



Annual Meeting of the
Cuyahoga Arts & Culture Board of Trustees
Virtual Meeting*
Wednesday, April 13, 2022 - 4 pm

1. **Call to order**
 - a. Call to order
 - b. Call the roll
 - c. **Action:** Motion to approve Feb 9, 2022 minutes
 - d. **Action:** Nomination and Election of Officers
2. **Public Comment on Today's Agenda**
3. **Executive Director's Report**
4. **Connect with Culture – Great Lakes Science Center**
5. **Action Items and Reports – Grantmaking**
 - a. **Action:** Approval of 2023 Project Support guidelines
 - b. **Action:** Approval of 2023 Cultural Heritage guidelines
 - c. **Action:** Accept \$1.65M in ARPA funding from Cuyahoga County, pending County Council approval
6. **Action Items and Reports - Finance and General Business**
 - a. Finance Report
 - b. **Action:** Appointment of members of the Audit and Finance Advisory Committee
 - c. **Action:** Public Records Manager Designee
 - d. **Action:** Appointment of Two CAC board members as ex-officio board members of Assembly for the Arts
 - e. **Action:** Approval of contracts
7. **Other Business – Assembly for the Arts update**
8. **Public Comment**
9. **Adjourn**

Next Meeting: June TBD

**Note: In accordance with [Ohio General Assembly House Bill 51](#), public meetings of Cuyahoga Arts & Culture's Board of Trustees may take place electronically as part of the COVID-19 response. Cuyahoga Arts & Culture will continue to post advance meeting notices and will provide the public access to the discussions and deliberations of its Board of Trustees at cacgrants.org.*



Minutes of the Regular Meeting of the Board of Trustees
Wednesday, February 9, 2022

A regular meeting of the Cuyahoga Arts & Culture (CAC) Board of Trustees was called to order at 5:07 p.m. at the South Euclid-Lyndhurst Public Library 1876 S Green Rd, South Euclid, OH 44121

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

Also in attendance were: Jill Paulsen, executive director; Meg Harris; Heather Johnson-Banks; Julia Murphy, Johnnia Stigall and India Pierre-Ingram.

1. APPROVAL OF MINUTES

Motion by Trustee Scott Taylor, seconded by Trustee McGowan, to approve the minutes from the November 10, 2021 Board meeting. Discussion: Trustee Sherman said she circulated an amended version of the minutes. Trustees McGowan and Mendez said level of detail in the amended minutes was beyond what is the norm. Trustee Scott Taylor stated that the Board will take action to approve the minutes as originally submitted. Vote – Ayes: McGowan, Mendez, Scott Taylor. Nays: Sherman. Abstain: Isenhart (not on Board or present at the meeting). The motion carried.

Motion by Scott Taylor, seconded by Mendez, to approve the minutes from the December 15, 2021 Board meeting. Discussion: None. Vote – Ayes: Isenhart, Mendez, Scott Taylor. Nays: Sherman. Abstain: McGowan (not present at the meeting). 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](#).

4. CONNECT WITH CULTURE

Ms. Stigall introduced Erik Mann, Executive Director of Cleveland Classical Guitar Society. Mr. Mann stated that he is joined by Damian Goggans, an alumnus of the education program. Mr. Mann provided an overview of CCGS's programs and Mr. Goggans performed two pieces of music.

Trustee Sherman thanked Mr. Goggans for the performance and congratulated Cleveland Classical Guitar Society for being a part of General Operating Support.

5. BOARD ACTION - Grantmaking

CAC Grantmaking Overview refresher and early-stage preview of 2023 Project and 2023 Cultural Heritage Programs

Trustee Sherman stated that this is an opportunity for the staff to refresh the Board with an overview of the CAC's grantmaking processes and programs. Ms. Paulsen stated this overview is about understanding the historical process that has taken place and how CAC's grantmaking works. The materials prepared by staff allow for a better understanding of grantmaking historically and currently. Ms. Paulsen added that she hopes this information allows for Board members to be champions of the work and provides a baseline for future grantmaking.

Ms. Johnson-Banks presented the high-level themes from the [grantmaking overview](#) included in the Board Materials. Discussion ensued between the Board and staff with questions relating to past grantmaking processes and outcomes.

(Trustee McGowan left at 6:33 pm.)

6. BOARD ACTION – Finance and General Business

The finance report can be found [here](#).

Contracts and Policies

Ms. Paulsen provided an overview of the contract included in the meeting materials for Board approval.

Motion by McGowan, seconded by Isenhart, to approve a contract with Aztek in the amount of \$30,000 to redesign CAC's website. Vote – Ayes: Isenhart, McGowan, Mendez, Scott Taylor. Nays: None. Abstain: Sherman. The motion carried.

7. OTHER BUSINESS

Mr. Jeremy Johnson, CEO of Assembly for the Arts, provided an update on the current advocacy efforts for additional funding for the arts. He said CAC and Assembly are working together to bring a unified approach to advocacy. Mr. Johnson said that Mayor Bibb released his 100-day plan which includes a recommendation from the Transition Committee to allocate \$10 million in American Rescue Plan Act funds to the arts. Trustee Isenhart stated that we need to continue to advocate together in this work. Mr. Johnson responded in agreement that CAC and Assembly must continue to be aligned and work toward equitable funding for all.

7. ADJOURNMENT

Motion by Trustee Scott Taylor, seconded by Trustee Mendez, to adjourn the meeting. Discussion: None. Vote: all ayes. The motion carried. The meeting was adjourned at 6:59 pm.

The next meeting will be held at 4:00 pm on Wednesday, April 13, 2022.

Michele Scott Taylor, Secretary, Board of Trustees

Executive Director's Report

April 13, 2022

Welcome to our 2022 annual meeting.

At the April 13th meeting staff will present to the Board CAC's 2023 Project Support and Cultural Heritage grant guidelines for approval. The documents reflect ongoing community feedback and recent board discussion. We are proud to move forward grant programs that:

- 1) offer more multi-year funding;
- 2) simplify the application process; and
- 3) improve the grant review process.

See the short memo and accompanying *Strategies to Improve CAC's 2023+ Grantmaking* chart for further details. The guidelines are included at the end of this packet. Congrats to the full team for excellent work.

We will also seek the Board's approval to accept \$1.65M from Cuyahoga County in American Recuse Plan Act (ARPA) funding, pending approval from County Council. Funds will support the full diversity of Cuyahoga County-based arts organizations. More details to follow.

