

Cuyahoga Arts & Culture  
**2017 Project Support I**

GUIDELINES AND APPLICATION INSTRUCTIONS

Grants Awards of up to \$35,000 for 501c3 Organizations Based in Cuyahoga County

Eligibility Check Due:

JUNE 30, 2016 BY 4:30 PM ET

Application Due:

AUGUST 18, 2016 BY 4:30 PM ET



cuyahoga  
**arts & culture**  
strengthening community



Dear Applicant,

Thank you for your interest in Cuyahoga Arts & Culture's 2017 Project Support I grant program. We are excited to work with you to bring arts and culture to life in our community, creating a more vibrant Cuyahoga County.

County residents created Cuyahoga Arts & Culture (CAC) in 2006 when they approved a tax to support arts and culture in our community. Since then, CAC has invested more than \$140 million to support thousands of enriching arts and culture experiences in every corner of the county. CAC is the destination for people to discover diverse arts and culture organizations and experience the arts in their backyards.

**CAC's mission is to inspire and strengthen the community by investing in arts and culture.** We carry out our mission by offering two primary grant programs: project support and general operating support. The general operating support program is in the midst of a three-year cycle and is not accepting applications at this time. Within the project support program, there are two options: Project Support I and II. Refer to the [2017 Grant Program Guide](#) to learn about the differences between the two. Organizations may only submit one application per cycle.

**This document contains the guidelines and application instructions for 2017 Project Support I**, which offers grants of up to \$35,000 for 501c3 organizations providing arts and cultural programming to residents of Cuyahoga County. Please note: Organizations that have never directly received CAC funds are only eligible to apply to the **Project Support II** program.

To get started, read this document, which provides you the detailed, step-by-step explanation of how to navigate the application process.

There are two steps that you must complete online for your organization to be considered for a grant:

- 1. Submit your Eligibility Check by June 30, 2016, by 4:30 pm ET.** In this step, you will upload several documents to demonstrate that your organization meets the eligibility criteria.
- 2. Submit your Application by August 18, 2016, by 4:30 pm ET.** In this step, you will tell the story of your project through narrative, financials and support materials.

As a public funder, CAC is here to support you through the application process and help you succeed. For additional information please contact associate [Roshi Ahmadian](#) at 216.515.8303 x109.

For more information about Cuyahoga Arts & Culture, visit our website ([cacgrants.org](http://cacgrants.org)). We encourage you to sign up to receive email updates by visiting the site.

We look forward to working with you!

Sincerely,

The Cuyahoga Arts & Culture Team

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# Program Overview

## Background

The purpose of Cuyahoga Arts & Culture's Project Support (PS) grant program is to promote public access and encourage the breadth of arts and cultural programming in our community by supporting Cuyahoga County-based projects. Grant applications are reviewed annually through a public panel review process. In 2017, the grant period will be January 1 – December 31, 2017. CAC will offer two Project Support grant options in 2017. This document provides the guidelines and application instructions for the Project Support I program.

## Project Support I (PS I)

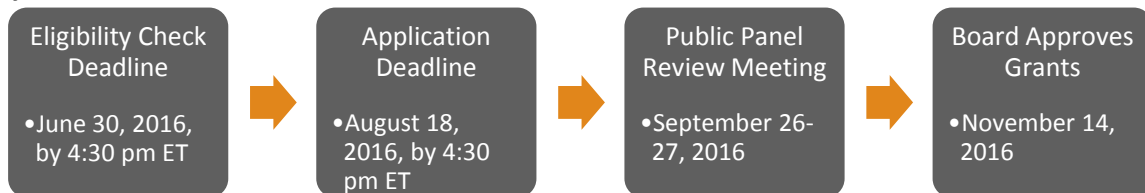
- Grant requests of up to \$35,000 for 501c3 organizations based in Cuyahoga County
- Application consists of 10 narrative questions, budget and support materials
- Completion of the Cultural Data Profile for FY 2015 required (Refer to page 7 for more information)
- 1:1 cash match required

CAC will also offer the following grant opportunity for 2017:

- [2017 Project Support II](#) (PS II): grants of up to \$5,000 for 501c3 organizations. First-time CAC applicants are only eligible to apply to the PS II program.

To learn more about the differences between Project Support I and II, refer to the [2017 Grant Program Guide](#). Organizations may only submit one application per cycle.

