

2018-2019 General Operating Support

GUIDELINES AND APPLICATION INSTRUCTIONS

Photo courtesy of Lake Erie Nature and Science Center



Eligibility Check Due:

JULY 20, 2017 BY 4:30 PM ET

Application Due:

AUGUST 24, 2017 BY 4:30 PM ET



Dear Applicant,

Thank you for your interest in the 2018-2019 General Operating Support (GOS) grant program. Cuyahoga Arts & Culture's [mission](#) is to inspire and strengthen the community by investing in arts and culture. We are excited to work with you to connect our community to arts and culture, creating a more vibrant Cuyahoga County.

Cuyahoga Arts & Culture (CAC) is one of the largest public funders for arts and culture in the nation, helping hundreds of organizations in Cuyahoga County connect millions of people to cultural experiences each year. CAC is a political subdivision of the State of Ohio enabled by the [Ohio Revised Code \(ORC\)](#), Chapter 3381. Since 2007, CAC has invested more than \$158 million in 350 organizations both large and small, making our community a more vibrant place to live, work, and play.

This document contains the guidelines and application instructions for the **2018-2019 General Operating Support program**. It provides an explanation of the application process, including eligibility requirements, specific application questions, and a glossary of terms. CAC will also offer grants through its Project Support program in 2018. To learn more about the differences between CAC's grant programs, refer to the [2018 Grant Programs Guide](#). We encourage all applicants to give themselves and CAC staff as much time as possible to check for errors by submitting early:

- **Submit your Eligibility Check by July 20, 2017, by 4:30 pm ET**
- **Submit your Application by August 24, 2017, by 4:30 pm ET**

For additional information or to schedule a pre-application meeting, please contact us at info@cacgrants.org or 216-515-8303. To learn more about Cuyahoga Arts & Culture, visit cacgrants.org and sign up to receive email updates.

We look forward to working with you!

Sincerely,

The Cuyahoga Arts & Culture Team

Current GOS Cultural Partners:

If your organization has received five consecutive years of CAC funding (two GOS cycles or one GOS and two PS cycles), you may forgo the application and panel review processes. If you would like to opt into the application process, please proceed with the below guidelines. Log in cac.fluidreview.com to learn more.

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Program Overview

Background

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.

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.



GroundWorks DanceTheater has been a GOS recipient since 2008.

CAC will also offer the following grant opportunities:

- [2018 Project Support I \(PS I\)](#): grants of up to \$30,000 for 501c3 organizations. First-time CAC applicants are not eligible to apply to the PS I program.
- [2018 Project Support II \(PS II\)](#): grants of up to \$5,000 for 501c3 organizations.

To learn more about the differences between General Operating Support, Project Support I and Project Support II, refer to the [2018 Grant Program Guide](#). Organizations may only submit one application per cycle.

Key Dates



New Applicants

First-time applicants to CAC grant programs are highly encouraged to schedule a meeting with CAC staff before the Eligibility Check deadline. This informational meeting is an opportunity to review and discuss your organization, the GOS grant program requirements and CAC's grantmaking process. For assistance, please contact us at 216-515-8303 or info@cacgrants.org.

Who May Apply

To be eligible for the GOS grant program, organizations must meet all of the following criteria:

- Have a primary mission to provide programs or activities in areas directly concerned with arts or cultural heritage (as defined by the [Ohio Revised Code Chapter 3381](#)) for the general public.
- Have a permanent and viable base in Cuyahoga County for at least three years prior to July 20, 2017.
- 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 July 20, 2017, as verified by [Guidestar's Charity Check](#) service.
- Employ for a minimum of two years prior to July 20, 2017, 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 FY14, FY15, and FY16 if its FY16 total expenses are \$750,000 or more; or provide either independently certified audited or reviewed financial statements for FY14, FY15 and FY16 if its FY16 total expenses are less than \$750,000.
- Be incorporated and authorized to do business in Ohio as verified by the [Ohio Secretary of State](#).

Who May Not Apply

The following types of organizations are not eligible to apply to the GOS program (this list is not meant to be exhaustive): units of government; organizations that are serving as fiscal agents or fiscal sponsors for an organization or program; individuals; organizations that are the primary responsibility of a government agency; private K-12 schools; private libraries; national or state service organizations; supporting organizations (i.e. "friends of"); private foundations of any kind; organizations that are not in good standing with CAC and/or not in compliance with previous grants. Organizations that are applying to the Project Support program may not apply for GOS funding in the same grant cycle.

