Annual Meeting of the
Cuyahoga Arts & Culture Board of Trustees
Virtual Meeting*
Wednesday, April 14, 2021, 4:00 pm

1. **Call to order**
   a. Call to order
   b. Call the roll
   c. Motion to approve Feb 10, 2021 minutes
   d. 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 2022-2023 General Operating Support guidelines
   b. **Action:** Approval of 2022 Project Support guidelines
   c. **Action:** Approval of 2022 Cultural Heritage guidelines

5. **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 Arts Alliance

6. **Adjourn**

Next Meeting: Wednesday, June 9, 2020 at 4:00 pm

*Note: In accordance with <u>Ohio General Assembly House Bill 404</u>, public meetings of Cuyahoga Arts & Culture's Board of Trustees will 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 <u>cacgrants.org</u>.

cuyahoga
arts & culture
strengthening community

Minutes of the Regular Meeting of the Board of Trustees
Wednesday, February 10, 2021

A regular meeting of the Cuyahoga Arts & Culture (CAC) Board of Trustees was called to order at 4:04 p.m. as a Virtual Event in accordance with Ohio General Assembly House Bill 404.

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

Also in attendance were: CAC staff: Jill Paulsen, executive director; Luis Gomez; Meg Harris; Cheyanne Jeffries; Heather Johnson-Banks; Julia Murphy; and Jake Sinatra.

1. **APPROVAL OF MINUTES**

Motion by Trustee Hanson, seconded by Trustee Scott Taylor, to approve the minutes from the December 10, 2020 Board meeting. Discussion: None. Vote: all ayes. 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.

Trustee Sherman asked Ms. Paulsen to provide a brief overview of the potential changes to CAC's grant programs, which will be presented to the board at its April meeting. Ms. Paulsen provided an overview of changes as outlined in the meeting materials. Trustee Sherman also asked about the opportunity for grant recipients to provide feedback on the proposed changes. Ms. Paulsen and Mr. Gomez confirmed the process and timeline and that staff would be reaching out to grantees for feedback in March.

Trustee Hanson inquired if CAC anticipates tax revenue to increase in 2021. Ms. Paulsen responded that though revenue increased slightly in the 2020 calendar year, the increase was modest and that when tracked by levy cycle, there was a decrease in revenue in 2020. Ms. Harris added that recent articles reference an increase in smoking, however we cannot predict if this will continue and that groups should still plan for a decrease in their grant in 2021.

4. **BOARD ACTION - Grantmaking**

Approval of 2020 Additional CARES Grants

Ms. Johnson-Banks presented grants totaling $336,350 in additional Coronavirus Aid, Relief, and Economic Security (CARES) Act funds to 56 CAC grantees. The funds were distributed in December 2020.

The following actions were taken:

Motion by Trustee Scott Taylor, seconded by Trustee Hanson, to approve the CARES dollars to:

Organization	Grant
Cleveland Museum of Art	$ 25,000.00
DANCECleveland	$ 3,500.00

Discussion: None. Vote – Ayes: Hanson, McGowan, Mendez, Scott Taylor. Nays: None. Abstain: Sherman. The motion carried.

Motion by Trustee Scott Taylor, seconded by Trustee Mendez, to approve the CARES dollars to:

Organization	Grant
The Cleveland Orchestra	$ 25,000.00

Discussion: None. Vote – Ayes: McGowan, Mendez, Scott Taylor, Sherman. Nays: None. Abstain: Hanson. The motion carried.

Motion by Trustee Hanson, seconded by Trustee Scott Taylor, to approve the CARES dollars as listed (below).

Organization	Grant
Apollo's Fire Baroque Orchestra	$ 5,750.00
Art House	$ 1,850.00
Arts Cleveland	$ 3,700.00
Beck Center for the Arts	$ 6,650.00
Broadway School of Music and the Arts	$ 1,900.00
Center for Arts-Inspired Learning	$ 5,450.00
Chagrin Valley Little Theater	$ 1,500.00
Children's Museum of Cleveland	$ 4,450.00
Cleveland Botanical Garden	$ 8,800.00
Cleveland International Film Festival	$ 7,450.00
Cleveland Jazz Orchestra	$ 2,350.00
Cleveland Museum of Natural History	$ 16,400.00
Cleveland Play House	$ 12,150.00
Cleveland POPS Orchestra	$ 4,150.00
Cleveland Public Theatre	$ 5,800.00
Contemporary Youth Orchestra	$ 2,500.00
Dancing Wheels	$ 2,850.00
Dobama Theatre	$ 3,350.00

Dunham Tavern Museum	$	1,950.00
Ensemble Theatre	$	1,500.00
Great Lakes Science Center	$	10,350.00
Great Lakes Theater	$	8,400.00
GroundWorks DanceTheater	$	3,200.00
Heights Arts	$	2,250.00
ICA - Art Conservation	$	4,800.00
Ingenuity	$	2,900.00
Inlet Dance Theatre	$	2,200.00
Karamu House	$	5,200.00
Lake Erie Ink	$	2,100.00
Lake Erie Nature & Science Center	$	4,700.00
LAND studio	$	7,600.00
Maltz Museum of Jewish Heritage	$	6,850.00
Morgan Art of Papermaking Conservatory and Educational Foundation	$	2,200.00
Museum of Contemporary Art Cleveland	$	7,050.00
Nature Center at Shaker Lakes	$	4,600.00
Near West Theatre	$	4,000.00
Northcoast Men's Chorus	$	2,250.00
Piano Cleveland	$	3,800.00
Playhouse Square	$	25,000.00
Progressive Arts Alliance	$	3,500.00
Rainey Institute	$	4,800.00
Rock and Roll Hall of Fame and Museum	$	25,000.00
Roots of American Music	$	1,950.00
SPACES	$	2,750.00
The Cleveland Opera	$	1,700.00
The Music Settlement	$	8,350.00
The Musical Theater Project	$	3,200.00
The Singing Angels	$	2,450.00
Ukrainian Museum-Archives	$	1,550.00
Valley Art Center	$	2,700.00
Verb Ballets	$	3,050.00
Western Reserve Historical Society	$	9,450.00
Zygote Press	$	2,450.00

Discussion: None. Vote All Ayes. Motion carried.

Trustee Sherman thanked the County Executive for the funding and thanked the staff for their work to distribute the funds expeditiously. Ms. Johnson-Banks thanked the grantees for their responsiveness so that funds could be distributed before the December 30 deadline.

5. FINANCE REPORT

Ms. Harris' report can be found here.

Mr. Hanson inquired about the footnote that states outstanding 2020 grant obligations are on the balance sheet. Ms. Harris explained that grants funds are recognized on the balance sheet in January and that this is the recommended practice by the Auditor of State. Mr. Hanson also inquired about the category titled non-grant cash disbursements. Ms. Harris answered that this represents the costs CAC incurs to do its business, like overhead.

6. BOARD ACTION – Finance and General Business

Contracts and Policies

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

Motion by Trustee Mendez, seconded by Trustee Hanson, to approve a contract with Capitol Partners in the amount of $30,000 for January 1 – June 30, 2021. Vote – Ayes: Hanson, Mendez, Sherman, Scott Taylor, McGowan. Nays: None. The motion carried.

Policies

Extension of Families First Coronavirus Response Act. Ms. Harris provided an overview of the extension of the FFCRA policy adopted by CAC in 2020 through March 31, 2021.

Ms. Scott Taylor asked if the funds which provide two weeks of paid time off for employees should they contract COVID-19 come from CAC. Ms. Harris responded in the affirmative and noted that CAC employees receive three sick days so the extension of the policy is beneficial to employees.

