



2025 Project Support

Project Information Form

For Eligible 2024 Grant Recipients doing the Same Project in 2025

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

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

Your CAC [grants manager](#) can share your previously approved project application upon request.

The Project Information Form has three sections:

- Project Basics
- Project Budget and Financials
- Statement of Assurances

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. Total Project Expenses
4. 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.
5. 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)
6. How will you measure success for your project? (Up to 500 characters)

Project Budget and Financials

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

- Use the first row for your 2024 CAC grant amount, as an estimate of your 2025 grant.
- 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 2024 Grant amount	\$\$
	\$

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

Note: CAC grant amount 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 TABLE

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

SMU | DataArts Funder Report

Organizations that are eligible 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 project form. We recommend starting this well before the submission deadline. More information can be found [here](#). Please use the narrative fields for annotations and explanations of the data in your report. Please use the narrative fields for annotations and explanations of the data in your report.

Explain any important outliers, trends, or variances in your DataArts Funders Report (optional)

To ensure that panelists understand your organization's SMU | DataArts Funder Report please share any details on areas where there are significant variances, trends or shifts from year to year and any data points that might need context or explanation.

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.