen, Jake Sinatra, Julia Carey, Maya Curtis)
- Assembly for the Arts – Quarterly Assembly (Jill Paulsen, Jake Sinatra, Maya Curtis, Laura Matteo, Julia Carey)
- SMU DataArts - Intro to DataArts Analytics (Julia Carey)
- Candid – Demographics via Candid: Join the Movement (Julia Carey, Jake Sinatra, Laura Matteo)
- Assembly for the Arts – Revision: Creative Spaces (Maya Curtis)

Effective Teamwork and Operations

Racial Equity Working Sessions with Assembly Team

CAC and Assembly held three, half-day working sessions to understand our respective organizations' racial equity work and establish a plan to work together to achieve a more equitable arts ecosystem. The sessions were facilitated by Equius Group.

CREW Updates

The Core Racial Equity Working group (CREW) serves as the advisory and recommending body to CAC for internal racial equity initiatives that lead to a racially equitable workplace. In 2023, the CREW updated its [roles and responsibilities](#), to highlight ways that CREW can more regularly connect with the full CAC team. In addition, CREW set [2023 goals](#), which are designed to move CAC along the Continuum on Becoming a Multicultural Organization, a framework we have been using since 2020.

FINANCIAL UPDATE

2022 Audit

Annual Audit. The Ohio Auditor of State is finalizing the filing of CAC's GAAP conversion and we are in the process of gathering materials requested for the annual audit.

2023 YTD

Revenue. Tax revenue through March was \$2,449,689. This is \$6,689 (.27%) above budget and \$28,942, or 1.1%, below revenue for the same period in 2022. Interest revenue through March was \$121,627.

Expenditure. The majority of CAC's budget is comprised of grants which were approved in 2022. These grants are accrued at the beginning of the year and recognized on the balance sheet. Non-grant expenditures through March were \$220,789.

Investments. As of March 31, CAC inactive monies are invested as follows:

- STAR Ohio: \$208,906 (yield 5.02%)
- RedTree Investment Group: \$11,988,185 (target yield 3.21%)

Audit and Finance Advisory Committee

The CAC Audit and Finance Advisory Committee meets two to three times a year to review and provide feedback on CAC's internal controls policy and procedures and the investment policy. There are three members of the advisory committee, plus one CAC board member. Members are appointed annually. This year, all four members have agreed to continue their service on the advisory committee. The Board will be asked to affirm the reappointment of:

Luis Cartagena – Cartagena CPA & Consultants, LLC, President & CEO

Ann McCarthy-Garland – PNC Bank, Head of Central Credit Products Group

Ken Surratt – United Way, Vice President of Community Investment and Chief Investment Officer

Karolyn Isenhardt – Board member, CAC

The above individuals bring a range of accounting, investment, and financial experience, in the public, private and nonprofit sectors, to this committee.

Cuyahoga Arts & Culture				
Through 3/31/2023				
	Actual YTD	Budget YTD	\$ Over/Under Budget	% of Budget
Ordinary Revenue/Expenditures				
Revenue				
Excise Tax	\$ 2,499,689	\$ 2,493,000	\$ 6,689	100.27%
Interest	\$ 121,627	\$ 131,500	\$ (9,873)	92.49%
Other revenue			\$ -	
Total Revenue	\$ 2,621,316	\$ 2,624,500	\$ (3,184)	99.88%
Expenditures				
Arts & Cultural Programming				
Salaries, Wages and Benefits	\$ 80,615	\$ 89,738	\$ (9,123)	89.8%
Grant Panel Expenses	\$ -	\$ -	\$ -	
Grant Management Expenses	\$ 12,128	\$ 12,000	\$ 128	101.1%
Awareness Activities	\$ 9,400	\$ 9,050	\$ 350	
Grants**	\$ 12,315,496	\$ 12,345,795	\$ (30,300)	99.8%
Total A&C Exenditures	\$ 12,417,638	\$ 12,456,583	\$ (38,945)	99.7%
General & Administrative				
Salaries, Wages and Benefits	\$ 76,880	\$ 80,931	\$ (4,051)	95.0%
Facilities, Supplies, Equipment	\$ 18,121	\$ 22,510	\$ (4,388)	80.5%
Professional Fees	\$ 23,645	\$ 25,163	\$ (1,519)	94.0%
Depreciation	\$ -		\$ -	
Total G&A Expenditures	\$ 118,646	\$ 128,604	\$ (9,957)	92.3%
Total Expenditures	\$ 12,536,284	\$ 12,585,187	\$ (48,903)	99.6%
Net Ordinary Revenue	\$ (9,914,969)	\$ (9,960,687)	\$ 45,718	

** Outstanding 2022 and 2023 grant obligations are on the balance sheet.

Non-grant cash disbursements YTD	\$ 220,789	\$ 239,392	\$ (18,603)
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Cuyahoga Arts & Culture
Balance Sheet as of

Mar 31, 23

ASSETS

Current Assets

Checking/Savings

KeyBank	60,828.55
RedTree (U.S.Bank)	11,988,185.18
Star Ohio	208,905.81

Total Checking/Savings	12,257,919.54
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Accounts Receivable

11000 · Accounts Receivable	935,437.39
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Total Accounts Receivable	935,437.39
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Total Current Assets	13,193,356.93
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Fixed Assets

15000 · Furniture and Equipment	869.92
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17000 · Accumulated Depreciation	-359.97
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Total Fixed Assets	509.95
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TOTAL ASSETS	13,193,866.88
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable	1,280.00
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Total Accounts Payable	1,280.00
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Other Current Liabilities

24000 · Payroll Liabilities	1,891.83
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24200 · GOS Grants	5,425,658.00
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24300 · PS and CH Grants	1,354,113.00
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24400 · SFA and Other (CC) Grants	410,500.00
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Total Other Current Liabilities	7,192,162.83
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Total Current Liabilities	7,193,442.83
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Total Liabilities	7,193,442.83
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Equity

32000 · General Fund Balance at 12/31/22	15,915,392.70
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Net Income	-9,914,968.65
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Total Equity	6,000,424.05
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TOTAL LIABILITIES & EQUITY	13,193,866.88
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CIGARETTE TAX RECEIPTS FY 22 VS FY 23 YTD				
Month	2022	2023		
		2023	\$VAR	22/23 % VAR
JANUARY	\$ 1,020,374.75	\$ 902,452.46	\$ (117,922.29)	-11.6%
FEBRUARY	\$ 672,520.40	\$ 661,798.93	\$ (10,721.47)	-1.6%
MARCH	\$ 835,735.13	\$ 935,437.39	\$ 99,702.26	11.9%
APRIL	\$ 1,027,927.45			
MAY	\$ 784,357.79			
JUNE	\$ 1,814,603.74			
JULY	\$ 229,478.81			
AUGUST	\$ 1,029,783.44			
SEPTEMBER	\$ 862,646.97			
OCTOBER	\$ 852,483.05			
NOVEMBER	\$ 954,067.95			
DECEMBER	\$ 847,393.00			
TOTALS	\$ 10,931,372.49	\$ 2,499,688.78	\$ (28,941.50)	-1.1%



cuyahoga
arts & culture
strengthening community

MEMORANDUM

Date: April 19, 2023
To: CAC Board of Trustees
From: CAC Staff
Re: 2024-25 General Operating Support, 2024-25 Cultural Heritage, and 2024 Project Support Grant Guidelines

Executive Summary: Staff recommends the next cycle of grantmaking for Board approval. These policy documents shape CAC's grantmaking and are the result of months of planning and feedback from grantees and the community.

Board Action: Approve grant program guidelines for 2024-25 General Operating Support, 2024-25 Cultural Heritage, and 2024 Project Support.

Background

This summer, Cuyahoga Arts & Culture will accept applications to all three of its primary grantmaking initiatives: General Operating Support, Project Support, and Cultural Heritage:

- **General Operating Support (GOS)** grants are core to CAC's work and provide multi-year, flexible support to qualifying organizations with a primary mission of arts and culture in Cuyahoga County. In 2023, 68 grantees share in nearly \$10.2M in GOS funding.
- **Cultural Heritage** grants provide flexible, multi-year organizational support for qualifying organizations. In 2023, 12 grantees received just more than \$219,000.
- **Project Support (PS)** grants promote public access and support the breadth of arts and culture programming in Cuyahoga County. For the 2023 Project Support grant cycle, 193 grant recipients received approximately \$1.35 million.

2023 total allocation and number of grantees above are included to provide a sense of the scope and scale of each grant opportunity. CAC's Board will approve the number of 2024 grantees, grant amounts and allocations in November 2023.

Nonprofits based in Cuyahoga County that meet CAC's eligibility criteria can apply for one of the open grant opportunities: GOS24-25, CH24-25, or PS24 funding.

Grantee & Community Feedback

Each year, CAC solicits and responds to formal and informal feedback from applicants and grant recipients to inform the grant guidelines, application, and panel process.

- All applicants receive a survey requesting feedback on the eligibility check, application, and panel processes.
- CAC hosts several technical assistance opportunities for applicants and takes feedback during those sessions.
- CAC hosts conversations on its process and grant opportunities at Arts and Culture Network Nights.
- Throughout the year, CAC is responsive to ongoing calls and emails from applicants, grant recipients, and those interested in the process but have never applied.

This year, CAC also met with staff at Assembly for the Arts to gather feedback on our grant guidelines. We once again offered a public comment period on draft guidelines.

Respondents indicated CAC's guidelines were easy to read and understand, and that the application requirements align with the guidelines and funding criteria. Most respondents liked the formatting and indicated the guidelines were well-formatted, clear, and user-friendly. Some respondents asked specific questions about requirements, which staff clarified in follow-up calls or communications. Feedback from grantees also resulted in changes to the application materials, often to clarify language.

Recommendations

[A chart outlining the recommendations for 2024-25 General Operating Support, 2024 Project Support, and 2024-25 Cultural Heritage follows this memo.](#) These recommendations are in response to Board discussion and community feedback.

- 1. Streamline and simplify the application and panel process*
 - a. CAC's three core funding criteria remain unchanged; CAC has simplified and clarified the definitions and descriptions to make them easier to understand for both panelists and applicants.
 - b. The scoring framework, which panelists use to score applications, has been updated to be consistent across all three grant types. The language has been simplified to correlate more directly with the funding criteria. Grants of \$5,000 or less are scored using a simple, non-numerical framework. This increases transparency and makes it easier for panelists and applicants.
- 2. Provide stability and implement multi-year funding commitments*
 - a. Board-approved last year, CAC will implement its multi-year commitment to Project Support funding. PS remains open to new applicants every year; however, current PS 2023 grantees doing the same project in 2024 will receive a second year of funding without going through the full application or panel process. This eases the workload for existing grantees, builds on a trust-based philanthropy approach, and allows CAC to plan and make grants within budget.
 - b. Board-approved last year, CAC will implement its multi-year commitment to Cultural Heritage funding, in line with General Operating Support. GOS and CH are open to new applicants in 2023 and will provide a two-year funding commitment in 2024 and

2025. This eases the workload for grantees and allows CAC to plan and make grants within budget.

- c. Cultural Heritage grants will be determined based on two years of averaged financials, instead of one. This reduces fluctuation in grant amounts and helps grantees to plan.