Motion by Trustee Scott Taylor, seconded by Trustee Mendez, to approve the extension of the policy as presented to the Board. Discussion: None. Vote: all ayes. The motion carried.

Strategic Alliance Update

Trustee Sherman shared that she is enthusiastic about the alliance and the potential it has for our community.

Trustee Mendez said the work she has been a part of on the organizational development committee has been foundational and that the alliance is making progress.

Ms. Paulsen added that there is an active search for the new director of the alliance organization and that CAC will work alongside the new organization as a founding partner and will retain its role as a grantmaker to nonprofits.

Trustee Scott Taylor inquired about the composition of the new alliance board and how CAC Trustee participation in the board will be determined. Trustee Sherman stated that two of CAC's Trustee leadership would serve on the Board of the new alliance so that leadership would change as CAC Trustees change. Trustee Mendez added that the process for building the new Board has been transparent and that the diverse committee has had the opportunity to submit board candidates for consideration.

Ms. Paulsen thanked the staff of Arts Cleveland for their work and noted that this is about celebrating Arts Cleveland as it winds down to launch the new alliance.

7. **ADJOURNMENT**

Motion by Trustee Hanson, seconded by Trustee Mendez, to adjourn the meeting. Discussion: None. Vote: all ayes. The motion carried. The meeting was adjourned at 4:55 pm.

The next meeting will be held at 4:00 pm on Wednesday, April 14, 2021 as a Virtual Event.

_____
Charna Sherman, President, Board of Trustees

Attest:

_____
Michele Scott Taylor, Secretary, Board of Trustees

Executive Director's Report

Annual Meeting of the Board of Trustees: April 14, 2021

Welcome to our 2021 annual meeting. I look forward to "gathering" again online, continuing the work of our agency and service to residents.

I call your attention to a few key items on the agenda:

> **Annual election of CAC board officers.** You will also vote on several of other, annual administrative actions.

> **Approval of core 2022 grant guidelines.** In this packet you'll see the output of many months of work, including grant guidelines for: General Operating Support 2022-23 Project Support 2022; and the launch of a new program – Cultural Heritage 2022. Memos outline high level reviews of each program. Kudos to the full team for excellent teamwork and ongoing service to our grantees.

> **Annual election of CAC board members to serve as ex-officio board members on forthcoming arts alliance.** CAC is proud to be a founding partner of the forthcoming arts alliance, the new nonprofit (c3/c4) organization that will serve the entire creative sector. At this meeting our board will appoint two of its members to serve on the alliance board as part of their official duties and responsibilities to CAC. It is exciting to finally be at this point in this collaborative effort.

I enter our meeting tentatively hopeful. Vaccine availability and uptake is on the rise. Local COVID-19 cases are plateauing (for now). A recently issued Ohio Department of Health order may result in slightly increased capacity at venues and potential return to some of our favorite summer/fall concerts and shows. Yet despite these recent gains, our sector remains fragile. The coming months will be very difficult for many of the arts organizations we support. Our creative economy is still in crisis and will be for some time.

As such, our team enters this meeting with intention. We are focused on the important work ahead in 2021. CAC, along with our partners in the forthcoming arts alliance, are committed to doing our part to support the entire sector as the pandemic wears on. I appreciate your Board leadership as we move forward together.

I thank you in advance for spending time with the materials in this packet and participating in our Zoom meeting on the 14th.

Respectfully,

Jill

CAC Board of Trustees Meeting – April 14, 2021
Updates from Staff

Each year, Cuyahoga Arts & Culture staff members identify team objectives to guide our work that are mindful of the staff team agreements that we have made with one another, and grounded in CAC's Mission, Vision & Values. Our team objectives fall into three areas: 1) grantmaking; 2) communication and raising awareness; and 3) effective teamwork and operations.

What follows is brief update on the progress made since last the Board met in February. View a list of our 2021 team objectives, which guide our work.

1. GRANTMAKING - Connecting with artists and organization

2021 Grant Programs

Ongoing Technical Assistance for Grant Recipients
In response to ongoing grantee requests, CAC will continue to cover registration costs for targeted board, staff, and volunteers to participate in Racial Equity Institute workshops through Third Space Action Lab in 2021. We are also planning additional technical assistance offerings to support the work and goals of grant recipients.

As always, staff is in frequent contact with grant recipients via virtual site visits and ongoing reporting.

General Operating Support
As of late March, all but one GOS grant recipient have submitted their goals for 2021. Upon review and approval by staff, these organizations received the first 50% of their 2021 grant.

Mid-year reports will be due July 31, 2021 and become available to groups 60 days prior to the deadline. Upon review and approval by staff, the next payment, representing 40% of the grant, will be released.

Project Support
Staff are working with Project Support grant recipients as they launch their 2021 projects. We ask all organizations that are planning to continue or resume in-person programs or events to confirm that they are taking the proper measures to comply with federal, state, and local COVID-19 guidance. There are a number of reference resources available on our website.

Resident-Led Programs
For the ninth year, CAC is co-funding resident-led, grassroots arts and cultural projects in Cuyahoga County through a grant to Neighborhood Connections. Applications for Neighbor Up COVID-19 Rapid Response Grants are open and have a rolling deadline through June 30, 2021. As of March, we have co-funded seven resident-led arts and cultural projects.

The ioby-CAC Match Fund launched in March with one-to-one match funding available for crowdfunded, resident-led arts and cultural projects up to $3,000 in 2021. CAC and ioby will now work together to create content for news, social media, as well as outreach at upcoming Arts & Culture Network Nights. To date, six projects are already in the process of raising funds and resources; we invite you to share this opportunity or visit ioby.org/CAC to learn more.

Support for Artists
Karamu House, SPACES and Julia de Burgos are accepting and reviewing applications for their 2021 artist programs. Cleveland Public Theatre also recently announced their 2021 Premiere Fellows. LAND studio

completed its Studio to the Street professional development series. After quickly moving to a virtual format, the sessions were successful and ranged from studio tours to insurance basics. Learn more [here](#).

The Civic Practice Project grantees and artists continue to carry out project activities virtually or are making plans to take program elements online (or to carry out activities later in 2021 with appropriate social distancing measures). Following site virtual site visits with all project teams in Q1, we are now working with [CPCP](#) to design additional virtual cohort gatherings.

2022 Grant Programs
As we do every cycle, CAC held a public feedback period on the next cycle of our grant guidelines. Comments were minor and focused more on clarity than any calls for policy change. Respondents appreciated the opportunity to review the documents in advance; overall, they found the guidelines clear and helpful.

Today, the Board will be asked to approve guidelines for the following grant programs: 2022-2023 General Operating Support; 2022 Project Support; and 2022 Cultural Heritage. A memo outlining the key components of each grant program, accompanied by the corresponding set of guidelines, is included in this packet.

2. COMMUNICATIONS / Connecting with residents

Arts & Culture Networks Nights: Connecting during COVID-19
Our first Virtual Arts & Culture Network Night of 202 took place on February 25th via Zoom. Over 25 people attended. CAC's aim for these sessions is to continue to bring the arts community together for relationship building, mutual support and to spark new initiatives with others. For a full recap of the event, [view this blog post](#) by Neighborhood Connections. Our next session will take place on Thursday, April 22 at 6:00PM.

Media Relations and ClevelandArtsEvents.com
CAC is raising awareness of funded programs and events through our paid media partnerships with WKYC Channel 3 and FreshWater Cleveland in 2021. These partners help drive traffic to ClevelandArtsEvents.com (which is still attracting an average of more than 11,000 pageviews per month, despite the shift to virtual program promotion) and spotlight lesser known grantees, with a focus on racial equity. In February, FreshWater [highlighted Black History Month and other programs](#). We look forward to launching our WKYC partnership in April and continuing with a feature story and TV segment each month in 2021.

