Eligibility Check Guide

For use with the 2017 Project Support Eligibility Check

What is the Eligibility Check?

The Eligibility Check is the first step to apply for a Project Support grant from Cuyahoga Arts & Culture (CAC). All organizations seeking funding must complete the online Eligibility Check. CAC uses the Eligibility Check to determine if an organization meets the criteria to submit an application. You do not need to have a project planned at this stage.

The Eligibility Check process is completed in CAC's Online Application & Reporting system at https://cuyahoga.culturegrants.org/; no other materials will be accepted. To set up an online account and complete your Eligibility Check, refer to the *Online Application & Reporting System Guide*.

When is the Eligibility Check due?

The Eligibility Check is due by June 30, 2016, by 4:30 pm ET**.** Late materials will NOT be accepted. Immediately following the 4:30 pm ET deadline, the *Submit* button on the online system will disappear, making it impossible to submit an Eligibility Check. We strongly recommend that you begin your online Eligibility Check well before the due date to familiarize yourself with the system and to address any technical concerns.

Eligibility Check Due: Thursday, June 30, 2016, by 4:30 pm ET

Who needs to complete the Eligibility Check?

All organizations interested in applying for 2017 Project Support funds must complete the Eligibility Check every year, even if you have previously applied for or received funding from CAC. If your organization has never received CAC funds, you will only be able to apply to the Project Support II program.

What must the organization demonstrate to be deemed eligible through the Eligibility Check?

In order to be deemed eligible for the Project Support grant program through the Eligibility Check, applicant organizations must meet all of the following criteria:

1. Have a permanent and viable base of operations in Cuyahoga County for at least one year prior to June 30, 2016.

2. Be a 501c3 organization as verified by Guidestar's Charity Check service.

3. Have produced or presented arts or cultural program(s) open to the public within the previous two years prior to June 30, 2016.

4. Provide the required financial documentation as outlined in the table on page 3 of this guide.

5. Be incorporated and authorized to do business in Ohio as verified by the Ohio Secretary of State. To determine if your organization meets this criterion, visit the Ohio Secretary of State website and verify that your Certificate of Continued Existence is current. If the statement is not current, your organization will be deemed ineligible.

Steps to Complete the Eligibility Check

1. Read these instructions and gather your eligibility documentation (see the table on page 3).

2. Set up or access your account in the Online Application & Reporting System at cuyahoga.culturegrants.org. See the *Online Application & Reporting System Guide* for more detail.

3. Select *Open Applications* and click on *Apply* button to the right of the desired program (For example *Project Support, PS 2017*).

4. Select *Eligibility Check* to officially begin your Eligibility Check.

5. Complete and/or update all information in **Section One**, *Applicant Information*.
   - Please note that the Primary Contact must be an authorized staff member of the organization. This is the person CAC will contact (via US mail, phone or email) for all matters related to the Eligibility Check and Application process.

6. In **Section Two**, *Program Selection*, you will be asked to select a program and indicate whether or not your organization received 2015 or 2016 Project Support funds from CAC. You will also need to provide proof of at least one arts or cultural program presented, created or produced by your organization within the past two years. If you did NOT receive a 2015 or 2016 Project Support grant from CAC, you will need to provide documentation of the program in Section Three.

   Please note: Organizations that have never directly received CAC funds are only eligible to apply to the Project Support II program.

7. Complete **Section Three**, *Eligibility Documentation*. In this section you will be asked to upload the required eligibility documentation as outlined on page 3.

8. After completing Section Three, your organization will electronically authorize submission of the Eligibility Check by completing the *Statement of Assurances*. An authorizing official will certify that s/he is authorized to submit the Eligibility Check on behalf of the organization and that the information submitted in the application is true and correct to the best of his/her knowledge.

9. Save the Eligibility Check and hit *Submit* **by Thursday, June 30, 2016, by 4:30 pm ET.**

Following the submission of the Eligibility Check, the primary contact in CAC's Online Application & Reporting System will receive an automatic email confirming receipt of the materials. If you do not receive an email, check your spam folder or contact CAC.

An email confirming eligibility will be sent to the primary contact on file within two weeks of submission. If eligible, CAC staff will grant access to the online application, due by August 18, 2016, by 4:30 pm ET.

For additional information, please contact Dan McLaughlin, manager – project support at mclaughlin@cacgrants.org or 216.515.8303 x101 or Roshi Ahmadian, associate – communications & grant programs at rahmadian@cacgrants.org or 216.515.8303 x109.

Required Eligibility Check Documentation by Program

Project Support I Required Eligibility Check Documentation	2015 or 2016 Grant Recipient		Grant Recipient Prior to 2015	
Your organization's mission is…	Primarily Arts or Cultural	NOT Primarily Arts or Cultural	Primarily Arts or Cultural	NOT Primarily Arts or Cultural
Documentation of public arts/cultural programs conducted within the last two years. Up to two examples, such as marketing materials or dated photos.			✔	✔
Income and expense statements for public arts/cultural programs from your most recently completed fiscal year. (There is no specific form; most file formats are acceptable.)		✔		✔
Financial Document* • Organizational Budget Expenses $750,000 or more: Independently Certified Financial Audit • Organizational Budget Expenses $749,999 or less: Independently Certified Financial Audit or Review **OR** IRS Form 990, 990-EZ or 990-PF**	✔	✔	✔	✔

*For organizations with fiscal year end dates between January 1 and July 31, your financial document must be for fiscal year 2015. For organizations with fiscal year end dates between August 1 and December 31, your financial document must be for fiscal year 2014 or 2015.

**For CAC's purposes, IRS Form 990 and IRS Form 990-EZ must indicate total expenses on Line 17 for Project Support I.

Project Support II Required Eligibility Check Documentation	2015 or 2016 Grant Recipient		All Other Applicants	
Your organization's mission is…	Primarily Arts or Cultural	NOT Primarily Arts or Cultural	Primarily Arts or Cultural	NOT Primarily Arts or Cultural
Documentation of public arts/cultural programs conducted within the last two years. Up to two examples, such as marketing materials or dated photos.			✔	✔
Income and expense statements for public arts/cultural programs from your most recently completed fiscal year. (There is no specific form; most file formats are acceptable.)		✔		✔
Financial Document* • Organizational Budget Expenses $750,000 or more: Independently Certified Financial Audit • Organizational Budget Expenses $749,999 or less: Independently Certified Financial Audit or Review **OR** any IRS Form 990 (EZ, PF, N)	✔	✔	✔	✔

*For organizations with fiscal year end dates between January 1 and July 31, your financial document must be for fiscal year 2015. For organizations with fiscal year end dates between August 1 and December 31, your financial document must be for fiscal year 2014 or 2015.