Key Dates

A timeline of key dates related to CAC’s multi-year grantmaking follows this memo.

Key 2023 dates for GOS24-25, CH24-25, and PS24 include:

April 19	Board approves policies in 2024 guidelines
Early May	Open 2024-25 grant guidelines and application
May	Provide technical assistance to prospective applicants
June 1	Eligibility check DUE
June – August	Provide technical assistance to eligible applicants
August 3	Grant application DUE
September	Hold written and virtual-live panels
November 15	Board reviews and approves 2024 allocations and grants

Next Steps

Following Board approval, staff will finalize the draft documents and officially launch CAC’s 2024 grant opportunities. This timeline ensures time for CAC to support new organizations and offer personalized technical assistance to all applicants.

KEY UPDATES: CAC's 2024-25 Grantmaking

GOALS

2023:
CURRENT APPROACH

2024:
UPDATES

WHY:
THE BENEFITS

1. STREAMLINE AND SIMPLIFY APPLICATION AND PANEL PROCESS

Simplify funding criteria.

Three core funding criteria (public benefit, artistic and cultural vibrancy, organizational capacity).

Three criteria remain unchanged. Definitions and descriptions simplified and clarified.

- Easier for panelists and applicants.

Simplify scoring framework.

Scoring framework uses complex definitions.

Simplified language and more direct correlation with the funding criteria. Grants of \$5,000 or less use a simple, non-numerical framework.

- More transparent scoring framework.
- Easier for panelists and applicants.

2. PROVIDE STABILITY AND IMPLEMENT MULTI-YEAR FUNDING COMMITMENTS

Implement commitment to multi-year Project Support funding.

Provide current (2023) Project Support grantees doing the same project a second year of funding (2024), without going through the full application or panel process.

Implement commitment. Project Support remains open to new applicants every year.

- Eases workload for grantees.
- Allows CAC to plan ahead and make grants within budget.

Implement commitment to align Cultural Heritage (CH) with General Operating Support's (GOS) steady cohort model.

Current GOS and CH grantees need not apply for a second year of funding.

Implement commitment. GOS and CH are open to new applicants in 2023.

- Eases workload for grantees.
- Allows CAC to plan ahead and make grants within budget.

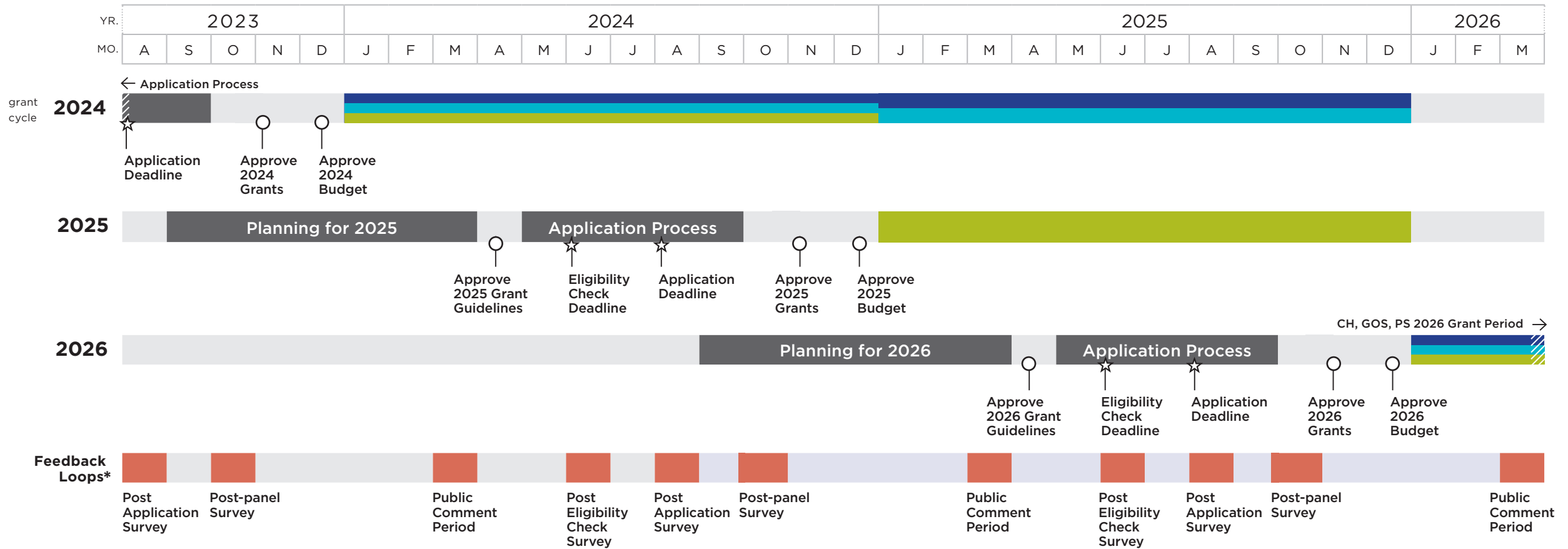
Provide CH grantees more consistent grant amounts.

Grants determined based on one year of financials.

Grants determined based on two years of averaged financials.

- Reduces fluctuation in grant amounts and helps grantees to plan.

GRANT CYCLES (2024-2026)



* In addition to the formal feedback loops throughout the grant cycle, staff collect feedback informally throughout the year in the following ways:

- One-on-one phone calls and emails
- Reports
- Workshops
- Application Q&As
- Office Hours
- Arts & Culture Network Night
- Assemblies (Assembly for the Arts)
- Site Visits



2024-2025

GENERAL OPERATING SUPPORT

Guidelines and Application Instructions

ELIGIBILITY CHECK DUE: **THURSDAY, JUNE 1, 2023 BY 4:30PM ET**

APPLICATION DUE: **THURSDAY, AUGUST 3, 2023 BY 4:30PM ET**

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GREETINGS!

Thank you for your interest in a 2024-2025 General Operating Support (GOS) grant. Cuyahoga Arts & Culture’s [mission](#) is to inspire and strengthen the community by investing in arts and culture. CAC is excited to work with you to connect Cuyahoga County residents to arts and culture in our community.

LOCAL PUBLIC FUNDER

CAC is the region’s largest funder for arts and culture, helping hundreds of organizations in Cuyahoga County connect millions of people to cultural experiences each year. Cuyahoga County residents created CAC in 2006 when they approved a tax to support arts and culture.

\$230 MILLION+ INVESTED

Since 2007, CAC has invested more than \$230 million in more than 470 organizations both large and small, making Cuyahoga County a more vibrant place to live, work and play. CAC funds nonprofit 501(c)(3) arts and culture organizations based in and serving Cuyahoga County residents.



OUR CORE GRANTS ARE:

PROJECT SUPPORT

Annual grants of up to \$20,000 for arts and culture projects.

GENERAL OPERATING SUPPORT

Multi-year core support grants to qualifying organizations with a primary mission of art and culture in Cuyahoga County.

CULTURAL HERITAGE

Multi-year core support grants of up to \$30,000 for qualifying cultural heritage organizations with a primary mission of arts and culture.

This document contains the guidelines for **2024-2025 General Operating Support**. Organizations may only submit one application per cycle. First-time applicants must apply for Project Support. To learn more about the differences between CAC’s grants, refer to the [2024 Grant Guide](#).

Our team is here to support you throughout the application process. For additional information and resources, please contact a [member of the Grantmaking Team](#). Visit [cacgrants.org](#) to learn more about workshop opportunities, and [sign up](#) to receive email updates.

For additional information about terms in the guidelines or application materials, please see [our glossary](#).

2024-2025 GRANT APPLICATION TIMELINE



- Eligibility Check Due June 1, 2023 at 4:30PM
- Application Due August 3, 2023 at 4:30PM
- Public Panel Review Week of September 18, 2023
- Board Approves Grants November 15, 2023
- Grant Agreements Sent and Signed November and December 2023



Cleveland Public Theatre - Dia de Muertos photo by Steve Wagner

ABOUT THE GRANT - GENERAL OPERATING SUPPORT

CAC strongly encourages applications from BIPOC (Black, Indigenous, People of Color)-led and serving organizations, as well as others that have been historically excluded or marginalized.

The purpose of Cuyahoga Arts & Culture's General Operating Support (GOS) grant is to strengthen the community by deepening its access to arts and culture through meaningful, multi-year core support to arts and cultural organizations based in and serving Cuyahoga County. Grant applications are reviewed through a transparent panel review process. CAC is accepting applications for 2024-2025 General Operating Support.

SUCCESSFUL GOS APPLICANTS HAVE:

A primary mission to create, produce, present or provide arts and/or cultural services for the public;

A history of vibrant artistic and/or cultural programming; and

Strong organizational capacity to carry out their work.

2023 GOS Grant Recipients

All current GOS grant recipients are required to submit an Eligibility Check. If your organization has received four consecutive years of CAC funding (two GOS cycles or one GOS and two PS cycles), you will not need to complete application and panel review. Contact your [grant manager](#) to learn more. Current GOS grant recipients not meeting this requirement will be required to complete an application and panel review.

ARTS & CULTURE DEFINED: Arts and Culture is defined in the [Ohio Revised Code Chapter 3381](#), CAC's enabling law, as "including, but not limited to, literature, theater, music, dance, ballet, painting, sculpture, photography, motion pictures, architecture, archaeology, history, natural history, or the natural sciences."