2020 Annual Report
Each year CAC issues it report that highlights the work of our agency and grant recipients during the previous year. Due to COVID-19, this year's report will once again be delivered in an online format. While we will report on the challenges of the pandemic, we also plan to highlight a variety of inspiring programs and events that were launched in 2020 in response to the times. We look forward to sharing it with you in May; keep an eye on your inbox.

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:

- [$260,000 Available For Cuyahoga County Artists | Arts & Culture | ideastream](#)
  February 3, 2021

- [Report Shows Cleveland Arts Sector Hit Hard By Pandemic | Arts & Culture | ideastream](#)
  February 5, 2021
- [Four Artists Awarded Premiere Fellowship from Cleveland Public Theatre - (BroadwayWorld.com)](#)
  February 19, 2021
- [Cuyahoga County arts advocates want permission to expand cigarette tax through state budget amendment - cleveland.com](#)
  March 4, 2021
- [Cleveland's struggling music, theater venues bank on a return to live events this year (crainscleveland.com)](#)
  March 22, 2021

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

3. BUILDING INTERNAL CAPACITY / Effective Teamwork and Operations

Building Internal Capacity
Staff participated in, or presented at, the following workshops and trainings.
- Racial Equity Institute Phase 1 Training (Julia Murphy)
- GARE Foundations (Luis Gomez, Jake Sinatra, Cheyanne Jeffries)
- Technology Association of Grantmakers – Return to the Workplace Round Table (Meg Harris, Heather Johnson-Banks)
- Trust-Based Grantmaking Series (Heather Johnson-Banks)
- Ohio Equity Peer Group (Luis Gomez)
- *[COVID-19 Vaccines: What Businesses Need to Know](#)* by Greater Cleveland Partnership (Luis Gomez)
- Regular peer calls with Ohio Citizens for the Arts; Americans for the Arts – Local Arts Agency CEOS/executive directors; and Midwest AFTA executives (Jill Paulsen)
- Cleveland Leadership Center - Leadership Cleveland and Accelerate host (Jill Paulsen)
- Bureau of Workers Compensation's Ohio Safety Congress – various sessions (Meg Harris)

Effective Teamwork + Operations
CAC staff have launched a series of virtual 'retreat' sessions working with Erica Merritt of The Equius Group. The sessions support CAC's continued growth along the Multi-Cultural Organizational Development Continuum, strengthen connection and understanding among teammates, and foster healthy team dialogue and conflict around complex issues.

Cheyanne Jeffries hosted the entire cohort of Cleveland Foundation Public Service Fellows for two immersion sessions at CAC. Staff supported Chey in developing the sessions and shared their background and experience with cohort members interested in pursuing careers in the public sector. In the second session, Chey coordinated time for CAC grant recipients to share their work with the fellows and answer their questions.

Following CDC guidelines and with a primary focus on employee health and well-being, we have begun to plan to welcome staff back into our office later this year. Staff members were surveyed regarding their comfort level returning to the office taking into account a number of factors, including vaccine availability/uptake and current infection rates in our county. The team has worked effectively from home for the last year. Those who have gone into the office follow all necessary COVID precautions.

Financial Update

2020 Audit

    Annual Audit. The Ohio Auditor of State will complete CAC's GAAP conversion and financial statement in the coming weeks. The 2020 audit will likely begin shortly thereafter, in April. The audit is typically completed by June 30.

2021 YTD

    Revenue. Tax revenue through March was $2,806,649. This is $127,679 (4.4%) below estimate and $325,695 or 10.4% below revenue for the same period in 2020. Interest revenue through March was $48,217.

    Expenditure. The majority of CAC's budget is comprised of grants which were approved in 2020. These grants are accrued at the beginning of the year and recognized on the balance sheet. Non-grant expenditures through March were $253,080.

    Investments. As of March 31, CAC inactive monies are invested as follows:
- STAR Ohio: $2,316,965 (yield .07%)
- RedTree Investment Group: $12,821,732 (target yield 1.45%)

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, who are appointed annually. The current members have all agreed to continue their service for another year. At this meeting the board will be asked to approve the reappointment of Ed Bell, Luis Cartagena, Gary Hanson and Cindy Riehl to the advisory committee.

	Cuyahoga Arts & Culture						
	Through 3/31/21						
	Actual YTD		Budget YTD		$ Over/Under Budget		% of Budget
Ordinary Revenue/Expenditures							
Revenue							
Excise Tax (through Sept.)	$	2,806,649	$	2,934,328	$	(127,679)	95.65%
Interest	$	48,217	$	46,200	$	2,017	104.37%
Other revenue					$	-	
Total Revenue	$	2,854,866	$	2,980,528	$	(125,662)	95.8%
Expenditures							
Arts & Cultural Programming							
Salaries, Wages and Benefits	$	86,778	$	83,043	$	3,736	104.5%
Grant Panel Expenses	$	-	$	-	$	-	
Grant Management Expenses	$	13,614	$	14,843	$	(1,229)	91.7%
Awareness Activities	$	16,811	$	17,300	$	(489)	97.2%
Grants**	$	12,102,269	$	12,111,634	$	(9,365)	99.9%
Total A&C Exenditures	$	12,219,472	$	12,226,820	$	(7,347)	99.9%
General & Administrative					$	-	
Salaries, Wages and Benefits	$	77,375	$	76,780	$	596	100.8%
Facilities, Supplies, Equipment	$	24,854	$	26,800	$	(1,946)	92.7%
Professional Fees	$	33,649	$	42,755	$	(9,106)	78.7%
Depreciation	$	-	$	-	$	-	
Total G&A Expenditures	$	135,878	$	146,335	$	(10,457)	92.9%
Total Expenditures	$	12,355,350	$	12,373,154	$	(17,804)	99.9%
Net Ordinary Revenue	$	**(9,500,484)**	$	**(9,392,626)**	$	**(107,858)**	

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

Non-grant cash disbursements YTD	$	253,081	$	261,520	$	(8,439)

Cuyahoga Arts & Culture
Balance Sheet as of

		Mar 31, 21
ASSETS		
Current Assets		
Checking/Savings		
KeyBank	$	98,439
RedTree (U.S.Bank)	$	12,821,732
Star Ohio	$	2,316,965
Total Checking/Savings	$	15,237,136
Accounts Receivable		
11000 · Accounts Receivable	$	1,160,249
Total Accounts Receivable	$	1,160,249
Total Current Assets	$	16,397,385
Fixed Assets		
15000 · Furniture and Equipment	$	75,223
15001 · Software and Webdesign	$	10,000
17000 · Accumulated Depreciation	$	(83,429)
Total Fixed Assets	$	1,794
TOTAL ASSETS	**$**	**16,399,178**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable	$	2,000
Total Accounts Payable	$	2,000
Other Current Liabilities		
24000 · Payroll Liabilities	$	19,004
24200 · GOS Grants	$	5,114,606
24300 · Project Support Grants	$	1,796,120
24400 · Other Grants/Program Contracts	$	9,000
Total Other Current Liabilities	$	6,938,730
Total Current Liabilities	$	6,940,730
Total Liabilities	$	6,940,730
Equity		
32000 · Retained Earnings	$	18,958,933

