cuyahoga
arts & culture
strengthening community

2014 Project Support I
Grant Program Guidelines and Application Instructions

Grant Awards of up to $50,000 for 501c3 Organizations
Based in Cuyahoga County

Step 1: Eligibility Check Due: July 2, 2013, by 4:30 pm ET
Step 2: Application Due: September 5, 2013, by 4:30 pm ET

Dear Applicant,

Thank you for your interest in Cuyahoga Arts & Culture's 2014 Project Support I grant program. We are excited to work with you to bring arts and culture to our community, creating a more vibrant Cuyahoga County.

Cuyahoga Arts & Culture (CAC) is a regional arts and cultural district and is a political subdivision of the State of Ohio enabled by Ohio Revised Code (ORC) Chapter 3381. CAC's primary purpose is to make grants to qualified arts and cultural organizations based in Cuyahoga County. CAC funds are generated through an excise tax. Our organization was created by Cuyahoga County voters in 2006 and since then, has invested $95 million in more than 200 organizations in our County.

CAC's _mission_ is to inspire and _strengthen the community_ by investing in arts and culture. We carry out our mission by administering two primary grant programs: project support and general operating support.

This document contains the guidelines and application instructions for 2014 Project Support I, CAC's program that offers grants of up to $50,000 for 501c3 organizations providing arts and cultural programming to residents of Cuyahoga County.

To get started, read this document. It provides you the detailed, step-by-step explanation of how to navigate the application process. From eligibility requirements to specific application questions to a glossary of terms – this is the applicant's companion.

There are two mandatory steps that you must take for your organization to be considered for a grant; both are completed online.

> **Step 1:** **Submit your Eligibility Check by July 2, 2013, by 4:30 pm ET.** In this step, you will upload several documents to demonstrate that your organization meets the eligibility criteria.

> **Step 2:** **Submit your Application by September 5, 2013, 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 or to schedule a pre-application meeting, please contact program manager Stacey Hoffman at 216-515-8303, x101. For general inquiries or technical assistance with the online application system, please contact program associate Jake Sinatra at 216-515-8303, x103.

For more information about Cuyahoga Arts & Culture, visit our website (cacgrants.org). We invite you to sign up to receive our e-newsletter by visiting the site.

We look forward to working with you!

Sincerely,

The Cuyahoga Arts & Culture Team

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Additional Resources

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

    2014 Grant Programs Guide

    Guide to the Online Application & Reporting System

    Eligibility Check Guide

    Support Materials Guide

    Cultural Data Project Guide

Basics

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 adjudicated annually through a public panel review process. In 2014, the grant period will be January 1, 2014 – December 31, 2014. CAC will offer three Project Support grant options in 2014. **This document provides the guidelines and application instructions for the Project Support I program.**

Project Support I (PS I)
- Grant requests between $5,001 and $50,000 for 501c3 organizations based in Cuyahoga County
- Application consists of 9 narrative questions, budget and support materials
- Completion of the Cultural Data Project for FY 2012 required
- 1:1 cash match required

CAC also offers the **Project Support II** (PS II) grant program that provides grants of up to $5,000 for 501c3 organizations and the **Project Support for Units of Government** grant program that provides grants of up to $20,000 for Units of Government.

To learn more about the differences between PS I, PS II and Project Support for Units of Government, refer to the *2014 Grant Program Guide*. Applicants may apply to only one program.

2014 PROJECT SUPPORT I TIMELINE

Step 1: Eligibility Check Deadline .... **July 2, 2013, by 4:30 pm ET**

Step 2: Application Deadline .... **September 5, 2013, by 4:30 pm ET**

Step 3: Panel Review .... **October 14-15, 2013**

Step 4: Board Approves Grant Awards .... **November 18, 2013**

Step 5: PS 2014 Grant Period .... **January 1, 2014 – December 31, 2014**

PS 2014 Final Report Deadline .... **60 days after the project has concluded**

Who Can Apply
To be eligible for the 2014 Project Support I grant program, applicant organizations must meet each of the following criteria:
- Be a nonprofit, tax exempt organization with a 501c3 determination letter from the Internal Revenue Service and in good standing as verified by Guidestar's Charity Check service.
- Be incorporated and authorized to do business in Ohio as verified by the Secretary of State.
- Have a permanent and viable base of operations in Cuyahoga County for at least one year prior to the eligibility check deadline.
- Have produced or presented arts and cultural program(s) open to the public within the previous two years prior to the eligibility check deadline.
- Provide the required financial documentation as outlined in the eligibility check table (Page 6).