## Key Dates



## Who May Apply

To be eligible for the 2017 Project Support I grant program, applicant organizations must meet all of the following eligibility criteria:

- Have received CAC funding in the past (Project Support or General Operating Support);
- Have a permanent and viable base of operations in Cuyahoga County for at least one year prior to June 30, 2016;
- Be a 501c3 organization as verified by [Guidestar's Charity Check](#) service;
- Have produced or presented arts or cultural program(s) open to the public within the previous two years prior to June 30, 2016;
- Provide the required financial documentation as outlined in the table on page 5; and
- Be incorporated and authorized to do business in Ohio as verified by the [Ohio Secretary of State](#).

### Who May Not Apply

The following types of organizations are not eligible to apply to the 2017 Project Support I grant program (this list is not exhaustive): organizations that have not received CAC funding in the past; organizations that are serving as fiscal agents or fiscal sponsors for an organization or program; units of government; K-12 schools; private non-operating foundations; individuals; religious institutions without a separate 501c3 organization that specifically administers non-sectarian public programming; organizations that are not in good standing with CAC and/or in compliance with previous grants. Additionally, organizations receiving General Operating Support or applying for a Project Support II grant from CAC are not eligible to apply for Project Support I funding in the same grant cycle.

Please note: Colleges and universities are eligible only for activities that clearly serve the needs of the community and are designed to involve a broad audience. Activities that are credit-producing or are oriented primarily to collegiate students and the academic community are not eligible.

### What is a Project?

A project is a specific, connected set of activities, with a beginning and an end, explicit goals/objectives and a predetermined cost that does not equal the organization's total annual budget. Projects may be one-time events, such as a festival or exhibit; or a defined series of events, such as a roster of classes or a series of productions. Projects with multiple components must show that there is a cohesive theme that ties the project together.

#### Pre-Screening of Applications

CAC staff will pre-screen applications before moving them forward to panelists for review. If the submitted project contains multiple unrelated activities, appears to be a request for general operating support, or does not meet CAC's definition of arts or cultural heritage (page 16), CAC staff will deem the project ineligible for funding. The application will not be reviewed by the panel and your organization will be ineligible for funding in 2017.

### Application Review Process

All eligible applications are evaluated by a panel of arts or cultural professionals from outside the region in a public panel review process. Panelists are chosen to represent a cross-section of professionals qualified to provide expert knowledge of specific arts or cultural disciplines, as well as for their management experience, professional knowledge of the sector and prior panel experience. CAC staff and trustees take every effort to ensure that the panel is diverse in all respects. All panelists receive an honorarium for their service.

CAC staff members provide eligible grant applications and support materials to panelists approximately four weeks prior to the panel review meeting in order to allow panelists sufficient time for their evaluation. During the panel review meeting, **the panel will evaluate all eligible applications based on CAC Funding Criteria: Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity.** For more information see the Funding Criteria on page 10.

CAC staff chairs the panel review, but does not score or provide opinions on applications. Staff will manage all administrative and logistical actions necessary to conduct a successful panel review: provide panelists all documentation necessary to evaluate applications effectively; inform the panel in matters of CAC policy and procedures; and provide all available objective information regarding an applicant to the panel.

## CULTURAL PARTNER REQUIREMENTS

### Grant Agreement and Compliance

If your application is approved for funding by CAC's Board at its November 14, 2016, meeting, CAC will prepare a letter with the grant amount and grant agreement for each cultural partner, CAC's term for grant recipients. CAC staff will be available to meet with new and returning cultural partners to review the grant agreement requirements. In order to be considered an active cultural partner, recipients must sign a grant agreement. All funded activities and grant expenditures must occur during the grant period, January 1 – December 31, 2017.

### Cultural Partner Expectations

Funding from Cuyahoga Arts & Culture comes from a dedicated tax approved by residents of Cuyahoga County. We ask that organizations receiving CAC funding partner with us throughout the grant cycle by communicating with their grant manager, posting events and job opportunities on our website, connecting with us on social media, and saying thank you to the residents of Cuyahoga County for their support. The [Cultural Partner Expectations](#) document outlines how to partner with us effectively.

### Reporting Requirements

All cultural partners that receive a 2017 Project Support grant must submit a final report online within 60 days of the completion of the project. In addition to a final report, CAC staff may conduct site visits during the project period. Reporting guidelines and instructions will be posted online in advance of deadlines. Reports consist of a narrative, financial documentation and support materials.