CIGARETTE TAX RECEIPTS FY 20 VS FY 21 YTD				
	2020	**2021**		
Month	**2020**	**2021**	**$VAR**	**20-21%VAR**
JANUARY	$ 1,076,305.39	$ 879,251.89	$ (197,053.50)	-18%
FEBRUARY	$ 994,450.54	$ 767,148.61	$ (227,301.93)	-23%
MARCH	$ 1,061,588.50	$ 1,160,248.70	$ 98,660.20	9%
APRIL	$ 984,297.91			
MAY	$ 857,554.60			
JUNE	$ 1,974,335.05			
JULY	$ 264,637.95			
AUGUST	$ 1,110,212.04			
SEPTEMBER	$ 1,204,394.78			
OCTOBER	$ 1,067,270.43			
NOVEMBER	$ 949,644.47			
DECEMBER	$ 1,187,772.61			
TOTALS	**$ 12,732,464.27**	**$ 2,806,649.20**	**$ (325,695.23)**	-10.4%

Date: April 14, 2021
To: CAC Board of Trustees
From: CAC Staff: Julia Murphy, Heather Johnson-Banks, Luis Gomez, and India Pierre-Ingram
Re: 2022-2023 General Operating Support

Executive Summary: At its April meeting, staff will present to the Board the 2022-23 General Operating Support guidelines for review and approval. The guidelines are the policy documents that shape CAC's grantmaking work and are the result of months of planning, feedback, and discussion. CAC's staff are proposing minor policy changes including updates to eligibility criteria and the current cap to account for declining cumulative revenue. For all grant programs, the funding criteria have been updated to thread racial equity throughout.

All organizations will need to complete an eligibility check but, consistent with previous years, steady cohort members will not need to complete an application or go through a panel review.

These updates are outlined in the following pages.

Board Action: Approve the grant program Guidelines for 2022-2023 General Operating Support.

Background
General Operating Support is one of Cuyahoga Arts & Culture's primary grant programs. The current 2020-21 cycle of General Operating Support supports 65 grant recipients with a total investment of $10.2 million. This summer CAC will accept applications for the next cycle of General Operating Support (2022-23). CAC's other primary grant programs, Project Support and the new Cultural Heritage program, will also be accepting new applications this year.

Program managers have been in regular communication with current General Operating Support grant recipients throughout 2020 and into 2021, through regular reporting and ongoing, virtual site visits. Informing the recommendations below, the team sought their feedback on the upcoming 2022-23 grant cycle. Staff have also benchmarked CAC's work against peer institutions nationwide with emphasis on integrating racial equity throughout the funding criteria and application process.

What Will Remain the Same?
The GOS program will continue to provide flexible, substantive, multi-year support to arts and cultural institutions that provide a range of programs benefiting residents throughout Cuyahoga County.

Grounded in the same 2020-21 program goals, here is a list of additional core program elements that will remain unchanged in the 2022-23 cycle:

- *Grant cycles* – GOS will continue to be a two-year program.
- *Continue with "steady cohort" model* – Organizations that have received four or more consecutive years of funding from CAC, including one cycle of GOS, and continue to be eligible for GOS will continue to be exempted from the application and panel review.
- *Application Process* – organizations interested in GOS who do not meet the criteria to be considered part of the 'steady cohort' will continue to complete an eligibility check and full application prior to the panel review.
- *Cultural Data Profile* – applicants to GOS will still complete an SMU|DataArts Cultural Data Profile.
- *Scoring Framework* – there are no changes to the scoring framework and applicants will continue to need a score of 75.00 or higher in order to be recommended for funding.
- *Formula* – CAC will use the same formula with the base of grantee operating budgets determined by a three-year average of the organizational revenue as determined by the Eligible Revenue and Support (ERS) forms.
- *Technical assistance* – CAC's grant program team will continue to offer a variety of support opportunities and one-on-one assistance throughout the application process and grant cycle.
- *Maximum Grant Amount* – we will continue to cap the largest grant amount awarded in GOS; adjusted in proportion to any changes in the allocation.

Updates for the 2022-23 General Operating Support Program
- *Revised Funding Criteria Definitions* – CAC's the three funding criteria will remain the same. The definitions of each have been updated to more clearly thread CAC's value of racial equity and have been informed by peer organizations also doing this work. The updated definitions can be found in the attached guidelines.
- *Required Eligibility Check* – organizations that are part of the '*steady cohort*´ will be required to complete the Eligibility Check as part of this routine process in order to confirm that they continue to be eligible to participate in the GOS grant program.
- *Additional Eligibility Criteria* – staff recommend the following updates to an organization's eligibility to apply for and receive GOS funding. These recommendations would not affect any current GOS grant recipients.
  - applicants will need to have minimum revenue totaling $100,000 as determined by a financial review/audit or 990 for fiscal year 2020
  - organizations applying to receive GOS will be required to have two previous Project Support grants
  - cemeteries are not considered eligible for GOS
- *Virtual Panel Review* – we will hold a virtual public panel for GOS program new applicants, wherein a diverse group of arts and culture professionals from outside Northeast Ohio will score applications.

Next Steps

If the policies within the Guidelines are approved, CAC staff will finalize the application documents, currently in draft form in the Board packet and launch the grant program as follows:

Key Program Dates

April 14	Board reviews and can approve policies in 2022-23 guidelines
Early May	Complete guidelines and applications are available online

May+	CAC application workshops
Ongoing	CAC provides technical assistance to applicants on an individual basis
June 3	Last day to submit eligibility check
August 5	Applications due
Week of Sept 27th	GOS panel
November 10	Board reviews and can vote to approve 2022 allocation and grants

MEMORANDUM

Date: April 14, 2021
To: CAC Board of Trustees
From: CAC Staff: Luis Gomez; Heather Johnson-Banks; Julia Murphy; India Pierre-Ingram
Re: 2022 Project Support (PS22) Guidelines

Executive Summary: At its April meeting, staff will present to the Board the 2022 Project Support guidelines for review and approval. The guidelines are the policy documents that shape CAC's grantmaking work and are the result of months of planning, feedback, and discussion. This cycle, the grants team is recommending to merge Project Support into one grant program and reduce the maximum grant amount from $25,000 to $20,000. For all grant programs, the funding criteria have been updated to thread racial equity throughout. These changes streamline internal processing of the grants and reinforce our organizational values, while addressing CAC's cumulative revenue decline.

These updates are outlined in the following pages.

Board Action: Approve the grant program Guidelines for 2022 Project Support.

Background
Project Support is one of Cuyahoga Arts & Culture's primary grant programs. The 2021 cycle of Project Support is currently supporting 233 grant recipients through a total investment of approximately $1.6 million. This summer, CAC will accept applications for the next cycle of Project Support (2022). General Operating Support and Cultural Heritage will also be accepting applications for 2022-2023 and 2022 funding respectively, pending board approval.

Consistent with our financial modeling for 2018 and forward, we will not increase the total financial investment in project support; any growth in the program will be achieved through expanding our reach to new/different organizations, not through increased financial investment.

Using Feedback to Shape our Recommendations
As is our practice, this year's guidelines have been informed by cultural partner feedback, sourced several ways. The CAC team maintains ongoing communication with cultural partners by phone and email and through online discussions and events such as Arts and Culture Network Night.

CAC tracks comments and suggestions from Project Support grantees throughout the year and conducts a survey of applicants at the conclusion of each application cycle. In March, all current Project Support grant recipients were invited to provide feedback on the draft guidelines for this program. We heard from grant recipients that they appreciated the opportunity to review the materials and felt they clear overall.

