



Support Materials Guide

For use with Cuyahoga Arts & Culture’s General Operating Support and Project Support grant programs

What are support materials and why are they important?

Support materials are documents that help bring your organization’s mission and programs to life. They can be images, audio files, videos or other supporting documents. Cuyahoga Arts & Culture (CAC) uses support materials to help document eligibility and to review reports. Support materials are also used to share with residents how public funding for arts and culture impacts their community.

Support materials play a critical role in helping panelists evaluate your application. You may submit up to three support materials with your application.

All support materials should lead to a deeper understanding of how your work meets the funding criteria. **However, they do not need to be professionally produced to show vibrant programming.** Be thoughtful when selecting your support materials. Submit items that are clear and relevant. Cue any audio or video files to begin with relevant activity.

Web-based support materials

You can share links to web-based support materials instead of uploading files. These could include links to your webpage, a news story or a YouTube video. Simply copy and paste any links into the text fields in the optional “Provide Links (URLs) to Online Support Materials” task in FluidReview.

Please note: links will count toward the three support materials permitted in your application. Panelists will not review more than the maximum three support materials.

Acceptable file types and sizes

Media	File Types Accepted
Image	jpg, gif, bmp, png, psd
Video	3gp, avi, flv, mov, mp4, mpg, rm, wmv
Audio	mid, midi, mp3, mpa, ra, wav, wma
Documents	doc, docx, txt, xls, xlsx, ppt, pptx, pdf

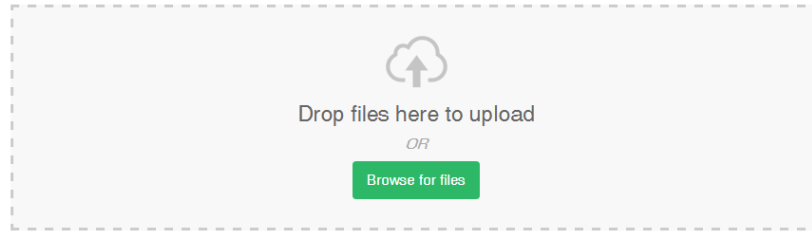
All support materials must be submitted online in [FluidReview](#). There are no file size limits.

How to upload support materials

- 1) Save your support materials on your computer in an acceptable format (see the table above). Please be sure to name your files with relevant information. This adds context to your work.
 - Consider using the following format to save your materials: *Your Organization Name – what you are uploading*
 - For example: *ABC Dance Company - Video of Summer 2017 Dance Performance.wmv*

How to upload support materials (continued)

- 2) Open the Support Materials task in your application or report. Click the *"Browse for Files"* button. Locate the file you want to upload and click *"Open"*. You can also drag and drop files from your computer's desktop or file browser:



- 3) Repeat step 2 until you have uploaded all of your support materials.
- 4) Verify that your support materials were successfully uploaded. The file name and timestamp for each file will display below the *"Browse for Files"* button. Click the file name for a preview of that support material. If you want to remove a support material, click the *"X"* to the right of the file name.

Please note: You have NOT yet completed your Eligibility Check or Application. Click *"Back to Submissions"* to return to your submission. Ensure that you have completed all required tasks and click *"Submit"* to finalize your submission. After submitting, the progress bar to the top right of the page should be at 100%. You will receive a confirmation email when CAC receives your submission.

Ownership and use of support materials

CAC does not own, collect royalties on or hold copyrights to artistic products resulting from its grants, nor will it take any action on behalf of the cultural partner to protect the cultural partner's intellectual property rights. CAC does, however, have legal authority to reproduce and use submitted documentation (electronically and in print) of such artistic products for educational, promotional, official or noncommercial purposes. CAC utilizes clear and vibrant support materials to share how public funding is strengthening our community through our publications, website and other electronic and print media.

Questions? CAC is here to assist.

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