Who Cannot Apply

The following types of organizations are *not* eligible to apply to the 2014 Project Support I grant program (this list is not meant to be exhaustive): organizations that are serving as fiscal agents or fiscal sponsors for an organization or program; **units of government**; 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 a General Operating Support grant From CAC are not eligible to receive Project Support funding in the same grant cycle.**

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 are cohesive goals that tie the project together.**

Funding Criteria and Scoring Framework

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

CAC defines public benefit as an organization's ability to successfully engage its community through its project.

A project with *exceptional* public benefit:

- Clearly understands, works with and serves its community
- Demonstrates meaningful relationships with other stakeholders
- Is open to the public and welcomes all

Artistic and Cultural Vibrancy: 35 points

CAC defines artistic and cultural vibrancy as an organization's ability to successfully create a fresh and exciting project.

A project with *exceptional* artistic and cultural vibrancy:

- Engages qualified and diverse arts or cultural professionals
- Contributes to vibrant and energetic neighborhoods
- Inspires its community to think creatively and/or differently

Organizational Capacity: 20 points

CAC defines organizational capacity as organization's ability to successfully plan for and manage its project.

An applicant with *exceptional* organizational capacity:

- Has an engaged, active and qualified board, staff and/or project volunteers
- Sets goals, measures progress and is open to change
- Sets a project budget that is realistic and appropriate to the scope of the project; demonstrates a clear plan to reach the 1:1 cash match requirement

Scoring Descriptions

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

Exceptional (scoring description): The applicant has provided <u>overwhelming</u> evidence throughout the application that demonstrates that <u>all</u> the funding criteria are met. Applicant 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 (scoring description): The applicant has provided <u>clear</u> 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 (scoring description): The applicant has provided <u>sufficient</u> evidence throughout the application that demonstrates that the most crucial criteria are met. The plans are clear and appropriate but are not well-expressed. The budget is realistic and reasonably aligned with the narrative. The support materials are of average quality and relevance.

Fair (scoring description): The applicant has provided <u>limited</u> evidence throughout the application that demonstrated that the criteria are met. The applicant's responses are appropriate, but with limited detail. The support materials are limited and/or inconsistent in quality.
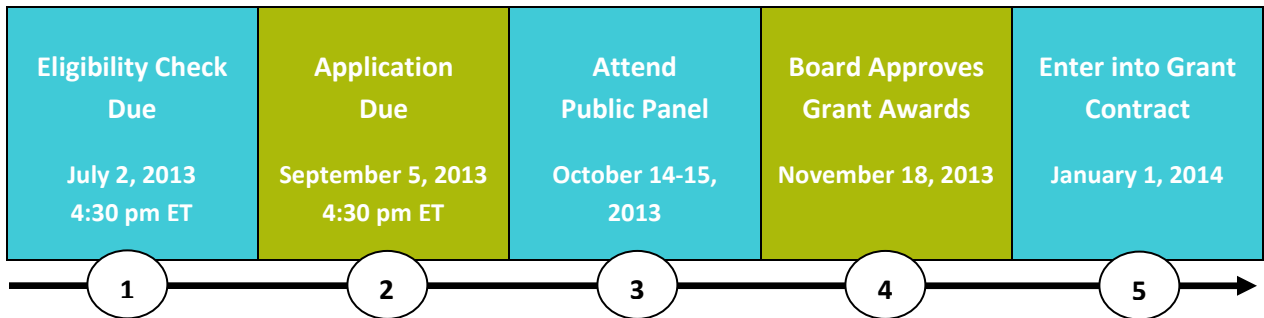
Weak (scoring description): The applicant has provided <u>very limited</u> evidence throughout the application that demonstrates that funding criteria are met. The applicant's responses lack detail and are hard to understand. The support materials are insufficient and/or of poor quality.

How to Apply

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 through CAC's e-newsletter. Sign up at 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.

Project Support I Timeline

Eligibility Check Due	Application Due	Attend Public Panel	Board Approves Grant Awards	Enter into Grant Contract
July 2, 2013 4:30 pm ET	September 5, 2013 4:30 pm ET	October 14-15, 2013	November 18, 2013	January 1, 2014
1	2	3	4	5

New Applicants

First-time applicants to CAC grant programs are highly encouraged to schedule a meeting with CAC staff before the eligibility check deadline (July 2, 2013). To schedule a meeting, please contact program manager, Stacey Hoffman, at 216-515-8303, x101. This informational meeting is an opportunity to review and discuss your organization, the Project Support grant program requirements and CAC's grantmaking process.

Workshops

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. While workshops are not required, we strongly encourage and invite all eligible applicants to attend.

