



cuyahoga
arts & culture
community supported funding

**2011 Project Support
Grant Program Guidelines**

OVERVIEW

PURPOSE

Cuyahoga Arts and Culture (CAC) is a political subdivision of the State of Ohio enabled by Ohio Revised Code (ORC) Chapter 3381. The primary purpose of CAC is to support arts and culture in Cuyahoga County by making grants to not-for-profit organizations. CAC is one of the largest local public sector funding sources for arts and culture in the United States. Currently, CAC administers two grant programs—General Operating Support (GOS) for organizations with a primary purpose to provide arts or cultural services for the public, and Project Support (PS) for organizations that provide arts or cultural programs or activities for the public. (See Terms & Definitions, which follow these guidelines.)

HISTORY

CAC is the result of many years of planning and research. Beginning in 1998, leaders from arts and cultural organizations, foundations, local governments, and other private entities created an arts and culture plan for the region which called for public funding to strategically support the local arts and cultural sector. In November 2006, CAC was launched when county voters approved legislation for a 10-year tax on cigarettes to help fund local arts and cultural activities. Funding for CAC's grant programs is generated by and solely based on the revenues from the county-wide cigarette excise tax.

MISSION & CORE VALUES

The mission of CAC is to sustain the excellence of Cuyahoga County's arts and cultural assets that enrich our lives and enhance our community's appeal. CAC's core values are:

- Accountability – CAC will operate with integrity and employ the highest standards of excellence in our operations and grantmaking.
- Impartiality – CAC's grantmaking processes and procedures will be clear, fair, and consistent and free of conflict.
- Transparency – CAC's operations and grantmaking processes will be open and accessible.

BOARD OF TRUSTEES

CAC is governed by a five-member Board of Trustees appointed by the Cuyahoga County Board of Commissioners. Members serve in a voluntary capacity for rotating three-year terms and are charged with developing CAC's arts funding policy and approving grant expenditures.

ADVISORY PANELS

All CAC grant programs are adjudicated using independent panels of cultural experts from outside the state of Ohio who evaluate and score applications in series of public meetings. Panelists are appointed by the Board of Trustees through open nominations and serve for specific grant programs and cycles.

STAFF

CAC grant programs are administered by a professional staff responsible for ensuring an objective, equitable and transparent grantmaking process that meets CAC's mission and core values. CAC staff provide pertinent and uniform information to the public regarding the grant application process and ensure that program guidelines and requirements are applied consistently.

2011 PROJECT SUPPORT (PS) GRANT PROGRAM GUIDELINES

The CAC Project Support grant program's primary purpose is to support Cuyahoga County based projects that promote and sustain high quality arts and/or cultural programming for the public. PS grant applications are adjudicated annually through a public panel review process. In 2011, the grant period will be the calendar year January 1, 2011 – December 31, 2011.

WHO MAY APPLY/ELIGIBILITY CRITERIA

To be eligible for the PS Grant Program applicant organizations must meet each of the following criteria:

- Be a not-for-profit, tax exempt organization having a determination letter from the Internal Revenue Service recognizing it as a 501(c)(3) organization exempt from federal income tax for at least one year prior to the corresponding intent to apply deadline .
- Have a "[permanent and viable base of operations](#)" (See Terms & Definitions) in Cuyahoga County for at least two years prior to the corresponding intent to apply deadline.
- Have produced or presented [arts and cultural program\(s\)](#) open to the public within the previous 24 months prior to the corresponding intent to apply deadline.
- Provide the required financial documentation as outlined in the Intent to Apply form.

As part of the PS Grant Program, CAC will accept applications for PS Grant support from Units of Government (See Terms & Definitions) for cooperative arrangements in support of government-sponsored arts and cultural projects meeting the same qualitative criteria as apply to projects presented by private, nonprofit arts and cultural organizations. To be eligible, a Unit of Government must:

- Have a "permanent and viable base of operations" in Cuyahoga County for at minimum two years prior to most current intent to apply deadline.
- Have produced or presented [arts and cultural program\(s\)](#) open to the public within the previous 24 months prior to the corresponding intent to apply deadline.
- Provide the required financial documentation as outlined in the Intent to Apply form.

WHO MAY NOT APPLY

The following types of organizations are not eligible to apply to the PS Program (this list is not meant to be exhaustive): organizations that are serving as fiscal agents or fiscal sponsors for an organization or program; individuals; religious institutions without a separate 501(c)(3) organization that specifically administers non-sectarian public programming; organizations receiving General Operating Support grant funds from CAC during the same grant cycle; organizations that are not in good standing with CAC and/or in compliance with previous grants.

DEADLINES

All items and materials must be submitted by the following deadlines. Postmarks are not acceptable.

- Intent to Apply form and eligibility documentation Tuesday, June 8, 2010 by 4:30 pm
- Electronic submission of online Application Tuesday, July 27th, 2010 by 11:59 pm
- Hard Copies of Application, Support materials Wednesday, July 28th, 2010 by 4:30 pm

APPLICATION PROCESS

The following is an overview of the PS Grant Program application process. News, updates and events (including workshops) will be posted at the CAC website and distributed through CAC's email listserv. Interested applicants are encouraged to sign up at www.cacgrants.org to receive notifications.

Intent to Apply

All organizations must complete and submit the Intent to Apply form and required eligibility documentation by the posted deadline. The form and detailed instructions for completing it are available on CAC's website. The Intent to Apply process allows CAC staff to determine whether an organization is eligible to apply for funding through the PS Grant Program and to determine the quantity and diversity of potential applications by discipline to inform the selection of review panelists. CAC will notify applicants by U.S. mail and/or email regarding their eligibility to apply to the PS Program and provide further instructions for completing the online PS Grant Application.