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.

Finally, I look forward to once again hearing from our partner – Assembly for the Arts. Together, we're making progress on a comprehensive, local ARPA strategy.

See you at Trinity Commons on the 13th.

Sincerely,

Jill Paulsen
Executive Director

Updates from CAC Staff

April 13, 2022

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 on the goals since CAC's February meeting.

1. GRANTMAKING: Connecting with and serving nonprofit organizations

Provide high quality service to 300+ arts nonprofits with or seeking grants.

Closed out Project Support (PS) 2021, Cultural Heritage (CH) 2021, and General Operating Support (GOS) 2021 – reviewing and approving all final reports; releasing payments.

Held four new grantee workshops to kick-off the 2022 grant cycle for PS, CH and GOS; 140 organizations/people participated.

Continued building relationships with prospective applicants and new and returning grantees through site visits and sharing opportunities for partnerships and capacity building.

Evaluate our grantmaking and ensure equity threads through each stage of the process.

Finalized recommendations for PS23 and CH23 grant guidelines. See memo in packet.

Actively sought and used community feedback to inform 2023 grantmaking through, but not limited to: applicant surveys; conversations with grantees and applicants; and mid-March Open Public Comment period.

- Social Media Posts: CAC 140,100 followers, Assembly 277 followers
- Email: sent to 1,033 emails with 54% open rate, direct emails to grant recipients from 2019-2022 were also sent by grant managers.
- Announcements: meetings hosted by Assembly with broad cross section of the arts and culture sector.
- Comment themes include: general, positive feedback; appreciation and suggestions for technical assistance/workshops; applicant specific questions/feedback.

Provide technical assistance to address grant program goals and funding priorities.

Based on grant recipient goals, implemented targeted distribution of registration codes to Racial Equity Institute and ArtEquity programs.

Developed a calendar of technical assistance for 2023 applicants, including a new approach to application workshops, office hours and Q&A sessions.

Support the work of our Resident-Led grantmaking and Support for Artist grantees.

SPACES and Julia de Burgos have launched their Support for Artists programs for 2022. Learn more [here](#). Karamu will launch their 2022 program in the coming weeks.

Ioby has launched its CAC Match Fund and is accepting resident-led arts and culture projects. Learn more [here](#).

2. COMMUNICATIONS: Connecting with residents and promoting CAC-funded events

Provide consistent and transparent communications regarding funding opportunities and CAC-funded events.

Distributed three e-newsletters about CAC grant recipients' events, each reaching 10,100 subscribers

Distributed two e-newsletters with news updates for CAC grant recipients, including funding opportunities, job openings and requesting feedback on grant guidelines, reaching 1,000 subscribers

Through our ongoing media partnership with Fresh Water Cleveland, sponsored the monthly free events listings, reaching 19,000 subscribers and more than 80,000 readers each month

[Free Stamp: All things free in the CLE, February 2022](#)

[Free Stamp: All things free in the CLE, March 2022](#)

Build community through Arts and Culture Network Nights; bring Assembly into work.

CAC co-hosted the first virtual Arts & Culture Network Night of the year on March 31st, in partnership with Neighborhood Connections and Assembly. Neighborhood Connections launched its new cohort of network stewards who will lead future Network Nights and ensure that participants act on their projects in-between sessions. Thank you Zuggie Tate, Nahomy Ortiz-Garcia, Lindsay Wheeler, and Cheyanne Jeffries!

3. Effective TEAMWORK and OPERATIONS

Work in coalition with Assembly to expand public funding, include securing APRA funding for the creative economy.

County ARPA Media Coverage

[Cleveland.com: Orange council supports request for \\$5M in ARPA funds to help arts and culture sector](#) See for a letter that 20+ elected officials sent to the CE, in support of our request.

[Cuyahoga County announces another \\$30.6 million in ARPA spending](#)

City of Cleveland ARPA Media Coverage

[Crain's Cleveland Business: Personal View: A rescue plan for Cleveland's creative communities](#) (Robin Robinson, Sankofa Fine Arts, arts activist)

[Two cents: Creatives campaign for a slice of Cleveland's Rescue Plan funds \(freshwatercleveland.com\)](#)

[Cleveland Scene: Assembly for the Arts Launches Postcard Campaign Urging Cleveland to Use Portion of ARPA Funds for the Arts](#)
[Cleveland artists lobby for ARPA relief funds with postcard campaign](#)

To bolster the case for public funding to help the creative economy recover from the COVID-19 pandemic, CAC released a report on the 2021 impact to General Operating Support grantees. [Ideastream](#) provided coverage.

With support of our Core Racial Equity Working Group and the Government Alliance for Racial Equity, take actions to become more anti-racist, multicultural organization.

CREW developed its [2022 goals](#) which align with the Continuum on Becoming a Multicultural Organization and CAC's annual work plan.

CAC participated in an organizational equity survey through Philanthropy Ohio. We are using this information to inform our work.

Commit to professional development and self-care for each team member as we continue to manage through the pandemic; celebrate success. Operate in accordance with our team [agreements](#).

- Ohio Department of Education Summer Learning and Afterschool grant panelist (Julia and Heather)
- San Diego Commission for Arts and Culture 2023 grant panelist (Julia)
- Nonprofit leadership speaker on advocacy and ethics, Mandel School CWRU (Jill)
- Data Equity Workgroup of the Funders Collaborative on Covid Relief (Julia)

FINANCIAL UPDATE

2021 Audit

Annual Audit. The Ohio Auditor of State completed and filed CAC's GAAP conversion on March 23. The financial statements are available [here](#). The 2021 audit will begin in April and is typically completed by June 30.

2022 YTD

Revenue. Tax revenue through March was \$2,528,630. This is \$248,471 (9%) below budget and \$278,019 or 9.9% below revenue for the same period in 2021. Interest revenue through March was \$47,721.

Expenditure. The majority of CAC's budget is comprised of grants which were approved in 2021. These grants are accrued at the beginning of the year and recognized on the balance sheet. Non-grant expenditures through March were \$237,644.