### Maintaining Good Standing

In order to receive CAC funds, a cultural partner must retain its good standing with CAC. A cultural partner is in good standing if it:

- Fully and completely meets all requirements as stated in the grant agreement for the duration of the grant period;
- Accurately represents its organization and its activities in all documents submitted to CAC. This includes, but is not limited to, the eligibility check, application, final report and all other reports and forms; and
- Continues to meet the eligibility criteria.

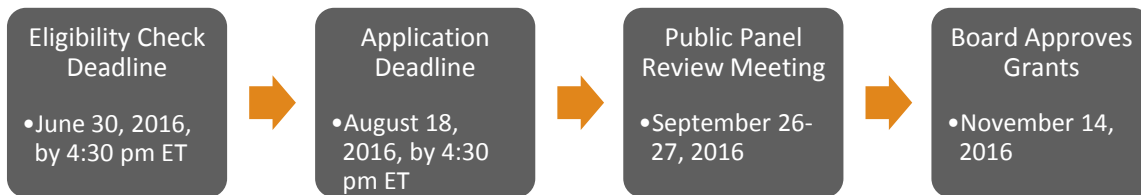
A cultural partner not in good standing with CAC will be officially informed of this status in writing.

# Application Process

The following is an overview of Cuyahoga Arts & Culture’s Project Support I grant program application process. News, updates and events (including technical assistance workshops and webinars) will be posted on the CAC website and distributed via email. Sign up at [www.cacgrants.org](http://www.cacgrants.org) and opt-in to receive *CAC Grant Information* to learn more.

We strongly recommend that you begin your online application well before the due date to familiarize yourself with the system and to address any technical concerns.

## Key Dates



## Pre-Application

### ➤ Attend a Workshop

CAC will offer a variety of technical assistance workshops/trainings in advance of the application deadline. Information regarding such trainings will be posted on the CAC website and all applicants will be notified by email. While workshops are not required, we strongly encourage and invite all eligible applicants to attend.

## Submit the Eligibility Check by June 30, 2016, by 4:30 pm ET

### ➤ Submit the Eligibility Check

The eligibility check is the first step in applying for a Project Support grant for all applicants. CAC uses the eligibility check process to determine whether or not an organization meets the criteria to submit an application. You do not need to have a finalized project plan at this stage. For more, view the [Eligibility Check Guide](#).

Organizations that do not complete the eligibility check will not be permitted to submit a Project Support grant application and will not be eligible for funding. However, completing the eligibility check does not automatically make your organization eligible to apply for funding. Following the submission of the online eligibility check, CAC will notify applicants via email, to the primary contact on record, whether or not they are eligible.

Recipients of 2015 or 2016 Project Support grant funds will submit fewer items during the eligibility check process. The required eligibility documentation is outlined in the following tables.

The following tables indicate what documentation must be uploaded for the eligibility check.

For 2015 or 2016 CAC Grant Recipients		
Your organization's mission is...	Primarily Arts or Cultural	NOT Primarily Arts or Cultural
<b>Income and expense statements for all public arts/cultural programs</b> from your most recently completed fiscal year. (Word, Excel & PDF documents are acceptable.)		✓
<b>Financial Document*</b> <ul style="list-style-type: none"> <li>• <u>Organizational Budget Expenses \$750,000 or more:</u> Independently Certified Financial Audit</li> <li>• <u>Organizational Budget Expenses \$749,999 or less:</u> Independently Certified Financial Audit or Review <b>OR</b> IRS Form 990, 990-EZ or 990-PF**</li> </ul>	✓	✓

For CAC Grant Recipients Prior to 2015		
Your organization's mission is...	Primarily Arts or Cultural	NOT Primarily Arts or Cultural
<b>Documentation of public arts/cultural programs</b> conducted within the last two years. Up to two examples, such as marketing materials or dated photos.	✓	✓
<b>Income and expense statements for all public arts/cultural programs</b> from your most recently completed fiscal year. (Word, Excel & PDF documents are acceptable.)		✓
<b>Financial Document*</b> <ul style="list-style-type: none"> <li>• <u>Organizational Budget Expenses \$750,000 or more:</u> Independently Certified Financial Audit</li> <li>• <u>Organizational Budget Expenses \$749,999 or less:</u> Independently Certified Financial Audit or Review <b>OR</b> IRS Form 990, 990-EZ or 990-PF**</li> </ul>	✓	✓

\*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.



- **Learn your Maximum Request Amount and Gain Access to the Online Application**  
If your organization is deemed eligible, the primary contact on record will receive an email containing the maximum grant amount request for your project and access to the online Project Support I application. The earlier you submit the eligibility check, the sooner you will have access to the online application.