What Will Remain the Same?
These core program elements remain unchanged from the previous cycle:

- *Grant cycle* – Project Support will continue to be an annual grant program.
- *Eligible organizations* – our grant programs will continue to use the same eligibility criteria and be open to organizations offering public arts & cultural programming.
- *First-time Applicants* – organizations applying to CAC for the first time will start with the Project Support program. If deemed eligible, new applicants will still be able to request up to $5,000.
- *Application Process* – the overall process of an eligibility check, application and panel review will remain unchanged.
- *Accessibility* – staff continue to consider the needs of organizations that are smaller, newer, or have limited grant-seeking capacity throughout the application process. This year, in addition to streamlining the programs, we have evaluated character counts and support material requirements to right-size base on the eligible grant amounts.
- *Cultural Data Profile* – applicants that are eligible for and request more than $5,000 will be required to complete a SMU | DataArts Cultural Data Profile.
- *Continue to host online, interactive PS panel* **–** applicants that are eligible for and request more than $5,000 will continue to be reviewed by a public, interactive panel, as they have in years past. Due to ongoing limitations on travel and in-person gatherings, this panel will continue to be conducted online. The panel for grants up to $5,000 has been conducted via an online process for the past several cycles and will be unaffected.
- *Scoring Framework* – there are no changes to the scoring framework and applicants will continue to need a score of 75.00 or higher in order to be recommended for funding.
- *Commitment to technical assistance* – CAC's grant program team will continue to offer a variety of support opportunities throughout the application process. More details below.

What Will Change?
The following program elements will change from the previous cycle:

- *One Single Program* – the Project Support I and II programs will be merged into a single grant program. These changes are intended to streamline internal processing of the grants and reduce confusion among grant recipients.
- *Funding Criteria Definitions* –the funding criteria will remain: Public Benefit, Artistic and Cultural Vibrancy, and Organizational Capacity. The definitions of each have been updated to thread CAC's value of racial equity and have been assessed with peer organizations also doing this work. The updated definitions can be found on in the attached guidelines. Our continued focus remains public benefit.
- *Maximum Grant Amounts* – this year we will reduce the maximum eligible grant request amount from $25,000 to $20,000.

Continued Commitment to Technical Assistance
Every cycle, CAC staff commits time and resources to technical assistance for applicants. The full grant program team, CAC will continue to offer a variety of technical assistance opportunities. In response to the COVID-19 pandemic, the grant team will continue to conduct all of CAC's technical assistance online.

CAC will continue to create short, topic-focused videos for applicants based on frequently asked questions. Recognizing that levels of digital literacy and access to videoconferencing tools vary among our applicants, CAC will still be available via phone and email to assist applicants and answer questions.

Next Steps
Following Board approval, CAC staff will finalize the draft application documents currently included in the board packet. The May launch date and the June due date for the eligibility check provides ample time for the CAC team to support new organizations and offer personalized technical assistance to applicants.

Additional key dates are as follows:

2022 Key Program Dates

April 14	Board reviews and votes on policies in 2022 guidelines
Early May	Complete guidelines and applications are available online
May – June	Technical assistance to perspective applicants
June 3	Last day to submit eligibility check
June – August	Technical assistance to eligible applicants
August 5	Applications due
September	Panel conducted online for grants ranging from $1,000 - $5,000
Week of September 27th	Virtual live panel for grants ranging from $5,000 - $20,000
November 10	Board reviews votes to approve 2022 allocation and grants

MEMORANDUM

Date: April 14, 2021
To: CAC Board of Trustees
From: CAC Staff: Heather Johnson-Banks; India Pierre-Ingram; Luis Gomez; Julia Murphy
Re: 2022 Cultural Heritage (CH22) Guidelines

Executive Summary: At its April meeting, staff will present to the Board the guidelines for a new Cultural Heritage grant program. The guidelines are the policy documents that shape CAC's grantmaking work and are the result of months of planning, feedback, and discussion. Based on feedback from CAC grant recipients, the Cultural Heritage grant program will provide flexible, annual support for organizations operating outside of the model necessary for the General Operating Support program. The following pages summarize the background, process, eligibility and policy recommendations from the Cultural Heritage grant program guidelines enclosed in this packet.

Board Action: Approve grant program Guidelines for 2022 Cultural Heritage.

Background
The Cultural Heritage grant program was developed in direct response to feedback from grant recipients regarding the need for a grant program outside Project Support and General Operating Support. Project Support was not providing the flexible support needed for grant recipients to achieve their organizational goals. Conversely, many organizations receiving Project Support operate outside of the model necessary for CAC's General Operating Support program.

Staff began exploring the possibility of implementing a grant program to help bridge this divide. Research from peer organizations nationwide and successful models at the Ohio Arts Council and the City of Dallas became the basis for the Cultural Heritage program. The Cultural Heritage program is designed to provide flexible support to organizations with a primary mission of arts and culture and a budget up to $500,000, that are representative of the culture of American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino, Native Hawaiian/Pacific Islander, or other culturally specific population.

In addition to being initiated by direct feedback from grant recipients, the recommended guidelines are also informed by grant recipients. A draft version of the guidelines was shared with organizations that would be eligible for the program as currently outlined. This program is designed to fit within the budget and allocation projections for 2022 grant programs.

Key Components
The following elements are core to the Cultural Heritage grant program and are designed to bridge qualifying organizations between Project Support and General Operating Support.

- The guidelines and application for the Cultural Heritage grant program are modeled from the General Operating Support grant program, resulting in a consistent approach to flexible funding. The materials and requirements have been 'right-sized' based on the size of the grant amounts and needs of applicants.
- Applicants must have a primary mission of arts and culture as determined by CAC.
- Organizations can have a budget of up to but not exceeding $500,000.
- Organizations must be representative of the culture of American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino, Native Hawaiian/Pacific Islander, or other culturally specific population
- To be eligible for the Cultural Heritage grant program, applicants will need to have received at least two prior Project Support grants.
- Grant amounts will range from $5,000 to $30,000 depending on an organization's expenses, as determined by their 990.

A Consistent Approach

The core elements of this programs are rooted in the current grantmaking approach and process for CAC's core grant programs.

- *Grant cycles* – Similar to Project Support, Cultural Heritage will be an annual grant program.
- *Eligible organizations* – applicants must be 501(c)(3) nonprofit organizations with a primary mission of arts and culture based in Cuyahoga County.
- *Application Process* – the overall process of an Eligibility Check, Application and Panel Review will remain.
- *Accessibility* – The application has been evaluated to ensure a length and time investment consistent with the flexible nature of the grant and grant amounts.
- *Cultural Data Profile* – applicants will have to complete a SMU | DataArts Cultural Data Profile consistent with CAC's General Operating Support and Project Support programs.
- *Funding Criteria* – the three funding criteria upon which all CAC grants are evaluated will remain Public Benefit, Artistic and Cultural Vibrancy, and Organizational Capacity.
- *Panel Review* – we will continue to hold a virtual public panel for applicants, wherein a diverse group of arts and culture professionals from outside Northeast Ohio will score applications.
- *Scoring Framework* – applicants will need a score of 75.00 or higher to be recommended for funding.
- *Commitment to technical assistance* – CAC's grant program team will continue to offer a variety of support opportunities throughout the application process to help applicants meet the unique aspects and requirements of this new grant program.
- *One Core Grant* - Applicants will only be eligible to apply to the Cultural Heritage program or one of CAC's other primary grant programs.