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

- STAR Ohio: \$901,630 (yield .36%)
- RedTree Investment Group: \$12,996,151 (target yield 1.02%)

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 control and investment policies. There are three members of the advisory committee, plus one CAC board member. Members are appointed annually. Luis Cartagena has agreed to continue his service for another year. Ed Bell (8 years of service) and Cindy Riehl (11+ years of service) have decided to roll-off the committee. The Board will be asked to consider the appointment of Ken Surratt and Ann McCarthy-Garland to these open positions. Mr. Surratt and Ms. McCarthy-Garland's nominations have the full support of the advisory committee. Both will bring a range of experience in public, private and nonprofits sectors to this position (see bios on following page).

CAC Audit and Finance Committee

Ann McCarthy-Garland is the Head of the Central Credit Products Group at PNC, responsible for PNC's underwriting and credit product portfolio activity for commercial clients. Over her 16-year career with PNC, she has served in roles in Commercial Credit and Underwriting for various business within PNC including Equipment Finance, Vendor Finance, Aviation, Healthcare, Nonprofit and Education, as well as positions in Credit Strategy. Prior to relocating from Detroit to Cleveland in 2006, McCarthy-Garland worked in the Automotive industry in strategy and engineering.

McCarthy-Garland earned her bachelor's degree in Mechanical Engineering from Purdue University and her master's in business administration from the University of Michigan.

She resides in Cleveland with her husband Chris, and their four children. McCarthy-Garland is an active volunteer in her Cleveland community and currently serves on the Board of Trustees for Urban Community School.

Ken Surratt serves as Vice President of Community Investment and Chief Investment Officer for United Way of Greater Cleveland. Surratt's broad experience includes time in local government, as well as the nonprofit and the private sectors. In his current role at United Way, Surratt oversees all the organization's Economic Mobility, Housing Stability and Health Pathways programs under the Community Hub for Basic Needs and the Impact Institute, United Way's 211, and special projects, allocations, and grants management.

Previous roles include having served as the Outreach Manager in the Community Development Department of the Federal Reserve Bank of Cleveland and Deputy Director of Housing and Community Development at Cuyahoga County. While there he served on the Board of the County Land Bank and the Cuyahoga County Planning Commission. Ken previously held two other roles within the county - Acting Deputy Chief of Staff of Operations and Special Assistant to the County Executive.

He served as the first CFO of Breakthrough Schools. Additional roles include Assistant Director of the Center for Research on Education Outcomes (CREDO) at Stanford University, Policy Analyst with San Francisco Unified School District and Manager of School Inspections with KIPP Foundation. Private sector roles in finance and consulting in Cleveland and Washington, D.C. with Arthur Andersen LLP and IBM Consulting.

He holds a B.S. in Commerce from the University of Virginia and an M.B.A. from Duke University.

Surratt was born and raised in Cleveland and now lives in Cleveland Heights, OH with his wife and three children.

Cuyahoga Arts & Culture				
Through 3/31/2022				
	Actual YTD	Budget YTD	\$ Over/Under Budget	% of Budget
Ordinary Revenue/Expenditures				
Revenue				
Excise Tax	\$ 2,528,630	\$ 2,777,101	\$ (248,471)	91.05%
Interest	\$ 47,721	\$ 46,200	\$ 1,521	103.29%
Other revenue			\$ -	
Total Revenue	\$ 2,576,351	\$ 2,823,301	\$ (246,950)	91.25%
Expenditures				
Arts & Cultural Programming				
Salaries, Wages and Benefits	\$ 82,061	\$ 98,890	\$ (16,829)	83.0%
Grant Panel Expenses	\$ -	\$ -	\$ -	
Grant Management Expenses	\$ 14,050	\$ 14,000	\$ 50	100.4%
Awareness Activities	\$ 15,007	\$ 15,400	\$ (393)	
Grants**	\$ 11,840,449	\$ 11,880,452	\$ (40,003)	99.7%
Total A&C Exenditures	\$ 11,951,567	\$ 12,008,742	\$ (57,174)	99.5%
General & Administrative				
Salaries, Wages and Benefits	\$ 72,704	\$ 90,306	\$ (17,601)	80.5%
Facilities, Supplies, Equipment	\$ 17,872	\$ 19,694	\$ (1,821)	90.8%
Professional Fees	\$ 35,949	\$ 43,770	\$ (7,821)	82.1%
Depreciation	\$ -	\$ -	\$ -	
Total G&A Expenditures	\$ 126,526	\$ 153,769	\$ (27,244)	82.3%
Total Expenditures	\$ 12,078,093	\$ 12,162,511	\$ (84,418)	99.3%
Net Ordinary Revenue	\$ (9,501,742)	\$ (9,339,210)	\$ (162,532)	

** Outstanding 2021 and 2022 grant obligations are on the balance sheet.

Non-grant cash disbursements YTD	\$ 237,644	\$ 282,059	\$ (44,415)
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Cuyahoga Arts & Culture
Balance Sheet as of

Mar 31, 22

ASSETS

Current Assets

Checking/Savings

KeyBank \$ 98,279

RedTree (U.S.Bank) \$ 12,996,151

Star Ohio \$ 901,630

Total Checking/Savings \$ 13,996,059

Accounts Receivable

11000 · Accounts Receivable \$ 835,735

Total Accounts Receivable \$ 835,735

Total Current Assets \$ 14,831,794

Fixed Assets

15000 · Furniture and Equipment \$ 870

Total Fixed Assets \$ 870

TOTAL ASSETS

\$ 14,832,664

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

24000 · Payroll Liabilities \$ 4,066

24200 · GOS Grants \$ 5,155,011

24300 · PS and CH Grants \$ 1,293,298

24400 · SFA Grants/Program Contracts \$ 210,000

Total Other Current Liabilities \$ 6,662,375

Total Current Liabilities \$ 6,662,375

Total Liabilities \$ 6,662,375

Equity

32000 · Retained Earnings \$ 17,672,032

Net Income \$ (9,501,742)