ELIGIBILITY

WHO IS ELIGIBLE TO APPLY

To be eligible for a General Operating Support grant, organizations must meet **all** the following criteria:

Have a **primary mission** to produce, present or create programs or activities in areas directly concerned with arts or cultural heritage (as defined by the [Ohio Revised Code](#)) for the general public

Have a **permanent and viable base** in Cuyahoga County for at least three years prior to June 1, 2023. Applicant organization must have a business address in Cuyahoga County and conduct the majority of its local programs and services in Cuyahoga County for the residents of Cuyahoga County and visitors to Cuyahoga County

Exist as a **501(c)(3)** organization for at least three years or be a successor to an arts or cultural organization that had been a 501(c)(3) organization for at least five years prior to June 1, 2023, and be verified as a 501(c)(3) by [GuideStar's Charity Check service](#)

Employ for a minimum of two years prior to June 1, 2023, at least **one paid, professional** cultural/artistic and/or administrative staff person working a minimum of 20 hours per week (or 1,040 hours per year) at or above the state-designated minimum wage. This staff person must receive an IRS Form W-2 from the organization reporting wages and withheld taxes and must have approval from the organization's Board of Directors to sign for financial transactions and grant-related documents

Provide independently certified audited **financial statements** for FY20, FY21, and FY22 if its FY22 total expenses are \$750,000 or more; or provide either independently certified audited or reviewed financial statements for FY20, FY21, and FY22 if its FY22 total expenses are less than \$750,000

Provide an IRS Form **990 or 990-EZ** for the most recently completed fiscal year (Required for all budget sizes)

Be **incorporated and authorized** to do business in Ohio as verified by the [Ohio Secretary of State](#)

Meet **minimum income threshold** of \$100,000, as determined by a financial review/audit or Form 990

Have previously **received and successfully completed** at least two Project Support grants from Cuyahoga Arts & Culture

WHO IS INELIGIBLE TO APPLY

The following types of organizations are ineligible to apply for the GOS grant (this list is not meant to be exhaustive):

- Organizations whose primary mission is not arts and/or culture
- Organizations that are not in good standing with CAC and/or not in compliance with previous grants
- Organizations that are serving as fiscal agents or fiscal sponsors for an organization or program
- Religious institutions without a separate 501(c)(3) organization that specifically administers non-sectarian public programming
- Organizations that are the primary responsibility of a government agency
- National or state service organizations or supporting organizations
- K-12 schools, including parent- teacher associations and similar groups
- Fundraising organizations of any kind or "friends of" or "foundation" established for the primary purpose of supporting the activities of or fundraising for another ineligible organization
- Private foundations of any kind
- Units of government
- Private libraries
- Cemeteries
- Individuals
- Organizations that are applying for another core (Project Support or Cultural Heritage) grant in the same grant cycle



Beck Center for the Arts, credit Beck Center, Michael Simile with music students

FUNDING CRITERIA

Successful grant applications will demonstrate Cuyahoga Arts & Culture's three funding criteria: **Public Benefit, Artistic and Cultural Vibrancy, and Organizational Capacity.**

PUBLIC BENEFIT

An organization's ability to meaningfully connect with its community to achieve its mission.

Examples of how an organization can demonstrate public benefit include, but are not limited to:

- Understanding, respecting, and [sharing power](#) with its community
- Listening and responding to its community
- Building and strengthening relationships
- Being inclusive and engaging diverse populations
- Being accessible and inviting to its community and the broader public

ARTISTIC AND CULTURAL VIBRANCY

An organization's ability to create relevant and engaging work that furthers its mission.

Examples of how an organization can demonstrate artistic & cultural vibrancy include, but are not limited to:

- Incorporating a process of reflection to ensure that programming is relevant to or created with its community
- Building the capacity of arts and cultural professionals, helping them to thrive
- Engaging a [diverse](#) team of arts and cultural professionals qualified to achieve the mission
- Identifying opportunities to promote diversity, equity, inclusion, and [belonging](#) through its work

ORGANIZATIONAL CAPACITY

An organization's ability to successfully plan for and manage its resources.

Examples of how an organization can demonstrate organizational capacity include, but are not limited to:

- Setting goals, measuring progress, and evolving
- Recruiting and retaining a diverse staff and board that can carry out the mission
- Planning strategically to achieve and maintain a strong financial position
- Evaluating organizational processes and structures to ensure a culture of belonging where everyone can thrive



Karamu House - photo by Will Lindsey

PRE-APPLICATION

Get Connected with CAC

News, updates, and events, including technical assistance workshops and webinars, will be posted on the CAC [website](#) and distributed via email. Sign up [here](#) and opt-in to receive CAC Grant Information to learn more. Add CAC's URL and staff email addresses to your email safe senders list, address book, or contact list to continue receiving important information from CAC. CAC will not extend any deadlines if our emails are sent to your spam or junk mail.

We recommend that all new applicants schedule an informational meeting with CAC before the eligibility check deadline (June 1, 2023). To schedule a meeting, contact your organization's [grant manager](#).

Submit the Eligibility Check

All new GOS applicants and returning GOS grantees must submit an Eligibility Check via CAC's [online application and reporting system](#). CAC uses the Eligibility Check process to determine whether an organization meets the criteria to receive a grant.



REQUIRED MATERIALS INCLUDE:

- Organizational Information
- Audited or Reviewed financial statements for FY20, FY21 and FY22
- Most recently completed 990 or 990EZ (FY22 or FY23)
- Articles of Incorporation
- Secretary of State certificate of good standing

CAC Staff will review documents, verify nonprofit status, and confirm eligible organization requirements. Within a few weeks of the submission of the online Eligibility Check, CAC will reach out to applicants regarding their eligibility status.

**SEE THE FULL ELIGIBILITY CHECK
INSTRUCTIONS HERE**

KEY
DATE

ELIGIBILITY CHECK - DUE THURSDAY, JUNE 1, 2023 BY 4:30PM ET



The Cleveland Orchestra - © Roger Mastroianni, courtesy of The Cleveland Orchestra

APPLICATION

Start early and submit early! The application must be submitted by 4:30 pm ET on Thursday, August 3. The online system will not accept late or incomplete submissions.

Complete and Submit Online Application

If your organization is deemed eligible through the Eligibility Check process, Cuyahoga Arts & Culture will notify you via email and provide access to the application. Applications must be submitted online using CAC's [online application and reporting system](#). To be considered complete, an application must include all required application question responses and required materials.



BE PREPARED WITH THE FOLLOWING INFORMATION:

- Organizational Overview
- Funding Criteria Narratives
- Institutional Goals
- Arts + Cultural [Support Materials](#)
- Organizational Support Materials
 - [SMU|Data Arts Cultural Data Profile Funders Report](#) for FY20, FY21, and FY22
We recommend starting the CDP well before the application deadline. It may require you to compile additional data about your organization. More information can be found [here](#).
 - FY22 Audit or Review
 - Board of Directors List including affiliations
 - Current year organizational budget
- Statement of Assurances

**SEE ALL APPLICATION QUESTIONS
AND EXPLANATIONS HERE**

KEY
DATE

APPLICATION DUE - THURSDAY, AUGUST 3, 2023 BY 4:30PM ET

REVIEW PROCESS

All eligible applications are evaluated by a panel of arts or cultural professionals from outside the region in a transparent panel review process.

Panelists are chosen to represent a cross-section of professionals qualified to provide expert knowledge of specific arts or cultural disciplines, as well as for their management experience, professional knowledge of the sector and prior panel experience. CAC makes every effort to ensure that the panel is diverse in all respects. All panelists receive an honorarium for their service.

CAC provides the applications and support materials to panelists approximately four weeks prior to the panel review to allow panelists sufficient time for their evaluation. During the panel review meeting, the panel will evaluate all eligible applications based on CAC's Funding Criteria:

- **Public Benefit**
- **Artistic and Cultural Vibrancy**
- **Organizational Capacity**

CAC reviews applications for completeness but does not score or provide opinions. CAC will manage all administrative and logistical tasks necessary to conduct a successful panel review; provide panelists all documentation necessary to evaluate applications effectively; inform the panel in matters of CAC policy and procedures; provide all available objective information regarding an applicant to the panel, and serve as panel chair.

Public Panel Review Meeting

The panel review will stream live on CAC's website for the public to watch the week of September 18, 2023. CAC will notify all applicants of the panel review meeting times and will post all details on the CAC website in advance.

POST-APPLICATION

Appeals Process

CAC will only consider and review appeals that are evidence-based and due to materially significant CAC processing errors that could have compromised an applicant's grant proposal. This does not include information that was in excess of the application's

space limitations or information that was submitted after the application deadline. Any requests for appeals must be filed with the Executive Director within 10 working days after the conclusion of the panel review meeting. Requests received after 10 days will not be considered.

Please note: The panel's analysis and scoring of applications are not subject to appeal and therefore will not be considered for appeal by the CAC Board of Trustees. Neither grant awards nor grant award amounts are subject to appeal.

Board Meeting

Panel scores and grant amounts will be approved at the November CAC Board of Trustees meeting. This meeting is open to the public, and applicants are welcome to attend but not required.

GOS grant amounts are determined by a formula designed to distribute funding to recommended organizations by considering several factors, including:

- The total amount allocated to be granted for that GOS cycle;
- The averaged operating budget for the previous three fiscal years (FY20, FY21, and FY22) of each organization, as determined by each applicant's Eligible Revenue and Support (ERS) forms; and
- The aggregation of all GOS grant recipients' operating funds as determined by ERS forms; and
- The maximum annual grant amount for any one organization which will be adjusted in proportion to changes in the allocation.

Recommended grant amounts will be shared with applicants prior to the November board meeting.



COMPLETE ERS FORM

All organizations that receive a score of 75.00 or higher must complete the [Eligible Revenue and Support Form](#) for FY20, FY21 and FY22. The ERS form is where an organization enters its annual sources of funding. It is used to determine the base revenue figure for each organization in the GOS pool, which is used in the funding formula. A grant manager will reach out to organizations recommended for a GOS grant after panel is concluded to begin this step in the process.

KEY
DATES

PUBLIC PANEL REVIEW MEETING - WEEK OF SEPTEMBER 18, 2023
BOARD MEETING - WEDNESDAY, NOVEMBER 15, 2023



Valley Art Center - photo by Michael Steinberg

PANEL SCORING FRAMEWORK

Panelists will submit a score for each of CAC’s three funding criteria, creating a total score based on the following framework:

Has the application demonstrated the funding criteria?	Public Benefit: 45%	Artistic & Cultural Vibrancy: 35%	Organizational Capacity: 20%
STRONG The applicant has provided <u>strong</u> evidence that this funding criterion is met.	39-45	31-35	18-20
FAIR The applicant has provided <u>fair</u> evidence that this funding criterion is met.	28-38	22-30	13-17
WEAK The applicant has provided <u>weak</u> evidence that this funding criterion is met.	0-27	0-21	0-12

The highest possible total score is 100. Applicants who receive a combined score of 75 or higher will be recommended for funding.

2024-25 GRANT RECIPIENT REQUIREMENTS

Grant Period: All funded activities and grant expenditures must occur during the two grant periods: January 1, 2024 - December 31, 2024, and January 1, 2025 - December 31, 2025.

