



General Operating Support 2018 Organizational Goal Setting Form

Your 2018 General Operating Support (GOS) Goal Setting Form is due by November 20, 2017 – but we encourage early submissions.

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

Once your 2018 goals are approved, your organization's primary contact will receive an email providing access to 2018-19 grant agreement. Once your board chair and executive director/CEO have signed the grant agreement and your 2017 Year End Report has also been approved, we will release the first payment of your 2018 grant (50%).

Review and approval of this form will likely take at least two weeks from the date of submission.

The goal setting form is divided into five sections:

- Contact Verification
- Setting 2018 Institutional Goals
- Additional Questions
- 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 also 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 organization 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.

SETTING 2018 INSTITUTIONAL GOALS

Identify institutional goals that relate to CAC's three funding criteria. See Appendix and help text in FluidReview for complete definitions. Reminder: Institutional goals are specific, measurable, achievable, realistic and time-targeted.

You will share your progress on of these goals in your 2018 mid-year and year-end reports.

1. **Public Benefit:** *Engaging your community to achieve your mission*
 - **Your organization's 2018 Public Benefit goal:** (up to 500 characters)
 - **How will you measure progress?** (up to 750 characters)

2. **Artistic and Cultural Vibrancy:** *Creating quality, mission-driven work that inspires and challenges your community.*
 - **Your organization's 2018 Artistic & Cultural Vibrancy goal:** (up to 500 characters)
 - **How will you measure progress?** (up to 750 characters)

3. **Organizational Capacity:** *Ability to successfully plan for and manage various resources to your best use now and for years to come.*
 - **Your organization's 2018 Organizational Capacity goal:** (up to 500 characters)
 - **How will you measure progress?** (up to 750 characters)

ADDITIONAL QUESTIONS

1. *Is your organization operating under a **strategic plan** or some planning framework? Y/N*
 - a. If yes, you will be asked to attach this plan to the support materials section.
 - b. If no, you are welcome to share more information with us.

2. *Share your events:* Your grant agreement will require you to have at least one event posted at all times on the CAC events calendar at ClevelandArtsEvents.com. Please post all your upcoming public events that you have not previously added by logging in [here](#).
 - a. I certify that I have posted all my organization's upcoming public events on ClevelandArtsEvents.com.
 - b. I couldn't complete this task.
 - i. Please explain why you could not post all your upcoming events on ClevelandArtsEvents.com or contact India Pierre-Ingram at ipierreingram@cacgrants.org or 216.515.8303 x107 with questions about posting events.

SUPPORT MATERIALS

- Please upload your organization’s **strategic plan** or planning framework.
- Please upload your **Articles of Incorporation**. Thanks for helping us update our electronic records.

STATEMENT OF ASSURANCES

Closely review the form. 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.

APPENDIX: CAC FUNDING CRITERIA

Public Benefit:

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:

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:

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