Total Equity \$ 8,170,289

TOTAL LIABILITIES & EQUITY

\$ 14,832,664

CIGARETTE TAX RECEIPTS FY 21 VS FY 22 YTD				
	<u>2021</u>	<u>2022</u>		
Month	2021	2022	\$VAR	21-22%VAR
JANUARY	\$ 879,251.89	\$ 1,020,374.75	\$ 141,122.86	16.1%
FEBRUARY	\$ 767,148.61	\$ 672,520.40	\$ (94,628.21)	-12.3%
MARCH	\$ 1,160,248.70	\$ 835,735.13	\$ (324,513.57)	-28.0%
APRIL	\$ 1,110,191.70			
MAY	\$ 887,123.22			
JUNE	\$ 1,919,137.93			
JULY	\$ 249,437.79			
AUGUST	\$ 1,133,490.66			
SEPTEMBER	\$ 856,790.12			
OCTOBER	\$ 1,115,112.10			
NOVEMBER	\$ 865,654.26			
DECEMBER	\$ 1,065,654.97			
TOTALS	\$ 12,009,241.95	\$ 2,528,630.28	\$ (278,018.92)	-9.9%



MEMORANDUM

Date: April 13, 2022
To: CAC Board of Trustees
From: CAC Staff: Heather Johnson-Banks; Julia Murphy; India Pierre-Ingram; Johnnia Stigall
Re: 2023 Project Support and 2023 Cultural Heritage Grant Guidelines

Executive Summary: At its April meeting, staff recommend guidelines for 2023 Project Support and 2023 Cultural Heritage grant programs. These policy documents shape CAC's grantmaking and are the result of months of planning and community feedback.

Board Action 1: Approve grant program guidelines for 2023 Project Support.

Board Action 2: Approve grant program guidelines for 2023 Cultural Heritage

Background

This summer, CAC will accept applications for 2023 Project Support and Cultural Heritage grants. General Operating Support is in the second year of its multi-year cycle and will not be open to new applicants.

Project Support is one of Cuyahoga Arts & Culture's primary grant programs with a goal to promote public access and support the breadth of arts and culture programming in Cuyahoga County. For the 2022 Project Support grant cycle, 169 grant recipients were awarded approximately \$1.2 million.

The goal of the Cultural Heritage grant program is to provide flexible organizational support for qualifying organizations. In 2022, the first cycle of this grant program, 11 grantees were awarded \$215,014.

Community Feedback

Each year CAC solicits and responds to formal and informal feedback from applicants and grant recipients.

- All applicants receive a survey requesting feedback on the application and panel process
- 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 numerous calls and emails from applicants, grant recipients, and those interested in the process but have never applied.

This year CAC partnered with Assembly to seek feedback from the arts community on our guidelines. We once again offered a public comment period on draft guidelines. Comments ranged from appreciation for the opportunity to review the guidelines, support for the multi-year approach and updated funding criteria, and questions specific to the respondent. See the staff report in this packet for further detail.

Recommendations

A chart outlining the recommendations for 2023 Project Support and Cultural Heritage follows this memo. These recommendations are in response to Board discussion and community feedback.

1. Provide more multi-year funding.
 - a. Project Support panel scores will be valid for two years for qualifying projects. Applicants recommended for 2023 funding may not need to apply to receive a second year of funding.
 - b. For Cultural Heritage, current grant recipients do not have to apply for funding in 2023. New applicants will be able to apply. After 2023, Cultural Heritage will operate on a bi-annual application cycle like General Operating Support.
2. Simplify the application process.
 - a. Through the years we have received feedback that the requirements and process for calculating the maximum eligible grant amount for Project Support applicants without a primary mission of arts and culture is cumbersome. We will pull the necessary information from the budgets submitted with final reports for prior CAC grants.
 - b. On the heels of the pandemic, the calculation used to determine the maximum eligible grant amount will increase from 15% to 25% to increase applicant access to funds.
3. Improve the grant review process.
 - a. To better align the terminology in the scoring framework with the numerical score, the good category is renamed as fair for Project Support.
 - b. For Project Support and Cultural Heritage modest updates to the funding criteria were made to simplify and emphasize building a culture of inclusion.

2023 Key Program Dates

April 13	Board reviews and votes on policies in 2023 guidelines
Early May	Complete guidelines and applications are available online
May	Technical assistance to prospective applicants
May 31	Eligibility check deadline
June – August	Technical assistance to eligible applicants
August 4	Application deadline
September	Hold written and virtual-live panels
November 9	Board reviews votes to approve 2023 allocation and grants

Next Steps

Following Board approval, staff will finalize the draft documents and officially launch CAC's 2023 grant opportunities. This timeline ensures time for CAC to support new organizations and offer personalized technical assistance to all applicants.



Strategies to Improve CAC's 2023+ Grantmaking

GOALS

2022:
CURRENT APPROACH

2023:
REVISED APPROACH

WHY:
THE BENEFITS

1. PROVIDE MORE MULTI-YEAR FUNDING

Offer Project Support grantees opportunity for two-year funding commitment

All applicants complete an annual application that is reviewed and scored by panel

Applicants with a score of 75+ may NOT need to reapply to receive a second year of funding (2024)

Eligibility verification required, like General Operating Support

Continue to offer PS application every year to welcome new applicants

Make Cultural Heritage grants a two-year commitment

All applicants complete an annual application that is reviewed and scored by panel

Current grantees will not need to apply for 2023 to receive funding. The grant program is open to new applicants

Future cycles (2024+) will align with General Operating Support. Applicants need only apply every other year for a two-year funding cycle

- Provides more stability for grantees
- Multi-year funding is best practice, more equitable
- Grantees can plan better, focus on mission/residents
- Grant amounts could be recalculated each year, allowing CAC to make grants within budget

2. SIMPLIFY THE APPLICATION PROCESS

Simplify how Project Support maximum eligible request amounts are determined (for applicants without a primary arts & culture mission)

Submit a prior year's arts and culture public programming expenses in 990, audit, or final report

CAC will use previously submitted and approved final report expenses

CAC will use the largest of the two most recently completed final grant reports to determine maximum request amount

Increase the number of PS applicants who will be eligible for larger grants

Maximum eligible request amount is 15% of expenses, up to \$20,000; arts & culture primary mission uses revenue.

Maximum eligible request amount is 25% of expenses, up to \$20,000

- Affords applicants more time to complete application
- Saves significant time; improves clarity and consistency of decision-making process; and reduces paperwork for applicants
- Many, including applicants with a primary mission of arts & culture, will be eligible for larger grants

3. IMPROVE THE GRANT REVIEW PROCESS

Clarify panelist scoring language for Project Support

Applications are scored as: weak, good, or strong

Rename good to fair. Applications will be scored as: weak, fair, or strong

Clarify funding criteria and application questions

See 2022 funding criteria in PS22 and CH22 guidelines

Simplify and emphasize building a culture of inclusion

- Better aligns numerical score with funding terminology; clarifies for panel listeners when an application will or will not be recommended for funding
- Applicants can better demonstrate the funding criteria; panelists can better review applications



2023

PROJECT SUPPORT

Guidelines and Application Instructions

ELIGIBILITY CHECK DUE: **TUESDAY, MAY 31, 2022 BY 4:30PM ET**

APPLICATION DUE: **THURSDAY, AUGUST 4, 2022 BY 4:30PM ET**

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GREETINGS!