If an organization is interested in applying to both the GOS and PS programs, a separate Intent to Apply form must be submitted for each. However, an organization can receive funding under only one program per cycle.

New Applicants

All new applicants to CAC's PS Grant Program are encouraged to contact and meet with CAC staff. CAC staff can be contacted by telephone 216-515-8303 or email shoffman@cacgrants.org.

Workshops

CAC will hold general information sessions to review the PS application, support materials and the panel review process. Workshop dates, locations and registration information will be posted on the CAC website in advance.

Grant Application

The PS Grant Application includes the following components:

- A written narrative to be completed and submitted electronically and in hard copy by the posted deadlines. Access to the PS application is password protected and is available to organizations meeting the eligibility criteria as outlined in the Intent to Apply form. Eligible applicants will be given specific instructions on how to log into the system and how to complete and submit the application.
- Support Materials to be submitted in hard copy to CAC offices by 4:30 pm on Wednesday, July 28th 2010.

Support Materials

Support materials are an integral part of the application and play a critical role in helping panelists develop a better understanding and appreciation of an organization and its proposed project. Applicants are encouraged to select their support materials carefully and submit items that are high-quality, recent, relevant, and well-labeled. A detailed guide to support materials is available in the PS Grant Application instructions. Applications that do not include support materials will not be accepted.

TIMELINE

The timeline below presents a general outline of the grants process of Project Support.

Intent to Apply Form available on CAC website	November 13, 2009
Intent to Apply deadline	June 8, 2010
Application deadline	July 27, 2010
Support material deadline	July 28, 2010
Panel Review	September 21, 22, and 23, 2010
Approved Grantee awards announcement	November 2010
PS 2011 grant period	January 1, 2011-December 31, 2011
Signed agreement deadline	January 31, 2011
PS 2011 mid-year report deadline	August 31, 2011
PS 2011 final report deadline	January 31, 2012

Eligible Projects

The proposed arts or culture project must originate and be completed during the grant period, January 1, 2011 – December 31, 2011. The project must be open to the general public and conducted in Cuyahoga County. Organizations may only apply for one project per funding cycle and the project must be directly concerned with the arts or cultural heritage. CAC uses the NTEE codes under section A – Arts, Culture & Humanities as a guide to what constitutes “arts or cultural” programming. A listing of these codes is included as an Appendix following the PS Guidelines.

The request for support, as outlined in the narrative, should be consistent with the anticipated allocation of CAC funds as outlined in the budget section. For example if CAC funds will be used for marketing the event, the narrative should describe the marketing plan for the project.

Project budgets and requests can only pertain to the “arts and cultural” programming component of the event and the budget should only reflect costs for what will actually occur during the grant period (January – December) and expenses that are directly related to the proposed project. Planning and administrative overhead costs for activities that occur prior to January 1, 2011 should not be included in the budget.

College and university projects must involve and show support from the general community beyond college or university students, faculty, and staff.

Project Grant Request Level

The request amount:

- May not exceed 25% of the organization’s cash operating expenses for public arts or cultural programming during the last completed fiscal year. This figure is determined by the financial documentation submitted with the Intent to Apply form.
- May not exceed \$50,000 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.

In-kind contributions will be considered as an important part of community support and administrative strength in the review process, but not as a factor in the request amount.

Funding Restrictions

Project funds cannot be requested for: an organization's entire season of programs; operating support of the program or organization; religious ceremonies or events advancing or inhibiting a particular religious ideology; 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; regranteeing; tuition, scholarships, awards or cash prizes; capital improvements, expenditures, acquisitions and restorations (facilities and equipment); agent's fees for programs contracted through commercial agencies; travel outside of the US.

Match Requirements

PS grants are matching grants through which organizations are expected to leverage CAC funds to increase their capacity to secure support from outside sources. The Project Support Grant Program requires a 1:1 cash match by the applicant. This means that Cuyahoga Arts and Culture will provide no more than one half of the total expenses of the proposed activity, program, or project.

The matching funds may come from any source. Potential sources of your matching funds include foundation and/or government grants, private donations, ticket sales, and member dues.

PANEL REVIEW

All eligible applications are evaluated by a panel of out-of-state arts or cultural professionals in a transparent review process. Between seven and nine panelists are selected and 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 take every effort to ensure that the panel is diverse in all respects. All panelists receive an honorarium for their service.

The Panel Review takes place over several days in meetings that are open to the public. All panel proceedings are audio-streamed live from the CAC website and audio recorded for the public record. CAC staff will notify all applicants of the panel review meeting dates, times, and locations, and will post all details on the CAC website in advance.

Although the Panel Review meetings are open to the public, applicants and other audience members are observers only and not permitted to interact with the panel in any manner at any time during the deliberations.

CAC staff does not take part in the review, discussion, or scoring of applications, nor do they provide opinions on the applications. In advance of the review process, CAC staff will provide panelists with objective information regarding an applicant's grant history with CAC. CAC staff will also manage all administrative and logistical actions necessary to conduct a successful public meeting; 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; record panel comments; summarize panel recommendations for public record; and collect and tabulate score sheets.

