2017 Project Support – Final Report Instructions
Use these instructions with the 2017 Project Support Final Report

TIMELINE
- **The final report is due no later than sixty days after your project is completed.**
- Your report and all support materials must be completed online and submitted electronically at http://cuyahoga.culturegrants.org/.
- The primary account holder will be sent a confirmation email indicating that Cuyahoga Arts & Culture has received your report.
- Upon review and approval of the final report, the remaining grant funds will be released.

ACCESS YOUR FINAL REPORT
- Go to http://cuyahoga.culturegrants.org/
- New this year: CAC will be transitioning to a different online grant management system in 2017. Our current vendor, WESTAF, has discontinued the system we are currently using.
- Look for updates from CAC during the year as we learn more. CAC staff will keep you up to date on how to access and submit your final report.
- Questions? Please contact Dan McLaughlin at dmclaughlin@cacgrants.org or 216-515-8303 x101

REPORT OUTLINE
The final report is divided into the following sections:

Contact Verification / Narrative / Project Participation Table
Grant Reconciliation / Support Materials / Statement of Assurances

CONTACT VERIFICATION
The information in this section comes from your account profile. Review the information and make any updates. All changes made in this section will appear in your account profile.

1. *Organizational Primary Contact Information:* The person that will receive all communications from Cuyahoga Arts & Culture related to your organization's Project Support grant.

2. *Organizational Address*: The address where your payment will be mailed unless specified otherwise.

3. *Organizational Email Address from the Online System*: The email address that will receive auto-response messages when a report or application is submitted. It is pulled from the *Organizational Details* area of your User Account.

NARRATIVE
Please answer the questions in a clear, concise way. Character limits include all spaces and punctuation. Your project title, project summary and goals come directly from your application. These cannot be edited.

1. **Describe how your project went. Were there any major changes from your application (such as dates, locations or new opportunities)?** *Character count: 1, 000.*

2. **Review the goal(s) you set while writing your application. Did you achieve your goal(s)?** (select: *yes, somewhat, no*)

3. <u>**Reflect on your goals:**</u> **What progress are you most proud of? What will your organization continue to work on?** For your reference, the goals from your application have been included. *Character count: 1, 000.*

4. **Share a story or give an example of how your project connected with residents and/or benefited your community.** Remember that project support grants are public money from the residents of Cuyahoga County. CAC is responsible for sharing great stories of how public funds benefit the public. *Character count: 1,500.*

5. **How did you market or advertise your project to the residents of Cuyahoga County?** Please provide a brief summary. Indicate whether or not you submitted your event(s) to the CAC events calendar. Examples may include press releases, postcard mailers or other mailed print pieces, information on website, social media, e-blasts, paid advertisements, fliers, posters, etc. *Character count: 500.*

6. **How did you acknowledge CAC funding and say "thank you" to the residents of Cuyahoga County?** Please check all that apply:

   - Included CAC's logo, ads and/or credit line in our print materials.
   - Included CAC's logo, credit line and/or information in our electronic communications (website, e-blasts, social media, etc.).
   - Spoke about and credited CAC at one or more of our CAC-funded events.
   - Distributed CAC-branded items to our constituents (attendees, participants, board/committee, staff or volunteers).
   - Shared information about CAC with our board/governing committee.
   - Educated our staff or volunteers about CAC.
   - Educated our attendees/program participants about CAC.
   - Other. Please provide a brief summary below; *character count: 500.*

7. <u>**OPTIONAL**</u> **– How can CAC help you to achieve more? Are there people, communities, organizations or venues that CAC might be able to connect you to?** *Character count: 1,000.*

8. <u>**OPTIONAL**</u> **– CAC has added equity to our core values. Can you share any advice, ideas or lessons that you have learned regarding equity in your organization's work?** *Character count: 1,000.*

9. <u>**OPTIONAL**</u> **– Is there anything else that you'd like to share about your project or any comments about the process in general?** *Character count: 1,000.*

PROJECT PARTICIPATION TABLE

CAC asks that you track and report the following:

Participating Professionals and Volunteers	
How many paid arts and/or cultural professionals were involved with the project?	#
How many volunteers were involved with the project?	#
Public Participation	
How many adults attended and/or participated in the project (excluding artist figures above)?	#
How many children attended and/or participated in the project?	#

GRANT RECONCILIATION

Complete the budget tables. The figures in the *Budgeted* columns come directly from your application.

- **Project Income** – The funds that were raised for this project.
- **Project Expenses** – What the funds for this project were spent on.

Answer the following narrative questions regarding your final project budget:

1. **Explain any sources of income or any expenses that varied by more than 15%.** *500 characters.*
2. **Describe the sources of your matching funds (up to the amount of your CAC grant).** *500 characters.*
3. **What did you spend CAC funds on for this project?** *1,000 characters*
4. **OPTIONAL – Is there any additional information that will help CAC to understand your budget?** Consider including details about in-kind support. *500 characters*

SUPPORT MATERIALS

Upload the following support materials to supplement your final report:

- **Documentation of Project**: Upload or link to at least one material that "brings your project to life". Examples include photos, videos, recordings, reviews, brochures, programs, season schedules, literary publications, other promotional materials, etc.
- **Documentation of Matching Funds**: Upload materials that document the matching funds you received. This could be an award letter from another grant, or an accounting of ticket sales (as two examples).
- **Project Location Report**: Upload a list of the location(s) where your project was conducted. Please upload the Excel template provided. Instructions for completing this document are located on the first tab, labeled *Instructions*.
- **Credit Sample**: Upload or link to an example of how your organization publicly credited or acknowledged CAC support of your project. Samples may include brochures, programs, fliers, etc.

STATEMENT OF ASSURANCES

- This section certifies that you are authorized to submit the final report on behalf of the organization. All information in the report is true and correct to the best of your knowledge.

QUESTIONS?

Feel free to contact Dan McLaughlin at dmclaughlin@cacgrants.org or 216-515-8303 x101.