Thank you for your interest in the 2023 Project Support (PS) Grant Program. 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 local public 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.

\$218 MILLION+ INVESTED

Since 2007, CAC has invested more than \$218 million in 445 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 GRANT PROGRAMMING INCLUDES:

PROJECT SUPPORT	GENERAL OPERATING SUPPORT*	CULTURAL HERITAGE
Annual grants of up to \$20,000 for arts and culture projects.	Multi-year core support grants to qualifying organizations with a primary mission of art and culture in Cuyahoga County.	Flexible support grants of up to \$30,000 for qualifying cultural heritage organizations with a primary mission of arts and culture.

* Not accepting applications for 2023: next cycle will be 2024-25

This document contains the guidelines for 2023 Project Support Grant Program. Organizations may only submit one application per cycle. To learn more about the differences between CAC's grant programs, refer to the [2023 Grant Programs 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, review the [library of tools](#) available for applicants, and [sign up](#) to receive email updates.



2023 PROJECT SUPPORT GRANT PROGRAM

Eligibility Check Due	May 31, 2022 at 4:30PM
Application Due	August 4, 2022 at 4:30PM
Public Panel Review.....	Week of September 19, 2022
Board Approves Grants	November 9, 2022 at 4PM
Grant Agreements Sent and Signed	November and December 2022
2023 Grant Recipient Workshops	January and February 2023

PROGRAM OVERVIEW

The purpose of Cuyahoga Arts & Culture’s Project Support (PS) grant program 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 annually through a transparent panel review process. CAC will offer Project Support funding in 2023 for projects occurring in the January 1 – December 31, 2023 grant period.



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.”

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. Among others, these communities include Latino/a/x, Asian and Asian American, Arab, Native American, Pacific Islander, Middle Eastern, North African; as well as lesbian, gay, bisexual, queer, transgender, and gender variant people; people with disabilities; and women.

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 our definition above.

Funding for projects occurring between January 1 – December 31, 2023.

[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.

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 Programs [Workshop and Q&A Session](#)**
- 3 **Submit an Eligibility Check (May 31, 2022)**

Required documents include:

 - 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 (August 4, 2022)**

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 19, 2022)**
- 7 **Panel scores and grant amounts approved at the CAC Board of Trustees meeting (November 9, 2022)**

ELIGIBILITY



WHO IS ELIGIBLE TO APPLY

To be eligible for the 2023 Project Support grant program, 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 May 31, 2022 (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 May 31, 2022

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 to the 2023 Project Support grant program (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

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.

GRANT AMOUNTS

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

THE MAXIMUM GRANT AMOUNT WITHIN PROJECT SUPPORT IS \$20,000.

APPLICANTS WITH A PRIMARY MISSION OF ARTS & CULTURE

Grant amounts for applicants with a primary mission of arts & culture, as determined by CAC, 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.

FOLLOWING THE PANEL REVIEW PROCESS, final grant amounts will be determined based on a combination of the organization's arts and culture budget, their project budget, and their panel score.

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.

FUNDING CRITERIA

THE FUNDING CRITERIA ARE THE PRINCIPLES THAT ANCHOR THE PROJECT SUPPORT APPLICATION: PUBLIC BENEFIT, ARTISTIC AND CULTURAL VIBRANCY, AND ORGANIZATIONAL CAPACITY.

Why Funding Criteria Matter

As a public funder, the centering of residents and community vibrancy is central to our work. These criteria are meant to ensure grant recipients foster a sense of belonging for all residents through their publicly funded activities. Our application is designed for applicants to demonstrate how their work aligns with these priorities. Your organization’s commitment to these funding criteria should thread through your entire application. By demonstrating this commitment, organizations of any size and discipline can be successful in the panel process.

The list below each criterion helps demonstrate the funding criterion. Applicants may demonstrate the criteria by meaningfully addressing their progress toward each bullet.

NOTE: Learning and evaluation of current internal processes can be included as a meaningful demonstration of progress.

<p>PUBLIC BENEFIT</p> <p>An organization’s ability to meaningfully and authentically engage its community through its project.</p>	<p>ARTISTIC AND CULTURAL VIBRANCY</p> <p>An organization’s ability to create a quality project that inspires and challenges its community.</p>	<p>ORGANIZATIONAL CAPACITY</p> <p>An organization’s ability to successfully plan for and manage its project.</p>
<p>Demonstrate that the organization shares power, understands, respects, engages with, and responds to its community</p>	<p>Develop a project based on principles of mutuality, co-creation, authenticity and collaboration with its community</p>	<p>Equitably recruit, retain, and provide employment opportunities and board or volunteer engagement in order to engage a diverse team that is qualified to complete the project</p>
<p>Use articulated and demonstrated knowledge of its community to drive its work</p>	<p>Use equitable principles to engage a diverse team of arts and cultural professionals qualified to carry out the project and to serve a diverse community and audience</p>	<p>Evaluate internal, organizational processes and structures to ensure a culture of belonging where everyone can thrive in their role, identifying efforts that address diversity, equity, and inclusion</p>
<p>Build and strengthen meaningful relationships with its community, residents, and audiences, including through efforts to be inclusive and to engage diverse populations</p>	<p>Build the capacity of arts and culture professionals and prepare them for rewarding careers locally and beyond, including through efforts that address diversity, equity, and inclusion</p>	<p>Plan as a team to implement the project, set and achieve goals, measure progress and evolve</p>
<p>Be accessible and inviting to its community and the public</p>	<p>Incorporate a process of reflection that ensures fresh programming</p>	<p>Set a realistic and appropriate budget with a clear plan to reach the match requirement</p>

APPLICATION & 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. The CAC staff make every effort to ensure that the panel is diverse in all respects. All panelists receive an honorarium for their service.

CAC staff members provide 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 staff review applications for completeness but do not score or provide opinions. Staff 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.