Application Review Process

All eligible applications are evaluated by a panel of arts or cultural professionals from outside the region in a transparent panel review process. Panelists are chosen to represent a cross-section of professionals qualified to provide expert knowledge of specific arts or cultural disciplines, as well as for their management experience, professional knowledge of the sector and prior panel experience. The CAC staff and Trustees 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 meeting 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 Funding**

Criteria: Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity. For more information see Funding Criteria on page 9.

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.

Cultural Partner Requirements

Grant Agreement and Compliance

In order to be considered an active cultural partner (or grantee), recipients must sign a two-year grant agreement. Grant agreements will be issued following Board approval at the November 13, 2017, meeting. CAC staff will be available to meet with new and returning cultural partners to review requirements. GOS grants are authorized for both years of the two-year cycle, with the grant amount paid during each calendar year. All funded activities and expenditure of grant dollars must occur during the respective calendar year.

Cultural Partner Expectations

Funding from Cuyahoga Arts & Culture comes from a tax approved by residents of Cuyahoga County. CAC asks that organizations receiving general operating 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. The [Cultural Partner Expectations](#) outline how to partner with us effectively. Cultural Partners that do not comply with these expectations may be subject to a reduced final grant amount.

Reporting Requirements

All 2018-2019 GOS cultural partners will have four online reports to submit throughout the cycle: mid-year and year-end reports in 2018 and 2019. 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. Cultural Partners 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

In order to receive CAC funds, a cultural partner must maintain its good standing with CAC during the grant period. A cultural partner 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 cultural partner not in good standing with CAC will be officially informed of this status in writing.



Photo courtesy of Great Lakes Science Center

Application Process

The following is an overview of Cuyahoga Arts & Culture's 2018-2019 General Operating Support grant program application process. News, updates, and events (including technical assistance workshops and webinars) will be posted on the CAC website and distributed via email. Sign up at www.cacgrants.org and opt-in to receive *CAC Grant Information* to learn more.

We strongly recommend that you begin your eligibility check and online application well before their due dates to familiarize yourself with the system and to address any technical concerns.

Key Dates



Pre-Application

➤ Meet with CAC Staff

First-time applicants to CAC grant programs are highly encouraged to schedule an informational meeting with CAC staff before the eligibility check deadline (July 20, 2017). To schedule a meeting, please contact us at 216-515-8303 or info@cacgrants.org.

➤ Attend a Workshop

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. While workshops are not required, we strongly encourage eligible applicants to attend.

Eligibility Check due July 20, 2017, by 4:30 pm ET

➤ Submit the Eligibility Check

CAC uses the Eligibility Check process to determine whether or not an organization meets the criteria to submit an application.

- Due July 20, 2017, by 4:30 pm ET.
- Audited or Reviewed financial statements for FY14, FY15 and FY16 must be submitted with the Eligibility Check.
- Within two weeks of the submission of the online Eligibility Check, CAC will notify applicants of their eligibility status.

- CAC staff will review applicant documents including articles of incorporation, charity check, and Secretary of State certificate of good standing to determine eligibility

Application due August 24, 2017, by 4:30 pm ET

For Applicants Approved Through the Eligibility Check

➤ Gain Access to the Online Application

Once your organization has been deemed eligible, the primary contact on file will receive an email providing access to the online General Operating Support application. The earlier you submit the eligibility check, the sooner you will have access to the online application.

➤ Submit Eligible Revenue and Support Forms

- Eligible Revenue & Support (ERS) forms must be completed using data from the organization's FY14, FY15 and FY16 Certified Financial Reviews or Audits.
- All ERS forms must be submitted to GOS program manager by **August 24, 2017 by 4:30 pm ET** in order for an application to be complete and eligible for review.

ERS forms determine the base revenue figure for each successful GOS applicant, which is used in the formula that determines an organization's GOS grant amount. See [ERS Instructions](#) for additional information.

