



## General Operating Support 2019 Year-End Report

**Your 2019 General Operating Support (GOS) Year-End Report is due by January 31, 2020.**

**Note:** Your [2020 goals](#) will be submitted through a separate form in the online system. You can access the 2020 Goal Setting Form by clicking on the link for your 2020 GOS grant in the [online system](#).

Submit your 2019 Year-End Report using [FluidReview](#). Need help with the online system? Please read our [Guide to FluidReview](#). This [timeline](#) may also be a helpful reference when planning for your grant deadlines and cash flow.

Once your report is approved, your organization's primary contact will receive an email confirming the payment schedule for the final 10% of your 2019 grant. Review and approval of reports typically takes at least three weeks from the date of submission and will take longer if submitted closer to the deadline.

The report is divided into four sections:

- Contact Verification
- Narratives
- Support Materials (*see page 4*)
- Statement of Assurances

**Questions?** Contact your [program manager](#) at 216.515.8303. India Pierre-Ingram, senior associate - communications & grant programs, can help with any technical questions you may have: [ipierreingram@cacgrants.org](mailto:ipierreingram@cacgrants.org) or 216.515.8303 x107.

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### CONTACT VERIFICATION

The first two subsections will be auto-populated from your organizational details in the online system. Review the information and make any necessary updates.

- **Organizational Primary Contact Information.** This contact will receive all communications from Cuyahoga Arts & Culture related to your organization's GOS grant. If this person changes after your report is submitted, contact your program manager.
- **CEO/Executive Director Contact Information from the Online System.** Auto populated from the *Organizational Details* section of your User Account.
- **Additional Changes in Key Staff or Trustees.** Use this field to update CAC on any other relevant staff or board changes.

- **Fiscal Year End.** Select your fiscal year end date and month from the dropdown menus.
- **Banking Information.** Has your organization’s direct deposit (ACH) information changed since you received your last payment from CAC? If ‘yes’ please send an updated copy of the [direct deposit agreement form](#) to your program manager. (Yes/No)

## NARRATIVES

To close out your 2019 grant, please provide responses that are clear, concise and fully address the prompts. Specific and direct responses will allow you to stay within the character limits.

### Goals Narratives

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For this grant, you set three 2019 institutional goals (one for each of CAC’s funding criteria: Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity), submitted in January 2019. These goals/how you measure progress will be auto-populated into non-editable text fields.

#### Public Benefit

Your primary goal

How will you measure progress?

- *What progress have you made against this Public Benefit goal in the last 6 months of 2019? (up to 1000 characters)*

#### Artistic and Cultural Vibrancy

Your primary goal

How will you measure progress?

- *What progress have you made against this Artistic and Cultural Vibrancy goal in the last 6 months of 2019? (up to 1000 characters)*

#### Organizational Capacity

Your primary goal

How will you measure progress?

- *What progress have you made against this Organizational Capacity goal in the last 6 months of 2019? (up to 1000 characters)*

### Additional Narratives

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#### Cultural Data Project Funder Report Narrative

(visible only to organizations with a fiscal year ending between January 1 and July 31)

*After reviewing the Funder Report, identify two areas that most require additional explanation.* (character limit: 500 per text field). Responses can pertain to overarching themes, trends, a specific line item, or anything else that might need an explanation.

### **Calendar: Sharing your Work with Residents**

We want to help you share your work with residents. Every month, thousands of individuals visit ClevelandArtsEvents.com looking for arts and culture activities in Cuyahoga County. By posting your events on this community calendar, you are not only meeting the terms of your grant agreement but you are demonstrating public benefit and connecting with county residents.

Did your organization post an event on ClevelandArtsEvents.com in every month of 2019 with the exception of months when no public programming was conducted? (yes/no)

If no, please explain why you were unable to meet this condition of the grant agreement. (500 characters)

### **Racial Equity: Learning and Doing Together**

As a result of our 2016 [organizational planning](#) work, including input from our cultural partners and thousands of residents, CAC named [equity](#) as a value. To continue our learning and to support your work, we offered free admission to the half-day “groundwater” or the two-day “Phase I” presentations by the Racial Equity Institute (REI) throughout 2019, in partnership with Third Space Action Lab. To help us learn from and assess this work, we ask:

- **REI Participation**

Have you or others from your organization participated in the Racial Equity Institute sessions offered by CAC through Third Space Action Lab or at another time? [Yes, we attended prior to June 2019 / Yes, we attended in July-Dec. / No]