The grant amount is paid during each calendar year pending grant agreement compliance. All funded activities and expenditure of grant dollars must occur during the respective calendar year.

Grant Agreement and Compliance

Recipients must sign a grant agreement each year of the two-year grant period. Grant agreements will be issued following Board approval at the 2023 and 2024 November meetings. To be considered an active grant recipient and receive funding, recipients must sign a grant agreement and meet the requirements therein.

Grant Payments

CAC grants are reimbursement grants, and are paid in increments upon approval of organizational goals, reporting at mid-year, and year-end reports.

CAC Grant Funding Restrictions

Grant Recipients shall use the GOS grant for organizational expenses relating to programs or activities directly concerned with arts or culture heritage. Prohibited uses of this grant are:

- costs of any programs or activities located outside of Cuyahoga County;
- activities that are not open to the general public;
- fundraising or benefits;
- regranting;
- scholarships, tuition assistance, awards or cash prizes;
- deficit reduction or elimination, trust endowments, cash reserves, penalty or litigation fees, loans, or interest on loans;
- capital improvements, facilities or equipment;
- religious ceremonies or events advancing or inhibiting a particular religious ideology;
- cost of receptions, food and beverages;
- agent's fees for programs contracted through commercial agencies;
- travel outside of the United States; or
- advocacy of specific political causes or candidates.

Matching Funds

GOS grants are matching grants. Applicants are required to leverage CAC funds to secure additional income from other sources. This grant requires a 1:1 cash match. Sources of your matching funds can include, but are not limited to, foundation or government grants, private donations, ticket sales, and member dues. Matching funds may not include other funds from CAC. This includes any CAC co-funded grants. Contact CAC with any questions.

Events Calendar and Credit Requirements:

Grant Recipient shall submit events through CAC's online events system, ClevelandArtsEvents.com, in order to ensure a broad representation of their programming is included in the event system.

Recipients shall have active events for each month that the organization has public programming.

Grant Recipients shall also acknowledge funding from CAC and the residents of Cuyahoga County at their publicly funded programs. Grant recipients that do not comply with these expectations may be subject to a reduced final grant amount. [Calendar and Credit Requirement details can be viewed here.](#)

Reporting Requirements:

All 2024-25 GOS grant recipients will submit yearly goals and have four online reports to submit throughout the cycle: mid-year and year-end reports in 2024 and 2025. These reports allow CAC to better understand progress made against goals, offer support where necessary, and provide an opportunity for organizations to reflect on their activities during the year. Reports consist of a narrative portion, financial documentation, and other required support material; instructions will be posted online at least 45 days in advance of deadlines. Grant recipients that submit a late final report, or do not submit a final report, may receive a reduced or revoked final grant amount.

Maintaining Good Standing:

To receive CAC funds, a grant recipient must maintain its good standing with CAC during the grant period. A grant recipient is in good standing if it:

- fully and completely meets all requirements as stated in the grant agreement for the duration of the grant period;
- accurately represents its organization and its activities in all documents submitted to CAC. This includes, but is not limited to, the eligibility check, application, final report and all other reports and forms; and
- continues to meet the [eligibility criteria](#).

A grant recipient not in good standing with CAC will be officially informed of this status in writing.





2024-2025

CULTURAL HERITAGE

Guidelines and Application Instructions

ELIGIBILITY CHECK DUE: **THURSDAY, JUNE 1, 2023 BY 4:30PM ET**

APPLICATION DUE: **THURSDAY, AUGUST 3, 2023 BY 4:30PM ET**

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GREETINGS!

Thank you for your interest in a 2024-2025 Cultural Heritage grant. Cuyahoga Arts & Culture’s [mission](#) is to inspire and strengthen the community by investing in arts and culture. CAC is excited to work with you to connect Cuyahoga County residents to arts and culture in our community.

LOCAL PUBLIC FUNDER

CAC is the region’s largest funder for arts and culture, helping hundreds of organizations in Cuyahoga County connect millions of people to cultural experiences each year. Cuyahoga County residents created CAC in 2006 when they approved a tax to support arts and culture.

\$230 MILLION+ INVESTED

Since 2007, CAC has invested more than \$230 million in more than 470 organizations both large and small, making Cuyahoga County a more vibrant place to live, work and play. CAC funds nonprofit 501(c)(3) arts and culture organizations based in and serving Cuyahoga County residents.



OUR CORE GRANTS ARE:

PROJECT SUPPORT

Annual grants of up to \$20,000 for arts and culture projects.

GENERAL OPERATING SUPPORT

Multi-year core support grants to qualifying organizations with a primary mission of art and culture in Cuyahoga County.

CULTURAL HERITAGE

Multi-year core support grants of up to \$30,000 for qualifying cultural heritage organizations with a primary mission of arts and culture.

This document contains the guidelines for the **2024-2025 Cultural Heritage grant**. Organizations may only submit one application per cycle. First-time applicants must apply for Project Support. To learn more about the differences between CAC’s grants, refer to the [2024 Grant Guide](#).

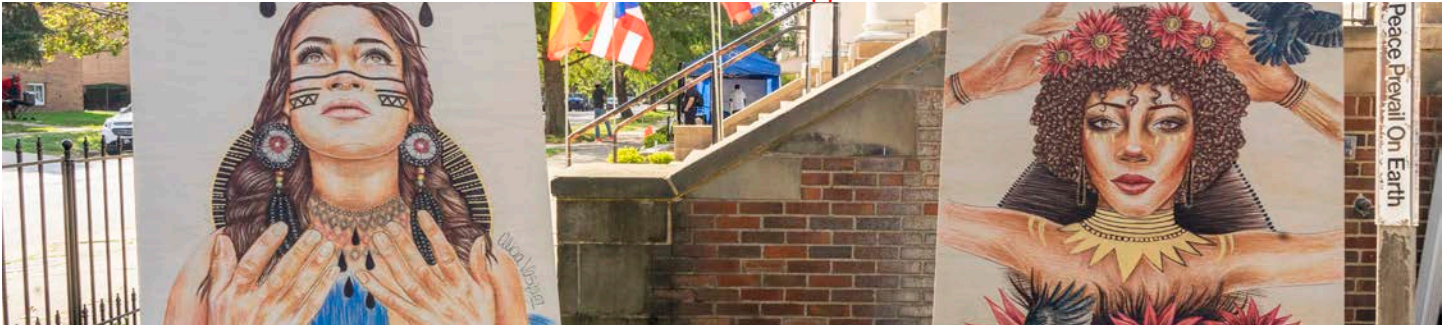
Our team is here to support you throughout the application process. For additional information and resources, please contact a [member of the Grantmaking Team](#). Visit [cacgrants.org](#) to learn more about workshop opportunities, and [sign up](#) to receive email updates.

For additional information about terms in the guidelines or application materials, please see [our glossary](#).

2024-2025 GRANT APPLICATION TIMELINE



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- Board Approves Grants November 15, 2023
- Grant Agreements Sent and Signed November and December 2023



Julia de Burgos Cultural Art Center - photo by Imagine That Photography

ABOUT THE GRANT - CULTURAL HERITAGE

CAC strongly encourages applications from BIPOC (Black, Indigenous, People of Color)-led and serving organizations, as well as other cultural heritage organizations representative of populations that have been historically excluded or marginalized.

The purpose of Cuyahoga Arts & Culture's Cultural Heritage (CH) grant is to support and strengthen the community by providing flexible support to organizations that are representative of a culturally specific population. Eligible organizations must have a primary mission of arts and culture and have an annual budget of less than \$500,000. Grant applications are reviewed through a transparent panel review process. CAC is accepting applications for 2024-2025 Cultural Heritage grants. All 2023 CH grant recipients are required to submit an Eligibility Check. However, 2023 CH grant recipients in good standing will not need to complete application and panel review to be recommended for 2024-2025 funding. Contact your [grant manager](#) to learn more.

CULTURAL HERITAGE ORGANIZATION DEFINED:

An organization that is representative of the culture of American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino/a/x, Native Hawaiian/Pacific Islander, Middle Eastern, North African, or other culturally specific population, with a shared history and geography.

Successful CH applicants:

Have a primary mission to create, produce, present or provide arts and/or cultural services for the public;

Have a history of vibrant artistic and/or cultural programming;

Have strong organizational capacity to carry out their work; and

Are authentically representative of the culture of American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino/a/x, Native Hawaiian/Pacific Islander, or other culturally specific population with a shared history and geography. This is demonstrated by:

- A clear expression of the organization being deeply rooted in and able to authentically express the experiences of that culturally specific population.
- Arts and culture programming that is focused on and reflective of that culturally specific population.

ARTS & CULTURE DEFINED: Arts and Culture is defined in the [Ohio Revised Code Chapter 3381](#), CAC's enabling law, as "including, but not limited to, literature, theater, music, dance, ballet, painting, sculpture, photography, motion pictures, architecture, archaeology, history, natural history, or the natural sciences."

ELIGIBILITY

WHO IS ELIGIBLE TO APPLY

To be eligible for a Cultural Heritage grant, organizations must meet *all* the following criteria:

Have a **primary mission** to produce, present or create programs or activities in areas directly concerned with arts or culture heritage (as defined by the Ohio Revised Code) for the general public

Have a **permanent and viable base** in Cuyahoga County for at least two years prior to June 1, 2023. Applicant organization must have a business address in Cuyahoga County and conduct the majority of its local programs and services in Cuyahoga County for the residents of Cuyahoga County and visitors to Cuyahoga County; and

Applying organizations must be Cultural Heritage Organizations **authentically representative** of the population they serve, as evidenced by the following:

- A clear expression of the organization being deeply rooted in and able to authentically express the experiences of that culturally specific population
- Arts and culture programming focused on and reflective of that culturally specific population

Be a **501(c)(3)** organization as verified by [Guidestar's Charity Check](#) service

Be **incorporated and authorized** to do business in Ohio as verified by the [Ohio Secretary of State](#)