➤ Generate Your Cultural Data Profile

One of the required support materials is DataArts' Cultural Data Profile (CDP) Funder Report. DataArts is a national, collaborative online organization that collects and standardizes historical financial and organizational data. Applicants will complete data profiles based on fiscal year Audit or Review information through the DataArts website, culturaldata.org. The completed profile is then used to generate the Funder Report.

All eligible applicants are required to:

- Complete a data profile for FY14, FY15, and FY16.
- Generate CAC's Funder Report with data from these fiscal years and submit it with your application.

The data profile must be in *Completed* status, meaning that your data have cleared the error check. Once complete, you will need to generate your CAC Funder Report and upload it in the Support Materials section. The funder report will be one page in length and contain two years of historical information about your organization. Please refer to the [Cultural Data Profile Guide](#) for more information.

➤ **Gather your Support Materials**

Support materials are images, audio files, video files, links and/or other supporting documents that help bring your organization's mission and programs to life for panelists. They are essential to your application and play an important role in helping panelists evaluate your organization and gain a better understanding of the proposed project. Please refer to the [Support Materials Guide](#) for more information.

➤ **Complete and Submit the Application by August 24, 2017, by 4:30 pm ET**

To be considered complete, an application must include all required responses and support materials. See the Application section on page 11 for further details.

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.

➤ **Notification of Eligibility for the Panel Review Meeting**

CAC staff will email primary contacts regarding the status of their application. If eligible for review by the panel, CAC will provide further details regarding the panel process and procedures. Incomplete applications will not be reviewed.

Post-Application

➤ **Attend and Participate in the Public Panel Review Meeting**

- The Public Panel Review Meeting will take place at the Idea Center at Playhouse Square on October 11, 2017.
- CAC staff will notify all applicants of the panel review meeting dates, times, locations, and live streaming links, and will post all details on the CAC website in advance. Additional information will be made available closer to the panel review date.
- **NEW THIS YEAR:** New applicants will have an opportunity to respond to questions and briefly present to panelists during the panel review discussion.

2018-2019 GOS Public Panel Review Meeting

October 11, 2017

Idea Center at Playhouse Square, Miller Classroom

1375 Euclid Avenue

Cleveland, OH 44115

➤ **Learn 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 GOS 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.

➤ **Attend the CAC Board of Trustees Meeting to Learn your Grant Amount**

- Panel scores and grant amounts will not be confirmed until the CAC Board of Trustees meets on November 13, 2017, at 4 pm. This meeting is open to the public, and applicants are encouraged to attend.
- GOS grant amounts are determined by a formula designed to distribute funding to recommended organizations by considering several factors including:
 - The total annual proceeds collected from the excise tax;
 - The total amount allocated to be granted for that GOS cycle;
 - The averaged operating budget for the previous three fiscal years (FY14, FY15, and FY16) 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.



*Photo
courtesy of
Nature
Center at
Shaker
Lakes*

➤ **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 CEO + Executive Director within 10 working days after the conclusion of the panel review. 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.

Funding Criteria and Scoring

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 on a scale of 1 to 100. Your organization's commitment to each Funding Criteria should thread through your entire application, including the narratives, financials and support materials. By demonstrating this commitment, organizations of any size and discipline can achieve an exceptional rating in each of the three priority areas.

Applications receiving an averaged panel score of 75.00 or higher will be recommended for a GOS grant.

Public Benefit: 45 points

CAC defines public benefit as an organization's ability to meaningfully engage its community to achieve its mission.

An organization meaningfully engages its community by:

- Demonstrating that it understands, works with, and responds to its community
- Using knowledge of its community to drive its work
- Building meaningful relationships with residents and community partners
- Being accessible and inviting to its community and open to the public

Artistic and Cultural Vibrancy: 35 points

CAC defines Artistic and Cultural Vibrancy as an organization's ability to create quality, mission-driven work that inspires and challenges its community.

An organization inspires and challenges its community by:

- Engaging a diverse team of arts and cultural professionals, qualified to achieve mission
- Inspiring its community to think creatively and/or differently
- Incorporating a process of reflection that ensures fresh programming

Organizational Capacity: 20 points

CAC defines Organizational Capacity as an organization's ability to successfully manage resources to their best use now and for years to come.

