



## General Operating Support (GOS) Grant Renewal Requirements and Annual Grant Report Instructions

### 2010 Grant Renewal Requirements

Current GOS grantees were approved for three years of support (January, 2008 – December, 2010), renewed annually for each year of the grant period. Annual renewal is contingent on CAC receiving the required documents described below. Information about how to access and submit these requirements is outlined in this document. Please read this document carefully and completely before beginning any of the reporting requirements. If you have any questions, contact Donnie Gill at (216) 515-8303 or dgill@cacgrants.org.

Due in CAC offices January 15, 2010:

1. Online Annual Grant Report submitted electronically.
2. One hard copy of Annual Grant Report (PDF) with original signature page signed by Executive Director and Board Chair.
3. One set of support materials as outlined in Annual Grant Report.
4. Fiscal Year 2008 or 2008/2009 Independently Certified Financial Review or Audit if not previously submitted to CAC. Review the table below to determine which financial document you must submit.

Operating Budget for Most Recently Completed FY	FY Ends Between	Submit
\$500,000 or more	1/1/09 & 8/31/09	2008-09 Independently Certified Financial Audit
\$500,000 or more	9/1/09 & 12/31/09	2007-08 Independently Certified Financial Audit or 2008 Independently Certified Financial Audit
\$499,999 or less	1/1/09 & 8/31/09	2008-09 Independently Certified Financial Audit or 2008-09 Independently Certified Financial Review
\$499,999 or less	9/1/09 & 12/31/09	2007-08 Independently Certified Financial Audit or 2008 Independently Certified Financial Audit or 2007-08 Independently Certified Financial Review or 2008 Independently Certified Financial Review

Reminder! Each GOS grantee is required to submit an annual Independently Certified Financial Audit/Review to CAC within 120 days of the end of grantee's fiscal year. Data from that Audit or Review should be entered into the OCDP within sixty days of the receipt of your financial documents.

### Grant Agreement

A Grant Agreement for the 2010 grant period will be provided to grantees on receipt of items 1-4 above. Grant disbursements for 2010 will not be made until CAC receives the signed Grant Agreement.

## 2009 Electronic Annual Grant Report Instructions

The purpose for the Annual Grant report is to ensure grantee accountability regarding the use of CAC funds. Grantees must:

- Account for the expenditure of grant funds
- Demonstrate that fund expenditures were in compliance with the CAC Grant Agreement (not used for restricted purposes)
- Demonstrate the impact and value of CAC funding on their organization (short and long term)

### **Login**

To meet the above requirements, grantees must file an Annual Grant Report through CAC's online system. The report must be submitted online and in hard copy to the CAC offices by January 15<sup>th</sup>, 2010. Follow the steps below to log into the online system and complete the report.

1. Go to <http://cac.cgweb.org/login.php>
2. Enter your existing user name and password. These will be the same user name and password you established for the 2008 Annual Grant Report. If you have forgotten your user name or password, enter your email address and click "Remind me!" or contact CAC staff and we will look them up for you.
3. Once you are logged in, click "Edit Profile" on the left side of the screen.
4. On your profile page, be sure that "Organization" is selected as your profile type. Then complete and/or update each field if necessary. Note that all fields in this section are required, including the fields at the bottom of the page not marked with an asterisk. This includes the organization's date of formation, fiscal year end date, mission statement, and history.
5. Click "Update" (on lower right side of screen)
6. Click "Current Programs & Application" (on left side of screen). Scroll down to the "General Operating Support 2009" section.
7. Click on "Start 2009 Report" and follow the instructions to complete each section. You can log in and out of the online system as often as you like to edit and save work on your Report in advance of the submission deadline. To access your report in progress, log in and click on "Current Programs & Applications" on the left side of the screen. Scroll down to the "General Operating Support 2009" section and click "Edit Report #GOSXXXX" (unique number for each report)
8. Submit the following to CAC by January 15, 2010: online report form, a hard copy of report, support materials, and original signature page.

### **Final Report Pages**

- Use of CAC Funds
- Narrative Questions
- Support Materials
- Statement of Assurances/Signature Form
- Submit Final Report

You can use this form as a worksheet, then copy and paste your responses into the online form.

Detail the use of CAC grants funds for the period of January 1 - December 31, 2009. The grant award amount for 2009 and the expenditure amount should match. In the 2009 GOS Mid Year Report, all grantees stated how CAC funds were used in the first half of the year January – June, 2009 in order to receive the second allocation of grant funds for 2009. Your organization may have filed a report prior to June 2009.

### **Narrative Questions**

The CDP report details total income received for fiscal years 2007 & 2008 for your organization. For the purpose of this report, detail **significant** new sources of earned or contributed income received in calendar year 2009 (CAC's fiscal year).