CAC staff sends copies of the grant applications to panelists approximately four weeks prior to the Panel Review in order to allow panelists sufficient time for preparation and review of applications. One day prior to the Panel Review, CAC staff conducts an orientation (closed to the public) for panelists to review applicants' audio/visual and other support materials. This is a viewing/listening session only; no discussion or evaluation of applications takes place during this meeting. During the public review, the panel provides a qualitative assessment of the strengths and weaknesses of each application and corresponding budget and support materials to determine how well the applicant meets the funding criteria.

Panelists score each application on a point scale from 0 to 100 based on the funding criteria outlined below. The Olympian Method is used to reach an aggregate panel score for each applicant. Any applicant receiving a score of 70 or higher will be recommended for a PS grant. Any applicant with an aggregate score lower than 70 will not be recommended for a PS grant. CAC will notify all applicants by U.S. mail and/or email regarding their score and whether or not they will be recommended for funding.

FUNDING CRITERIA

PS grant applications will be evaluated using the following criteria:

Artistic or Cultural Quality of Project (35 points maximum)

- Proposed activities demonstrate artistic or cultural excellence.
- Qualified and experienced artists or cultural professionals are, or will be, involved in the project.
- The artistic or cultural benefit of the project to the community is clear.
- The proposed project realizes the arts or cultural objectives of the organization and is aligned with the organization's mission.

Support Materials to evidence the **Artistic or Cultural Quality** of the Project

- Grant application
- Publicity materials/press clippings from past projects
- Organization website
- Artists biographies
- Audio-visual materials

Community Involvement and Public Impact (35 points maximum)

- Applicant has clearly identified the community the project is meant to serve.
- The need for the project is identified and supported through evidence of community involvement in the planning.
- The applicant has explained why the project warrants public support.
- If appropriate to the project, the organization has developed collaborations with other organizations to broaden community impact.
- There is a marketing plan that is well designed and reaches the targeted community.

Support Materials to evidence the **Community Involvement and Public Impact** of the Project

- Grant application
- Publicity materials that detail location of project, admission prices, operating hours, performance times
- Marketing plan

- Letters of commitment from collaborators
- Audience survey results from past projects
- Educational materials, if applicable

Quality of Management and Organizational Capacity (30 points maximum)

- The project shows thoughtful planning and the capacity of the organization to manage the project is clearly demonstrated.
- The project administrators have the background appropriate to managing the project.
- The budget for the project is clear; costs are realistic and appropriate to the scope of the project.
- There is income for the project already in place or pledged and evidence of the ability to raise the funds for the project.
- There is a clear plan for evaluating the project and evidence that staff/project management understand how to measure whether the project will achieve its goals and objectives.

Support Materials to evidence the **Quality of Management and Organizational Capacity** of the applicant:

- Grant application
- Administrative or Project staff bios
- Letters of commitment from donors for the project
- Board and committee list with affiliations
- Sample audience surveys to be used

GRANT AWARD DETERMINATION

The size of PS grants awarded will be determined by the following factors:

- The amount of funding for the PS grant program allocated by the CAC Board of Trustees for 501(c)3 organizations;
- The amount of funding for the PS grant program allocated by the CAC Board of Trustees for organizations that are units of government;
- The Grant Application Panel Review score of the application; and
- The aggregate request amount of applications eligible for funding.

Applicants will know their scores after the Panel Review has concluded but grant award amounts are not confirmed until the CAC Board of Trustees meets. These are general guidelines and are subject to change based on the total CAC funds available to the PS grant program in any given year. It is possible that all of the allocated PS grant funds could be awarded to those applicants scoring higher and applicants scoring lower will not receive funding.

CAC staff will notify applicants of their scores and grant awards via email and U.S. Mail and will post them on the CAC website, www.cacgrants.org, when available.

APPEALS

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. Grant awards are not subject to appeal. 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 10 working days after the approval of the grant awards by the CAC Board of Trustees. Requests received after 10 days will not be considered.

GRANT AGREEMENT & COMPLIANCE

An award letter with the grant award amount and grant agreement will be prepared for each grantee. CAC staff will meet with each grantee (in small group sessions) to review the grant agreement requirements. In order to be considered an active grantee of CAC, an original signed grant agreement must be received in CAC offices by the due date. All grants are awarded for a calendar year and all funded activities must occur during the grant period, January 1, 2011 – December 31, 2011. PS Grantees are required to report to CAC any significant changes in the scope of the funded project during the course of the grant cycle.

GRANT REPORTS

All PS grantees are required to comply with CAC's grant reporting requirements. In addition to mid-project and final grant reports, CAC staff may engage in site visits during the funded project period.

GOOD STANDING

An organization's good standing with CAC will be in jeopardized if it:

- Fails to fully and completely meet all requirements as stated in the Grant Agreement for the duration of the grant period.
- Does not complete project that has received advance funding and does not submit a report on expended funds.
- Misstates or misrepresents any information on any documents submitted to CAC. This includes, but is not limited to, the intent to apply, application and report forms. An organization not in good standing with CAC will be officially informed of this status by letter authorized by CAC's Board of Trustees.

Cuyahoga Arts & Culture Grant Programs

Terms & Definitions

The terms & definitions in this document are applicable to CAC Guidelines, the Intent to Apply form, and the Application form and instructions.

Articles of Incorporation: a document filed with the Ohio Secretary of State, by a corporation's founders, describing the purpose, place of business, and other details of a corporation. Also known as a "charter."

Artistic or Cultural Facility: includes, but is not limited to, a performing arts center, a concert hall, a museum, a living arts center, and other property, improvements, or facilities used in connection therewith.