APPLICATION & REVIEW PROCESS

PRE-APPLICATION

Get Connected with CAC

Sign up for CAC's [email list](#) 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 Programs 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 perspective applicants to attend our [workshop and Q&A sessions](#).

KEY
DATE

ELIGIBILITY CHECK - DUE TUESDAY, MAY 31, 2022 BY 4:30PM ET



Submit an 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 DOCUMENTS INCLUDE:

- 990, 990-N or 990-EZ
- Articles of Incorporation
- Secretary of State Certificate
- For New Applicants: Evidence of public arts or cultural programming that you produced within the previous two years prior to May 31, 2022

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 organizations eligible to apply.

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

APPLICATION & REVIEW PROCESS

APPLICATION

Attend Application Workshop and Q&A Sessions

Organizations who are deemed eligible will be notified of times and dates for the Application Workshop and Q&A Sessions. We strongly encourage and invite all eligible applicants to attend our workshop and Q&A sessions. You can also access registration information [here](#).

KEY
DATE

APPLICATION DUE - THURSDAY, AUGUST 4, 2022 BY 4:30PM ET



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
- [Support Materials*](#)
- Statement of Assurances

THE FULL SET OF APPLICATION QUESTIONS AND AN EXPLANATION OF EACH REQUIRED ITEM CAN BE VIEWED [HERE](#).

Be sure to leave ample time should you have any unforeseen technology issues. Late or incomplete applications will NOT be accepted. After 4:30PM ET, the online system will no longer accept applications.

*SMU|DataArts Cultural Data Profile

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](#).

APPLICATION & REVIEW PROCESS

POST APPLICATION



Public Panel Review

The public panel review will take place during September for organizations who are request up to \$5,000. For organizations that request more than \$5,000, the panel review will take place the week of September 19th. CAC staff will notify all applicants of the panel review meeting dates, times, and will post all details on the [CAC website](#) in advance.

If an applicant receives a score over 75, they will be recommended for funding in 2024 also. Applicants eligible to seek funding through this process for 2024 will need to complete an eligibility and verification process.

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.

KEY
DATES

PUBLIC PANEL REVIEW - WEEK OF SEPTEMBER 19, 2022
BOARD MEETING - WEDNESDAY, NOVEMBER 9, 2022, 4 PM ET

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 the Project Support grant program; 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.

PANEL SCORING FRAMEWORK AND DESCRIPTIONS



PANELISTS WILL USE THE FOLLOWING SCORING FRAMEWORK AND DESCRIPTIONS TO ASSESS EACH APPLICATION:

PUBLIC BENEFIT (45 points):

Weak: 1 – 25
Fair: 26 – 38
Strong: 39 – 45

ARTISTIC AND CULTURAL VIBRANCY (35 points):

Weak: 1 – 15
Fair: 16 – 28
Strong: 29 – 35

ORGANIZATIONAL CAPACITY (20 points):

Weak: 1 – 10
Fair: 11 – 16
Strong: 17 – 20

Strong: The applicant has provided overwhelming evidence throughout the application that demonstrates this funding criterion is fully met. Responses are clear and directly address this funding criterion. The support materials are clear, highly relevant and lead to a deeper understanding of how the criterion is met.

Fair: The applicant has provided sufficient evidence throughout the application that demonstrates this funding criterion is met. Responses are generally clear, but do not consistently address this funding criterion. The support materials are relevant but provide only some understanding of how the criterion is met.

Weak: The applicant has provided insufficient evidence throughout the application that demonstrates this funding criterion is met. Responses are unclear and/or do not address this funding criterion. The support materials may not be relevant and may not provide additional understanding of how the criterion is met.

GRANT RECIPIENT REQUIREMENTS

GRANT PERIOD: ALL FUNDED ACTIVITIES AND GRANT EXPENDITURES MUST OCCUR DURING THE GRANT PERIOD, JANUARY 1 - DECEMBER 31, 2023.



Grant Agreement and Compliance:

If your application is recommended and approved for funding following the November Board meeting, CAC will prepare grant agreement. CAC staff 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.

CAC grants are reimbursement grants and paid during the grant period pending grant agreement compliance. All funded activities and expenditure of grant dollars must occur during the respective grant year.

Funding Restrictions:

Project Support funds cannot be requested for: operating support; fund-raising events; religious ceremonies or events advancing or inhibiting a particular religious ideology; or advocacy of specific political causes or candidates.

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
- 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
- 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 program requires 1:1 match required. 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](#). The matching funds may come from any source. 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.

GRANT RECIPIENT REQUIREMENTS



Events Calendar and Credit Requirements:

Funding from CAC comes from a tax approved by residents of Cuyahoga County. 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 recipients are required to post events (and encouraged to post jobs) to CAC's online events calendar, [ClevelandArtsEvents.com](https://www.clevelandartsevents.com). The [Events Calendar and Credit Requirements](#) document outlines how to partner with CAC. 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 2023 Project Support grant must submit a final report online within 45 days of the completion of the project. In addition to a final report, CAC staff 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.

LINKS TO ADDITIONAL INFORMATION



CAC'S ONLINE
APPLICATION + REPORTING
SYSTEM



PROJECT SUPPORT
ELIGIBILITY CHECK AND
APPLICATION QUESTIONS



TOOLS FOR APPLICANTS



CAC GRANT TEAM



GRANT PROGRAMS
WORKSHOPS AND Q&A
SESSIONS



SUPPORT MATERIALS



SMU | DATAARTS GUIDE
(CULTURAL DATA PROFILE)



2023 GRANT
PROGRAMS GUIDE



OHIO REVISED CODE,
CHAPTER 3381



GLOSSARY



CALENDAR AND CREDIT
REQUIREMENT DETAILS



CACGRANTS.ORG



ONLINE APPLICATION
REPORTING SYSTEM GUIDE



CAC FUNDING CRITERIA



cuyahoga
arts & culture
strengthening community



2023

CULTURAL HERITAGE

Guidelines and Application Instructions

ELIGIBILITY CHECK DUE: **TUESDAY, MAY 31, 2022 BY 4:30PM ET**

APPLICATION DUE: **THURSDAY, AUGUST 4, 2022 BY 4:30PM ET**

TABLE OF CONTENTS

1	Greetings!
2	Program Overview
3	Application Overview
4	Eligibility
5	Funding Criteria
6-9	Application & Review Process
10	Panel Scoring Framework and Descriptions
11-12	Grant Recipient Requirements
13	Links to Additional Information

GREETINGS!