- a. **[We attended prior to June 2019]** What is your organization considering or doing differently as a result of your participation in REI or other racial equity learning? (character limit: 500)
- b. **[We attended in July-Dec.]** Please indicate who from your organization has attended REI sessions. Please select all that apply.
  - Board Members
  - Executive Director and/or staff leadership
  - Frontline and/or program staff
- i. **[What you have done differently]** If you have done anything differently at your organization as a result of your participation in REI or another racial equity training, please share. (character limit: 500)
- c. **[We did not attend]** Please share why your organization was unable to participate in REI sessions? How can we help make these opportunities more accessible? (character limit: 500)

- **[Additional resources]** (Optional) What additional Racial Equity, Diversity, or Inclusion resources would be helpful to your organization? What other resources has your organization benefited from that you would recommend to others?
- **[Board-approved DEI policy]** Does your organization have a board-approved diversity/equity/inclusion policy? **Note:** this is not the same as your Equal Employment Opportunity (EEO) statement (yes/no)
  - a. If yes, you will be asked to upload in a separate task.

**Anything Else? (Optional).** *Are there any additional comments or updates that you would like to share? Additionally, what types of training and resources could be useful to you in the future?*  
(character limit: 500)

### GRANT RECONCILIATION

Complete the table to show how your organizations used CAC grant funds for the period **January 1 through December 31, 2019**. While we know you have not received the final 10%, report on the full grant amount, total expenditures should equal 100% of your 2019 grant award amount.

Expense Category	Expense Amount
Personnel	
Outside Fees	
Travel within the US	
Marketing/Publicity	
Production/Exhibition Expenses	
Space Rental	
Remaining Operating Expenses	
<b>Total (will be automatically calculated)</b>	

### SUPPORT MATERIALS

#### 2019 Program Location Report

CAC collects information that relates to the programming conducted by all cultural partners to demonstrate to the public, legislators, and key stakeholders a more robust picture of how CAC funds are making a real difference in our community. We are also interested in seeing where programming is taking place beyond the borders of Cuyahoga County. This information, used only internally, helps CAC understand the reach of the programming for your organization.

Complete and upload the Excel template, [available here](#). Instructions for completing this simple document are located below and on the first tab in the spreadsheet. Please be as thorough as possible in your submission of this data. You may need to consult with staff in education, outreach, or distance learning programs in order to gather all of the information for your organization.

- Save your spreadsheet using the following path name: [NAME OF YOUR ORGANIZATION] 2019 Programming Location Report. Example: CACarts\_2019 Programming Location Report.xls
- Enter the street address (do not include suite numbers), city, state and zip code for all locations where your organization conducted programming between January 1 - December 31, 2019.
- Include all programming, in or out of Cuyahoga County, the state of Ohio, and the United States of America. Don't forget to include your "home" location if you do programming at your own facility.
- If distance learning technology was used to conduct your program, please list the address of the recipient facility. For example, if you hosted a program from your home facility for a classroom in Boston, MA, enter the address of the school in Boston in the spreadsheet.
- The final column, "School Based" requires a yes or no response. If programming was conducted for students in grades Pre-K through 12 in a school, select yes.
- The "country" column only requires entry if programming took place outside of the United States.

#### **Credit and Publicity & Storytelling Sample**

One credit sample is required. Samples can include brochures, programs, print ads, web-based materials, etc. You may choose to upload documents or provide links in the text field provided within this section.

Please also consider using this space to upload photos/videos that bring to life the story of how your work makes a difference in your community.

#### **Additional requirements for organizations with fiscal year ending between Jan. 1 and July 31**

- **Audit** (for organizations with \$750K or greater in expenses) **or Review**
- **Cultural Data Profile Funder Report** (with data from FY19, 18 and 17)
- **Eligible Revenue and Support (ERS) Form** for fiscal year 2019

The ERS form and its FAQs and Definitions document can be downloaded [here](#). Organizations with an operating budget of \$1 million or greater must also include a reconciliation report.

An audit reconciliation report is a document that helps connect your organization's ERS form to its audit. It should explain any complexities in your financials that do not clearly break out as delineated in CAC's eligible revenue and support definitions. Reconciliation reports will vary by organization; there is no form to download, nor is there a specific format to follow.

#### **STATEMENT OF ASSURANCES**

Closely review the report. If everything is correct, enter the name, title and email address of the person making the submission and hit the "submit" button.

You will receive an automatic email response indicating that we have received your materials.