Applicants who wish to review high-scoring applications from past cycles are encouraged to make a public records request to CAC staff. For more information, please see CAC's Public Records Request policy. In addition, applicants may listen to audio recordings from previous panels to better understand how the panel process unfolds.

Step 1: Submit the Eligibility Check

Eligibility Check Due: Tuesday, July 2, 2013, by 4:30 pm ET

The Eligibility Check is the first step in applying for a CAC grant. All organizations must complete the online Eligibility Check by 4:30 pm ET on July 2, 2013. 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 information, refer to 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 of their eligibility status.

Recipients of 2012 or 2013 Project Support grant funds will submit fewer items during the Eligibility Check process. The required eligibility documentation is outlined in the following table.

What am I required to submit with the Eligibility Check?

Project Support I – Required Eligibility Documentation	2012 or 2013 Grant Recipient		New Applicant	
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 arts/cultural programs from within the last two years. Up to two examples, such as marketing materials or dated photos.			✔	✔
Income and expense statements for arts/cultural programs from your most recently completed fiscal year. There is no specific form; most file formats are acceptable.		✔		✔
Financial Document* • Organizational Budget Revenue $500,000 or more: Independently Certified Financial Audit • Organizational Budget Revenue $499,999 or less: Independently Certified Financial Audit or Review **OR** IRS Form 990** or 990-EZ**	✔	✔	✔	✔

*For organizations with fiscal year end dates between January 1 and July 31, your financial document must be for fiscal year 2012. For organizations with fiscal year end dates between August 1 and December 31, your financial document must be for fiscal year 2011 or 2012.

**For CAC's purposes, IRS Form 990 and IRS Form 990-EZ must indicate total expenses on Line 17 for Project Support I. CAC will use this figure to determine your maximum request amount.

Step 2: Submit the Grant Application

Application Due: Thursday, September 5, 2013, by 4:30 pm ET

Once your organization has been deemed eligible, you will receive an email containing your maximum grant amount request 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. See page 12 for the application questions.

Applications are due September 5, 2013, by 4:30 pm ET. To be considered complete, an application must include all required narrative responses and support materials. See the Application section on page 11 of this document 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.

Eligible Projects

Proposed projects must provide arts or cultural activities for the general public. The funded activities must originate and be completed during the grant period, January 1, 2014 – December 31, 2014. **The project must be open to the general public and conducted in Cuyahoga County.** Organizations may only apply for one project per funding cycle. College, university and K-12 school projects must involve and show support from the general community beyond college, university or K-12 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."
>
> ### *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 are cohesive goals that tie the project together.**

Match Requirements

Project Support I grants are matching grants through which organizations 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.

How much can I request?

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 **25% of the organization's expenses for public arts or cultural programming**, not to exceed $50,000, during the last completed fiscal year.

The request amount may not exceed the maximum grant request amount or **50% of the proposed project's total expenses.** Grant requests may only include expenses directly related to the project, which will be incurred during the grant period.

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 project 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.

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.

Applicants are encouraged to select their support materials carefully and submit items that are high quality, recent and relevant. Photos, videos, audio and other documents do not necessarily need to be professionally produced to demonstrate vibrant programming. All audio and visual materials should be cued to immediately begin with relevant activity.

If you have web-based support materials such as a YouTube or Vimeo channel, you can share links *instead* of uploading files. Simply paste the link into a text field. Please make sure all links work in the PDF version of your application before submitting the application. **Please note:** 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*.

Cultural Data Project (CDP) Funder Report
One of the required support materials is the Cultural Data Project Funder Report. CDP is a national, collaborative online system that collects and standardizes historical financial and organizational data. Cuyahoga Arts & Culture requires all eligible Project Support I applicants to complete a FY 2012 Cultural Data Profile through the CDP website (www.ohculturaldata.org) as part of the application process.

The data profile must be in *Review Complete* status, meaning that CDP has reviewed and verified your data. **Please allow up to 2-3 weeks for review and verification.** This process often includes feedback from CDP that will result in revisions the applicant will need to make to their CDP profile prior to receiving *Review Complete* status. Once in *Review Complete* status, you will need to generate your Funder Report and upload it in the Support Materials section. Please refer to the *Cultural Data Project Guide* for more information.

Step 3: Attend the Panel Review
All eligible applications are evaluated by an independent panel of arts and cultural professionals from outside the region in a review process that is open to the public. Panelists are appointed by the CAC Board of Trustees for each grant cycle. 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. The CAC staff and trustees make every effort to ensure that the panel is diverse in all respects. All panelists receive an honorarium for their service.

