



## 2016 General Operating Support Year-End Report Instructions

### TIMELINE

Cuyahoga Arts & Culture's 2016 General Operating Support (GOS) year-end report is **due by Tuesday, January 31, 2017**. All reports and supporting documents must be submitted electronically using our [online application and reporting system](http://cuyahoga.culturegrants.org) (cuyahoga.culturegrants.org).

- For organizations required to submit the Cultural Data Project (CDP) funder report (those with FY ending 1/31 – 7/31), we recommend that your data profiles be submitted at least one week prior to the January 31 due date. All data profiles in the funder report must be in Review Complete status in order to receive CAC funds.
- Once we review and approve your report, an email will be sent to your organization's primary contact confirming the payment schedule for the final 10% of your 2016 grant.

### REPORT OUTLINE

The report is divided into five sections:

- Contact Verification
- Narratives
- Grant Reconciliation
- Support Materials
- 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.
2. *Organizational Email Address for the Online System*
  - This email address will receive auto-response messages when a report or application is submitted in the online system.
  - Populated from the *Organizational Details* area of your User Account.
3. *CEO/Executive Director Contact Information from the Online System*
  - Populated from the *Organizational Details* area of your User Account.
4. *Additional Changes in Key Staff or Trustees*
  - Use this field to update CAC on any other relevant changes in your staff or trustees.

## NARRATIVES

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

### Goals Narratives

In the 2015-16 GOS application, your organization identified institutional goals and measurements for the funding criteria areas of Public Benefit, Artistic and Cultural Vibrancy and Organizational Capacity. These will be auto-populated into non-editable text fields. **Have things changed?** See Appendix A at the end of these instructions.

#### Public Benefit

Your primary goal (pulled from 2015-16 GOS application)

How will you measure progress? (pulled from 2016-16 GOS application)

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

#### Artistic and Cultural Vibrancy

Your primary goal (pulled from 2015-16 GOS application)

How will you measure progress? (pulled from 2016-16 GOS application)

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

#### Organizational Capacity

Your primary goal (pulled from 2015-16 GOS application)

How will you measure progress? (pulled from 2016-16 GOS application)

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

### Additional Narratives

**Share a Story.** *Please tell a specific story from this past year that highlights how your organization made a difference in your community.* (character limit: 1500)

- Consider attaching photos or videos in the Support Materials section to help tell your story.
- We may follow-up with you to learn more and look forward to sharing stories of your work with residents in 2016.

**Taking Action: Telling the story of public funding.** *Share how you publicly acknowledged CAC and helped your audiences understand the importance of public funding for arts and culture in 2016.*

(character limit: 750)

- You may include up to three direct web links. (optional)
- This helps us learn how you communicated our support of your programs to the general public and stakeholders. You will be required to upload samples later in the Support Materials section of the report. Samples can include brochures, programs, print ads, web-based materials, etc. See our [Cultural Partner Expectations](#) document for details on crediting materials.

**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)

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

- **NOTE: The CDP portion is only required for organizations with a fiscal year ending between January 1 and July 31.** This question will not be visible in the online system to organizations with a fiscal year ending between August 1 and December 31.
- You will have three separate text fields to address the three areas. Consider explaining overarching themes/trends, a particular line item or anything else that might benefit from a short explanation.

## **GRANT RECONCILIATION**

Detail the use of CAC grant funds for the period **July 1 through December 31, 2016**. Total expenditures should equal 100% of your 2016 grant award amount. The first column, titled “Mid-Year,” will automatically populate with the numbers you entered in your 2016 mid-year report grant reconciliation. In the “Year-End” column, input figures for all activity from July 1 through December 31, 2016.

While you have not yet received the remaining 10% of your 2016 grant award, the full amount of the grant should be expended during the 2016 grant period. Be sure that the payment lines in the first and second columns equal your total 2016 grant amount.

## **SUPPORT MATERIALS**

### **Required for ALL**

#### **Programming Location Report**

- Complete and upload the Excel template, [available here](#) and on the Support Materials page of the report in the online system.
- To demonstrate the impact of CAC-funded programming in Cuyahoga County, we request that you upload a list of the locations where your organization conducted programming in 2016. Instructions for completing this simple document are located on the first tab in the spreadsheet.

#### **Credit and Publicity & Storytelling Samples**

- At least one credit sample is required. Please also consider using this space to upload photos/videos that bring to life the story of how your work make a difference in your community (the “Share a Story” narrative on page 2).
- Samples can include brochures, programs, print ads, web-based materials, etc. You may choose to upload documents or provide links in the text field provided within this section.

### **Required for organizations with fiscal year ending between January 1 and July 31**

- **Audit or Certified Financial Review**  
for fiscal year 2016
- **Cultural Data Project Funder Report**  
with data profiles for FYs ‘14, ‘15, and ‘16 in Review Complete status
- **Eligible Revenue and Support (ERS) Form**  
for fiscal year 2016. 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 completed ERS to your audit. It should explain any complexities in your financials that do not clearly break out as outlined in CAC's ERS definitions. Reconciliation reports will vary by organizations; 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 submitting the 2016 Year-End Report.

Save the document. We strongly recommend that you review all components before submitting. If you are satisfied with your report, click "submit." You will receive an automatic email indicating that we have received your report.

### **Questions?**

Feel free to contact program manager Nicole Thomas at 216-515-8303 x108 or [nthomas@cacgrants.org](mailto:nthomas@cacgrants.org) or associate Roshi Ahmadian can also help with any technical questions you may have: [rahmadian@cacgrants.org](mailto:rahmadian@cacgrants.org) or 216-515-8303 x109.

## **Appendix A: Revising your 2016 Goals (Optional)**

We understand that priorities and circumstances change. Feel free to update any or all of your goals for 2016. Simply check “yes” in the corresponding box. This will make visible nine narrative fields – three for each funding criteria – as outlined below.

*Note: CAC has extended your GOS grant through 2017. You will have another opportunity to update your goals in the 2017 mid-year report.*

### **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)