Complete an IRS Form **990 or 990EZ** for FY2021 and FY2022

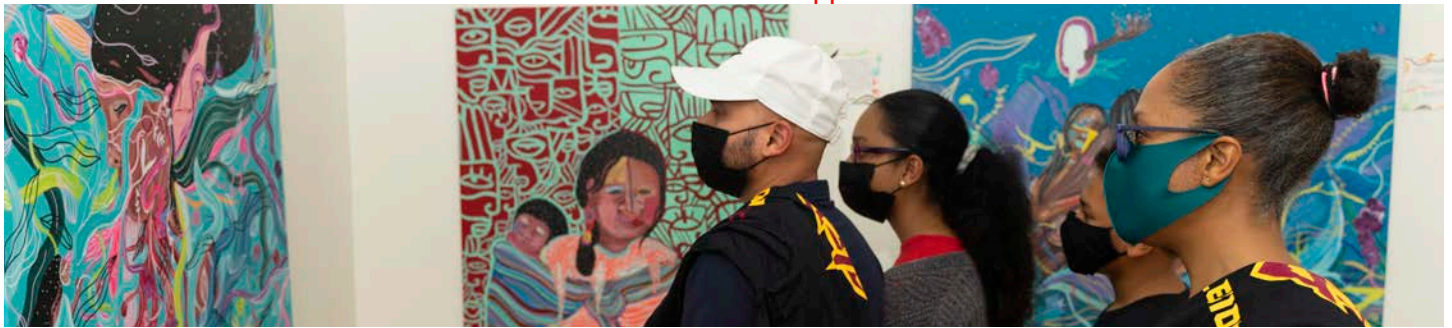
Have previously **received and successfully completed** at least two Project Support grants from Cuyahoga Arts & Culture

Have an annual **organizational budget** (revenue) less than \$500,000 as determined by the organization's IRS Form 990/990-EZ for FY2021 and FY2022

WHO IS INELIGIBLE TO APPLY

The following types of organizations are ineligible to apply for the CH grant (this list is not exhaustive):

- Organizations whose primary mission is not arts and/or culture
- Organizations that are not in good standing with CAC and/or not in compliance with previous grants
- Organizations that are serving as fiscal agents or fiscal sponsors for an organization or program
- Religious institutions without a separate 501(c)(3) organization that specifically administers non-sectarian public programming
- Organizations that have not received CAC funding in the past
- Organizations that are the primary responsibility of a government agency
- National or state service organizations or supporting organizations
- K-12 schools, including parent-teacher associations and similar groups
- Colleges, universities, or institutions of higher learning
- Fundraising organizations of any kind or "friends of" or "foundation" established for the primary purpose of supporting the activities of or fundraising for another ineligible organization
- Private foundations of any kind
- Units of government, including component units
- Private libraries
- Cemeteries
- Individuals
- Organizations that are applying to another core (including either General Operating Support or Project Support) grant in the same grant cycle



Julia de Burgos Cultural Art Center - photo by Imagine That Photography

FUNDING CRITERIA

Successful grant applications will demonstrate Cuyahoga Arts & Culture's three funding criteria: **Public Benefit, Artistic and Cultural Vibrancy, and Organizational Capacity.**

PUBLIC BENEFIT

An organization's ability to meaningfully connect with its community to achieve its mission.

Examples of how an organization can demonstrate public benefit include, but are not limited to:

- Understanding, respecting, and [sharing power](#) with its community
- Listening and responding to its community
- Building and strengthening relationships
- Being inclusive and engaging diverse populations
- Being accessible and inviting to its community and the broader public

ARTISTIC AND CULTURAL VIBRANCY

An organization's ability to create relevant and engaging work that furthers its mission.

Examples of how an organization can demonstrate artistic & cultural vibrancy include, but are not limited to:

- Incorporating a process of reflection to ensure that programming is relevant to or created with its community
- Building the capacity of arts and cultural professionals, helping them to thrive
- Engaging a [diverse](#) team of arts and cultural professionals to carry out the organization's culturally specific work
- Identifying opportunities to promote diversity, equity, inclusion, and [belonging](#) through its work

ORGANIZATIONAL CAPACITY

An organization's ability to successfully plan for and manage its resources.

Examples of how an organization can demonstrate organizational capacity include, but are not limited to:

- Setting goals, measuring progress, and evolving
- Recruiting and retaining a diverse staff and board that can carry out the mission
- Planning strategically to achieve and maintain a strong financial position
- Evaluating organizational processes and structures to ensure a culture of belonging where everyone can thrive



Mojuba Dance Collective - photo from The Movement Project

PRE-APPLICATION

Get Connected with CAC

News, updates, and events, including technical assistance workshops and webinars, will be posted on the CAC [website](#) and distributed via email. Sign up [here](#) and opt-in to receive CAC Grant Information to learn more. Add CAC's URL and staff email addresses to your email safe senders list, address book, or contact list to continue receiving important information from CAC. CAC will not extend any deadlines if our emails are sent to your spam or junk mail.

Attend a Grant Workshop and Q&A Sessions

CAC will offer a variety of technical assistance workshops/trainings in advance of the application deadline. Information regarding such trainings will be posted on the CAC website and all applicants will be notified by email. We strongly encourage and invite all prospective applicants to attend our [workshop and Q&A sessions](#).

Submit the Eligibility Check

All CH applicants and returning CH grantees must submit an Eligibility Check via CAC's [online application and reporting system](#). CAC uses the Eligibility Check process to determine whether an organization meets the criteria to receive a grant.



REQUIRED MATERIALS INCLUDE:

- Organizational Information
- Articles of Incorporation
- 990 or 990-EZ for FY21 and FY22
- Secretary of State certificate of good standing
- Verification of authentic representation of the culturally specific population served
- Board of Directors list with affiliations

CAC will review documents, verify nonprofit status, and confirm eligible organization requirements. Within a few weeks of the submission of the online Eligibility Check, CAC will reach out to applicants regarding their eligibility status.

**SEE THE FULL ELIGIBILITY CHECK
INSTRUCTIONS HERE**

KEY
DATE

ELIGIBILITY CHECK - DUE THURSDAY, JUNE 1, 2023 BY 4:30PM ET



Slovenian Museum and Archives - Cleveland Kurentovanje Festival - photo by Kathryn Zitko

APPLICATION

Start early and submit early! The application must be submitted by 4:30 pm ET on Thursday, August 3. The online system will not accept late or incomplete submissions.

Complete and Submit Online Application

If your organization is deemed eligible through the Eligibility Check process, Cuyahoga Arts & Culture will notify you via email and provide access to the application. Applications must be submitted online using CAC's [online application and reporting system](#). To be considered complete, an application must include all required application question responses and required materials as outlined below.



BE PREPARED WITH THE FOLLOWING INFORMATION:

- Organizational Overview
- Funding Criteria Narratives
- [SMU|Data Arts Cultural Data Profile Funders Report for FY21 and FY22](#)
Applicant organizations will complete a Cultural Data Profile for FY21 and FY22 and will pull the CAC Funders Report to upload as part of their application. We recommend starting the CDP well before the application deadline. It may require you to compile additional data about your organization. More information can be found [here](#).
- Most recently completed 990 or 990-EZ
- Current fiscal year budget
- [Arts & Cultural Support Materials](#)
- Statement of Assurances

**SEE ALL APPLICATION QUESTIONS
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Slovenian Museum and Archives - Cleveland Kurentovanje Festival - photo by Kathryn Zitko

REVIEW PROCESS

All eligible applications are evaluated by a panel of arts or cultural professionals from outside the region in a transparent panel review process.

Panelists are chosen to represent a cross-section of professionals qualified to provide expert knowledge of specific arts or cultural disciplines, as well as for their management experience, professional knowledge of the sector and prior panel experience. CAC makes every effort to ensure that the panel is diverse in all respects. All panelists receive an honorarium for their service.

CAC provides the applications and support materials to panelists approximately four weeks prior to the panel review to allow panelists sufficient time for their evaluation. During the panel review meeting, the panel will evaluate all eligible applications based on CAC's Funding Criteria:

- **Public Benefit**
- **Artistic and Cultural Vibrancy**
- **Organizational Capacity**

CAC reviews applications for completeness but does not score or provide opinions. CAC will manage all administrative and logistical tasks necessary to conduct a successful panel review; provide panelists all documentation necessary to evaluate applications effectively; inform the panel in matters of CAC policy and procedures; provide all available objective information regarding an applicant to the panel, and serve as panel chair.

Public Panel Review Meeting

The panel review will stream live on CAC's website for the public to watch the week of September 18, 2023. CAC will notify all applicants of the panel review meeting times and will post all details on the CAC website in advance.

POST-APPLICATION

Appeals Process

CAC will only consider and review appeals that are evidence-based and due to materially significant CAC processing errors that could have compromised an applicant's grant proposal. This does not include information that was in excess of the application's space limitations or information that was submitted after the application deadline. Any requests for appeals must be filed with the Executive Director within 10 working days after the conclusion of the panel review meeting. Requests received after 10 days will not be considered.

Please note: The panel's analysis and scoring of applications are not subject to appeal and therefore will not be considered for appeal by the CAC Board of Trustees. Neither grant awards nor grant award amounts are subject to appeal.

Board Meeting

Panel scores and grant amounts will be approved at the November CAC Board of Trustees meeting. This meeting is open to the public, and applicants are welcome to attend but not required.

CH grant amounts are determined based on several factors including:

- The total amount allocated to be granted for that CH cycle;
- The budget sizes (revenue) for each organization; as determined by their averaged FY21 and FY22 990s;
- Grant amounts will range from \$5,000 to \$30,000.

Recommended grant amounts will be shared with applicants prior to the November board meeting.

KEY
DATES

PUBLIC PANEL REVIEW MEETING - WEEK OF SEPTEMBER 18, 2023
BOARD MEETING - WEDNESDAY, NOVEMBER 15, 2023



Art House - Big Read Kick off - photo by Jerry Mann

PANEL SCORING FRAMEWORK

Panelists will submit a score for each of CAC’s three funding criteria, creating a total score based on the following framework:

Has the application demonstrated the funding criteria?	Public Benefit: 45%	Artistic & Cultural Vibrancy: 35%	Organizational Capacity: 20%
STRONG The applicant has provided <u>strong</u> evidence that this funding criterion is met.	39-45	31-35	18-20
FAIR The applicant has provided <u>fair</u> evidence that this funding criterion is met.	28-38	22-30	13-17
WEAK The applicant has provided <u>weak</u> evidence that this funding criterion is met.	0-27	0-21	0-12

The highest possible total score is 100. Applicants who receive a combined score of 75 or higher will be recommended for funding.

2024-25 GRANT RECIPIENT REQUIREMENTS

Grant Period: All funded activities and grant expenditures must occur during the two grant periods: January 1, 2024 - December 31, 2024, and January 1, 2025 to December 31, 2025.

The grant amount is paid during each calendar year pending grant agreement compliance. All funded activities and expenditure of grant dollars must occur during the respective calendar year.

Grant Agreement and Compliance

Recipients must sign a grant agreement each year of the two-year grant period. Grant agreements will be issued following Board approval at the 2023 and 2024 November meetings. To be considered an active grant recipient and receive funding, recipients must sign a grant agreement and meet the requirements therein.

Grant Payments

CAC grants are reimbursement grants, and are paid in increments upon approval of organizational goals, reporting at mid-year, and year-end reports. All funded activities and expenditure of grant dollars must occur during the respective grant year.