Panelists receive applications approximately four weeks prior to the Panel Review for their evaluation. During the panel review, the panel will evaluate and score all eligible applications based on CAC Funding Criteria:

Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity. For more information see Funding Criteria and Scoring Framework on page 3.

CAC staff and trustees do not take part in the discussion or scoring of applications, nor do they provide opinions on the applications. Staff will manage all administrative and logistical actions necessary to conduct a successful public panel; provide panelists all documentation necessary to evaluate applications effectively; inform the panel in matters of CAC policy and procedures; provide all available objective information regarding an applicant to the panel; and collect and tabulate scores.

Though applicants do not take part in the panel deliberations, they are encouraged to attend to hear panelists discussing their application.

Panel Review Dates & Location
Panel reviews will take place at The Idea Center® at PlayhouseSquare on October 14-15, 2013. We strongly encourage all applicants to attend the panel review or listen to the live streaming audio on the CAC website to hear the full discussion of your application and other applications within the same program.

> **2014 Project Support I Panel**
> October 14-15, 2013
> Idea Center® at PlayhouseSquare, Smith Studio
> 1375 Euclid Avenue
> Cleveland, OH 44115

Application Scoring
The day of the panel review, panelists will score each application on a point scale from 1 to 100 based on the funding criteria. The panelists' scores, with the high and low scores removed, will be averaged for each application to determine a final score. Any applicant receiving an averaged final score of 70 or higher will be eligible for a PS grant. Any applicant receiving a final score lower than 70 will not be recommended for a PS grant. Refer to the Funding Criteria and Scoring Framework details (Page 3).

Within two weeks of the public panel, CAC staff will notify applicants of their application score and whether or not they will be recommended for funding. Panel scores and grant award amounts will not be confirmed until the CAC Board of Trustees meets on November 18, 2013.

Step 4: Observe Approval of Scores and Grant Amounts by CAC's Board
CAC's Board of Trustees will meet on **November 18, 2013,** to review and approve the 2014 PS panel scores and grant amounts. This meeting is open to the public, and applicants are encouraged to attend.

Determination of Award Amount
The size and number of Project Support I grants awarded will be determined by the following factors:
- The amount of funding allocated to the Project Support grant program (I & II);
- The panel review 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 70-100 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 Executive Director within ten working days after the approval of the grant awards by the CAC Board of Trustees. Requests received after ten 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.

Step 5: If Approved for CAC Funding, Enter into Grant Contract

Grant Agreement and Compliance

Following the Board's approval of grants at its November 18, 2013 meeting, CAC will prepare an award letter with the grant award amount and grant agreement for each cultural partner, CAC's term for grant recipients. 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 must occur during the grant period, January 1, 2014 – December 31, 2014.

Credit Expectations

Organizations receiving funding are required to credit CAC wherever possible to help demonstrate how public funds have been invested to strengthen and inspire our community. The *Credit Expectations* document outlines Cuyahoga Arts & Culture's requirements and expectations about how, when and where to credit CAC's funding of your activities (performances, exhibitions or other public events), and provides tools and information to help you.

Reporting Requirements

All cultural partners (grant recipients) that receive a 2014 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 funded project period. Reporting guidelines and instructions will be posted online at least sixty days in advance of deadlines. Reports consist of a narrative, financial documentation and support materials.

Maintaining Good Standing

In order to receive CAC funds, an organization must retain its good standing with CAC. An organization 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.

An organization not in good standing with CAC will be officially informed of this status in writing.

Application Instructions and Questions

If your organization is deemed eligible through the Eligibility Check process, Cuyahoga Arts & Culture will contact your organization and provide access to the online 2014 Project Support I Application. The application must be submitted online using CAC's online grant system, cuyahoga.culturegrants.org.   No hard copy materials will be accepted. For information on using the online application system, please refer to the *Guide to the Online Application & Reporting System*.

The application has four main sections: Organization Overview and Project Basics; Application Narrative; Project Budget and Financials; and Support Materials.

Application Due: Thursday, September 5, 2013, by 4:30 pm ET

ORGANIZATION OVERVIEW AND PROJECT BASICS

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

Organization Overview

- **Mission statement, organizational history and contact information**
  This information will be pre-populated in the application from the organizational profile, which you complete when you set up an online account. You may update or correct any information here – please note that the changes will be saved in the organizational profile.

- **Financial Snapshot**
  Panelists will use this snapshot to get a quick understanding of your organization's financials and scope of arts and/or cultural programming.

  - Enter your organization's anticipated budget (expenses) for the current fiscal year.
  - Enter your organization's arts and cultural budget for FY 2012, 2013 and 2014. Depending on your fiscal year, these data may be historic or projected. Be prepared to complete a table, similar to the one below, in the online system.

