



## GRANT RECIPIENT REQUIREMENTS EVENTS CALENDAR AND CREDIT

As a Cuyahoga Arts & Culture (CAC) grant recipient, your organization must comply with the requirements described in your grant agreement. Two of these requirements relate to communications and publicity, which may be outside the scope of work of some organizations' development or grant team. For this reason, we have expanded on these two requirements here, so that you can share them easily with the person or team that handles your marketing or communications.

Meeting these requirements not only ensures compliance with your grant agreement, but also helps maximize the impact of our public funding in the community by shining a light on your efforts to inspire and strengthen the community through arts and culture.

### 1 | EVENTS CALENDAR REQUIREMENTS

All CAC grant recipients are required to **post their public events on CAC's online calendar of events at [ClevelandArtsEvents.com](https://www.clevelandartsevents.com)**. The details of this requirement vary based on the program through which you are funded. View page 2 for additional details around this requirement.

For further reading, reference the following sections in your grant agreement:

**General Operating Support | Section 6**  
**Project Support | Section 1.c.**

### 2 | CREDIT REQUIREMENTS

All CAC grant recipients are required to **acknowledge CAC funding**. View page 2 for the different tactics and tools your organization can use to credit CAC and the residents of Cuyahoga County with its grant.

For further reading, reference the following sections in your grant agreement:

**General Operating Support | Section 7**  
**Project Support | Section 2.f.**

### QUESTIONS?

Contact our staff if you have any questions about the events calendar and credit requirements:

[program managers](#) | for general questions around your grant requirements  
[associate](#) | for technical assistance around using [ClevelandArtsEvents.com](https://www.clevelandartsevents.com)



## HOW TO POST EVENTS

- **General Operating Support Grant Recipients**

As an operating support grant recipient, your organization is **required to post upcoming performances, exhibits, and programs (events)** to [ClevelandArtsEvents.com](https://ClevelandArtsEvents.com) in order to ensure that a broad representation of your programming is available to the thousands of county residents that visit the online calendar each month. Your events **must be posted at least 30 days in advance**. You are required to have active events on the calendar **during all months of the year**, except for months in which your organization is conducting no programming. During the mid-year and year-end report processing, **CAC may hold payment** until your organization is able to demonstrate that it has met this requirement.

- **Project Support Grant Recipients**

As a project support grant recipient, your organization is **required to post its upcoming CAC-funded public program(s)** to [ClevelandArtsEvents.com](https://ClevelandArtsEvents.com). Your event(s) **must be posted at least 30 days in advance** of the date the project is presented to the public. During the final report processing, **CAC may reduce your grant by 10%**, if your organization is unable to demonstrate that it has met this requirement.

Events submitted to our site become eligible to be publicized in our events e-newsletter, which reaches over 15,000 Cuyahoga County residents.

View

- [Instructions for posting events on ClevelandArtsEvents.com](#)

## HOW TO CREDIT CAC

Your grant agreement requires you to acknowledge CAC as often as appropriate. Make a plan to effectively use our logo or credit line in print and digital materials, such as:

- Promotional materials
- Advertising
- Electronic communications
- Event programs, program books, playbills or handouts
- Media interviews/Verbal credit
- Venue or exhibition signage
- Annual reports and published documents
- Educational materials
- Benefit events and fundraising

Download

- [CAC logo](#) | [Instructions for using the logo](#)
- [CAC ads](#)

Request

- [CAC-branded items](#)

### Credit Line

*“Organization name/program name is supported in part by the residents of Cuyahoga County through a public grant from Cuyahoga Arts & Culture.”*





# I'VE MET THESE REQUIREMENTS, BUT WANT TO DO MORE

**Thank you for helping CAC maximize the impact of our public funding in the community by meeting the two requirements described in this document!**

If you are looking for other ways to further raise awareness about your work and CAC's funding, you can try some of the ideas below. Please note that these are additional and optional ways to work with CAC:


- In addition to grant reporting requirements, we encourage your organization to communicate regularly with your CAC program manager. Not only are we genuinely interested in your work, but we can also connect you to helpful tools, people and resources.
- Share stories that feature how your organization connects with and helps residents of Cuyahoga County create, connect and express themselves. Share them on social media and tag CAC's accounts, or send them to us so that we can promote your stories online.
- Consider CAC when advertising, in media relations and when sharing your stories with the community. Mention the impact of CAC funding on your work whenever possible.
- Aside from your events, post jobs (or calls for artists, volunteer opportunities, and auditions), venues and artist profiles to ClevelandArtsEvents.com to help us make this resource as robust as possible. The jobs webpage regularly receives thousands of visits from county residents and is a great place to promote your openings.
- Work on your event postings to make them more enticing to website visitors. Here are a few tips:

**Tip 1**  
A catchy title

**Tip 2**  
An eye-catching image specific to the event

**Br'er Cotton**  
Presented by Cleveland Public Theatre at Cleveland Public Theatre, Cleveland OH

MAR 29 - APR 21



**Deeply affected by recent killings of young black men like himself, a boy's anger grows beyond containment.**

[BUY TICKETS](#) [ADD IT](#)

Lynchburg, Virginia. The former site of a thriving cotton mill is now an impoverished neighborhood. Deeply affected by recent killings of young black men like himself, Ruffino, a 14-year-old "militant," incites riots at school and online. More and more at odds with his mother and grandfather, the boy's anger grows beyond containment while the family home literally sinks into the cotton field and no one seems to notice but him. **A National New Play Network Rolling World Premiere.** Written

**Tip 3**  
One-paragraph event description



Bulkley Building  
1501 Euclid Ave., Suite 407  
Cleveland, Ohio 44115

216.515.8303

[info@cacgrants.org](mailto:info@cacgrants.org)

Cuyahoga Arts & Culture (CAC) is one of the largest public funders of arts and culture in the nation, connecting millions of people to cultural experiences in Cuyahoga County each year.