CAC Grant Funding Restrictions

Grant Recipients shall use the CH grant for organizational expenses relating to programs or activities directly concerned with arts or culture heritage. Prohibited uses of this grant are:

- costs of any programs or activities located outside of Cuyahoga County;
- activities that are not open to the general public;
- fundraising or benefits;
- regranting;
- scholarships, tuition assistance, awards or cash prizes;
- deficit reduction or elimination, trust endowments, cash reserves, penalty or litigation fees, loans, or interest on loans;
- capital improvements, facilities or equipment;
- religious ceremonies or events advancing or inhibiting a particular religious ideology;
- cost of receptions, food and beverages;
- agent's fees for programs contracted through commercial agencies;
- travel outside of the United States; or
- advocacy of specific political causes or candidates.

Matching Funds

Cultural Heritage grants are matching grants. Applicants are required to leverage CAC funds to secure additional income from other sources. This grant requires a 1:1 cash match. This means that CAC will provide no more than half of the organization's total expenses.

- Sources of your matching funds can include, but are not limited to, foundation or government grants, private donations, ticket sales, and member dues.
- Matching funds may not include other funds from CAC. This includes any CAC co-funded grants. As such, applicant organizations may only apply for one project to be funded. Additionally, multiple organizations requesting funds for the same project are not eligible. Contact CAC with any questions.

Events Calendar and Credit Requirements:

Grant Recipient shall submit events through CAC's online events system, ClevelandArtsEvents.com in order to ensure a broad representation of their programming is included in the event system.

Recipients shall have active events for each month that the organization has public programming.

Grant Recipients shall also acknowledge funding from CAC and the residents of Cuyahoga County at their publicly funded programs. Grant recipients that do not comply with these expectations may be subject to a reduced final grant amount. [Calendar and Credit Requirement details can be viewed here.](#)

Reporting Requirements:

All 2024-25 CH grant recipients will submit goals for the year and report on them at mid-year and year-end. Reports consist of a narrative portion, financial documentation, and other required support material; instructions will be posted online at least 45 days in advance of deadlines. Grant recipients that submit a late final report, or do not submit a final report, may receive a reduced or revoked final grant amount.

Maintaining Good Standing:

To receive CAC funds, a grant recipient must maintain its good standing with CAC during the grant period. A grant recipient is in good standing if it:

- fully and completely meets all requirements as stated in the grant agreement for the duration of the grant period;
- accurately represents its organization and its activities in all documents submitted to CAC. This includes, but is not limited to, the eligibility check, application, final report and all other reports and forms; and
- continues to meet the [eligibility criteria](#).

A grant recipient not in good standing with CAC will be officially informed of this status in writing.





2024

PROJECT SUPPORT

Guidelines and Application Instructions

ELIGIBILITY CHECK DUE: **THURSDAY, JUNE 1, 2023 BY 4:30PM ET**

APPLICATION DUE: **THURSDAY, AUGUST 3, 2023 BY 4:30PM ET**

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GREETINGS!

Thank you for your interest in a 2024 Project Support (PS) grant. Cuyahoga Arts & Culture’s [mission](#) is to inspire and strengthen the community by investing in arts and culture. CAC is excited to work with you to connect Cuyahoga County residents to arts and culture in our community.

LOCAL PUBLIC FUNDER

CAC is the region’s largest funder for arts and culture, helping hundreds of organizations in Cuyahoga County connect millions of people to cultural experiences each year. Cuyahoga County residents created CAC in 2006 when they approved a tax to support arts and culture.

\$230 MILLION+ INVESTED

Since 2007, CAC has invested more than \$230 million in more than 470 organizations both large and small, making Cuyahoga County a more vibrant place to live, work and play. CAC funds nonprofit 501(c)(3) arts and culture organizations based in and serving Cuyahoga County residents.



OUR CORE GRANTS ARE:

PROJECT SUPPORT

Annual grants of up to \$20,000 for arts and culture projects.

GENERAL OPERATING SUPPORT

Multi-year core support grants to qualifying organizations with a primary mission of art and culture in Cuyahoga County.

CULTURAL HERITAGE

Multi-year core support grants of up to \$30,000 for qualifying cultural heritage organizations with a primary mission of arts and culture.

This document contains the guidelines for 2024 Project Support. Organizations may only submit one application per cycle. First-time applicants must apply for Project Support. To learn more about the differences between CAC’s grants, refer to the [2024 Grant Guide](#).

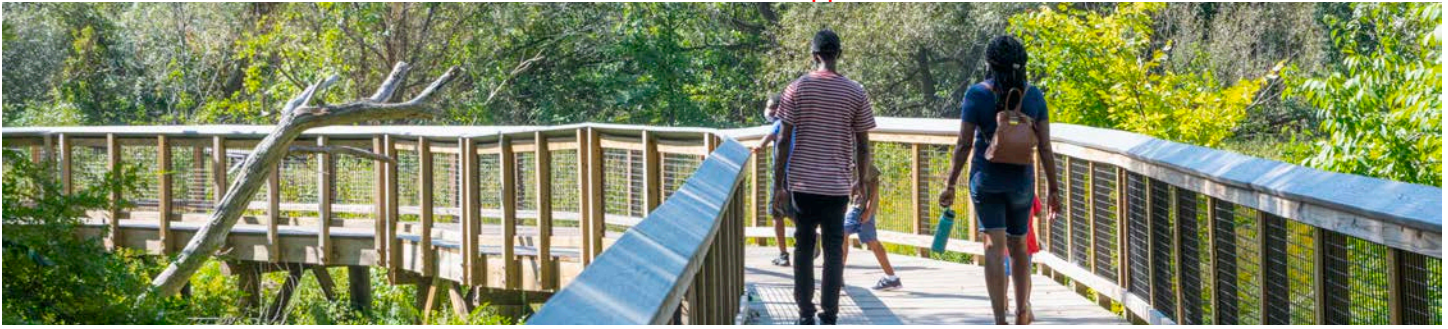
Our team is here to support you throughout the application process. For additional information and resources, please contact a [member of the Grantmaking Team](#). Visit [cacgrants.org](#) to learn more about workshop opportunities, and [sign up](#) to receive email updates.

For additional information about terms in the guidelines or application materials, please see [our glossary](#).

2024-2025 GRANT APPLICATION TIMELINE

- Eligibility Check Due June 1, 2023 at 4:30PM
- Application Due August 3, 2023 at 4:30PM
- Public Panel Review..... Week of September 18, 2023
- Board Approves Grants November 15, 2023
- Grant Agreements Sent and Signed November and December 2023





Nature Center at Shaker Lakes - photo by Bob Perkoski

ABOUT THE GRANT - PROJECT SUPPORT

CAC strongly encourages applications from BIPOC (Black, Indigenous, People of Color)-led and serving organizations, as well as others that have been historically excluded or marginalized.

The purpose of Cuyahoga Arts & Culture’s Project Support (PS) grant is to promote public access and encourage the breadth of arts and cultural programming in our community by supporting Cuyahoga County-based projects. Grant applications are reviewed through a transparent panel review process. CAC will offer Project Support funding in 2024 for projects occurring in the January 1 – December 31, 2024 grant period.

How We Define a Project:

A project is a specific, connected set of activities with a beginning and an end, explicit goals/objectives and a predetermined cost that does not equal the organization’s total annual budget. Projects may be one-time events, such as a festival or exhibit, or a defined series of events, such as classes or productions. Projects with multiple components must show that there is a cohesive theme that ties the project together. Proposed projects must be arts or cultural activities and have a public programming component. Open to the public does not mean that the project or program must be free. Note: Mural and public art projects must demonstrate meaningful community engagement and include an element of public programming to be eligible.

PROJECT SUPPORT AT A GLANCE

Open to both 501(c)(3) organizations with and without a primary mission of arts and culture, as determined by CAC.

Grants range from \$1,000 to \$20,000 for 501(c)(3) organizations based in Cuyahoga County.

Funding only for arts and culture projects based on CAC’s definitions.

Funding for projects occurring between January 1 – December 31, 2024.

[SMUDataArts Funder Report](#) required for organizations requesting more than \$5,000.

1:1 cash match required. For organizations requesting \$5,000 or less, 50% of matching funds can be in-kind income.

2023 Project Support Grant Recipients

All current 2023 Project Support grant recipients doing the [same project](#) in 2024 will be recommended for funding in 2024 after submitting the required Eligibility Check. Contact your grant manager to learn more. Current Project Support grant recipients not meeting this requirement will be required to complete an application and panel review.

Note: CAC anticipates grant amounts will be reduced to fit the available budget.

ARTS & CULTURE DEFINED: Arts and Culture is defined in the [Ohio Revised Code Chapter 3381](#), CAC’s enabling law, as “including, but not limited to, literature, theater, music, dance, ballet, painting, sculpture, photography, motion pictures, architecture, archaeology, history, natural history, or the natural sciences.”

APPLICATION OVERVIEW

PRE-APPLICATION

- 1 **Get Connected with CAC**
 - Sign up for CAC's [email list](#)
 - Register with CAC's [online application and reporting system](#)
- 2 **Attend a Grant [Workshop and Q&A Session](#)**
- 3 **Submit an Eligibility Check (by June 1, 2023 at 4:30 PM)**

Required documents include:

 - Organizational information
 - 990, 990-N or 990-EZ
 - Articles of Incorporation
 - Secretary of State Certificate of good standing
 - For New Applicants: Evidence of public arts or cultural programming that you produced

APPLICATION

- 4 **Attend Application [Workshop and Q&A Sessions](#)**
- 5 **Complete and Submit Online Application (by August 3, 2023 at 4:30 PM)**

Be prepared with the following information:

 - Organizational Overview
 - Project Basics
 - Application Narrative
 - Project Budget & Financials
 - [Support Materials](#)
 - Statement of Assurances

POST-APPLICATION

- 6 **Public Panel Review (Week of September 18, 2023)**
- 7 **Panel scores and grant amounts approved at the CAC Board of Trustees meeting (November 15, 2023)**



Stellar Acrobatic Dance Company

ELIGIBILITY

Organizations receiving or applying for a General Operating Support or Cultural Heritage grant from CAC are not eligible to apply for Project Support funding in the same grant cycle.