Arts or Cultural Heritage: defined in the Ohio Revised Code Chapter 338.01 (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." For the purposes of CAC's Grant programs arts or cultural heritage will specifically be defined using NTEE classification codes (A) Arts, Culture, and Humanities. The full list with scope notes in the Appendix following this document.

Arts or Cultural Organization: defined in the Ohio Revised Code, Chapter 338.01, 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.

Category of Organizational Scale: There are four categories of organizational scale. These categories ensure that organizations compete and are judged in a category with other similarly sized organizations relevant to financial resources. Each organization is categorized using the financial activity data from the most recent OCDP profile, submitted with the application. The categories are:

- Up to \$299,999
- \$300,000 to \$999,999
- \$1,000,000-\$4,999,999
- \$5,000,000+

Certificate of Good Standing: document used by organizations or businesses to prove they are incorporated and authorized to do business in Ohio. The good standing status signifies an entity is current with the filing requirements of the Secretary of State's office, as well as being current with the entity's corporate franchise taxes. This certificate is issued by the Ohio Secretary of State's office and can be requested online.

Community: community is defined as the constituents served by the applicant. This community can be discipline, geographically, or culturally based.

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.

DUNS Number: the Data Universal Numbering System (DUNS) number is a unique nine-character identification number. DUNS numbers are required of all Federal grant recipients and provided by the commercial company Dun & Bradstreet.

The Federal government uses the DUNS number to better identify similar and related organizations that are receiving funding under grants and cooperative agreements. The number also provides consistent name and address data for electronic grant applications. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, go to the [Dun and Bradstreet Web site](#) or phone 1-866-705-5711.

Employer Identification Number (EIN): nine digit number assigned by the IRS when granting 501(c) (3) not-for-profit status.

Ending Operating Balance: refers to funds in the budget for operating income and expenses at the end of an organization's fiscal year, after all revenues, expenditures and transfers have been calculated.

Evaluation: for programs, formative evaluation occurs during the program planning and implementation. Summative evaluation occurs after the program has been completed.

Evaluation Tools: used to assess an organization's success in serving a broad constituency and to continually refine programs and services. May include surveys, polls and questionnaires, interviews, discussions, evaluation forms, checklists and documented observations.

Evaluation Strategies: these strategies may be either "qualitative" or "quantitative" in nature. Program evaluation findings are considered credible when the evidence that is collected supports claims being made. Therefore, evidence should be a combination of quantitative data (the results of numerical measurement and statistical analysis) and qualitative data (the results of investigating perceptions, opinions, and behaviors).

Eligible Revenue and Support (ERS) Form: The ERS form is used by CAC to determine the base revenue figure for each organization awarded operating support. This base figure will be used in the computation of the formula used to determine the GOS grant award for each recipient organization. The ERS form must be completed by all GOS grantees using data from the organization's FY2008/2009 or FY2009 Certified Financial Review or Audit. If necessary, the ERS form may be completed after the GOS panel review.

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 any of CAC grant programs through an organization acting as a fiscal agent.

Independently Certified Reviewed Financial Statements: requires that a CPA perform inquiry and analytical procedures. This would include having knowledge of the client's industry and applicable accounting principles, having a clear understanding with the client as to the services to be provided, and reading the financial statements to determine whether there are any obvious departures from generally accepted accounting principles. Upon completion, a report is issued stating that a review has been performed in accordance with AICPA professional standards, that a review is less in scope than an audit, and that the CPA did not become aware of any material modifications that should be made in order for the statements to be in conformity with generally accepted accounting principles, or if applicable, another comprehensive basis of accounting. This is known as the expression of "limited assurance." For purposes of CAC's General Operating Support eligibility requirements, an independently certified financial review is acceptable ONLY for organizations with annual operating budgets under \$500,000.

Independently Certified Audited Financial Statements: are the products of a CPA's highest level of assurance services. In an audit, the CPA performs all of the steps contained within compiled or reviewed statements, but also performs verification and substantiation procedures. These verification and substantiation procedures may include direct correspondence with creditors or debtors to verify details of amounts owed, physical inspection of inventories or investment securities, inspection of minutes and contracts, and other similar steps. Also, the CPA gains a knowledge and understanding of the entity's internal control structure. When the audit is completed, the CPA's standard audit report states that an audit was performed in accordance with generally accepted auditing standards, and expresses an opinion that the financial statements fairly present the entity's financial position and results of operations. This is known as the expression of "positive assurance." For purposes of CAC's General Operating Support eligibility requirements, an independently certified financial audit is preferable and mandatory for all organizations with annual operating budgets over \$500,000.

Letters of Commitment: These letters should be not longer than one typewritten page, and should directly affirm that the partnering or collaborating entity intends to support the proposed project as stated in the application (budget pages and/or narrative). It should be clear that the writers of the letters are familiar with the proposal. Letters should be addressed to the CAC.

Marketing plan: a plan used in the field of marketing that encompasses an organization or any part of it. The plan includes a situational analysis, budget, action plan, problems and opportunities, goals, strategies, and monitoring systems. A strategy that states how, where and to whom a business proposes to sell its products and/or services.

Matching Grant: A grant or gift made with the specification that the amount donated must be matched on a one-for-one basis or according to some other prescribed formula.

Mission Statement: a statement of purpose formulated by an organization as part of its organizing charter and providing specific direction for the organization's programs services and activities.

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 rare "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.

