



2018 General Operating Support Mid-Year Report

Your 2018 General Operating Support (GOS) Mid-Year Report is due by July 31, 2018.

Submit your report using our [online application and reporting system](#). Need help with the online system? Please read our [Guide to FluidReview](#).

Once your report is approved, your organization's primary contact will receive an email confirming the payment schedule for 40% of your 2018 grant. Review and approval of reports typically takes at least three weeks from the date of submission.

The report is divided into four sections:

- Contact Verification
- Narratives
- Support Materials (*if applicable; see page 3*)
- Statement of Assurances

Questions? Contact your [program manager](#) at 216.515.8303. India Pierre-Ingram, associate - communications & grant programs, can help with any technical questions you may have: ipierreingram@cacgrants.org or 216.515.8303 x107.

CONTACT VERIFICATION

The first two subsections will be auto-populated from your organizational details in the online system. Review the information and make any necessary updates.

- **Organizational Primary Contact Information.** This contact will receive all communications from Cuyahoga Arts & Culture related to your organization's GOS grant during the 2018-19 grant cycle.
- **CEO/Executive Director Contact Information from the Online System.** Auto populated from the *Organizational Details* section of your User Account.
- **Additional Changes in Key Staff or Trustees.** Use this field to update CAC on any other relevant staff or board changes.
- **Fiscal Year End.** Select your fiscal year end date and month from the dropdown menus.
- **Banking Information.** Has your organization's direct deposit (ACH) information changed since you received your last payment from CAC? If 'yes' please send an updated copy of the [direct deposit agreement form](#) to your program manager. (Yes/No)

NARRATIVES

Please provide responses that are clear, concise and fully address the prompts. Specific and direct responses will allow you to stay within the character limits.

Goals Narratives

For this grant, you set three 2018 institutional goals (one for each of CAC's funding criteria: Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity), submitted in November 2017. These goals/how you measure progress will be auto-populated into non-editable text fields.

Public Benefit

Your primary goal

How will you measure progress?

- *What progress have you made against this Public Benefit goal in the first 6 months of 2018?* (up to 1000 characters)

Artistic and Cultural Vibrancy

Your primary goal

How will you measure progress?

- *What progress have you made against this Artistic and Cultural Vibrancy goal in the first 6 months of 2018?* (up to 1000 characters)

Organizational Capacity

Your primary goal

How will you measure progress?

- *What progress have you made against this Organizational Capacity goal in the first 6 months of 2018?* (up to 1000 characters)

Additional Narratives

Cultural Data Project Funder Report Narrative

(visible only to organizations with a fiscal year ending between August 1 and December 31)

After reviewing the Funder Report, identify two areas that most require additional explanation. (character limit: 500 per text field). Responses can pertain to overarching themes, trends, a specific line item, or anything else that might need an explanation.

Racial Equity: Learning and Doing Together

As a result of our 2016 [organizational planning](#) work, including input from our cultural partners and thousands of residents, CAC claimed [equity](#) as a value. To continue our learning and to support your work, we offered free admission to the half-day “groundwater” presentations by the Racial Equity Institute (REI), in partnership with Cleveland Neighborhood Progress. Up to five staff and/or board members from your organization were invited to attend one of the monthly sessions. To help us learn from and assess this work, we ask:

- Have you or others from your organization participated in the Racial Equity Institute sessions offered by CAC through Cleveland Neighborhood Progress or at another time? (Yes/No)
 - a. (If yes) Please indicate who from your organization has attended REI sessions. Please select all that apply.
 - i. Board Members
 - ii. Executive Director and/or staff leadership
 - iii. Frontline and/or program staff
 - b. (If no) Have you or representatives from your organization participated in racial equity learning through another organization?
 - i. (If yes) What was the training name and who presented/sponsored it? Would you recommend it to others?
 - ii. (if no) Would you be interested in attending an REI training if we extended the opportunity for the second half of 2018? (Y/N)

- If you have done anything differently at your organization as a result of your participation in REI or another racial equity training, please share. (optional)
(character limit: 500)

Anything Else? (Optional). *Are there any additional comments or updates that you would like to share? Additionally, what types of training and resources could be useful to you in the future?*
(character limit: 500)

SUPPORT MATERIALS

Required for organizations with fiscal year ending between **August 1 and December 31**

- **Audit** (for organizations with \$750K or greater in expenses) **or Review**
- **Cultural Data Profile Funder Report** (with data from FY17, 16 and 15)
- **Eligible Revenue and Support (ERS) Form** for fiscal year 2017

The ERS form and its FAQs and Definitions document can be downloaded [here](#). Organizations with an operating budget of \$1 million or greater must also include a reconciliation report.

An audit reconciliation report is a document that helps connect your organization’s ERS form to its audit. It should explain any complexities in your financials that do not clearly break out as delineated in CAC’s eligible revenue and support definitions. Reconciliation reports will vary by organization; there is no form to download, nor is there a specific format to follow.

STATEMENT OF ASSURANCES

Closely review the report. If everything is correct, enter the name, title and email address of the person making the submission and hit the “submit” button.

You will receive an automatic email response indicating that we have received your materials.