



2016 General Operating Support Mid-Year Report Instructions

TIMELINE

- The 2016 General Operating Support (GOS) Mid-Year Report is **due by Sunday, July 31, 2016**. Reports and support materials must be submitted electronically using our [online application and reporting system](#).
- **NOTE:** Previous versions of the Cultural Data Profile included a 2-week review period conducted by CDP staff. Error check is now built into the CDP during the submission process and the 2-week review period is no longer used. For organizations required to generate and submit the Cultural Data Project (CDP) Funder Report, please note that all Data Profiles in the Funder Report will now show **Review/Submitted** status.
- Once your report is approved, your organization's primary contact will receive written notification confirming the payment schedule for 40% of your 2016 grant. Please keep in mind that the review and approval of reports typically takes at least two weeks from the time of submission.

REPORT OUTLINE

The report is divided into five sections:

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

CONTACT VERIFICATION

The first three fields will be auto-populated from your user account in the online system. Review the information and make any necessary updates.

1. *Organizational Primary Contact Information*
 - ❖ This contact will receive all communications from Cuyahoga Arts & Culture related to your organization's GOS grant during the 2015-17 grant cycle.
2. *Organizational Email Address From the Online System*
 - ❖ This email address will receive auto-response messages when a report or application is submitted using the online system.
 - ❖ From the *Organizational Details* section of your User Account.
3. *CEO/Executive Director Contact Information from the Online System*
 - ❖ From the *Organizational Details* section of your User Account.
4. *Additional Changes in Key Staff or Trustees*
 - ❖ Use this field to update CAC on any other relevant staff or board changes.

NARRATIVES

Provide responses that are clear, concise and fully address the prompts. Specific and direct responses will allow you to stay within the character limits. If you feel that your goals and progress measurements require updates or changes for the remainder of the reporting cycle, please refer to Appendix A for goal revision.

Goals Narratives

In the 2015 GOS application, your organization identified institutional goals and measurements for the funding criteria areas of Public Benefit, Artistic and Cultural Vibrancy and Organizational Capacity. As you report progress made against these goals please refer to your application responses, which will be auto-populated in non-editable fields.

Goals that were revised in previous reports will be visible as well. If you have made revisions, please write in response to the most recently edited goals and not earlier versions.

Public Benefit

Your primary goal (auto-populated text field)

How will you measure progress? (auto-populated text field)

1. *What progress have you made against these?* (character limit: 1000)

Artistic and Cultural Vibrancy

Your primary goal (auto-populated text field)

How will you measure progress? (auto-populated text field)

2. *What progress have you made against these?* (character limit: 1000)

Organizational Capacity

Your primary goal (auto-populated text field)

How will you measure progress? (auto-populated text field)

3. *What progress have you made against these?* (character limit: 1000)

Additional Narratives

4. *If there was one activity from the past year you could do differently, what would it be? What would you change if you could do it again?* (character limit: 1500)

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

NOTE: The CDP narrative fields addressed below will only be visible to organizations with fiscal year ending between August 1 and December 31.

5. CDP Funder Report Narrative: *Imagine you are a panelist reviewing your application, and you know little about your organization and its finances. After reviewing the Funder Report, identify three areas that would most require additional explanation.* (character limit: 500 per text field)

❖ **Only required for organizations with fiscal year ending between August 1 and December 31.**

❖ You will have three separate text fields to address your three areas; each text field will have a 500 character limit.

- ❖ Responses can pertain to overarching themes, trends, a particular line item, or anything else that might need an explanation.

GRANT RECONCILIATION

Detail the use of Cuyahoga Arts & Culture grant funds for the period **January 1 through June 30, 2016**. Your total annual grant award will be displayed in a text box above the reconciliation table. Enter that amount in the first row of the table. The first half payment (50% of the full grant award), for which this Mid-Year Report provides a recap, will then display in the second row.

Enter your expenditures for each expense category. The total expense should be, at minimum, equal to your first half payment and no more than your full grant amount.

SUPPORT MATERIALS

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

1. Audit or Review
2. Cultural Data Profile Funder Report in *Review/Submitted* status
 - ❖ **NOTE:** Error check is now built into the CDP during the submission process and the 2-week review period is no longer applicable. When finished, reports will be listed as *Review/Submitted* instead of *Review/Complete*.
3. Eligible Revenue and Support (ERS) Form for fiscal year 2015
 - ❖ The ERS form and its FAQs and Definitions document can be downloaded from the "[Report](#)" [section of the online system](#).
 - ❖ **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.

Save the document. We strongly recommend that you review the complete document before clicking submit. When satisfied, submit the report. You will receive an automatic email response indicating that we have received it.

Questions?

Contact Nicole Thomas, manager – general operating support at nthomas@cacgrants.org or 216.515.8303 x108. Roshi Ahmadian, associate communications and grant programs, can also help with any technical questions you may have: rahmadian@cacgrants.org or 216.515.8303 x109.

Appendix A: Revising your 2016 Goals (Optional)

We recognize that priorities and circumstances change. Feel free to update any or all of your goals for 2017/ Simply check “yes” in the corresponding box. This will make nine narrative fields visible – three for each funding criterion – as outlined below.

Note: CAC has extended your GOS grant through 2017. You will have another opportunity to update your goals in future reports.

Public Benefit

1. Revise or fully re-write the auto-populated text to create a new institutional Public Benefit goal. (character limit: 500)
2. Revise or fully re-write the auto- populated text to explain how you will measure progress. (character limit: 500)
3. Explain why this change or update is necessary. (character limit: 500)

Artistic and Cultural Vibrancy

1. Revise or fully re-write the auto- populated text to create a new institutional Artistic and Cultural Vibrancy goal. (character limit: 500)
2. Revise or fully re-write the auto- populated text to explain how you will measure progress. (character limit: 500)
3. Explain why this change or update is necessary. (character limit: 500)

Organizational Capacity

1. Revise or fully re-write the auto- populated text to create a new institutional Organizational Capacity goal. (character limit: 500)
2. Revise or fully re-write the auto- populated text to explain how you will measure progress. (character limit: 500)
3. Explain why this change or update is necessary. (character limit: 500)