	FY 2012	FY 2013	FY 2014
Income			
Expenses			
Net			

Note: 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.

Project Basics

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

- **Project Title** (Up to 100 characters)

- **Project Summary** (Up to 750 characters)
  Briefly summarize the project. You will have an opportunity later in the application to fully describe the project. See narrative question #1.

- **Total Project Budget** (Expenses)

- **Amount Requested from CAC**
  The requested amount cannot be more than 50% of the proposed project's total budget (expenses).

- **Start and End Date(s)**
  While your project must begin and end within the grant period, the start and end dates cannot be the ENTIRE grant period.

- **Event Date(s) and Location(s)** (Up to 750 characters)
  The project must occur in Cuyahoga County.

- **Total number of expected participants/audience members**

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 page 3.

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.

Narrative Questions

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 and how.

2) **Set two project goals. How will you measure your progress toward meeting these goals?** (Up to 2,000 characters)
   Goals should be specific and measurable.

3) **Define the community that you will serve through this project. How will you engage this community in the project planning and implementation?** (Up to 2,000 characters)

4) **What stakeholders/organizations will you work with to accomplish this project?** (Up to 1,500 characters)

5) **Who are the key leaders on your team who will manage your project?** (Up to 1,500 characters)
   Specify the roles of staff members, board members and/or volunteers who will execute the project.

6) **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 2014, provide examples of individuals you have worked with in the past.

<u>OPTIONAL</u>**: 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

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

7) **What is your plan to raise matching funds for the project?** (Up to 1,000 characters)
   Specify your anticipated income sources for the project. Indicate whether funds are pending or committed.

8) **Use this field to further explain your project budget.** (Up to 1,000 characters)
   Detail any line items specific to the project that require additional information.

9) **Generate your Cultural Data Project 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 you see as most requiring a short explanation. Remember, panelists are from outside the region and do not likely have firsthand experience with your organization.

   Consider how you can bring the data to life through narrative. For example, if your organization just launched a children's music series, your Funder Report will likely show a substantial increase in youth attendance from one year to the next. Use this field to explain any data or variances. Give the panelists the answers they need; don't make them guess what the variances in your CDP data mean.

   Please refer to the *Cultural Data Project Guide* for further information.

SUPPORT MATERIALS

Support materials are images, audio files, video files, hyperlinks and/or other supporting documents that help bring your organization's mission and programs to life for panelists. For information on selecting, uploading and/or linking to support materials, please refer to the *Support Materials Guide*. Applicants can submit up to five items in addition to the required support materials.

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 the following:

Arts and Cultural Support Materials
- Up to five items of your choice that demonstrate your public benefit, artistic and cultural vibrancy and organizational capacity. Please refer to the *Support Materials Guide* for examples.

Organizational Support Materials
- Board of Directors list, including affiliations and their roles in the project;
- Current year organizational budget; and
- Cultural Data Project FY 2012 Funder Report in *Review Complete* status. For more information about the Cultural Data Project, refer to the *Cultural Data Project Guide*.

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.

Glossary

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: community is defined as the constituents (audience, participants, neighbors and beneficiaries) served by the applicant. 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 organizations and individuals must comply with to be considered for funding. Meeting specific criteria does not guarantee a grant award since all CAC programs are competitive.

Cultural Data Project (CDP): CDP is a national, collaborative online system that collects and standardizes historical financial and organizational data. For more information, visit the CDP website at www.ohculturaldata.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: 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.

Scoring Descriptions:

Exceptional (scoring description): The applicant has provided <u>overwhelming</u> evidence throughout the application that demonstrates that <u>all</u> the funding criteria are met. Applicant 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 (scoring description): The applicant has provided <u>clear</u> 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 (scoring description): The applicant has provided <u>sufficient</u> evidence throughout the application that demonstrates that the most crucial criteria are met. The plans are clear and appropriate but are not well-expressed. The budget is realistic and reasonably aligned with the narrative. The support materials are of average quality and relevance.

Fair (scoring description): The applicant has provided <u>limited</u> evidence throughout the application that demonstrated that the criteria are met. The applicant's responses are appropriate, but with limited detail. The support materials are limited and/or inconsistent in quality.

Weak (scoring description): The applicant has provided <u>very limited</u> 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.

Units of Government: political subdivision of the State of Ohio located within Cuyahoga County (e.g., county community college district, school district, library district, municipal corporation) or instrumentality of the State of Ohio (e.g. state university) with substantial operations in Cuyahoga County.