NTEE Codes (National Taxonomy of Tax Exempt Entities): a definitive classification system for nonprofit organizations recognized as tax exempt under the Internal Revenue Code. These charitable organizations are exempt from federal taxes because of their religious, educational, scientific, and public purposes. See list of allowed codes for arts, culture and humanities below. See [Appendix](#)

Ohio Cultural Data Project (OCDP): the Ohio CDP is a state-wide, collaborative effort of public and private funders throughout Ohio and consists of an online system for collecting and standardizing historical financial and organizational data. Cuyahoga Arts and Culture, along with other funders in Ohio, now requires applicants to complete a Cultural Data Profile through the Ohio CDP Web site (<http://www.ohculturaldata.org>)

Olympian method: the single highest score and the single lowest score submitted by the panelists will be eliminated when computing the average score of all the panelists. This will produce an average score that is unsusceptible to a panelist skewing the average score either in favor of or against a grant applicant.

Operating Support Grant: a grant made to further the general purpose or work of an organization, rather than for a specific purpose or project.

Permanent and Viable Base of Operations: 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. For the GOS Program an organization with a “permanent and viable base” in Cuyahoga County must show documentation of the following:

- a. Headquartered in Cuyahoga County (administrative and operational functions)
- b. Articles of Incorporation
- c. 51% of its arts and cultural programming occurs in Cuyahoga County

Staff or Personnel: those whom an organization employs by paying salaries, wages and benefits. These employees receive an IRS Form W-2 for tax purposes at the end of the year.

Strategic plan: a three to five year planning document developed by an organization’s staff and board of directors with advice from the organization’s stakeholders. The document should contain a mission statement, goals, objectives and strategies. Strategies are the specific actions to be performed to meet the objectives thus fulfilling the goals. The strategic plan should identify specific staff and board committees that are responsible for developing, implementing and evaluating strategies; timelines to launch and complete strategies; and evaluations methods used to measure the plan’s effectiveness.

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.

Appendix – NTEE Codes Arts, Culture & Humanities

(From NTEE-CC Manual—Code Definitions, p 50 – 58)

<http://nccsdataweb.urban.org/kbfiles/322/NTEE-CC-Manual-2007a.pdf>

A – Arts, Culture & Humanities

Private nonprofit organizations whose primary purpose is to promote appreciation for and enjoyment and understanding of the visual, performing, folk, and media arts; the humanities (archaeology, art history, modern and classical languages, philosophy, ethics, theology, and comparative religion); history and historical events; and/or communications (film, video, publishing, journalism, radio, television).

NTEE Code

A20 Arts & Culture

Organizations that promote, produce or provide access to a variety of arts experiences encompassing the visual, media or performing arts.

Key words: Arts Centers; Arts Guilds; Cultural Centers; Multipurpose Arts; Multipurpose Cultural Organizations;

Organizations whose primary activity is the operation of a symphony orchestra including youth symphonies.

Scope notes: *Includes:* Multi-disciplinary arts and cultural centers as well as venues that display or sell local artist's work and that offer workshops, studios and/or classes that deal with a wide variety of art forms.

A23 Cultural & Ethnic Awareness

Organizations that promote artistic expression within a particular ethnic community; work for the preservation and promotion of the traditions, values and lifestyles of different cultural groups; organize activities and events which promote cultural exchange locally or nationally; and encourage understanding and respect for different cultural heritages among the youthful members of the group as well as the mainstream population.

Key words: Ancient Order of Hibernians; Cultural Awareness; Cultural Heritage; Cultural Centers; Cultural Fairs; Ethnic Awareness; Ethnic Fairs; Heritage; National Day Celebrations

Scope notes: USE for organizations that offer cultural education programs that can include language instruction but are not limited to language instruction. For language instruction only USE A70 (Humanities).

USE for multi-discipline cultural and ethnic organizations. For organizations whose program activity is limited to one discipline, code using the appropriate discipline code. For example, an organization that promotes Spanish art, music, and dance is coded here, an organization that promotes only Flamenco dancing is coded as a dance organization, A62.

USE for all ethnic fairs and festivals.

Excludes: International cultural exchange. Use International Cultural Exchange (Q21).

A24 Folk Arts

Organizations that produce, promote and disseminate information on traditional music, dance, theater or folklore of various cultures and organizations that perform, present and support folk art in a specific region.

Key words: Folk Art; Folk Culture; Folk Dance; Folk Dancing; Folk Life; Folk Singing; Folk Songs; Folkart; Naive Art; Old Songs; Traditional Arts; Traditional Music

Scope notes: Defining folk art is tricky and difficult. What some want to label as folk art, others want to call "craft" or "ethnic" or "products from primitive, untrained people".

Folk art is art made by people who have had little or no formal schooling in art. Folk artists usually make works of art with traditional techniques and content, in styles handed down through many generations, and often of a particular region.

Traditional crafts, music, dance and stories passed down through families, communities or within tribal, ethnic or occupational groups are among the many forms of folk art.

For users whose NTEE-CC system has not enabled this code, USE A23 instead. Code reinstated 5/2005

A25 Arts Education

Organizations that provide informal arts educational programming and/or instruction but do not grant diplomas or degrees; or which offer services regarding the arts to educational institutions or to public entities involved in education.

Key words: Art Classes (non-degree); Art Instruction (non-degree); Art Schools (non-degree); Arts Education (non-degree); Arts Workshops; Informal Arts Education; Informal Arts Instruction; Schools of Art (non-degree)

Scope notes: *Excludes:* Formal, degree granting schools of the arts. Use Higher Education (B40).

