



2020 General Operating Support Mid-Year Report

Your 2020 General Operating Support (GOS) Mid-Year Report is due by July 31, 2020.

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

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. Once approved, your organization's primary contact will receive an email to confirm approval and the payment schedule for 40% of your 2020 grant, unless you have [already requested and received early payment](#) as part of CAC's response to and support for grant recipients due to COVID-19.

The report is divided into five sections:

- Contact Verification
- Narratives
- COVID-19
- Support Materials (*if applicable; see page 3*)
- 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 related to the online system: ipierreingram@cacgrants.org or 216.515.8303 x107.

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 2020-21 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

For this grant, you set three 2020 institutional goals, one for each of CAC’s funding criteria: Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity. In addition, you were asked to submit a Racial Equity Commitment. 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 2020?* (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 2020?* (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 2020?* (up to 1000 characters)

Racial Equity Commitment

Your primary commitment

How will you measure progress?

- *What progress have you made toward the Racial Equity Commitment in the first 6 months of 2020?* (up to 1000 characters)

Additional Narratives

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.

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 2020 thus far with the exception of months when no public programming was conducted? Including virtual and online events? (yes/no)

If no, please use this space to explain further. We understand that public health measures enacted in response to COVID-19 may have impacted your public events. (500 characters)

Racial Equity: Learning and Doing Together

For more information on CAC's commitment to racial equity please visit cacgrants.org/equity. To help us continue learn as well as support your organization's racial equity work, we ask:

- **Racial Equity Learning**
(Optional) What additional Racial Equity resources or learning opportunities has your organization benefited from? How are they informing your work? (character limit: 500)
- **[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)
 - 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)

COVID-19

Cuyahoga Arts & Culture is gauging the impact the coronavirus (COVID-19) crisis is having on arts organizations. Please take a moment to provide whatever data you can on how your organization's staff, contracted personnel, finances, and events/activities have been affected. Responses to these questions will not affect this or any future CAC grants. Estimates are fine. Many of these questions are also being asked by the Ohio Arts Council, if you are completing a final report for them, please feel free to use the same responses where applicable.

If you would like to share more information about the impact the COVID-19 crisis—or your response to it—has had on your personnel, your organization, or your community, please contact your program manager.

Financial Assistance and Loan Programs

1. Have you applied to any of the following federal CARES Act funding programs? (select all that apply)

Program	Yes	No	Not Yet	Not Eligible
Paycheck Protection Program (PPP) loan/grant				
Emergency Injury Disaster Loan (EIDL) from SBA.gov				
National Endowment for the Arts (NEA)				
National Endowment for the Humanities (NEH)				
Institute of Museum and Library Services (IMLS)				
Sub-grants Through State Arts, Humanities, Museum and Library Agencies				
Community Development Block Grant (CDBG)				
Other (please the program name and status below)				

Other Programs and Status Responses (character limit:500)

2. Did you apply for other COVID-19 emergency relief funds, not related to the federal CARES Act, from corporations, foundations, crowdsourcing apps, etc?
 - Yes
 - No
 - Not Yet
 - Not Eligible
 - If yes, please list the programs and application status (character limit: 500)

Staffing

3. As of June 30, how many of your organization’s full- or part-time staff members have been completely laid off or furloughed?
 - Please estimate the amount of money that was budgeted but not paid to these personnel.
4. Outside of layoffs or furloughs, how many full- or part-time staff members have had work hours or salaries reduced?

- Please estimate the amount of money that was budgeted but not paid to these personnel.
5. How many other outside contracted workers (non-staff members) have had their contracts cancelled?
 - Please estimate the amount of money that was budgeted but not paid to these contractors.
 6. Heading into the remainder of the year, are you anticipating any changes in staffing or as it pertains to your responses above? Please describe. (character limit: 500)

Events/Activities

7. How many events/activities has your organization...
 - cancelled outright?
 - delayed indefinitely?
 - rescheduled to a later date?
 - modified to take place in a virtual setting?
8. How many new events/activities (virtual or otherwise) has your organization offered or scheduled in direct response to the COVID-19 crisis?

Financial

9. Since the COVID-19 outbreak began, how much earned revenue (admissions, concessions, etc.) would you estimate your organization has lost? (if gains, enter "0" and describe in #11 below)
10. Since the COVID-19 outbreak began, how much contributed income (donations, pledges, etc.) would you estimate your organization has lost? (if gains, enter "0" and describe in #11 below)

Response and Recovery

11. Please use this space to briefly expand upon any of the above items, or provide more details regarding how your organization has been affected, what response it has taken thus far, or what your immediate or longer-term next steps or recovery plans may be. (character limit: 500)

Reopening

12. When did your organization reopen or when are you planning to reopen? (character limit: 500)
13. What operational and programming changes did you implement or are you considering? What concerns around reopening remain? (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 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

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.