Thank you for your interest in the 2023 Cultural Heritage Grant Program. 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 local public 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.

\$218 MILLION+ INVESTED

Since 2007, CAC has invested more than \$218 million in 445 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 GRANT PROGRAMMING INCLUDES:

PROJECT SUPPORT	GENERAL OPERATING SUPPORT*	CULTURAL HERITAGE
Annual grants of up to \$20,000 for arts and culture projects.	Multi-year core support grants to qualifying organizations with a primary mission of art and culture in Cuyahoga County.	Flexible support grants of up to \$30,000 for qualifying cultural heritage organizations with a primary mission of arts and culture.

* Not accepting applications for 2023: next cycle will be 2024-25

This document contains the guidelines for the 2023 Cultural Heritage Grant program. Organizations may only submit one application per cycle. To learn more about the differences between CAC's grant programs, refer to the [2023 Grant Programs 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, review the [library of tools](#) available for applicants, and [sign up](#) to receive email updates.



2023 CULTURAL HERITAGE GRANT PROGRAM

Eligibility Check Due	May 31, 2022 at 4:30PM
Application Due	August 4, 2022 at 4:30PM
Public Panel Review.....	Week of September 19, 2022
Board Approves Grants	November 9, 2022 at 4PM
Grant Agreements Sent and Signed	November and December 2022
2023 Grant Recipient Workshops	January and February 2023

PROGRAM OVERVIEW

The purpose of Cuyahoga Arts & Culture’s Cultural Heritage (CH) grant program 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 up to \$500,000. Grant applications are reviewed through a transparent panel review process. CAC is accepting applications for 2023 Cultural Heritage grants. All current CH grant recipients are required to submit an Eligibility Check. However, current CH grant recipients will not need to complete application and panel review to be recommended for 2023 funding. Contact your [program manager](#) to learn more.

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.”



Westlake Chinese Culture Association – Photo by Qi Zhang

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.

CULTURAL HERITAGE 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, among others.

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. 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.

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 Programs [Workshop and Q&A Session](#)**
- 3 **Submit an Eligibility Check (May 31, 2022)**

Required documents include:

 - Most recently completed 990 or 990-EZ
 - Articles of Incorporation
 - Secretary of State Certificate of good standing
 - Verification of authentic representation of the culturally-specific population served

APPLICATION

- 4 **Attend Application [Workshop and Q&A Sessions](#)**
- 5 **Complete and Submit Online Application (August 4, 2022)**

Be prepared with the following information:

 - Organizational Overview
 - Funding Criteria Narratives
 - Institutional Goals
 - Additional Narratives
 - [SMU|Data Arts Cultural Data Profile Funders Report](#)
 - [Support Materials](#)
 - Statement of Assurances

POST APPLICATION

- 6 **Public Panel Review (Week of September 19, 2022)**
- 7 **Panel scores and grant amounts approved at the CAC Board of Trustees meeting (November 9, 2022)**

ELIGIBILITY

WHO IS ELIGIBLE TO APPLY

To be eligible for the CH grant program, 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 May 31, 2022. 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

Applying organizations must be **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 **990/990-EZ** for 2021.

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

Have an annual **organizational budget** (expenses) up to \$500,000 as determined by the organization's IRS Form 990/990-EZ

WHO IS INELIGIBLE TO APPLY

The following types of organizations are ineligible to apply to the CH program (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 have not received CAC funding in the past
- Organizations that are the primary responsibility of a government agency
- National or state service organizations 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 program in the same grant cycle

FUNDING CRITERIA

THE FUNDING CRITERIA ARE THE PRINCIPLES THAT ANCHOR THE PROJECT SUPPORT APPLICATION: PUBLIC BENEFIT, ARTISTIC AND CULTURAL VIBRANCY, AND ORGANIZATIONAL CAPACITY.

Why Funding Criteria Matter

As a public funder, the centering of residents and community vibrancy is central to our work. These criteria are meant to ensure grant recipients foster a sense of belonging for all residents through their publicly funded activities. Our application is designed for applicants to demonstrate how their work aligns with these priorities. Your organization’s commitment to these funding criteria should thread through your entire application. By demonstrating this commitment, organizations of any size and discipline can be successful in the panel process.

The list below each criterion helps demonstrate the funding criterion. Applicants may demonstrate the criteria by meaningfully addressing their progress toward each bullet.

NOTE: Learning and evaluation of current internal processes can be included as a meaningful demonstration of progress.

<p>PUBLIC BENEFIT</p> <p>An organization’s ability to meaningfully and authentically engage its community to achieve its mission.</p>	<p>ARTISTIC AND CULTURAL VIBRANCY</p> <p>An organization’s ability to create quality mission-driven work that inspires and challenges its community.</p>	<p>ORGANIZATIONAL CAPACITY</p> <p>An organization’s ability to successfully manage resources to their best use now and for years to come.</p>
<p>Demonstrate that the organization share power with, understands, respects, engages, and responds to its community</p>	<p>Develop partnerships based on principles of mutuality, co-creation, authenticity, and collaboration</p>	<p>Equitably recruit, retain, and provide employment opportunities and board or volunteer engagement in order to engage a diverse team that is qualified to carry out the mission</p>
<p>Use articulated and demonstrated knowledge of its community to drive its work</p>	<p>Use equitable principles to engage a diverse team of arts and cultural professionals qualified to carry out the organization’s culturally specific work and to serve a diverse community and audience</p>	<p>Evaluate internal organizational processes and structures to ensure a culture of belonging where everyone can thrive in their role, identifying efforts for addressing diversity, equity, and inclusion</p>
<p>Build and strengthen meaningful relationships with its community, residents, and audiences, including through efforts to be inclusive and to engage diverse populations</p>	<p>Build the capacity of art and culture professionals and prepare them for rewarding careers locally and beyond, including through efforts to address diversity, equity, and inclusion</p>	<p>Plan as a team to set goals, measure progress and evolve</p>
<p>Be accessible and inviting to its community and the public</p>	<p>Incorporate a process of reflection that ensures fresh programming</p>	<p>Plan strategically to achieve a stronger financial position</p>

APPLICATION & 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. The CAC staff make every effort to ensure that the panel is diverse in all respects. All panelists receive an honorarium for their service.

