



## 2025 Project Support

### Application & Instructions

**Due: Thursday, August 1, 2024 by 4:30 PM ET**

As outlined in the **2025 Project Support Guidelines**, if your organization is deemed eligible through the Eligibility Check process, Cuyahoga Arts & Culture will notify you via email and provide access to the application. This document includes all questions in the application which must be submitted online using CAC's [online application and reporting system](#).

**The application has six main sections:**

- Organizational Overview
- Project Basics
- Project Narrative
- Project Budget & Financials
- Support Materials
- Statement of Assurances

### Organizational Overview

The organizational overview and project basics give panelists a glimpse into your organization and the basic details of your proposed project. This section will be pre populated but you may update or correct any information here.

- Organization Name
- Mission statement
- Organizational history
- Enter your organization's total budget (expenses) for the 2024 fiscal year.

### Project Basics

1. Project Title (Up to 100 characters) This should be the title, not a summary of the project.
2. Project Summary (Up to 500 characters) Briefly describe the project in a sentence or two.
3. Project Dates - All events must begin and end within the grant period (January 1, 2025 – December 31, 2025). The start and end dates should not be the entire calendar year.
4. Public Event Location(s). Where will your public arts and culture programming (the event(s) you will post on ClevelandArtsEvents.com) take place? (Up to 750 characters)
5. Total number of expected participants and/or audience members.
6. Will the event/activity be free or fee-based? How was this decision made? (Up to 500 characters)

### Project Narrative

*Tip: Refer to CAC's Funding Criteria definitions on Page 8 of the **guidelines**.*

- 7. Describe your project. Include an overview of planning process, project activities, implementation and when and where your project takes place.** (Up to 2,000 characters)

Project: Arts and culture activities with a public programming component.

**Public Benefit:** An organization's ability to meaningfully connect with its community through its project.

*Some examples of how grantees have done this in the past include:*

- Inviting neighbors to serve on an advisory board
- Marketing the program broadly
- Training volunteers to ensure all feel welcome
- Hosting the program at a public library to ensure physical accessibility
- Developing the program using deep knowledge of a particular, defined community

- 8. Define your community.** (Up to 1,000 characters)

*Tip: A community may be defined by geography (place), identity (attributes) or affinity (what we like) or other connection.*

- 9. How will you connect with your community through your project? How will you be inclusive and engage diverse populations?** (Up to 1,000 characters)

**Artistic & Cultural Vibrancy:** an organization's ability to create a relevant and engaging project.

*Some examples of how grantees have done this in the past include:*

- Paying artists fairly for their time and expertise
- Recruiting instructors from diverse backgrounds to provide fresh programming
- Surveying participants, and evolving programming based on feedback

- 10. How will your organization create a relevant and engaging project?** (Up to 1,000 characters)

**Organizational Capacity:** An organization's ability to successfully plan for and manage its project.

*Some examples of how grantees have done this in the past include:*

- Setting **SMARTIE** goals, and measuring progress and impact
- Clearly articulating the project timeline via the application
- Having a defined plan for matching CAC's grant and covering all project costs
- Demonstrating **belonging** as an organizational value, so that all involved can thrive

- 11. Describe your team. Include who will be involved and how they are qualified.** (Up to 1,000 characters)

- 12. How will you measure success for your project?** (Up to 500 characters)

13. **OPTIONAL: 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)

*CAC recruits panelists from outside of the region. What might be important information to share with someone who is unfamiliar with Cuyahoga County or your work? i.e. demographic information, project location descriptions, historical context., etc.*

### Project Budget and Financials

1. Total Project Expenses
2. Amount Requested from CAC - the requested amount cannot be more than 50% of the proposed project's total expenses. Your eligible maximum grant amount is \$ (amount will be pre populated) (please enter a whole number with no commas or dollar signs.)

Please describe your sources of income and their amounts in the table below.

- Use the first row for your CAC grant request.
- For organizations whose maximum request amount is \$5,000, 50% of your match funds can come from in-kind donations.

#### INCOME TABLE

Income Source (text)	Income Amount (\$)
CAC Request	\$
	\$

Please describe your expense categories and their amounts in the table below.

Reminder: CAC grant amounts can not be more than half of the expenses. For example: if your CAC grant is \$4,000, you must show at least \$8,000 in expenses to receive the full grant amount. Half of your expenses can be in-kind donations, if your grant is for \$5,000 or less.

Expense Category (text)	Expense Amount (\$)
Arts Professionals	
Marketing	
Venue	
Administrative Professionals	
Other	
	\$

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

- 3. How will you spend CAC funds?** (Up to 500 characters)  
*Indicate how CAC funds will be used. See list of prohibited uses of CAC funds on page 13 of the guidelines.*
- 4. How will you proceed with your project if your project doesn't receive the full amount of funding requested from CAC?** (Up to 500 characters)  
*Most applicants to Project Support receive a portion of the funds they request based on their score. CAC expects that budgets and project scope may change based on their actual CAC grant amount.*

## Support Materials

### SMU | DataArts Funder Report

Organizations that are applying for grants of more than \$5,000 will complete a Cultural Data Profile for the two most recently completed fiscal years and will pull the CAC Funders Report to upload as part of their application. We recommend starting this well before the application deadline. More information can be found [here](#).

Please use the narrative field for annotations and explanations of the data in your report.

### Arts and Cultural Support Materials

Support materials play a critical role in helping panelists evaluate your application by bringing to life your organization's mission and programs. For more information on selecting and uploading support materials to your online application, please refer to the [Support Materials Guide](#).

Include at least 1 but no more than three (3) total uploads and/or web-based support materials:

- Upload items of your choice that demonstrate your Public Benefit, Artistic and Cultural Vibrancy and Organizational Capacity.
- 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.
- Applicants are encouraged to submit quality support materials that are current (within the last 24 months) and relevant to the application.

**Optional:** Include web links as support materials, no more than 3 total uploads.

**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 grant recipient to protect the grant recipient'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. By providing documentation of artistic products to CAC, you consent to such use by CAC.

### **Statement of Assurances**

The Statement of Assurances is the last step in the application process. An authorizing official will certify that they are 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 their knowledge.

When this form is finalized, please mark as complete below, you'll see the submit button become available on your left side, and you can submit your application.