2017 General Operating Support
Mid-Year Report Instructions

TIMELINE
The 2017 General Operating Support (GOS) Mid-Year Report is **due by Monday, July 31, 2017.** Reports and support materials must be submitted electronically using our **new online application and reporting system**. Please read our Guide to FluidReview for more information on accessing the report in our new system.

Once your report is approved, your organization's primary contact will receive written notification via email confirming the payment schedule for 40% of your 2017 grant. Please keep in mind that the review and approval of reports typically takes at least two to three weeks from the date of submission.

REPORT OUTLINE
The report is divided into four sections:
- Contact Verification
- Narratives
- Statement of Assurances
- Support Materials (*if applicable; see instructions on page 3*)

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.

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. If you feel that your goals and progress measurements require updates or changes for the remainder of the reporting cycle, please see *Revising your Goals* below.

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 or your most updated goals, please refer to your 2016 Year-End Report, which is uploaded as a PDF attachment in the system called *2017 Goals*.

If you have made revisions, please write in response to the most recently edited goals and not earlier versions.

Revising your Goals

We recognize that priorities and circumstances change. Feel free to update any or all your goals for 2017.

NEW: Please note that you must copy & paste either your existing or your revised text in the first two fields for each goal.

Public Benefit
Your primary goal
How will you measure progress?

- *What progress have you made against these?* (up to 1000 characters)
- *If you revised the goal above, explain why this change or update is necessary.* (up to 500 characters)

Artistic and Cultural Vibrancy
Your primary goal
How will you measure progress?

- *What progress have you made against these?* (up to 1000 characters)
- *If you revised the goal above, explain why this change or update is necessary.* (up to 500 characters)

Organizational Capacity
Your primary goal
How will you measure progress?

- *What progress have you made against these?* (up to 1000 characters)
- *If you revised the goal above, explain why this change or update is necessary.* (up to 500 characters)

Additional Narratives

- *If there was one activity from the past six months you could do differently, what would it be? What would you change if you could do it again?* (up to 1500 characters)

- **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?* (up to 1500 characters)

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

- **CDP Funder Report Narrative:** *After reviewing the Funder Report, identify three areas that most require additional explanation.* (character limit: 500 per text field)
    - o Only required for organizations with fiscal year ending between August 1 and December 31.
    - o 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 specific line item, or anything else that might need an explanation.

STATEMENT OF ASSURANCES
Closely review the report. If everything is correct, enter the name, title and email address of the person making the submission.

SUPPORT MATERIALS
Required for organizations with fiscal year ending between August 1 and December 31
1. Audit (for organizations with $750K or greater in expenses) or Review
2. Cultural Data Profile Funder Report in *Review/Submitted* status
3. Eligible Revenue and Support (ERS) Form for fiscal year 2016
    - 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.
        - o 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.

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 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.