CAC staff members provide 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 staff review applications for completeness but do not score or provide opinions. Staff 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.

APPLICATION & REVIEW PROCESS

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 Programs 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 perspective applicants to attend our [workshop and Q&A sessions](#).

KEY
DATE

ELIGIBILITY CHECK - DUE TUESDAY, MAY 31, 2022 BY 4:30PM ET



Submit the Eligibility Check

All CH applicants 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 DOCUMENTS INCLUDE:

- Most recently completed 990 or 990-EZ
- Articles of Incorporation
- Secretary of State certificate of good standing
- Verification of authentic representation of the culturally-specific population served

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

APPLICATION & REVIEW PROCESS

APPLICATION

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](#).

KEY
DATE

APPLICATION DUE - THURSDAY, AUGUST 4, 2022 BY 4:30PM ET



BE PREPARED WITH THE FOLLOWING INFORMATION:

- Organizational Overview
- Funding Criteria Narratives
- Institutional Goals
- Additional Narratives
- [SMU|Data Arts Cultural Data Profile*](#)
- [Support Materials](#)
- Statement of Assurances

THE FULL SET OF APPLICATION QUESTIONS AND AN EXPLANATION OF EACH REQUIRED ITEM CAN BE VIEWED [HERE](#).

Be sure to leave ample time should you have any unforeseen technology issues. Late or incomplete applications will not be accepted. After 4:30 pm ET, the online system will no longer accept applications.

SMU|DataArts Cultural Data Profile

Applicant organizations 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.

*NOTE: 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](#).

APPLICATION & REVIEW PROCESS

POST APPLICATION



Public Panel Review Meeting

The Public Panel Review will take place virtually the week of September 19, 2022. CAC staff will notify all applicants of the panel review meeting times and will post all details on the [CAC website](#) in advance.

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.

KEY
DATES

PUBLIC PANEL REVIEW - WEEK OF SEPTEMBER 19, 2022
BOARD MEETING - WEDNESDAY, NOVEMBER 9, 2022, 4 PM ET

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 (expenses) for each organization, as determined by their 990;
- Grant amounts will range from \$5,000 to \$30,000.

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

PANEL SCORING FRAMEWORK AND DESCRIPTIONS

PANELISTS WILL USE THE FOLLOWING SCORING FRAMEWORK AND DESCRIPTIONS TO ASSESS EACH APPLICATION:

PUBLIC BENEFIT
(45 points):

Weak: 1 - 23
Fair: 24 - 33
Good: 34 - 38
Strong: 39 - 42
Exceptional: 43 - 45

ARTISTIC AND CULTURAL VIBRANCY
(35 points):

Weak: 1 - 18
Fair: 19 - 25
Good: 26 - 29
Strong: 30 - 32
Exceptional: 33 - 35

ORGANIZATIONAL CAPACITY
(20 points):

Weak: 1 - 10
Fair: 11 - 14
Good: 15 - 16
Strong: 17 - 18
Exceptional: 19 - 20

SCORING DESCRIPTIONS

Exceptional: The applicant has provided overwhelming evidence throughout the application that demonstrates this funding criterion is fully met. Responses are clear and directly address this funding criterion. The support materials are clear, highly relevant and lead to a deeper understanding of how the criterion is met.

Strong: The applicant has provided clear evidence throughout the application that demonstrates this funding criterion is met. Responses are clear and address this funding criterion. The support materials are clear, highly relevant and lead to a deeper understanding of how the criterion is met.

Good: The applicant has provided sufficient evidence throughout the application that demonstrates this funding criterion is met. Responses are generally clear but do not consistently address this funding criterion. The support materials are relevant but provide only some understanding of how the criterion is met.

Fair: The applicant has provided limited evidence throughout the application that demonstrates this funding criterion is met. Responses may not be clear and may not address this funding criterion. The support materials may not be relevant and may not provide additional understanding of how the criterion is met.

Weak: The applicant has provided insufficient evidence throughout the application that demonstrates this funding criterion is met. Responses are unclear and/or do not address this funding criterion. The support materials may not be relevant and may not provide additional understanding of how the criterion is met.

YOUR ORGANIZATION'S SCORE

During the panel review meeting, panelists will score each application on a point scale from 1 to 100 based on the Funding Criteria.

The panelists' scores will be averaged for each application to determine the panel score.

Any applicant receiving an averaged panel score of 75.00 or higher will be recommended for a CH grant; scores are not rounded.

Any applicant receiving a panel score lower than 75.00 will not be recommended for a grant.

CAC staff will notify all applicants whether they will be recommended for funding via email within two weeks of the conclusion of the panel review meeting.

GRANT RECIPIENT REQUIREMENTS

GRANT PERIOD: ALL FUNDED ACTIVITIES AND GRANT EXPENDITURES MUST OCCUR DURING THE GRANT PERIOD, JANUARY 1 - DECEMBER 31, 2023.



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

If your application is recommended and approved for funding following the November Board meeting, CAC will prepare the grant agreement. CAC staff 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.

CAC grants are reimbursement grants and paid during the grant period pending grant agreement compliance. 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 program requires a 1:1 cash match. This means that CAC will provide no more than half of the organization's total expenses.

The matching funds may come from any source. 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.

GRANT RECIPIENT REQUIREMENTS



Events Calendar and Credit Requirements:

Grant Recipient shall submit events through CAC's online event system 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 2023 CH grant recipients will submit goals for the year and report on them at 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.

LINKS TO ADDITIONAL INFORMATION



CAC'S ONLINE
APPLICATION + REPORTING
SYSTEM



CULTURAL HERITAGE
ELIGIBILITY CHECK AND
APPLICATION QUESTIONS



TOOLS FOR APPLICANTS



CAC GRANT TEAM



GRANT PROGRAMS
WORKSHOPS AND Q&A
SESSIONS



SUPPORT MATERIALS



SMU | DATAARTS GUIDE
(CULTURAL DATA PROFILE)



2023 GRANT
PROGRAMS GUIDE



OHIO REVISED CODE,
CHAPTER 3381



GLOSSARY



CALENDAR AND CREDIT
REQUIREMENT DETAILS



CACGRANTS.ORG



ONLINE APPLICATION
REPORTING SYSTEM GUIDE



CAC FUNDING CRITERIA



cuyahoga
arts & culture
strengthening community