An organization successfully plans for and manages its resources by:

- Recruiting and retaining an engaged and diverse board, staff and/or volunteers who are qualified to carry out the mission
- Planning as a team to set goals, measure progress and evolve
- Planning strategically to achieve a stronger financial position

Scoring Framework

Panelists will use the following scoring framework and descriptions to assess each application:

Public Benefit: 45 Points

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

Artistic and Cultural Vibrancy: 35 Points

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

Organizational Capacity: 20 Points

Weak	Fair	Good	Strong	Exceptional
1 – 10	11 – 14	15 – 16	17 – 18	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.

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. The application must be submitted online using CAC's [Online Grant Application & Reporting System](#).

The application has six main sections:

- Institutional Goals
- Organizational Overview
- Funding Criteria Narratives
- Additional Narratives
- Support Materials
- Statement of Assurances

Institutional Goals

Identify institutional goals that relate to the Funding Criteria. If you receive a grant, you will be asked to track and share your progress on each of these goals in your 2018 mid-year and year-end reports.

TIP: Institutional goals are specific, measurable, achievable, realistic and time-targeted aims that an organization develops to achieve its mission.

- A. Public Benefit: Engaging your community to achieve your mission
 - **Your one primary goal:** (up to 500 characters)
 - **How will you measure progress?** (up to 750 characters)

- B. Artistic and Cultural Vibrancy: Creating quality, mission-driven work that inspires and challenges your community.
 - **Your one primary goal:** (up to 500 characters)
 - **How will you measure progress?** (up to 750 characters)

- C. Organizational Capacity: Ability to successfully plan for and manage various resources to their best use now and for years to come.
 - **Your one primary goal:** (up to 500 characters)
 - **How will you measure progress?** (up to 750 characters)

Organizational Overview

The organizational overview and project basics give panelists a glimpse into your organization and the basic details of your proposed project.

- **Mission statement and organizational history**

This section will be pre-populated, but you may update or correct any information here.

- **Financial Snapshot**

	Last Completed Fiscal Year Budget	Last Completed Fiscal Year Actual	Variance (automatically calculated)	Current Fiscal Year Budget
Revenue				
Expenses				
Net				

- **What is the 30-second “elevator speech” that you share to best describe your organization and its role in your community?** (up to 500 characters)

Funding Criteria Narratives

These narratives are your opportunity to communicate to the panel the context, goals, processes and work of your organization. It is important that you communicate all relevant information necessary for panelists from outside the region to fully understand your organization.

Public Benefit Narratives

CAC defines Public Benefit as an organization’s ability to successfully engage its community to achieve its mission.

1. **Define your community.** (up to 1,000 characters)

A community may be defined by geography (place), identity (attributes) or affinity (what we like). The best way to demonstrate your project’s public benefit is to demonstrate that you know, work with and respond to your community.

2. **Define the ways your organization understands, works with, and responds to its community in a meaningful way.** (up to 1,500 characters)
3. **Describe how your organization builds meaningful relationships with stakeholders (partners, audiences, patrons, users, visitors, etc.) through your work.** (up to 1,500 characters)
4. **In what ways is your organization accessible and inviting to its community, and open to the public?** (up to 1,500 characters)

Artistic and Cultural Vibrancy Narratives

CAC defines Artistic and Cultural Vibrancy as an organization’s ability to create quality, mission-driven work that inspires and challenges its community.

1. **Describe two programmatic highlights that best represent your organization’s work over the last two years that demonstrate how your organization inspired its community to think creatively and/or differently.** (up to 1,500 characters)

2. **Describe two programmatic highlights that your organization plans to implement over the next two years that demonstrate how your organization will inspire its community to think creatively and/or differently.** (up to 1,500 characters)
3. **Describe how your organization incorporates a process of reflection to ensure fresh programming and continuous improvement?** (up to 1,500 characters)
4. **Describe how your organization engages a diverse team of arts and cultural professionals to achieve your mission. How are they qualified?** (up to 1,500 characters)

Organizational Capacity Narratives

CAC defines Organizational Capacity as an organization's ability to manage for today and plan for tomorrow.

1. **Describe your organizational planning process for the current year. How do you know that you are on track? Who is key to this process, both within your organization and outside it?** (up to 1,500 characters)
2. **Describe your organization's current financial situation. How does your organization plan strategically to achieve a stronger financial position?** (up to 1,500 characters)
3. **Describe how your organization engages a diverse team of administrative, operational and finance professionals to achieve your mission. Who set your organization's current fiscal year budget and how are they qualified?** (up to 1,500 characters)

You will upload this budget in the Support Materials section.

