

Optional: Report Out- Project Support 2024

Organizations with Project Support grants of \$5,000 or less are eligible to participate in a Virtual Report-Out **in lieu of submitting a full written report**. If you are interested in participating in the virtual report-out option, you must select a report out date that is within a month of your project completion. If a date does not exist within a month of your project completion please contact [your grant manager](#).

- **The Report Out Form is due no later than 30 days after your project is complete.**
- Your report and all support materials must be completed online and submitted electronically.
- The primary account holder will be sent a confirmation email indicating that Cuyahoga Arts & Culture has received your report.
- Upon attending the Report Out Session and completion of your Report Out Form, the remaining grant funds will be released. All CAC payments will be made via ACH direct deposit to an organizational bank account. If you haven't registered for direct deposit already, please complete the [direct deposit agreement form](#).

All grantees will begin with the "Final Report Start Here" stage in the [online application and reporting system](#) please answer the questions accordingly to access and submit your final report. Need help with the online system? Please read our [Guide to Online Reporting](#).

Organizational and Project Information

Organization Name: **Your Organization Name will be pulled directly from your application.**

Grant Amount: **Your Grant Amount will be auto populated.**

Has your primary contact information changed? (yes/no)

Has your mailing address changed? (yes/no)

Project Title: **Note your Project Title will be pulled directly from your application.**

Project Summary: **Note your Project Summary will be pulled directly from your application.**

Project End Date: **Note your Project End Date will be pulled directly from your application.**

Reporting Session: (March 27/ June 26/ September 25/ December 17/ 1:1 Grant Manager)

Did you post your project on ClevelandArtsEvents.com? (yes/no)

If not, please explain.

Documentation of Project: Upload or link to at least one material that “brings your project to life”. Examples include photos, videos, recordings, reviews, brochures, programs, season schedules, literary publications, other promotional materials, etc.

Documentation Links (Optional)

STATEMENT OF ASSURANCES

This section certifies that you are authorized to submit the final report on behalf of the organization. All information in the report is true and correct to the best of your knowledge.

QUESTIONS?

Feel free to contact [your grant manager](#).