**Cuyahoga Arts & Culture determines your maximum grant request amount.** This amount is based on the financial documentation submitted during the eligibility check. The maximum grant request amount reflects up to 20% of the organization's expenses for public arts or cultural programming after deducting CAC funds, not to exceed \$35,000.

Your request amount may not exceed the maximum grant request amount determined by CAC or 50% of the proposed project's total expenses. Grant requests may only include expenses directly related to the project that will be incurred during the grant period.

**Submit the Application by August 18, 2016, by 4:30 pm ET**

**All applicants will take the following steps in preparing an application:**

- **Determine Your Project**

#### **Eligible Projects**

Proposed projects must be arts or cultural activities open to the public. The funded activities must originate and be completed during the grant period, January 1 – December 31, 2017. The project must be open to the public and conducted in Cuyahoga County. Organizations may only apply for one project per funding cycle. College and university projects must involve and show support from the general community beyond the students, faculty and staff.

#### ***What does CAC mean by arts and culture?***

The Ohio Revised Code Chapter 3381, CAC's enabling law, defines arts and culture as "including, but not limited to, literature, theater, music, dance, ballet, painting, sculpture, photography, motion pictures, architecture, archaeology, history, natural history, or the natural sciences."

Organizations with missions that are not primarily arts or culture in nature are encouraged to apply (community development corporations, social service organizations, etc.), as long as the proposed project meets CAC's definition of arts and culture.

#### ***What is a project?***

A project is a specific, connected set of activities, with a beginning and an end, explicit goals/objectives and a predetermined cost that does not equal the organization's total annual budget. Projects may be one-time events, such as a festival or exhibit; or

a defined series of events, such as a roster of classes or a series of productions. Projects with multiple components must show that there is a cohesive theme that ties the project together.

CAC staff will pre-screen applications before moving them forward to panelists for review. If the submitted project contains multiple unrelated activities, appears to be a request for general operating support or does not meet CAC's definition of arts and culture, CAC staff will deem the project ineligible for funding, the application will not be reviewed by the panel and your organization will be ineligible for 2017 funding.

### **Match Requirements**

Project Support I grants are matching grants through which applicants are expected to leverage CAC funds to secure support from outside sources. This program requires a 1:1 cash match by the applicant. This means that Cuyahoga Arts & Culture will provide no more than one half of the total expenses of the proposed project.

The matching funds may come from any source, excluding in-kind. Potential sources of your matching funds include, but are not limited to, foundation and/or government grants, private donations, ticket sales and member dues.

### **Funding Restrictions**

Project Support I funds cannot be requested for: operating support; fundraising events; religious ceremonies or events advancing or inhibiting a particular religious ideology; or advocacy of specific political causes or candidates.

Restricted uses of CAC funds include but are not limited to: fundraising activities, or costs related to fundraising; cost of receptions, food and beverages; re-granting; tuition, scholarships, awards or cash prizes; capital expenditures (improvements, acquisitions and restorations of facilities and/or equipment); agent's fees for programs contracted through commercial agencies; and travel outside of the United States.

- **Gather your Support Materials**  
Support materials are images, audio files, video files, links and/or other supporting documents that help bring your organization's mission and programs to life for panelists. They are essential to your application and play a critical role in helping panelists evaluate your organization and gain a better understanding of the proposed project. Please refer to the [Support Materials Guide](#) for more information.
- **Complete your FY 2015 Cultural Data Profile and Generate and Review the Funder Report**  
Cuyahoga Arts & Culture requires all eligible Project Support I applicants to complete a FY 2015 Cultural Data Profile through the DataArts website (<http://www.culturaldata.org/>) as part of the application process. DataArts is a national, collaborative online system that collects and standardizes historical financial and organizational data.

**NEW this year:** The data profile must be in *Submitted/Completed* status, meaning that your data has been verified. Once in said status, you will need to generate your CAC Funder Report and upload it in the Support Materials section. Please refer to the *Cultural Data Profile Guide* for more information.

- **Complete and Submit the Application by August 18, 2016, by 4:30 pm ET**  
To be considered complete, an application must include all required narrative responses, a complete budget and support materials. See the Application section on page 12 for further details.

Late or incomplete applications 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 application.