A26 Arts & Humanities Councils & Agencies

Organizations that foster, nurture and sustain artistic excellence and create a climate in which the arts and humanities may flourish in a community.

Key words: Arts Agencies; Arts Alliances; Arts and Humanities Councils; Arts Councils; Councils on the Arts; Humanities Councils

Scope notes: Term name and definition revised 5/2005

A27 Community Celebrations

Organizations that are engaged in the promotion, production or performance of community and public celebratory events.

Key words: Arts Fairs; Arts Festivals; Celebratory Events; Community Celebrations; First Nights

Scope notes: *Includes:* Arts and Street Fairs; First Night Events; and Multidiscipline Arts Festivals

Excludes: Agricultural Fairs (use Fairs N52); Ethnic Fairs & Festivals (use Cultural & Ethnic Awareness A23); Historical events; (use Commemorative Events A84); Music Festivals (use Music A68); and Theater Festivals (Use Theater A65).

For users whose NTEE-CC system has not enabled this code, USE A20. Code added 5/2005

A30 Media & Communications

Organizations that are involved in publishing, productions or programming utilizing any of a variety of media or in educational programs related to the media. Use this code for organizations involved in productions in different types of media or for those using types of media not specified below.

Key words: Broadcasting; Communications; Electronic Media; Media; Public Servers; Web Site Development; Web Site Hosting; Website Development; Website Hosting

Scope notes: *Excludes:* Religious media, communications. Use Religious Media & Communications (X80).

A31 Film & Video

Organizations that produce films, videos and holographic images for a variety of educational, documentary and cultural purposes, and/or promote public appreciation of film and video. Also included are organizations that encourage new, foreign and independent filmmakers through the organization and presentation of film expositions and festivals or which show old or difficult to obtain films in noncommercial facilities.

Key words: Documentary Film Production; Film; Film Appreciation; Film Expositions; Film Festivals; Film Preservation; Film Production; Foreign Films; Holographic Images; Holography; Independent Film Makers; Video; Video Appreciation; Video Production

Scope notes: *Excludes:* Religious film or video. Use Religious Film & Video (X81).

A32 Television

Organizations engaged in television productions and broadcast. Includes producers of public television, cable television, community access television, broadcasting in schools, and interactive television.

Key words: Cable Television; Cable TV; Closed Circuit Television; Community Access Television; Community Television; Educational Television; Interactive Television; Public Television; School Television; Television Production

Scope notes: *Includes:* Producers of public television; Cable television; Community access television; Broadcasting in schools; and Interactive television. *Excludes:* Religious television. Use Religious Television (X82).

A33 Printing & Publishing

Organizations that publish a variety of materials on diverse topics. Includes university presses.

Key words: Book Publishing; Journalism; Literary Journals and Presses; Magazine Publishing; Newspaper Publishing; Publications; Publishing; University Presses

Scope notes: USE for publishing programs that are general in nature. Newsletters published for the benefit of specific organizations should be coded to a specific field area with the appropriate common code.

Includes: University presses.

Excludes: Religious printing or publishing (use Religious Printing & Publishing, X83); and organizations whose primary function is the retail sale of or those that publish a newsletter, magazine, journal, directory, or a house organ as one of many activities.

A34 Radio

Organizations engaged in radio productions and broadcast, including public radio stations and radio stations that offer programming that is designed for community residents who are blind or visually impaired (radio reading services).

Key words: National Public Radio; NPR; Public Radio Broadcasting; Radio Reading Services

Scope notes: *Excludes:* Religious radio. Use Religious Radio (X84).

A40 Visual Arts

Organizations whose activities promote or provide access to a variety of visual arts. Included are organizations that focus on an art form in a specific medium such as stained glass or textiles.

Key words: Architectural Centers; Architectural Services; Art Conservation; Art Galleries; Art Printmaking; Ceramic Arts; Clay Arts; Computer Art; Crafts; Decorative Arts; Drawing; Enamelwork; Experimental Arts; Fiber Art; Fine Arts; Glass Arts; Intermedia; Jewelry Arts; Lacquer Work; Metal Arts; Mixed Media; Mosaics; Origami; Painting; Paper Arts; Photography; Pottery; Printmaking; Quilting; Sculpture; Stained Glass; Studio Arts; Textile Arts; Visual Arts; Visual Arts Appreciation; Weaving Arts

Scope notes: *Includes:* Architectural centers and services; Art conservation organizations; Ceramic arts organizations; Painting, drawing and sculpture organizations; and Organizations devoted to photography.

USE for art galleries in which visual artists can exhibit and sell their work. Do not confuse "Art Galleries" as venues with museums that have "Gallery" in their name such as "The National Gallery of Art".

A50 Museums

Organizations that acquire, preserve, research, exhibit and provide for the educational use of works of art, objects or artifacts that are related to the study of zoology, biology, botany,

mineralogy, geology and other natural sciences; history; archeology; or science and technology. Use this code for types of museums not specified below.

Key words: Archaeological Museums; Archeological Museums; Automobile Museums; Boat Museums; Circus Museums; Comedy Museums; Crime Museums; Culture-Specific Museums; Doll Museums; Film Museums; Fire-Fighting Museums; Forestry Museums; Gun Museums; Hall of Fame; Historic Ships; Hobby Museums; Holocaust Museums; Lapidary Arts Museums; Logging/Lumber Museums; Mapparium Museums; Marine Museums; Maritime Museums; Model Train Museums; Money/Numismatic Museums; Motion Picture Museums; Musical Instrument Museums; Naval Museums; Observatories; Philatelic Museums; Planetaria; Planetarium; Postal Museums; Railroad Museums; Religious Museums; Scouting Museums; Ship Museums; Specialized Museums; Sport Halls of Fame; Sports Museums; Theater Museums; Toy Museums; Train Museums; Transportation Museums; Video Museums; Visitors Center; Wax Museums; Whaling Museums; Woodcarving Museums

Scope notes: *Includes:* Folk arts, ethnic museums; Marine, maritime museums; Planetariums; Sports and hobby museums including halls of fame; and Other specialized museums.