WHO IS ELIGIBLE TO APPLY

To be eligible for a Project Support grant, applicant organizations must meet **all** the following eligibility criteria:

Have a **permanent** and **viable base** of operations in Cuyahoga County for at least one year prior to June 1, 2023 (as verified in part by an organization's Articles of Incorporation)

Be a **501(c)(3)** organization as verified by [Guidestar's Charity Check](#) service

Have **produced or presented arts or culture program(s)** open to the public within the previous two years prior to June 1, 2023

Provide the required **financial documents**

- All organizations: 990, 990-N or 990-EZ for the most recently completed fiscal year

Be **incorporated and authorized** to do business in Ohio as verified by the [Ohio Secretary of State](#)

WHO IS INELIGIBLE TO APPLY

The following types of organizations are not eligible to apply for the 2024 Project Support grant (this list is not exhaustive):

Organizations that are not in good standing with CAC and/or in compliance with previous grants

Organizations that are serving as fiscal agents or fiscal sponsors for an organization or program

Religious institutions without a separate 501(c)(3) organization that specifically administers non-sectarian public programming

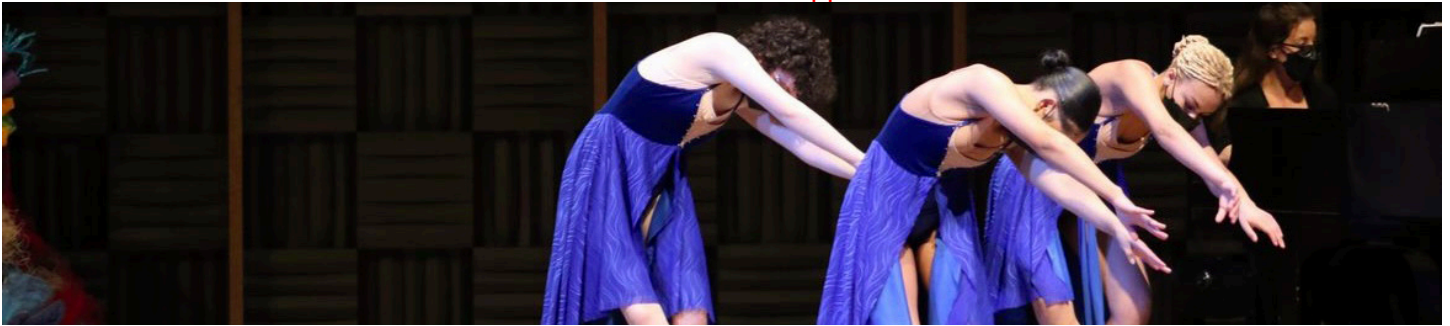
Private non-operating foundations

Units of government, including component units

K-12 schools, including parent-teacher associations and similar groups

Individuals

Fundraising organizations, such as "Friends Of" groups that do not conduct their own programming



Cleveland School of the Arts Board of Trustees - Dance - photo by Emily Shelley

GRANT AMOUNTS

The maximum grant amount within Project Support is \$20,000.

When an organization is deemed eligible, the maximum grant amount that an applicant can request is determined by CAC. Applicants will be notified of this amount when they are notified of their eligibility.

APPLICANTS WITH A PRIMARY MISSION OF ARTS & CULTURE

For applicants with a primary mission of arts & culture, as determined by CAC, maximum eligible request amounts are determined by:

- The maximum grant amount that a new applicant can request is \$5,000.
- If a 990-N was completed for their most recent fiscal year, an organization's maximum grant request amount is \$5,000.
- If a 990/990-EZ was completed for their most recent fiscal year, an organization's maximum grant amount is 25% of Total Expenses.

APPLICANTS WITHOUT A PRIMARY MISSION OF ARTS & CULTURE

For applicants without a primary mission of arts & culture, as determined by CAC, maximum eligible request amounts are determined by:

- The maximum grant amount that a new applicant can request is \$5,000.
- If a 990-N was completed for their most recent fiscal year, an organization's maximum grant request amount is \$5,000.
- If the applicant completes a 990/990-EZ and completed at least one PS grant, their maximum eligible request amount will be determined using 25% of the total expenses from their final report. Where possible, CAC will refer to the two most recently completed final reports and use the highest total expenses of the two.

If this totals less than \$5,000, the maximum eligible request amount will be \$5,000.

FOLLOWING THE PANEL REVIEW PROCESS, final grant amounts will be determined based on a combination of the organization's maximum eligible request amount, and their panel score.

Note: CAC also anticipates grant amounts will be adjusted to fit the available budget.



America SCORES Cleveland - Artemus Ward School - Poetry SLAM 2021 - photo by Paul Giglia

FUNDING CRITERIA

Successful grant applications will demonstrate Cuyahoga Arts & Culture's three funding criteria: **Public Benefit, Artistic and Cultural Vibrancy, and Organizational Capacity.**

PUBLIC BENEFIT

An organization's ability to meaningfully connect with its community through its project.

Examples of how an organization can demonstrate public benefit include, but are not limited to:

- Understanding, respecting, and [sharing power](#) with its community
- Listening and responding to its community
- Building and strengthening relationships
- Being inclusive and engaging diverse populations
- Being accessible and inviting to its community and the broader public

ARTISTIC AND CULTURAL VIBRANCY

An organization's ability to create a relevant and engaging project.

Examples of how an organization can demonstrate artistic & cultural vibrancy include, but are not limited to:

- Incorporating a process of reflection to ensure that programming is relevant to or created with its community
- Building the capacity of arts and cultural professionals, helping them to thrive
- Engaging a [diverse](#) team of arts and cultural professionals to carry out the project
- Identifying opportunities to promote diversity, equity, inclusion, and [belonging](#) in its project

ORGANIZATIONAL CAPACITY

An organization's ability to successfully plan for and manage its project.

Examples of how an organization can demonstrate organizational capacity include, but are not limited to:

- Setting goals, measuring progress, and evolving the project
- Planning as a team to implement the project
- Creating a realistic budget with a clear plan to reach the match requirement
- Evaluating organizational processes and structures to ensure a culture of belonging where everyone can thrive



Slavic Village Development - Keen Collective mural - photo by Lynn Rodeman

PRE-APPLICATION

Get Connected with CAC

News, updates, and events, including technical assistance workshops and webinars, will be posted on the CAC [website](#) and distributed via email. Sign up [here](#) and opt-in to receive CAC Grant Information to learn more. Add CAC's URL and staff email addresses to your email safe senders list, address book, or contact list to continue receiving important information from CAC. CAC will not extend any deadlines if our emails are sent to your spam or junk mail.

Attend a Grant Workshop and Q&A Sessions

CAC will offer a variety of technical assistance workshops/trainings in advance of the application deadline. Information regarding such trainings will be posted on the CAC website and all applicants will be notified by email. We strongly encourage and invite all prospective applicants to attend our [workshop and Q&A sessions](#).

Submit the Eligibility Check

Submitting an Eligibility Check is the first step in applying for a Project Support grant for all applicants and is submitted via CAC's [online application and reporting system](#). CAC uses the Eligibility Check process to determine whether an organization meets the criteria to receive a grant.



REQUIRED MATERIALS INCLUDE:

- Organizational Information
- 990, 990-N or 990-EZ
- Articles of Incorporation
- Secretary of State Certificate of Good Standing
- For New Applicants: Evidence of public arts or cultural programming that you produced within the previous two years prior to June 1, 2023

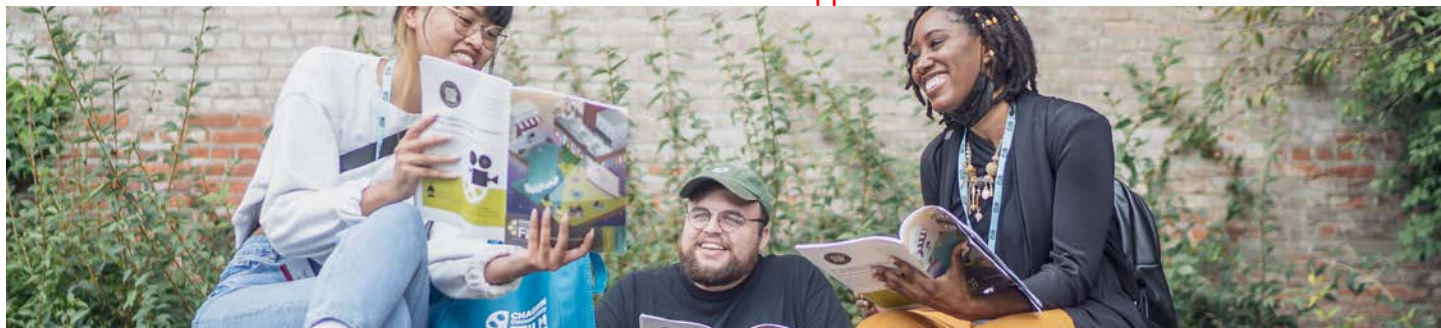
You do not need to have a finalized project plan at this stage. Organizations must submit an Eligibility Check and be deemed eligible in order to submit a Project Support grant application. Completing the Eligibility Check does not guarantee your organization's eligibility to apply.

Following the submission of the Eligibility Check, CAC will review documents, verify nonprofit status, and confirm eligible organization requirements. Within a few weeks of the submission of the Eligibility Check, CAC will reach out to applicants regarding their eligibility status.

[SEE THE FULL ELIGIBILITY CHECK INSTRUCTIONS HERE](#)

KEY
DATE

ELIGIBILITY CHECK - DUE THURSDAY, JUNE 1, 2023 BY 4:30PM ET



Chagrin Documentary Film Festival - photo by Cody Linck

APPLICATION

Start early and submit early! The application must be submitted by 4:30 pm ET on Thursday, August 3. The online system will not accept late or incomplete submissions.

Complete and Submit Online Application

If your organization is deemed eligible through the Eligibility Check process, Cuyahoga Arts & Culture will notify you via email and provide access to the application. Applications must be submitted online using CAC's [online application and reporting system](#). To be considered complete, an application must include all required application question responses and required materials as outlined below.



BE PREPARED WITH THE FOLLOWING INFORMATION:

- Organizational Overview
- Project Basics
- Application Narrative
- Project Budget & Financials
- [Arts & Cultural Support Materials](#)
- Organizational Support Materials
 - Board of Directors list including affiliations
 - [SMU|Data Arts Cultural Data Profile Funders Report](#) for the two most recently completed fiscal years. Organizations that are applying for grants of more than \$5,000 will complete a Cultural Data Profile for the two most recently completed fiscal years and will pull the CAC Funders Report to upload as part of their application. We recommend starting this well before the application deadline. More information can be found [here](#).
- Statement of Assurances

About Support Materials

[Support materials](#) are images, audio files, video files, hyperlinks and/or other supporting documents that help bring your organization's mission and programs to life. CAC uses your support materials to help document eligibility, to evaluate reports and to share with residents how public funding for arts and culture impacts the community. Support materials also play a critical role in helping panelists evaluate your application.