4. **How do you recruit and retain an engaged and diverse, board, staff and/or volunteers who are qualified to help set policies and goals that will guide the organization?** (up to 1,500 characters)

Additional Narratives

Organizational Capacity Assessment

Answer "Yes" or "No" to each question below. You will have the opportunity provide an explanation to any of your responses in a text field that will appear at the end of the assessment. Your response will NOT impact your organization's eligibility for CAC funding, though it may impact score.

	Question	YES	NO
A.	Does your board meet on a regular schedule? How often? (insert explanation)		
B.	Are minutes kept and available for review?		
C.	Do 100 percent of your board members give annual financial contributions?		
D.	Have/will any board members be paid stipends for their service on the board or for professional services provided to the organization?		
E.	Are any of your staff and board members related?		
F.	Does any board member or staff person have a financial interest in the operation of the organization other than an authorized salary?		
G.	Has the board adopted by-laws and are they periodically reviewed?		
H.	Does your organization have a board-approved budget?		
I.	Does your organization have a board-approved strategic or long-range plan?		
J.	Does your organization have a board-approved diversity/inclusion policy?		
K.	Are regular and year-end financial statements reviewed by the board?		
L.	Does your organization handle all of its financial transactions through a regularly reconciled checking account?		
M.	Is your organization current on all tax obligations including employee withholding, sales tax, business taxes to all levels of government?		
N.	Is check-signing authority included in the by-laws or other written procedures?		
O.	Does your organization have cash flow projections that are updated regularly?		
P.	Are your present facilities, or facilities in which you present/conduct programs, ADA compliant?		
Q.	Does your organization have a succession plan in place for executive leadership?		
R.	Does every employee receive an annual performance review?		
S.	Do you have a line item in your organizational budget for professional development that is available to all staff?		

Cultural Data Profile Funder Report Narrative

To ensure that panelists understand your organization's CDP Funder Report, you will have the opportunity to include a narrative explanation of your data. Share details on areas where there are standout variances, trends or shifts from year to year and any data points that might need context or explanation.

1. **Explain any important outliers, trends or variances.** (up to 1,500 characters)

Optional Question

1. **What additional information would you like to share about your organization?** (up to 1,000 characters)
2. **Add any web-based support material links here. Other support materials will be uploaded in the next section of the application.** (up to 3 links)

Support Materials

Support materials play a critical role in helping panelists evaluate your application by bringing to life your organization's mission and programs. They may include images, audio, video, links and other support documents.

- Photos, videos, audio and other documents do not necessarily need to be professionally produced to demonstrate vibrant programming.
- All audio and visual materials should be cued to immediately begin with relevant activity.
- Applicants are encouraged to submit quality support materials that are current (within the last 24 months) and relevant to the application.

For information on selecting and uploading support materials to your online application, please refer to the [Support Materials Guide](#).

Please note: CAC does not own, collect royalties on or hold copyrights to artistic products resulting from its grants, nor will it take any action on behalf of the cultural partner to protect the cultural partner's intellectual property rights. CAC does, however, have legal authority to reproduce and use submitted documentation (electronically and in print) of such artistic products for educational, promotional, official or noncommercial purposes.

All applicants must upload or provide links to the following:

Organizational Support Materials

- Cultural Data Project Funder Report (with FY14, FY15, and FY16 data profiles in *Complete* status)
- Audit or Review for FY16 (see eligibility requirements on page 2 for more information).
- Board of Directors list - including affiliations
- Current year organizational budget

Arts and Cultural Support Materials

- Up to five items of your choice that demonstrate your Public Benefit, Artistic and Cultural Vibrancy and Organizational Capacity

Statement of Assurances

The Statement of Assurances is the last step in the application process. An authorizing official will certify that s/he is authorized to submit the application on behalf of the organization and that the information submitted in the application is true and correct to the best of his/her knowledge.



Museum of Contemporary Art (MOCA) Cleveland. Photo by Frank Lanza

Glossary

ADA Compliant: The organization and/or facility is compliant with the [Americans with Disabilities Act](#), a federal anti-discrimination statute.