1. Has your income been adversely impacted by the economic crisis? If so, how, and how are you responding to this? [2000 character limit]

Briefly describe significant benchmark(s) met by your organization as a whole over the past year that contributed to your:

2. Artistic Success (1-2)  
This may include awards, recognition, critical press or other types of press. It might also include new programs and/or artistic milestones (significant new exhibit, performance, artistic collaboration). [1000 character limit]
3. Management Capacity (1- 2)  
Example: A fundraising plan was developed by the Board committee in 2008 and implemented in 2009 and has been successful in meeting its goals. The board engaged in a self evaluation process and xxx were the outcomes. [1500 character limit]
4. Community Impact (1-2)  
Example: A survey was taken of audiences and xxx was the result and the results were used to implement changes in programming. [1500 character limit]
5. Discuss how the economic downturn has impacted your organization in the past year. Did the CAC grant help your organization, and if so, how? (use specifics, such as, you retained key staff or enabled your organization to have a cushion). [2000 character limit]
6. Discuss specific organizational goals you have for 2010 and how the CAC grant will assist you in achieving these goals. [1000 character limit]
7. Upload the Ohio Cultural Data Project (OCDP) Funder Report for CAC. See complete instructions on how to complete the CDP profile in Appendix 1. Your Funder Report should be saved to the hard drive of your computer. To upload your Funder Report to the online report form:
  - a. Click "Upload File " link
  - b. A new window will appear – use the browse feature to locate the Funder Report document on the hard drive of your computer.
  - c. Once you have located it – click "upload" and the Funder Report will be uploaded to the system.
  - d. Remember to hit SAVE every time you make additions or deletions to your online report.

8. Upload your Board Adopted Budget for FY09/10 or 2010. To upload your budget to the online report form:
  - a. Click "Upload File" link
  - b. A new window will appear – use the browse feature to locate your Board adopted budget on the hard drive of your computer.
  - c. Once you have located it – click "upload" and the budget form will be uploaded to the system.
  - d. Remember to hit SAVE every time you make additions or deletions to your online report.

**Support Materials**

Please list each document you are submitting as support material(s) for the report. These materials should evidence statements made in your narrative and include samples of publicity materials with the CAC logo as specified by the Grant Agreement. Support materials must be from 2009 and could include, but are not limited to:

- Marketing, outreach & educational materials
  - Annual Report
  - Surveys results or program evaluations
  - Critical reviews or other press
- [1000 character limit]

## APPENDIX 1

### The Ohio Cultural Data Project (Ohio CDP)

The Ohio CDP is an online system for collecting and standardizing historical financial and organizational data. The first management tool of its kind, the Ohio CDP will enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

Cuyahoga Arts and Culture (CAC) now **requires** applicants and grantees to complete a Data Profile through the Ohio Cultural Data Project (Ohio CDP) website ([www.ohculturaldata.org](http://www.ohculturaldata.org)).

#### Instructions for the use of the Ohio CDP:

1. Go to [www.ohculturaldata.org](http://www.ohculturaldata.org) and click on “New User Registration”
2. Create new Data Profile. **Complete a Data Profile for fiscal years 2007 and 2008. Fiscal year 2009 should be included for any organization with a fiscal year end 6/30; start with the earliest year.**
3. Enter data using your board-approved financial audit/review or year-end financial statements. a. If your organization is not audited/reviewed, enter data based on board-approved year-end financial statements. b. If your organization is an arts program/department within larger institution, enter data based on internal financial statements of the arts program/department and indicate that you have a parent organization in Section 1. c. DO NOT enter project budgets, budgets for future years, or data from incomplete or not-yet-approved audits/reviews/financial statements.
4. When finished entering data, click on Submit/Error Check; address any errors and call the Help Desk if you have questions.
5. On My CDP, go to the Funders Reports section, select the fiscal year for the report and click on “GO”. Click on the link for CAC “General Operating Support – Final Reporting” to generate the report and save the report.
6. **Review your Funder Report;** if you need to make changes, call the Help Desk.
7. Upload the Funder Report to the online reporting form. In addition print the Funder Report and include along with the rest of your CAC Annual Grant Report materials.

**Please Note:** As part of the effort to ensure the accuracy of your data, throughout the year the Ohio CDP Help Desk will review each of your submitted Data Profile(s) and contact you with suggested revisions. **It is your responsibility to respond to the Help Desk and to make any necessary changes to the submitted Cultural Data Profile(s).** This process **will not interfere** with your ability to run Funder Reports and apply for grants.

Complete instructions for getting started with the Ohio CDP are available here:

<http://www.ohculturaldata.org/orientation.aspx>.

Online training is also available here: <http://www.ohculturaldata.org/training.aspx>.

Please direct questions concerning the Cultural Data Profile to:

**Ohio CDP Help Desk:** Toll Free: 1-888-97-OHCDP (1-888-976-4237)

Email: [help@ohculturaldata.org](mailto:help@ohculturaldata.org)

The Ohio CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm EST.

Ohio CDP website: <http://www.ohculturaldata.org>