## Post-Application

- **Attend the Public Panel Review Meeting**
  - The public panel review meeting will take place at the Idea Center at Playhouse Square on September 26-27, 2016.
  - CAC staff will notify all applicants of the panel review meeting dates, times and locations; live streaming links; and will post all details on the CAC website in advance. Additional information will be made available closer to the panel review date.
  - Though applicants do not take part in the panel deliberations, they are encouraged to attend to hear and learn as panelists discuss their application.

### **2017 Project Support I Public Panel Review Meeting**

September 26-27, 2016

[Idea Center at Playhouse Square](#), Smith Studio

1375 Euclid Avenue

Cleveland, OH 44115

- **Learn your Organization's Score**
  - During the panel review meeting, panelists will score each application on a point scale from 1 to 100 based on the Funding Criteria. Refer to the Funding Criteria and Scoring Framework details (pages 10-11).
  - The panelists' scores, with the high and low scores removed, will be averaged for each application to determine the panel score.
  - Any applicant receiving an averaged final panel score of 75.00 or higher will be recommended for a Project Support grant at full funding (100% of request amount) or partial funding (75% of request amount). Any applicant receiving a final panel score lower than 75.00 will not be recommended for a Project Support grant. Scores are not rounded.

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- CAC staff will notify all applicants of their final panel score and whether or not they will be recommended for funding via email within two weeks of the panel review meeting.

➤ **Attend the CAC Board of Trustees Meeting to Learn your Grant Amount**

- We anticipate awarding approximately \$1,650,000 in grants for the 2017 Project Support program (I and II). Panel scores and grant amounts will not be confirmed until the CAC Board of Trustees meets on November 14, 2016, at 4 pm. This meeting is open to the public, and applicants are encouraged to attend.
- The grant amount and total number of Project Support I grants will be determined by the following factors: the amount of funding allocated to the Project Support grant program (I & II); the panel score for each application; and the total request amount of all applications eligible for funding.

These are general guidelines and are subject to change based on the total CAC funds available to the Project Support grant program in any given year. It is possible that all of the allocated Project Support grant funds could be awarded to those applicants receiving higher scores and applicants with lower scores (within the 75-100 point range) will not receive funding.

**Appeals Process**

CAC will only consider and review appeals that are evidence-based and due to materially significant CAC *processing errors* that could have compromised an applicant’s grant proposal. This does not include information that was in excess of the application’s space limitations or information that was submitted after the application deadline. Any requests for appeals must be filed with the CAC CEO + Executive Director within 10 working days after the conclusion of the panel review meeting. Requests received after 10 days will not be considered.

**Please note:** The panel’s analysis and scoring of applications are *not* subject to appeal and therefore will not be considered for appeal by the CAC Board of Trustees. Neither grant awards nor grant award amounts are subject to appeal.



# Funding Criteria and Scoring

## What are Funding Criteria?

The Funding Criteria are the principles that anchor the Project Support application: Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity.

## Why Funding Criteria Matter

Panelists will use the Funding Criteria to evaluate and score the application. Your organization's commitment to Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity should thread through your entire application, including the narrative, financials and support materials. By demonstrating this commitment, organizations of any size and discipline can achieve an exceptional rating in each of the three priority areas.

Panelists will evaluate and score the application using the following criteria for a total of 100 possible points:

### **Public Benefit: 45 points**

***Cuyahoga Arts & Culture defines Public Benefit as an organization's ability to successfully engage its community through its project.***

A project with *exceptional* Public Benefit:

- Demonstrates that the organization understands, works with and serves its community
- Uses knowledge of its community to drive its work
- Builds meaningful relationships with other stakeholders
- Is open to the public and welcomes all

### **Artistic and Cultural Vibrancy: 35 points**

***Cuyahoga Arts & Culture defines Artistic and Cultural Vibrancy as an organization's ability to create a fresh and exciting project.***

A project with *exceptional* Artistic and Cultural Vibrancy:

- Engages qualified and diverse arts or cultural professionals
- Inspires its community to think creatively and/or differently
- Contributes to lively and energetic neighborhoods
- Employs a process of reflection that ensures fresh programming and continuous improvement

### **Organizational Capacity: 20 points**

***Cuyahoga Arts & Culture defines Organizational Capacity as an organization's ability to successfully plan for and manage its project.***

An applicant with *exceptional* Organizational Capacity:

- Recruits and retains an engaged, diverse and qualified board, staff and/or project volunteers
- Sets goals, measures progress and evolves
- Has clear plans to implement the project and achieve stated project goals
- Sets a project budget that is realistic and appropriate to the scope of the project; demonstrates a clear plan to reach the match requirement