Arts or Cultural Heritage: 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.”

Arts or Cultural Organization: defined in the Ohio Revised Code, Chapter 3381, as “any corporation, organization, association or institution that provides programs or activities in areas directly concerned with the arts and cultural heritage; and is not for profit and whose net earnings may not lawfully inure to the benefit of any private shareholder, member or individual.”

Authorizing Official: an official of your organization who has authority to legally bind the organization. This individual has authority to sign all application and grant-related documents.

Capital: capital improvements, expenditures, acquisitions and restorations (facilities and equipment).

Community: CAC defines community as the constituents (audience, participants, neighbors, and beneficiaries) the applicant intends to serve. The strongest applicants clearly define their community and include plans to engage these constituents in the planning and implementation of their mission.

Criteria: minimum standards applicants must comply with to be considered for funding. Meeting specific criteria does not guarantee a grant award since all CAC programs are competitive.

DataArts: a national, collaborative online system that collects and standardizes historical financial and organizational data. For more information, visit the DataArts website at www.culturaldata.org.

Diverse: composed of distinct qualities and characteristics; age, color, ethnicity, ancestry, sex, family or marital status, gender identity or expression, language, national origin, physical and mental disability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, citizenship status and other characteristics that make individuals unique.

Eligibility Check: the process used to determine an applicant’s eligibility to apply for CAC funding.

Eligible Revenue and Support (ERS) Form: the [ERS form](#) is used by CAC to determine the base revenue figure for each organization receiving General Operating Support. This base figure will be used in the computation of the formula used to determine the GOS grant for each recipient organization. The ERS form must be completed by all GOS applicants using data from the organization’s FY14, FY15 and FY16 Certified Financial Reviews or Audits.

Fiscal Agent or Sponsor: an incorporated, nonprofit, tax-exempt organization that provides administrative and financial services for projects initiated by unincorporated, nonprofit organizations or incorporated, nonprofit organizations that do not have financial or administrative capability. Unincorporated groups or organizations may not apply to the Project Support program through an organization acting as a fiscal agent.

Funding Formula: the calculation used by CAC to determine grant amounts.

Going Concern: the *Going Concern Principle* is the assumption that an entity will remain in business for the foreseeable future. Note: This term will appear in the Statement of Assurances in the online system.

Nonprofit Organization: organizations that have tax-exempt status under Internal Revenue Code Section 501(c)(3), but are not private foundations under Internal Revenue Code Section 509 or are among those "operating" private foundations (private foundations that implement programs similar to public charities). These organizations are tax-exempt and contributions to them are tax-deductible under such Internal Revenue Code Sections as 170, 642, 2055 and 2522.

Permanent and Viable Base of Operations in Cuyahoga County: applicant organization, branch or affiliate office must have a business address in Cuyahoga County and present the majority of its local programs and services in Cuyahoga County for the residents of Cuyahoga County and visitors to Cuyahoga County.

Public Programming: activities, services, productions, exhibits, tours, lectures, workshops, etc., that are open to the public.

Qualified Personnel: who meet specific requirements or precedent conditions for the position they occupy. Can be measured by educational attainment, experience, certifications, knowledge of community, etc.

Support Material: recent, relevant and quality evidence submitted by the applicant that demonstrates alignment with funding criteria and supports written narrative. Includes print, video, audio and visual materials. For more detailed information, please see the [Support Materials Guide](#).



Contemporary Youth Orchestra. Photo by Robert Muller.

Additional Resources

CAC will offer a variety of application workshops, webinars, and technical assistance trainings in advance of the application deadline. Workshop dates, locations, and registration information will be posted on the CAC website and all eligible applicants will be notified by email regarding workshop details.

Please use the following guides referenced throughout this document for more detailed information to help you throughout the application process:

[2018 Grant Program Guide](#)

[Online Application & Reporting System Guide](#)

[Support Materials Guide](#)

[Cultural Data Profile Guide](#)

Also, consider the following resources throughout the application process:

Past Applications: Applicants who wish to review high-scoring applications from past cycles are encouraged to contact the CAC staff.

Panel Review Audio Files: Applicants may listen to [audio recordings](#) from previous panel review meetings to inform their applications and learn from others.

As always, CAC staff is here to assist you:

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