




2016 Project Support – Final Report Instructions

Use these instructions with the 2016 Project Support Final Report

TIMELINE

- **The 2016 Project Support final report is due no later than sixty days after the completion of your project.** Your report, including support materials, must be completed and submitted electronically at <http://cuyahoga.culturegrants.org/>. Once submitted, a confirmation email indicating that Cuyahoga Arts & Culture has received your report will be sent to the primary account holder.
- Upon review and approval of the final report, the balance of your grant funds will be disbursed.

ACCESS YOUR FINAL REPORT

- Go to <http://cuyahoga.culturegrants.org/>
- Click *Login* and enter your user name and password. Need your user name or password? Contact Roshi at 216-515-8303 x109 or rahmadian@cacgrants.org.
- Once you are logged in, click on *My Data*.
- Scroll down to the Project Support 2016 cycle.
- To the right of *2016 PS Final Report*, click the “*Link to FormSet*” icon  to begin your report.
- Once you’ve begun the report, you can quickly move between the various sections of the report using the *Table of Contents*.

REPORT OUTLINE

The final report is divided into the following sections:

- Contact Verification
- Narrative
- Project Activity and Participation Table
- Grant Reconciliation
- Support Materials
- Statement of Assurances

CONTACT VERIFICATION

The information in this section will be pre-populated from your account profile in the Online System. Review the information and make any necessary updates. All changes made in this section will be reflected in your account profile.

1. *Organizational Primary Contact Information*
 - This contact will receive all communications from Cuyahoga Arts & Culture related to your organization’s Project Support grant.
2. *Organizational Address*

This is the address where payments will be mailed unless specified otherwise.
3. *Organizational Email Address from the Online System*
 - This email address will receive auto-response messages when a report or application is submitted and is pulled from the *Organizational Details* area of your User Account.

NARRATIVE

Please provide responses that are clear, concise and fully address the questions. Character limits are noted where they apply and include all spaces and punctuation. For reference, some data (project title, summary and goals) have been pre-populated from your application and cannot be edited.

1. **Explain how and when the project activities were carried out. Detail any variances from the application, referencing approved supplements as applicable.** Character count: 1,500.
2. **Detail your progress in meeting each of the goals set for the project.** For your reference, the goals from your application will pre-populate in the online report. Character count: 1,500.
3. **Tell us a specific story about how your project connected with and benefitted your community. Where possible, please upload support materials that illustrate your story.** As a public funder, part of CAC's responsibility is to share with the public great stories of how public funds benefitted Cuyahoga County. Character count: 1,500.
4. **If you were to complete the project again, what would you do differently?** Character count: 1,500.
5. **How did you market/advertise the event to the general public?** Please provide a brief summary. Indicate whether or not you submitted your event(s) to the CAC online event listing. Examples may include press releases, postcard mailers or other mailed print pieces, information on website, social media, e-blasts, paid advertisements, fliers, posters, etc. Character count: 500.
6. **How did you spread the word about Cuyahoga Arts & Culture and public funding for arts and culture in our community?** Please check all that apply:
 - Included CAC's logo, ads and/or credit line in our print materials.
 - Included CAC's logo, credit line and/or information in our electronic communications (website, e-blasts, social media, etc.).
 - Spoke about and credited CAC at one or more of our CAC-funded events.
 - Distributed CAC-branded items to our constituents, such as attendees, participants, board/committee, staff or volunteers.
 - Shared information about CAC with our board/governing committee.
 - Educated our staff or volunteers about CAC.
 - Educated our attendees/program participants about CAC.
 - Other. Please provide a brief summary below; character count: 500.
7. **OPTIONAL – How can CAC help you be more successful? Is there an organization you've wanted to partner with? Are there specific constituents with whom you'd like to engage?** Character count: 500.

PROJECT ACTIVITY AND PARTICIPATION TABLE

Cuyahoga Arts & Culture asks that you track and report the following:

Project Activity	Number
How many new art or cultural works were created?	#
How many concerts/performances/readings were held?	#
How many lectures/demonstrations/workshops/symposiums were held?	#
How many exhibitions were curated/presented?	#
How many books and/or catalogs were published?	#
Participating Professionals and Volunteers	Number
How many paid arts and/or cultural professionals were involved with the project?	#
How many volunteers were involved with the project?	#
Public Participation	Number
How many adults attended and/or participated in the project (excluding artist figures above)?	#
How many children attended and/or participated in the project?	#

GRANT RECONCILIATION

Complete the budget tables. Please note that the budget figures from your application will pre-populate in the *Budgeted* columns.

- **Project Income** – Detail all sources of revenue used in 2016 to complete the project.
- **Project Expenses** – Detail all project expenses incurred in 2016 for the project, including figures that will be entered in the *Use of CAC Funds* budget table.

Answer the following narrative questions regarding your final project budget:

1. **Explain any line item of the project income or expenses that varied from the project budget provided in the application by more than 15%.** Character count: 1,000.
2. **Detail your matching funds for the project.** Character count: 1,000.
3. **Detail how CAC funds were spent for the 2016 project by entering the actual expenditures of CAC funds.** Character count: 1,000.
4. **OPTIONAL – Is there any additional information that will help CAC understand your financials?** Consider including details about in-kind support. Character count: 1,000.

SUPPORT MATERIALS


Upload the following support materials to supplement your final report:

- **Documentation of Matching Funds:** For income, upload materials documenting receipt of matching funds. For example, if you received another grant, upload a copy of the award letter from that organization, indicating amount of grant, time period, and purpose. If this documentation was submitted with an advance payment request, please check the box that it has been attached. In the case of earned income generated, you may upload copies of ledger statements, tuition receipts, etc.

- **Project Location Report:** To better demonstrate the impact of CAC-funded programming in Cuyahoga County, we request that you upload a list of the location(s) where your organization conducted the project for which you received 2016 Project Support grant funds. Please upload the Excel [template provided](#). Instructions for completing this document are located on the first tab, labeled *Instructions*.
- **Credit Sample:** Upload or link to samples that document how your organization publicly credited/acknowledged CAC support for the funded project. Samples may include brochures, programs, fliers, etc.
- **Other:** Upload or link to at least one additional material that demonstrates the project funded by CAC. Examples of supporting materials include photographs, audio-visual materials, critical reviews, brochures/programs, season schedules, literary publications, other promotional materials, etc. We're always on the lookout for photographs and videos that could be used on our website, social media or in publications.

REVIEW YOUR REPORT

To review your report before submitting it, follow these steps to generate a PDF of the report:

- Save your report by clicking Save at the bottom of the page.
- Click *My Data* at the top of the page. This will take you to all submitted and in progress forms linked to your account. Locate the *2016 PS Final Report*.
- Click on the blue PDF icon  to the right of the *2016 PS Final Report* to generate a PDF of your report.

STATEMENT OF ASSURANCES

- Complete this section to certify that you are authorized to submit the final report on behalf of the organization and that all information in the report is true and correct to the best of your knowledge.
- Once submitted, a confirmation email indicating that Cuyahoga Arts & Culture has received your report will be sent to the primary account holder. This email will contain a PDF of the completed Final Report.

QUESTIONS?

Feel free to contact Roshi Ahmadian at rahmadian@cacgrants.org or 216-515-8303 x109.