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## Scoring Framework

Panelists will use the following scoring framework and descriptions to assess each application:

### Public Benefit: 45 Points

Weak	Fair	Good	Strong	Exceptional
1 – 23	24 – 33	34 – 38	39 – 42	43 – 45

### Artistic and Cultural Vibrancy: 35 Points

Weak	Fair	Good	Strong	Exceptional
1 – 18	19 – 25	26 – 29	30 – 32	33 – 35

### Organizational Capacity: 20 Points

Weak	Fair	Good	Strong	Exceptional
1 – 10	11 – 14	15 – 16	17 – 18	19 – 20

## Scoring Descriptions

**Exceptional:** The applicant has provided overwhelming evidence throughout the application that demonstrates that all the funding criteria are met. The applicant's responses are clear, well-articulated and appropriate. The support materials are of the highest quality, highly relevant and lead to a deeper understanding of the organization.

**Strong:** The applicant has provided clear evidence throughout the application that demonstrates that funding criteria are met. The applicant's responses are clear, well-articulated and appropriate. The support materials are of high quality, highly relevant and lead to a deeper understanding of the organization.

**Good:** The applicant has provided sufficient evidence throughout the application that demonstrates that the funding criteria are met. The applicant's responses are generally clear and appropriate but are not consistently well-expressed. The support materials are of average quality and relevance.

**Fair:** The applicant has provided limited evidence throughout the application that demonstrated that funding criteria are met. The applicant's responses are appropriate, but with limited detail. The support materials are limited and/or inconsistent in quality.

**Weak:** The applicant has provided very limited evidence throughout the application that demonstrates that funding criteria are met. The applicant's responses lack detail and are hard to understand. The support materials are insufficient and/or of poor quality.

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# Application

If your organization is deemed eligible through the eligibility check process, Cuyahoga Arts & Culture will notify your organization via email and provide access to the online 2017 Project Support I Application. The application must be submitted online using CAC’s online grant system, [cuyahoga.culturegrants.org](http://cuyahoga.culturegrants.org). No hard copy materials will be accepted. For information on using the online application system, please refer to the [Online Application & Reporting System Guide](#).

## The application has six main sections:

- Organizational Overview
- Project Basics
- Application Narrative
- Project Budget and Financials
- Support Materials
- Statement of Assurances

**Application Due: Thursday, August 18, 2016, by 4:30 pm ET**

## Organizational Overview

The organizational overview and project basics give panelists a glimpse into your organization and the basic details of your proposed project.

- **Mission statement, organizational history and contact information.**  
This information will be pre-populated from the organizational profile. You may update or correct any information here – please note that the changes will be reflected in the organizational profile.
- **Financial Snapshot**
  - Enter your organization’s total budget (expenses) for the current fiscal year. This should NOT be the project budget.
  - Enter your arts and cultural budget (income and expenses) for FY 2015, 2016 and 2017. Depending on your fiscal year, these data may be historic or projected.  
If your organization’s primary mission is arts and cultural, this will be your full budget. If your organization’s primary mission is NOT arts and cultural, this will be your arts and cultural income and expenses ONLY.

	FY 2015	FY 2016	FY 2017
Income			
Expenses			
Net			

## Project Basics

Use the fields in this section to provide basic project details.

- **Project Title** (Up to 100 characters)  
This should be the title, not a summary of the project.



- **Project Summary** (Up to 500 characters)  
Briefly describe the project in a sentence or two.
- **Total Project Expenses**
- **Amount Requested from CAC**  
The requested amount cannot be more than 50% of the proposed project's total expenses. See your eligibility email from Cuyahoga Arts & Culture for your maximum allowable request amount.
- **Project Dates**  
The start and end dates cannot be the entire grant period. All events must begin and end within the grant period (January 1, 2017 – December 31, 2017).
- **Public Event Location(s)** (Up to 750 characters)
- **Total number of expected participants and/or audience members**
- **Will the event/activity be free or fee-based? How was this decision made?** (Up to 500 characters)

## Application Narrative

The narrative is an important part of your application. It is your opportunity to communicate to the panel the specific details of your proposed project. Keep in mind that panelists are from outside the region and likely not familiar with your organization and/or community. It is important that you communicate all relevant information necessary for a person unfamiliar with your organization to fully understand your project. Before starting your responses to the narrative section, review the Funding Criteria and Scoring Framework on pages 10-11.

