



## 2019 General Operating Support Mid-Year Report

**Your 2019 General Operating Support (GOS) Mid-Year Report is due by July 31, 2019.**

Submit your report using our [online application and reporting system](#). Need help with the online system? Please read our [Guide to FluidReview](#).

Once your report is approved, your organization's primary contact will receive an email confirming the payment schedule for 40% of your 2019 grant. Review and approval of reports typically takes at least three weeks from the date of submission, but will take longer if submitted closer to the deadline.

The report is divided into four sections:

- Contact Verification
- Narratives
- Support Materials (*if applicable; see page 3*)
- Statement of Assurances

**Questions?** Contact your [program manager](#) at 216.515.8303. India Pierre-Ingram, associate - communications & grant programs, can help with any technical questions you may have related to the online system: [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 during the 2018-19 grant cycle.
- **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

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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With your 2018 year-end report, you set three 2019 institutional goals, one for each of CAC's funding criteria: Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity. 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 first 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 first 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 first 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 August 1 and December 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.

#### **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 claimed [equity](#) as a value. To continue our learning and to support your work, we continue to offer [free registration](#) to the half-day "groundwater" and two-day Phase 1 presentations by the [Racial Equity Institute \(REI\)](#). 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 & Cleveland Neighborhood

Progress or at another time? *Select the most appropriate response from the options below.*

1. **[We attended prior to January 2019]** What is your organization considering or doing differently as a result of your participation in REI or other racial equity learning? If you implemented changes last year, are they having the intended impact or requiring any adjustments? (character limit: 500)
  
2. **[We attended in Jan-June 2019.]** Please indicate who from your organization has attended REI sessions. Please select all that apply.
  1.  Board Members
  2.  Executive Director and/or staff leadership
  3.  Frontline and/or program staff
  - **What have you 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)
  
3. **[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)

Share examples of how your organization operates with an awareness of legacies of privilege and power. How is your organization working to address these effects on opportunity, access and resources?  
(character limit: 500)

#### **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)

#### **SUPPORT MATERIALS**

Required for organizations with fiscal year ending between **August 1 and December 31**

- **Audit** (for organizations with \$750K or greater in expenses) **or Review**
- **Cultural Data Profile Funder Report** (with data from FY18, 17 and 16)
- **Eligible Revenue and Support (ERS) Form** for fiscal year 2018

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

In advance of the 2020-2021 General Operating Support grant cycle, please check all of the boxes that apply below. Doing so certifies that your organization continues to meet the following eligibility requirements necessary to continue to receive General Operating Support.

- My organization has a primary mission to provide programs or activities in areas directly concerned with arts or cultural heritage, as defined by the [Ohio Revised Code Chapter 3381](#), for the general public
- My organization continues to have a permanent and viable base in Cuyahoga County
- My organization is a 501(c)(3) nonprofit as verified by Guidestar's Charity Check
- My organization continues to employ at least one paid, professional cultural/artistic and/or administrative staff person working a minimum of 20 hours per week (or 1,040 hours per year) at or above the state-designated minimum wage
- My organization is incorporated and authorized to do business in Ohio as verified by the [Ohio Secretary of State](#)

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.