Excludes: Ethnic organizations that are not museums. Use Cultural & Ethnic Awareness (A23).

A51 Art Museums

Organizations that acquire, preserve and exhibit collections of objects including fine art, decorative art, folk/ethnic art and textiles that are collected primarily for their aesthetic qualities and their importance as representatives of a particular artistic tradition or style.

Key words: Art Exhibitions; Art Galleries; Contemporary Art Museums; Decorative Art Museums; Ethnic Art Museums; Folk Art Museums; Modern Art Museums; Textile Museums

A52 Children's Museums

Organizations that develop and maintain educational exhibits that are structured for the size, interests and intellectual capacity of young children. Children's museums are participatory and allow visitors to interact with the exhibits (touching, exploring, manipulating), and many offer organized lessons for groups of school children that focus on one or more of the exhibits. NOTE: See also A57, Science and Technology Museums, for other organizations with substantial activities and collections for children.

Key words: Discovery Museums; Youth Museums

A53 Folk Arts Museums (*Draft Code - DO NOT USE*)

Specialized museums, foundations and other organizations whose activities and collections preserve and promote the culture and history of a specific nationality, or racial or ethnic group, e.g. Native Americans.

Scope notes: *Excludes:* Folk art organizations that are not museums (Use Folk Arts A24); and Ethnic organizations that are not museums (Use Cultural & Ethnic Awareness A23).

Do Not Use USE A50 Museums for Folk Arts Museums,

A54 History Museums

Organizations that acquire, preserve, research and exhibit collections of objects including documents, tools, implements and furnishings that have significance in helping to interpret or understand the past. History museums may specialize in a specific era such as early Greece or Rome, a particular geographical region such as California or Appalachia, a particular ethnic or cultural group such as Native Americans or a specific subject area such as costumes; and may contain items created or used by contemporary or historical figures.

Key words: Local Art & History Museums; Historic House Museums; Historical Society Museum; Colonial Farm Museums; Costume Museums; Interpretive Farm Museums; History Museums; Living History Museums; Military Museums; War Museums

Scope notes: USE for historical societies that operate a museum as their primary purpose.

A56 Natural History & Natural Science Museums

Organizations that acquire, preserve, research and exhibit collections of objects that have significance in the natural sciences including botany, zoology, geology and physical and cultural anthropology.

Key words: Anthropology Museums; Entomology Museums; Ethnology Museums; Geology Museums; Herbarium Museums; Herpetology Museums; Mineralogy Museums; Natural History Museums; Natural Science Museums; Ornithology Museums

A57 Science & Technology Museums

Organizations that develop and maintain educational exhibits, which illustrate principles from mathematics and the physical sciences.

Key words: Agriculture Museums; Aeronautical Museums; Aeronautics and Space Museums; Aerospace Museums; Air and Space Museums; Astronomy Museums; Communications Museums; Industrial Museums; Medical Science Museums; Mining Museums; Pharmacology Museums; Science Museums; Space Museums; Technology Museums

A60 Performing Arts

Organizations that provide access to the performing arts or a variety of art forms including the performing arts, and/or which present performing arts series. Use this code for organizations devoted to art forms not specified below.

Key words: Circus Arts; Experimental Companies; Multimedia Companies; Performing Arts; Performing Arts Series

A61 Performing Arts Centers

Organizations that operate facilities including theaters for the performing arts.

Key words: Performing arts theater facilities; Theater facilities; Performing arts presenters

Scope notes: USE this code for organizations whose main activity is presenting touring performing arts productions to the public. USE other codes in the A60 series when the organization includes resident performing arts troupes that produce their own work.

A62 Dance

Organizations that create and/or perform a variety of types of dance, including modern, folk, country and western, and square dancing.

Key words: African Dance; Choreography; Contra Dance; Country and Western Dance; Dance Companies; Dance Festivals; Dance Groups; Ethnic Dance; Flamenco Ballet; Flamenco Dancing; Folk Dance; Interpretive Dance; Irish Dance; Israeli Dance; Jazz Dance; Line Dance; Modern Dance; Polka; Square Dance; Tap Dance; Traditional Dance

Scope notes: USE for ethnic and cultural organizations which promote, produce or provide only dance productions; USE Cultural & Ethnic Awareness for ethnic & cultural organizations that promote, produce, or provide multi-discipline arts programming.

A63 Ballet

Dance organizations that create and/or perform primarily ballet.

Key words: Ballet Companies; Ballet Troupes

A65 Theater

Organizations whose primary activity is the production of plays. (Organizations that present the productions of others should be classified as presenters. (A61))

Key words: Acting Companies; Amateur Theaters; Broadway Shows; Burlesque; Children's Theaters; Children's Performances; Children's Plays; Children's Theater; Comedies; Community Theaters; Community Theatrical Groups; Drama; Dramatic Arts; Dramatic Productions; Marionette Shows; Mimes; Musical Plays; Musical Theater; Musicals; Plays; Playwriting; Puppet Shows; Shakespeare Festivals; Shakespearean Festivals; Stage Plays; Storytelling; Summer Stock; Theater Companies; Theater Festivals; Theater Performances; Theater Troupes; Tragedies; Traveling Theaters

A68 Music

Organizations whose primary activity is the production of musical events, including concert series and music festivals.