We recommend that you prepare your answers offline in a word processing program and copy/paste your responses into the appropriate text box in the online application. Please note that your application can be saved at any point and you may return to the application to continue work.

- 1) **Describe your project.** (Up to 2,500 characters)  
Include an overview of project activities and how the project will be carried out. Consider what, where, when, why and how.
- 2) **Set two project goals.**  
Goals should be specific and measurable. A strong project goal goes beyond simply completing the project. If awarded funds, you are required to report the status on these goals with the final report.
  - Goal 1:** (Up to 500 characters)  
**How will you measure your progress toward meeting this goal?** (Up to 750 characters)
  - Goal 2:** (Up to 500 characters)  
**How will you measure your progress toward meeting this goal?** (Up to 750 characters)
- 3) **Define the community that you will serve through this project.** (Up to 1,000 characters)  
A community may be defined by geography (place), identity (attributes) or affinity (what we like).  
**How will you engage this community in the project planning and implementation?** (Up to 750 characters)  
Your community is larger than your audience. Questions? Contact CAC staff for assistance.





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**4) Who are the arts and/or cultural professionals that you will work with to bring a level of expertise to the project? (Up to 1,500 characters)**

Name the arts and cultural professionals and include an explanation of their roles in the project. Consider including bios that outline their expertise in the area. If you have not yet made this decision for 2017, provide examples of individuals you have worked with in the past.

**5) Describe one meaningful relationship that you have built or will build with a stakeholder or community partner to accomplish this project. (Up to 1,000 characters)**

**6) Who are the key leaders on your team who will manage the administration of your project? (Up to 1,000 characters)**

Specify the roles of staff members, board members and/or volunteers who will execute the project.

**OPTIONAL: Is there any additional information about your project or organization that may be helpful to an outside panelist reviewing your application? (Up to 1,500 characters)**

**Project Budget and Financials**

Complete the following project budget tables in the Online Application and Reporting System.

Note: You can customize the "Define" income and expense fields to fit your needs.

INCOME	
Define: _____	
Define: _____	
CAC Request	
Define: _____	
Define: _____	
<b>Total</b>	<b>\$</b>

EXPENSES	
Administrative Personnel	
Arts and Cultural Professionals	
Marketing/Publicity	
Production/Event Expenses	
Define: _____	
Define: _____	
<b>Total</b>	<b>\$</b>

These questions correspond to the budget and support material sections as appropriate.

- 7) **What is your plan to raise matching funds for the project?** (Up to 750 characters)  
Specify your anticipated income sources for the project. Indicate whether funds are pending or committed.
- 8) **How will you spend CAC funds?** (Up to 500 characters)  
Indicate how CAC funds will be used.
- 9) **Use this field to further explain your project budget.** (Up to 1,000 characters)  
Detail any line items that require additional information.
- 10) **Generate your Cultural Data Profile Funder Report. You will upload it as one of your required support materials. Identify two areas that require additional explanation to help panelists better understand your financial and participation data.** (Up to 1,000 characters)  
Responses can pertain to overarching themes, trends, a particular line item or anything else that requires a short explanation. Remember, panelists are from outside the region and do not likely have firsthand experience with your organization. Please refer to the *Cultural Data Profile Guide* for further information.

## Support Materials

Support materials play a critical role in helping panelists evaluate your application by bringing to life your organization's mission and programs. Applicants are encouraged to select their support materials carefully and submit items that are high quality, recent and relevant to the proposed project. Support materials may include images, audio files, video files, hyperlinks and/or other supporting documents.

If you have web-based support materials such as a YouTube or Vimeo channel, you can share links *instead* of uploading files. If you submit links, they will count toward your maximum allowed. Panelists will not review materials in excess of the **maximum five items permitted**.

For information on selecting, uploading and/or linking to support materials, please refer to the [Support Materials Guide](#).

**Please note:** 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.

All applicants must upload or provide links to the following:

- **Arts and Cultural Support Material(s)**
  - At least one, but no more than five, item(s) of your choice that demonstrate your Public Benefit, Artistic and Cultural Vibrancy and Organizational Capacity.
- **Organizational Support Materials**
  - Board of Directors list, including affiliations and their roles in the project;
  - Current year organizational budget; and
  - Cultural Data Profile FY 2015 Funder Report in *Submitted/Completed* status.

## Statement of Assurances

After completing the support materials section, your organization will electronically authorize the application by completing the Statement of Assurances. An Authorizing Official will certify that s/he is authorized to submit the application on behalf of the organization and that the information submitted in the application is true and correct to the best of his/her knowledge.