**SEE ALL APPLICATION QUESTIONS
AND EXPLANATIONS HERE**

KEY
DATE

APPLICATION DUE - THURSDAY, AUGUST 3, 2023 BY 4:30PM ET



Lakewood Young Filmmakers Academy

REVIEW PROCESS

All eligible applications are evaluated by a panel of arts or cultural professionals from outside the region in a transparent panel review process.

Panelists are chosen to represent a cross-section of professionals qualified to provide expert knowledge of specific arts or cultural disciplines, as well as for their management experience, professional knowledge of the sector and prior panel experience. CAC makes every effort to ensure that the panel is diverse in all respects. All panelists receive an honorarium for their service.

CAC provides the applications and support materials to panelists approximately four weeks prior to the panel review to allow panelists sufficient time for their evaluation. During the panel review meeting, the panel will evaluate all eligible applications based on CAC's Funding Criteria:

- **Public Benefit**
- **Artistic and Cultural Vibrancy**
- **Organizational Capacity**

CAC reviews applications for completeness but does not score or provide opinions. CAC will manage all administrative and logistical tasks necessary to conduct a successful panel review; provide panelists all documentation necessary to evaluate applications effectively; inform the panel in matters of CAC policy and procedures; provide all available objective information regarding an applicant to the panel, and serve as panel chair.

Public Panel Review

For organizations requesting more than \$5,000, the public panel review meeting will take place the week of September 18, 2023. For applications requesting up to \$5,000, there is no review meeting but comments and scores will be made public. CAC will notify all applicants of the panel review meeting dates, times, and will post all details on the CAC website in advance.

POST-APPLICATION

Appeals Process

CAC will only consider and review appeals that are evidence-based and due to materially significant CAC processing errors that could have compromised an applicant's grant proposal. This does not include information that was in excess of the application's space limitations or information that was submitted after the application deadline. Any requests for appeals must be filed with the Executive Director within 10 working days after the conclusion of the panel review meeting. Requests received after 10 days will not be considered.

Please note: The panel's analysis and scoring of applications are not subject to appeal and therefore will not be considered for appeal by the CAC Board of Trustees. Neither grant awards nor grant award amounts are subject to appeal.

Board Meeting

Panel scores and grant amounts will be approved at the November CAC Board of Trustees meeting. This meeting is open to the public, and applicants are welcome to attend but not required.

The grant amount and total number of Project Support grants will be determined by the following factors: the amount of funding allocated to Project Support grants; the panel score for each application; and the total request amounts of all applications eligible for funding.

Recommended grant amounts will be shared with applicants prior to the November board meeting.

KEY
DATES

PUBLIC PANEL REVIEW MEETING - WEEK OF SEPTEMBER 18, 2023
BOARD MEETING - WEDNESDAY, NOVEMBER 15, 2023



Cleveland Leadership Center

PANEL SCORING FRAMEWORK – REQUESTS OVER \$5,000

Panelists will submit a score for each of CAC’s three funding criteria, creating a total score based on the following framework:

Has the application demonstrated the funding criteria?	Public Benefit: 45%	Artistic & Cultural Vibrancy: 35%	Organizational Capacity: 20%
STRONG The applicant has provided <u>strong</u> evidence that this funding criterion is met.	39-45	31-35	18-20
FAIR The applicant has provided <u>fair</u> evidence that this funding criterion is met.	28-38	22-30	13-17
WEAK The applicant has provided <u>weak</u> evidence that this funding criterion is met.	0-27	0-21	0-12

The highest possible total score is 100. Applicants who receive a combined score of 75 or higher will be recommended for funding.

PANEL SCORING FRAMEWORK – REQUESTS OF \$5,000 OR LESS

Panelists will submit a score based on CAC’s three funding criteria.

With an emphasis on Public Benefit, has the application demonstrated the funding criteria?
Yes: the applicant has provided strong evidence that the funding criteria are met.
Somewhat: The applicant has provided fair evidence that the funding criteria are met.
No: The applicant has provided weak evidence that the funding criteria are met.

Applicants who receive a majority of “Yes” or “Somewhat” scores will be recommended for funding.



Historic Gateway Neighborhood Corporation

2024 GRANT RECIPIENT REQUIREMENTS

Grant Period: All funded activities and grant expenditures must occur during the grant period, January 1, 2024 – December 31, 2024

Grant Agreement and Compliance

If your application is recommended and approved for funding following the November Board meeting, CAC will prepare a grant agreement. CAC will be available to meet with new and returning grant recipients to review the grant agreement requirements. To be considered an active grant recipient and receive funding, recipients must sign a grant agreement and meet the requirements therein.

Grant Payment Timeline

CAC grants are reimbursement grants and are paid during the grant period pending grant agreement compliance. Upon review and approval of the final reporting requirements, grant funds will be released. Grant recipients may optionally request up to 60% of the total grant award as early as 30 days before project activities begin through an advance payment request. All funded activities and expenditure of grant dollars must occur during the respective grant year.

CAC Grant Funding Restrictions

Restricted uses of CAC funds include but are not limited to:

- credit-bearing academic programs (K-12 and college level)
- activities that are not open to the general public
- general operating support or operating expenses not directly related to your project
- fundraising or benefits
- regrants, scholarships, tuition assistance, awards or cash prizes
- deficit reduction or elimination, trust endowments, cash reserves, penalty or litigation fees, loans, or interest on loans
- capital improvements, facilities or equipment
- religious ceremonies or events advancing or inhibiting a particular religious ideology
- cost of receptions, food and beverages
- agent's fees for programs contracted through commercial agencies
- travel outside of the United States
- advocacy of specific political causes or candidates

Matching Funds

Project Support grants are matching grants. Applicants are required to leverage CAC funds to secure additional income from other sources. This grant requires a 1:1 match. This means that CAC will provide no more than half of the project's total expenses. For organizations whose grant amount is more than \$5,000, a cash match is required. For organizations whose grant amount is \$5,000 or less, then 50% of the match can be met through in-kind income. In-kind income can include donated goods, services, space, and [volunteer hours](#). Sources of your matching funds can include, but are not limited to, foundation or government grants, private donations, ticket sales, and member dues.

Matching funds may not include other funds from CAC. This includes any CAC co-funded grants. As such, applicant organizations may only apply for one project to be funded. Additionally, multiple organizations requesting funds for the same project are not eligible. Contact a [grant manager](#) with any questions.



Cleveland Uncommon Sound Project

Events Calendar and Credit Requirements:

CAC asks that organizations receiving Project Support partner with CAC throughout the grant cycle by communicating with their grant manager at CAC, posting events and job opportunities on CAC's website, connecting with CAC on social media, and saying thank you to the residents of Cuyahoga County for their support. **Grant Recipient shall submit Project events through CAC's online calendar ([ClevelandArtsEvents.com](https://www.clevelandarts.org/events)) at least 30 days prior to the date the Project is presented to the public.** The [Events Calendar and Credit Requirements](#) document outlines these requirements. Grant recipients that do not comply with these expectations may be subject to a reduced final grant amount.

Reporting Requirements:

All grant recipients that receive a 2024 Project Support grant must submit a final report online within 30 days of the completion of the project. In addition to a final report, CAC may conduct site visits during the project period. Reporting guidelines and instructions will be posted online in advance of deadlines. Reports consist of a narrative, financial documentation, and support materials. Grant recipients that submit a late final report, or do not submit a final report, may receive a reduced or revoked final grant amount.

Maintaining Good Standing:

To receive CAC funds, a grant recipient must maintain its good standing with CAC during the grant period. A grant recipient is in good standing if it:

- Fully and completely meets all requirements as stated in the grant agreement for the duration of the grant period;
- Accurately represents its organization and its activities in all documents submitted to CAC. This includes, but is not limited to, the eligibility check, application, final report and all other reports and forms; and
- Continues to meet the [eligibility criteria](#).

A grant recipient not in good standing with CAC will be officially informed of this status in writing.





cuyahoga
arts & culture
strengthening community

MEMORANDUM

Date: April 19, 2023
To: CAC Board of Trustees
From: CAC Staff
Re: Support for Artists: Community Engagement + Planning Grant

Board Action: Approve a planning grant of up to \$20,000 to Assembly for the Arts to conduct a focused listening, engagement, and planning effort with artists and residents that will result in a community-driven plan for how 2024 Support for Artist funds will be spent.

Background

Cuyahoga Arts & Culture is proud to have worked with Assembly for the Arts to secure nearly \$3M in unprecedented relief funding that went to artists and creatives during the pandemic. This is in addition to CAC's current Support for Artist (SFA) grants that were designed by and for artists. Since 2018, CAC has distributed (through programs of nonprofit grantees) more than \$1.8M in funding and support to more than 300 artists, more than 85% of whom identify as Black, Indigenous, and People of Color (BIPOC).

Looking forward, CAC recognizes the need for ongoing, open, and transparent community input to shape how artists are supported by and contribute to our community – both through CAC's Support for Artist investments and as Assembly secures additional funding and develops more programs for artists and creatives.

Recommendation

To prepare for this bright future, CAC recommends a planning grant of up to \$20,000 for Assembly to design and hold open and inclusive engagement activities for artists and residents in the next 4-5 months. The grant will result in a 2024 Support for Artists Plan that identifies how to invest \$400,000 in artist support opportunities that: 1) center equity; and 2) recognize the diverse needs of Cuyahoga County-based artists (financial and non-financial).

Key Elements

A successful Support for Artists 2024 (SFA24) Plan must:

- be the result of ***engagement of hundreds of people*** (artists, creatives, culture bearers, residents more broadly), representing the full diversity of our county.
- prioritize funding and resources for ***historically underrepresented or marginalized artists***.
- continue to ***address the five distinct needs*** of artists identified by CAC's support for artists planning team in 2017 (flexible funds, project funding, access to space, institutional connections, and professional development).
- consider, as the option or as part of a broader plan, ***regranting to proven CAC-funded artist service providers (local arts nonprofits)*** who have deep knowledge of community and expertise in delivering equitable artist support programs.
- include approaches that could be ***expanded with additional funding sources*** (beyond CAC).
- result in a ***standing ongoing artist advisory group***, housed at Assembly, that informs and assesses all of Assembly's artist programs and services, inclusive of SFA24.

Next Steps

Pending Board approval, CAC will issue a grant of up to \$20,000 to support Assembly's community engagement and planning process.

Once the engagement and planning process is complete, CAC will invite a proposal from Assembly that outlines how they would design and manage a \$400,000 program to distribute SFA funds in 2024. Any grant, pending Board approval, would be evaluated against agreed upon metrics that are shared with the public during the grant period (January 1 – December 31, 2024).