Next Steps

Following Board approval, CAC staff will finalize the draft application documents currently included in the board packet. The May launch date and the June due date for the eligibility check allows more time for the CAC team to support organizations eligible to apply to this new grant program and offer personalized technical assistance to applicants. Additional key dates are as follows:

2022 Key Program Dates

April 14	Board reviews and votes on policies in 2022 guidelines

Early May	Complete guidelines and applications are available online
May – June	Technical assistance to perspective applicants
June 3	Last day to submit eligibility check
June – August	Technical assistance to eligible applicants
August 5	Applications due
Week of September 27th	Cultural Heritage Panel
November 10	Board reviews votes to approve 2022 allocation and grants

cuyahoga
arts & culture
strengthening community

2022-2023

GENERAL OPERATING SUPPORT

Guidelines and Application Instructions

ELIGIBILITY CHECK DUE: **THURSDAY, JUNE 3, 2021 BY 4:30PM ET**

APPLICATION DUE: **THURSDAY, AUGUST 5, 2021 BY 4:30PM ET**

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GREETINGS!

Thank you for your interest in the 2022-2023 General Operating Support (GOS) 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 on cigarettes to support arts and culture.

$207 MILLION+ INVESTED

Since 2007, CAC has invested more than $207 million in 436 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 for qualifying cultural heritage organizations with a primary mission of arts and culture and a budget up to $500,000.

This document contains the guidelines for the 2022-2023 General Operating Support program. Organizations may only submit one application per cycle. To learn more about the differences between CAC's grant programs, refer to the 2022 Grant Programs Guide.

Our team is here to support you throughout the application process. For additional information and resources, please contact a program manager. Visit cacgrants.org, to learn more about workshop opportunities, review the library of tools available for applicants, and sign up to receive email updates.

KEY DATES

2022 GENERAL OPERATING SUPPORT GRANT PROGRAM

Eligibility Check Due .... June 3, 2021 at 4:30PM

Application Due.. August 5, 2021 at 4:30PM

Public Panel Review.. Week of September 27, 2021

Board Approves Grants .... November 10, 2021 at 4PM

Grant Agreements Sent and Signed .... November and December 2021

PROGRAM OVERVIEW

The purpose of Cuyahoga Arts & Culture's General Operating Support (GOS) program is to strengthen the community by deepening its access to arts and culture through meaningful, multi-year core support grants 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 2022-2023 General Operating Support.

Dobama Theatre Kids Fest – Photo by Steve Wagner Photography

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. 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.

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.

Current 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 program manager to learn more. Current GOS grant recipients not meeting this requirement will be required to complete and application and panel review.

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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
- Schedule an informational meeting with CAC staff before the eligibility check deadline.

2 **Submit an Eligibility Check (June 3, 2021)**
Required documents include:
- Audited or reviewed financial statements for FY18, FY19, and FY20
- Articles of Incorporation
- Secretary of State Certificate of good standing

APPLICATION

3 **Complete and Submit Online Application (August 5, 2021)**
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

POST APPLICATION

4 **Public Panel Review (Week of September 27, 2021)**

5 **Panel scores and grant amounts approved at the CAC Board of Trustees meeting (November 10, 2021)**

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ELIGIBILITY

WHO IS ELIGIBLE TO APPLY

To be eligible for the GOS 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 three years prior to June 3, 2021. 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 3, 2021, and be verified as a 501(c)(3) by GuideStar's Charity Check service

Employ for a minimum of two years prior to June 3, 2021, 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 FY18, FY19, and FY20 if its FY20 total expenses are $750,000 or more; or provide either independently certified audited or reviewed financial statements for FY18, FY19, and FY20 if its FY20 total expenses are less than $750,000

Complete an IRS Form **990/990-EZ** (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 990 for fiscal year 2020

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 to the GOS 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 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
- 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 to another core (Project Support or Cultural Heritage) grant program in the same grant cycle

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FUNDING CRITERIA

What are Funding Criteria?
The Funding Criteria are the principles that anchor the General Operating Support application: Public Benefit, Artistic and Cultural Vibrancy, and Organizational Capacity.

Why Funding Criteria Matter
Panelists will use the Funding Criteria to evaluate and score the application. Your organization's commitment to Public Benefit, Artistic and Cultural Vibrancy, and Organizational Capacity should thread through your entire application. By demonstrating this commitment, organizations of any size and discipline can be successful in the panel process.

PUBLIC BENEFIT	ARTISTIC AND CULTURAL VIBRANCY	ORGANIZATIONAL CAPACITY
An organization's ability to meaningfully and authentically engage its community to achieve its mission.	An organization's ability to create quality, mission-driven work that inspires and challenges its community.	An organization's ability to successfully manage resources to their best use now and for years to come.
Demonstrate that it understands, respects, works with, and responds to its community	Use equitable principles to engage a racially diverse team of arts and cultural professionals qualified to achieve the mission and to serve a racially diverse community and audience	Equitably recruit, retain, and provide employment opportunities and board or volunteer engagement resulting in a racially diverse team that is qualified to carry out the mission
Articulate and demonstrate knowledge of its community to drive its work	Build the capacity of artists and creatives, including BIPOC arts and culture professionals, preparing them for rewarding careers locally and beyond	Plan as a team to set goals, measure progress and evolve
Builds and strengthens meaningful relationships with and active engagement among its community, residents, and audiences; including Black, Indigenous, People of Color (BIPOC)	Develop partnerships based on principles of mutuality, co-creation and collaboration	Plan strategically to achieve a stronger financial position
Be accessible and inviting to its community and open to the public	Collaborate with artists and/or community partners to create experiences that build cultural understanding and inspire its community to think differently and/or creatively	
	Incorporate a process of reflection that ensures fresh programming	

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APPLICATION & REVIEW PROCESS

Great Lakes Theater – Photo by Roger Mastroianni

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 in order 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.

All new GOS applicants must schedule an informational meeting with CAC staff before the eligibility check deadline (June 3, 2021). To schedule a meeting, please contact a program manager.

KEY DATE

ELIGIBILITY CHECK - DUE THURSDAY, JUNE 3, 2021 BY 4:30PM ET

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

Great Lakes Science Center Curiosity Carnival

REQUIRED DOCUMENTS INCLUDE:

- Audited or Reviewed financial statements for FY18, FY19 and FY20
- Articles of Incorporation
- Secretary of State certificate of good standing

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

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.

KEY DATE

APPLICATION DUE - THURSDAY, AUGUST 5, 2021 BY 4:30PM ET

The Sculpture Center

BE PREPARED WITH THE FOLLOWING INFORMATION:

- Institutional Goals
- Organizational Overview
- Funding Criteria Narratives
- Additional Narratives
- Arts + Cultural Support Materials
- Organizational Support Materials
  - SMU|Data Arts Cultural Data Profile for FY18, FY19, and FY20*
  - FY20 Audit or Review
  - Board of Directors List including affiliations
  - Current year organizational budget
- 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 applications will no longer be able to be submitted through the online system.

*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.

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APPLICATION & REVIEW PROCESS

Inlet Dance Theatre – Photo by Roger Mastroianni

POST APPLICATION

Public Panel Review
The Public Panel Review will take place virtually the week of September 27, 2021. CAC staff will notify all applicants of the panel review meeting dates, 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 27, 2021
BOARD MEETING - WEDNESDAY, NOVEMBER 10, 2021, 4 PM ET

COMPLETE ERS FORM

All organizations that receive a score of 75.00 or higher must complete the Eligible Revenue and Support Form for FY18, FY19 and FY20

The ERS form is where organizations enter 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 program manager will reach out to organizations recommended for a GOS grant after panel is concluded.

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 (FY18, FY19, and FY20) 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 will be adjusted in proportion to changes in the allocation.