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# Glossary

**Arts or Cultural Heritage:** defined in the Ohio Revised Code, Chapter 3381 (CAC’s enabling law) as “including, but not limited to, literature, theater, music, dance, ballet, painting, sculpture, photography, motion pictures, architecture, archaeology, history, natural history, or the natural sciences.”

**Arts or Cultural Organization:** defined in the Ohio Revised Code, Chapter 3381, as “any corporation, organization, association or institution that provides programs or activities in areas directly concerned with the arts and cultural heritage; and is not for profit and whose net earnings may not lawfully inure to the benefit of any private shareholder, member or individual.”

**Authorizing Official:** an official of your organization who has authority to legally bind the organization. This individual has authority to sign all application and grant-related documents.

**Capital:** capital improvements, expenditures, acquisitions and restorations (facilities and equipment).

**Community:** CAC defines community as the constituents (audience, participants, neighbors and beneficiaries) the applicant intends to serve. The strongest applicants clearly define their community and include plans to engage these constituents in the planning and implementation of their mission.

**Criteria:** minimum standards applicants must comply with to be considered for funding. Meeting specific criteria does not guarantee a grant award since all CAC programs are competitive.

**DataArts:** a national, collaborative online system that collects and standardizes historical financial and organizational data. For more information, visit the DataArts website at [www.culturaldata.org](http://www.culturaldata.org).

**Diverse:** composed of distinct qualities and characteristics; age, color, ethnicity, ancestry, sex, family or marital status, gender identity or expression, language, national origin, physical and mental disability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, citizenship status and other characteristics that make individuals unique.

**Eligibility Check:** the process used to determine an applicant’s eligibility to apply for CAC funding.

**Fiscal Agent or Sponsor:** an incorporated, nonprofit, tax-exempt organization that provides administrative and financial services for projects initiated by unincorporated, nonprofit organizations or incorporated, nonprofit organizations that do not have financial or administrative capability. Unincorporated groups or organizations may not apply to the Project Support program through an organization acting as a fiscal agent.

**Going Concern:** the *going concern principle* is the assumption that an entity will remain in business for the foreseeable future. Note: This term will appear in the Statement of Assurances in the online system.



**Matching Grant:** a grant or gift made with the specification that the amount donated must be matched. Project Support I grants require a 1:1 cash match.

**Nonprofit Organization:** organizations that have tax-exempt status under Internal Revenue Code Section 501(c)(3), but are not private foundations under Internal Revenue Code Section 509 or are among those "operating" private foundations (private foundations that implement programs similar to public charities). These organizations are tax-exempt and contributions to them are tax deductible under such Internal Revenue Code Sections as 170, 642, 2055 and 2522.

**Permanent and Viable Base of Operations in Cuyahoga County:** applicant organization, branch or affiliate office must have a business address in Cuyahoga County and present the majority of its local programs and services in Cuyahoga County for the residents of Cuyahoga County and visitors to Cuyahoga County.

**Public Programming:** activities, services, productions, exhibits, tours, lectures, workshops, etc., that are open to the public.

**Qualified Personnel:** who meet specific requirements or precedent conditions for the position they occupy. Can be measured by educational attainment, experience, certifications, knowledge of community, etc.

**Support Material:** recent, relevant and quality evidence submitted by the applicant that demonstrates alignment with funding criteria and supports written narrative. Includes print, video, audio and visual materials. For more detailed information, please see the [Support Materials Guide](#).

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## Additional Resources

CAC will offer a variety of application workshops, webinars and technical assistance trainings in advance of the application deadline. Workshop dates, locations and registration information will be posted on the CAC website and all eligible applicants will be notified by email regarding workshop details.

Please use the following guides referenced throughout this document for more detailed information to help you throughout the application process:

[2017 Grant Program Guide](#)

[Online Application & Reporting System Guide](#)

[Eligibility Check Guide](#)

[Support Materials Guide](#)

[Cultural Data Profile Guide](#)

Also consider the following resources throughout the application process:

[Support Materials Video](#)

[DataArts Help Desk](#)

Past Applications: Applicants who wish to review high-scoring applications from past cycles are encouraged to contact the CAC staff.

Panel Review Audio Files: Applicants may listen to [audio recordings](#) from previous panel review meetings to inform their applications and learn from others.

As always, CAC staff is here to assist you:

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[rahmadian@cacgrants.org](mailto:rahmadian@cacgrants.org)  
216.515.8303 x109