Key words: Concert Series; Music Competitions; Music Composition; Music Festivals; Musical Events

A69 Symphony Orchestras

Organizations whose primary activity is the operation of a symphony orchestra including youth symphonies.

Key words: Chamber Orchestras; Orchestras; Philharmonic; Symphonies; Youth Orchestras; Youth Symphonies

A6A Opera

Organizations whose primary activity is the production of operas.

Key words: Comic Operas; Light Operas; Opera Companies; Operettas

A6B Singing & Choral Groups

Organizations whose primary activity is the production of concerts including barbershop singing groups, glee clubs/choir groups, children's choirs and other singing ensembles.

Key words: Barbershop Quartets; Boys Choirs; Children's Choirs; Choirs; Choral Groups; Choruses; Church Music; Glee Clubs; Gospel Music; Religious Music; Sacred Music; Singing Ensembles; Singing Groups; Singing Societies; Sweet Adelines

A6C Bands & Ensembles

Organizations that produce music not specifically covered by another category including marching bands, jazz groups, chamber music groups, blues, country music, ethnic music (e.g., Brazilian, Celtic, Afro-pop, etc.), folk music, rhythm and blues.

Key words: Bands; Brass Bands; Blues; Chamber Music; Community Bands; Country Music; Ethnic Music; Folk Music; Improvisational Music; Jazz Groups; Jazz Music; Marching Bands; Musical Groups; Rhythm and Blues; Rock Music; Youth Bands

A6E Performing Arts Schools

Organizations that offer classes in the performing arts but do not confer academic degrees.

Key words: Dance Schools (non-degree); Drama Schools (non-degree); Performing Arts Schools (non-degree); Theater Schools (non-degree)

A70 Humanities

Organizations that promote the study, teaching, or appreciation of the humanities (archaeology, art history, history, modern and classical languages, philosophy and ethics, and theology and comparative religion).

Key words: Art History; Book Clubs; Book Discussion Groups; Book Fairs; Book Readings; Book Review Groups; Book Signings; Chinese Languages; Classical Languages; Comparative Religion; Creative Writing; English Language; Ethics; Fictionwriting; Foreign Language Schools; French Language Schools; German Language Institutes; Holocaust Studies; Humanities; Japanese Language; Language and Linguistics; Literary Activities; Literary Services; Literature; Philosophy; Poetry Readings; Poetry Writing; Reading Clubs; Russian Language; Social Sciences; Spanish Language; Theology

Scope notes: USE for language instruction schools that offer language instruction only and do not teach language as part of a broader cultural education program. For cultural education including language instruction USE A23 (Cultural and Ethnic Awareness).

A80 Historical Organizations

Organizations that promote awareness of and appreciation for history and historical artifacts. Use this code for organizations that are not specified below.

Key words: Ancestry; Family Histories; Family Name Societies; Genealogical Societies; Genealogy; Holocaust Memorials; Material Culture Conservation; Memorials; Monuments; Patriotic Societies; Presidential Birthplaces; Veterans Memorials; War Memorials

A82 Historical Societies & Historic Preservation

Organizations that interpret, collect and preserve the historical heritage of a specific geographic location.

Key words: Historical Markers; Historic District Preservation; Historic Home Preservation; Historic House Designation; Historic Preservation; Historic Properties Preservation; Historic Preservation of Churches; Historic Site Designation; Historic Site Preservation; Historical Associations; Historical Burial Site Preservation; Historical Preservation; Historical Societies; Oral History

Scope notes: For historical societies that operate a museum as their primary purpose USE A54 (History Museums).

Excludes: Main Street Programs, USE S20 Community & Neighborhood Development. For users whose NTEE-CC system has not enabled this code, USE A80 instead. Code reinstated 5/2005

A84 Commemorative Events

Organizations that sponsor activities which celebrate, memorialize and sometimes recreate important events in history such as battles, treaties, speeches, centennials, independence days, catastrophes that had an important impact or other similar occasions.

Key words: Bicentennials; Centennials; Civil War Reenactments; Columbus Day; Dedication Ceremonies; Heritage Days; Historical Reenactments; Independence Day; July 4th; Memorial Celebrations; Revolutionary War Reenactments; Veterans Day **Scope notes:** *Includes:* July 4th Parades and Celebrations

A90 Arts Services

Organizations that provide services such as facilities or touring assistance for arts organizations.

Key words: Art Facilities; Artisans Services; Artist Registries; Artists Services; Arts Services; Equipment Access and Services for Artists; Legal Services for Artists; Slide Registries; Touring Assistance; Travel Grants for Artists

Scope notes: Use for organizations offering a variety of services specifically for artists and arts organizations including legal and financial services, services to individual artists or groups of artists in the form of workshops, funds to indigent artists, discounts on group purchases, or tax, legal, or accounting aid.

A99 Arts, Culture & Humanities N.E.C.

Organizations that provide arts and humanities services or products not covered by other categories.

Key words: Arts and Sciences

Source:**NATIONAL TAXONOMY OF EXEMPT ENTITIES-CORE CODES****2007 Desk Reference**

National Center for Charitable Statistics

Center on Nonprofits and Philanthropy at The Urban Institute

<http://nccs.urban.org>

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