PANEL SCORING FRAMEWORK AND DESCRIPTIONS

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

PUBLIC BENEFIT (45 points):	ARTISTIC AND CULTURAL VIBRANCY (35 points):	ORGANIZATIONAL CAPACITY (20 points):
Weak: 1 – 23	Weak: 1 – 18	Weak: 1 – 10
Fair: 24 – 33	Fair: 19 – 25	Fair: 11 – 14
Good: 34 – 38	Good: 26 – 29	Good: 15 – 16
Strong: 39 – 42	Strong: 30 – 32	Strong: 17 – 18
Exceptional: 43 – 45	Exceptional: 33 – 35	Exceptional: 19 – 20

SCORING DESCRIPTIONS

Exceptional: The applicant has provided overwhelming evidence throughout the application that demonstrates that 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 that 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 that 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 that 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 that 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 GOS 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.

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GRANT RECIPIENT REQUIREMENTS

GRANT PERIOD: ALL FUNDED ACTIVITIES AND GRANT EXPENDITURES MUST OCCUR DURING THE GRANT PERIOD, JANUARY 1 – DECEMBER 31, 2022.

Judson – Photo by Daren Stahl

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 2021 and 2022 November meetings. To be considered an active grant recipient and receive funding, recipients must sign a grant agreement and meet the requirements therein.

CAC Grant Funding Restrictions
Grant Recipients shall use the General Operating Support Grant solely for operating 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 program requires a 1:1 cash match. 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. Contact CAC staff with any questions.

GRANT RECIPIENT REQUIREMENTS

Cleveland Public Theatre – Photo by Steve Wagner

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 citizens 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.

Technical Support Participation
A senior staff person or board member must participate in at least one CAC hosted workshop and/or technical assistance opportunity each year of the grant period.

Reporting Requirements
All 2022-23 GOS grant recipients will submit yearly goals and have four online reports to submit throughout the cycle: mid-year and year-end reports in 2022 and 2023. 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 60 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.

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PROJECT SUPPORT

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ELIGIBILITY CHECK DUE: **THURSDAY, JUNE 3, 2021 BY 4:30PM ET**

APPLICATION DUE: **THURSDAY, AUGUST 5, 2021 BY 4:30PM ET**

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GREETINGS!

Thank you for your interest in the 2022 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 on cigarettes to support arts and culture.

$207 MILLION+ INVESTED

Since 2007, CAC has invested more than $207 million in 436 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 for qualifying cultural heritage organizations with a primary mission of arts and culture and a budget up to $500,000.

This document contains the guidelines for 2022 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 2022 Grant Programs Guide.

Our team is here to support you throughout the application process. For additional information and resources, please contact a program manager. Visit cacgrants.org, to learn more about workshop opportunities, review the library of tools available for applicants, and sign up to receive email updates.

KEY DATES

2022 PROJECT SUPPORT GRANT PROGRAM

Eligibility Check Due .... June 3, 2021 at 4:30PM

Application Due.. August 5, 2021 at 4:30PM

Public Panel Review... September 2021

Board Approves Grants .... November 10, 2021 at 4PM

Grant Agreements Sent and Signed .... November and December 2021

2022 Grant Recipient Workshops .... January and February 2022

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 2022 for projects occurring in the January 1 – December 31, 2022 grant period.

Dobama Theatre Kids Fest – Photo by Steve Wagner Photography

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. 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 a roster of classes or a series of 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 open to the public. Open to the public doesn't mean that the project or program must be free.

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, 2022.

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 Sessions**

3 **Submit an Eligibility Check (June 3, 2021)**
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

APPLICATION

4 **Attend Application Workshop and Q&A Sessions**

5 **Complete and Submit Online Application (August 5, 2021)**
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 (September 2021)**

7 **Panel scores and grant amounts approved at the CAC Board of Trustees meeting (November 10, 2021)**

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ELIGIBILITY

Cleveland Institute of Art – Photo by Robert Muller

WHO IS ELIGIBLE TO APPLY

To be eligible for the 2022 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 June 3, 2021 (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 3, 2021

Provide the required **financial documents**

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

- Organizations without a primary mission of arts and culture: budget for publicly accessible arts and culture programming for the corresponding 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 2022 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

Organizations that have not received CAC funding in the past

Private non-operating foundations

Units of government

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

Individuals

Fundraising organizations, such as "Friends Of" groups who 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.

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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	APPLICANTS WITHOUT A PRIMARY MISSION OF ARTS & CULTURE
Grant amounts for applicants with a primary mission of arts & culture, as determined by CAC, are determined by:	**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.	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-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 15% of Total Revenue Line minus non-cash contributions. If this totals less than $5,000, the maximum eligible request amount will be $5,000.	If the applicant completes a 990/990-EZ and is a current PS grant recipient, their maximum eligible grant amount will be determined one the following ways: • Using 15% of the previous year's CAC-funded project budget expenses as submitted in their final report. • Using 15% of an organization's arts and culture expenses as indicated by a program budget in an organization's most recent 990, audit, review, financial statement, or CDP.

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.

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FUNDING CRITERIA

What are 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
Panelists will use the Funding Criteria to evaluate and score the application. Your organization's commitment to Public Benefit, Artistic and Cultural Vibrancy, and Organizational Capacity should thread through your entire application. By demonstrating this commitment, organizations of any size and discipline can be successful in the panel process.

PUBLIC BENEFIT An organization's ability to meaningfully and authentically engage its community through its project.	**ARTISTIC AND CULTURAL VIBRANCY** An organization's ability to create a quality project that inspires and challenges its community.	**ORGANIZATIONAL CAPACITY** An organization's ability to successfully plan for and manage its project.
Demonstrate that it shares power by understanding, respecting, working with, and responding to its community	Use equitable principles to engage a racially diverse team of arts and cultural professionals qualified to carry out the project and to serve a racially diverse community and audience	Equitably recruit, retain, and provide employment opportunities and board or volunteer engagement resulting in a racially diverse team that is qualified to complete the project
Use articulated and demonstrated knowledge of its community to drive its work	Build the capacity of artists and creatives, including BIPOC arts and culture professionals, preparing them for rewarding careers locally and beyond	Plan as a team to set project goals, measure progress and evolve
Builds and strengthens meaningful relationships with and active engagement among its community, residents, and audiences; including Black, Indigenous, People of Color (BIPOC)	Develop partnerships based on principles of mutuality, co-creation and collaboration	Have clear plans to implement the project and achieve stated project goals
Be accessible and inviting to its community and open to the public	Collaborate with artists and/or community partners to create experiences that build cultural understanding and inspire its community to think differently and/or creatively	Set a realistic and appropriate budget with a clear plan to reach the match requirement
	Incorporate a process of reflection that ensures fresh programming	

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APPLICATION & REVIEW PROCESS

Great Lakes Theater – Photo by Roger Mastroianni

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 in order 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 THURSDAY, JUNE 3, 2021 BY 4:30PM ET

Great Lakes Science Center Curiosity Carnival

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 June 3, 2021

You do not need to have a finalized project plan at this stage. Organizations that do not complete the Eligibility Check will not be permitted to submit a Project Support grant application and will not be eligible for funding. However, completing the Eligibility Check does not automatically make your organization eligible to apply for funding.

Following the submission of the Eligibility Check, CAC Staff will review documents, complete a 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 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 5, 2021 BY 4:30PM ET

The Sculpture Center

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 applications will no longer be able to be submit through our online application and reporting system.

*NOTE: This may include the SMU | DataArts Funder Report. 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 requesting up to $5,000. For organizations who are requesting more than $5,000 the panel review will take place the week of September 27th. CAC staff will notify all applicants of the panel review meeting dates, 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.

Inlet Dance Theatre – Photo by Roger Mastroianni

KEY DATES

PUBLIC PANEL REVIEW - WEEK OF SEPTEMBER 27, 2021
BOARD MEETING - WEDNESDAY, NOVEMBER 10, 2021, 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.

