Optional: Report Out- Project Support 2024

Organizations with Project Support grants of \$5,000 or less are eligible to participate in a Virtual Report-Out in lieu of submitting a full written report. If you are interested in participating in the virtual report-out option, you must select a report out date that is within a month of your project completion. If a date does not exist within a month of your project completion please contact your-grant manager.

- The Report Out Form is due no later than 30 days after your project is complete.
- Your report and all support materials must be completed online and submitted electronically.
- The primary account holder will be sent a confirmation email indicating that Cuyahoga Arts & Culture has received your report.
- Upon attending the Report Out Session and completion of your Report Out Form, the remaining
 grant funds will be released. All CAC payments will be made via ACH direct deposit to an
 organizational bank account. If you haven't registered for direct deposit already, please
 complete the direct deposit agreement form.

All grantees will begin with the "Final Report Start Here" stage in the <u>online application and reporting</u> <u>system</u> please answer the questions accordingly to access and submit your final report. Need help with the online system? Please read our <u>Guide to Online Reporting</u>.

Organizational and Project Information

Organization Name: Your Organization Name will be pulled directly from your application.

Grant Amount: Your Grant Amount will be auto populated. Has your primary contact information changed? (yes/no)

Has your mailing address changed? (yes/no)

Project Title: Note your Project Title will be pulled directly from your application.

Project Summary: Note your Project Summary will be pulled directly from your application.

Project End Date: Note your Project End Date will be pulled directly from your application.

Reporting Session: (March 27/ June 26/ September 25/ December 17/ 1:1 Grant Manager)

Did you post your project on ClevelandArtsEvents.com? (yes/no)

If not, please explain.

Project Participation

CAC asks that you track and report the following:

Participating Professionals and Volunteers				
How many paid arts and/or cultural professionals were involved with the project?	#			
How many volunteers were involved with the project?	#			
In-Person Public Participation				
How many adults attended and/or participated in the project (excluding	#			
professionals and volunteers listed above)?				
How many children attended and/or participated in the project?	#			
Virtual Participation				
How many people live streamed this event/project?	#			

Project Expense

Total Project Revenue:

Total Project Expenses:

What did you spend your CAC funds on for this project? A reminder of acceptable and restricted uses can be found on page 13 of the <u>guidelines</u>.

SUPPORT MATERIALS

Project Location Report: complete a list of the location(s) where your project was conducted. This section of the report requires a street address. <u>You must choose an exact street address for this section</u>. If your event was virtual, please include your organization's address.

Organization	Name of	<u>Street</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	Online/	<u>School</u>
<u>Name</u>	<u>Location</u>	Address (Do				<u>Virtual</u>	<u>Based</u>
	(optional)	<u>not include</u>					(yes/no)
		suite #)					

Documentation of Project: Upload or link to at least one material that "brings your project to life". Examples include photos, videos, recordings, reviews, brochures, programs, season schedules, literary publications, other promotional materials, etc.

Documentation Links (Optional)

STATEMENT OF ASSURANCES

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

QUESTIONS?

Feel free to contact <u>your grant manager</u>.