



2017 General Operating Support Year-End Report

Your 2017 General Operating Support (GOS) Year-End Report is due by January 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 the final 10% of your 2017 grant. Review and approval of reports typically takes at least three weeks from the date of submission.

The report is divided into five sections:

- Contact Verification
- Narratives
- Grant Reconciliation
- Support Materials
- Statement of Assurances

Questions? Contact Jill Paulsen, deputy director at jpaulsen@cacgrants.org or 216.515.8303 x104. 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 2015-17 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.

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 institutional goals (one for each of CAC's funding criteria: Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity). 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?

- *As you close out this grant, what progress have you made against this Public Benefit goal? (up to 1000 characters)*

Artistic and Cultural Vibrancy

Your primary goal

How will you measure progress?

- *As you close out this grant cycle, what progress have you made against this Artistic and Cultural Vibrancy goal? (up to 1000 characters)*

Organizational Capacity

Your primary goal

How will you measure progress?

- *As you close out this grant, what progress have you made against this Organizational Capacity goal? (up to 1000 characters)*

Additional Narratives

Cultural Data Project Funder Report Narrative

(visible only to organizations with a fiscal year ending between January 1 and July 31)

After reviewing the Funder Report, identify three 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.

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)*

GRANT RECONCILIATION

Complete the table to show how your organizations used CAC grant funds for the period **January 1 through December 31, 2017**. While we know you have not received the final 10%, report on the full grant amount, total expenditures should equal 100% of your 2017 grant award amount.

| Expense Category | Expense Amount |
|---|----------------|
| Personnel | |
| Outside Fees | |
| Travel within the US | |
| Marketing/Publicity | |
| Production/Exhibition Expenses | |
| Space Rental | |
| Remaining Operating Expenses | |
| Total (will be automatically calculated) | |

SUPPORT MATERIALS

2017 Program Location Report

Complete and upload the Excel template, [available here](#). Instructions for completing this simple document are located on the first tab in the spreadsheet.

Credit and Publicity & Storytelling Sample

One credit sample is required. 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.

Please also consider using this space to upload photos/videos that bring to life the story of how your work makes a difference in your community.

Additional requirements for organizations with fiscal year ending between Jan. 1 and July 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.