PANEL SCORING FRAMEWORK AND DESCRIPTIONS

Cleveland Institute of Art

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

PUBLIC BENEFIT (45 points):	ARTISTIC AND CULTURAL VIBRANCY (35 points):	ORGANIZATIONAL CAPACITY (20 points):
Weak: 1 – 25	Weak: 1 – 15	Weak: 1 – 10
Good: 26 – 38	Good: 16 – 28	Good: 11 – 16
Strong: 39 – 45	Strong: 29 – 35	Strong: 17 – 20

Strong: The applicant has provided overwhelming evidence throughout the application that demonstrates that 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.

Good: The applicant has provided sufficient evidence throughout the application that demonstrates that 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 that 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.

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GRANT RECIPIENT REQUIREMENTS

GRANT PERIOD: ALL FUNDED ACTIVITIES AND GRANT EXPENDITURES MUST OCCUR DURING THE GRANT PERIOD, JANUARY 1 – DECEMBER 31, 2022.

Judson – Photo by Daren Stahl

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.

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. Contact CAC staff with any questions.

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GRANT RECIPIENT REQUIREMENTS

Cleveland Public Theatre - Photo by Steve Wagner

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. 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 2022 Project Support grant must submit a final report online within 60 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.

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CULTURAL HERITAGE

Guidelines and Application Instructions

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APPLICATION DUE: **THURSDAY, AUGUST 5, 2021 BY 4:30PM ET**

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GREETINGS!

Thank you for your interest in the 2022 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 on cigarettes to support arts and culture.

$207 MILLION+ INVESTED

Since 2007, CAC has invested more than $207 million in 436 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 for qualifying cultural heritage organizations with a primary mission of arts and culture and a budget up to $500,000.

This document contains the guidelines for the 2022 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 2022 Grant Programs Guide.

Our team is here to support you throughout the application process. For additional information and resources, please contact a program manager. Visit cacgrants.org, to learn more about workshop opportunities, review the library of tools available for applicants, and sign up to receive email updates.

KEY DATES

2022 CULTURAL HERITAGE GRANT PROGRAM

Eligibility Check Due .... June 3, 2021 at 4:30PM

Application Due.. August 5, 2021 at 4:30PM

Public Panel Review.. Week of September 27, 2021

Board Approves Grants .... November 10, 2021 at 4PM

Grant Agreements Sent and Signed .... November and December 2021

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 2022 Cultural Heritage grants.

Dobama Theatre Kids Fest – Photo by Steve Wagner Photography

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 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.

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:

- At least 50 percent of staff and board combined is made up of individuals from that culturally specific population or another 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.

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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 **Submit an Eligibility Check (June 3, 2021)**
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

3 **Complete and Submit Online Application (August 5, 2021)**
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

POST APPLICATION

4 **Public Panel Review (Week of September 27, 2021)**

5 **Panel scores and grant amounts approved at the CAC Board of Trustees meeting (November 10, 2021)**

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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 June 3, 2021. 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:

- At least 50 percent of staff and board combined is made up of individual from a culturally specific population or another 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 2020.

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
- 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

What are Funding Criteria?
The Funding Criteria are the principles that anchor the Cultural Heritage grant application: Public Benefit, Artistic and Cultural Vibrancy, and Organizational Capacity.

Why Funding Criteria Matter
Panelists will use the Funding Criteria to evaluate and score the application. Your organization's commitment to Public Benefit, Artistic and Cultural Vibrancy, and Organizational Capacity should thread through your entire application. By demonstrating this commitment, organizations of any size and discipline can be successful in the panel process.

PUBLIC BENEFIT	ARTISTIC AND CULTURAL VIBRANCY	ORGANIZATIONAL CAPACITY
An organization's ability to meaningfully and authentically engage its community to achieve its mission.	An organization's ability to create quality, mission-driven work that inspires and challenges its community.	An organization's ability to successfully manage resources to their best use now and for years to come.

PUBLIC BENEFIT

Demonstrate that it understands, authentically represents, respects, works with, and responds to its community

Use articulated and demonstrated knowledge of its community to drive its work

Builds and strengthens meaningful relationships with and active engagement among its community, residents, and audiences; including Black, Indigenous, People of Color (BIPOC)

Be accessible and inviting to its community and open to the public

ARTISTIC AND CULTURAL VIBRANCY

Use equitable principles to engage a team of arts and cultural professionals, representative of the community and audience served, and qualified to carry out culturally specific work

Build the capacity of artists and creatives, including BIPOC arts and culture professionals, preparing them for rewarding careers locally and beyond

Develop partnerships based on principles of mutuality, co-creation and collaboration

Collaborate with artists and/or community partners to create experiences that build cultural understanding and inspire its community to think differently and/or creatively

Incorporate a process of reflection that ensures fresh programming

ORGANIZATIONAL CAPACITY

Equitably recruit, retain, and provide employment opportunities and board or volunteer engagement resulting in a diverse team that is qualified to carry out the mission

Plan as a team to set goals, measure progress and evolve

Plan strategically to achieve a stronger financial position

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APPLICATION & REVIEW PROCESS

Great Lakes Theater – Photo by Roger Mastroianni

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 in order 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.

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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.

For additional questions and resources reach out to your program manager.

KEY DATE

ELIGIBILITY CHECK - DUE THURSDAY, JUNE 3, 2021 BY 4:30PM ET

Great Lakes Science Center Curiosity Carnival

Submit the Eligibility Check
All CH applicants must submit an Eligibility Check via CAC's online application 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
  - Description of the arts and culture programming that is focused on and reflective of that culturally-specific population
  - At least 50 percent of staff and board combined is made up of individuals from a culturally-specific population

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 5, 2021 BY 4:30PM ET

The Sculpture Center

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 applications will no longer be able to be submitted through the online system.

*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

Inlet Dance Theatre – Photo by Roger Mastroianni

POST APPLICATION

Public Panel Review Meeting

The Public Panel Review will take place virtually the week of September 27, 2021. 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 27, 2021
BOARD MEETING - WEDNESDAY, NOVEMBER 10, 2021, 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.

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 that 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 that 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 that 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 that 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 that 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.

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GRANT RECIPIENT REQUIREMENTS

GRANT PERIOD: ALL FUNDED ACTIVITIES AND GRANT EXPENDITURES MUST OCCUR DURING THE GRANT PERIOD, JANUARY 1 – DECEMBER 31, 2022.

Judson – Photo by Daren Stahl

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 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. Contact CAC staff with any questions.

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GRANT RECIPIENT REQUIREMENTS

Cleveland Public Theatre - Photo by Steve Wagner

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 2022 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 60 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.

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LINKS TO ADDITIONAL INFORMATION

CAC'S ONLINE APPLICATION + REPORTING SYSTEM

CULTURAL HERITAGE APPLICATION QUESTIONS

TOOLS FOR APPLICANTS

CAC GRANT PROGRAM TEAM

GRANT PROGRAMS WORKSHOPS AND Q&A SESSIONS

SUPPORT MATERIALS

SMU | DATAARTS GUIDE (CULTURAL DATA PROFILE)

2022 GRANT PROGRAMS GUIDE

OHIO REVISED CODE, CHAPTER 3381

GLOSSARY

CALENDAR AND CREDIT REQUIREMENT DETAILS

CACGRANTS.ORG

ONLINE APPLICATION REPORTING SYSTEM GUIDE

Contracts & Grants Update for Board				
Contractor	**Amount**	**Purpose**	**Term**	**Require Board Approval**
Playhouse Square	$44,544	One year extension of current rental agreement, cancellation clause with 90 days notice.	7/1/2021-6/30/2022	Y