General Operating Support
2020 Year-End Report

Your 2020 General Operating Support (GOS) Year-End Report is due by January 31, 2021.

Note: Your 2021 goals will be submitted through a separate form in the online system. You can access the 2021 Goal Setting Form by clicking on the link for your 2021 GOS grant in the online system.

Submit your 2020 Year-End Report using FluidReview. 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 the final 10% 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. 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
- COVID-19
- Support Materials
- 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 or 216.306.0110.

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 2020 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

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) and a Racial Equity Commitment submitted in January 2020. 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 2020? What changes or adjustments have been made.* (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 2020? What changes or adjustments have been made.* (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 2020? What changes or adjustments have been made.* (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 last 6 months of 2020? What changes or adjustments have been made.* (up to 1000 characters)

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, including virtual events, on ClevelandArtsEvents.com in every month of 2020 except for 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

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 continued impact of the coronavirus (COVID-19) crisis on arts and culture 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.

Working with Arts Cleveland and the Arts and Culture Action Committee, the information gathered will support ongoing advocacy and storytelling efforts in support of the arts and culture sector in Cuyahoga County and Ohio.

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 funding programs? (select all that apply)

Program	Yes	No	Not Yet	Not Eligible	Amount Requested (if applicable)	Amount Received
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)						

2. Did you apply for other COVID-19 emergency relief funds, <u>not related to the federal CARES Act</u>, from corporations, foundations, crowdsourcing apps, etc?
   - Yes
   - No
   - Not Yet
   - Not Eligible

- If yes, please list the program name, amount requested, request status and amount received (character limit: 250)

Staffing
3. As of March 1, how many full- or part-time staff members did your organization employ?
    - As of December 31, how many of your organization's full- or part-time staff members have been completely laid off?
        - Please estimate the amount (not percentage) of money that was budgeted but not paid to these personnel.
    - As of December 31, how many of your organization's full- or part-time staff members have been furloughed?
        - Please estimate the amount (not percentage) 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 (not percentage) of money that was budgeted but not paid to these personnel.

5. As of March 1, how many outside contracted workers (non-staff members) was your organization working with?
    - As of December 31, how many other outside contracted workers (non-staff members) have had their contracts cancelled?
        1. Please estimate the amount (not percentage) of money that was budgeted but not paid to these contractors.

6. Heading into the new year, are you anticipating any changes in staffing as it pertains to your responses above? Please describe. (character limit: 250)

Activities/Audiences
7. How many constituents did our organization serve annually pre-COVID? You can use an average or refer to the most recently completed pre-COVID year.

	Number	Actual or Estimate
In-Person		
Virtual		

8. How many constituents is your organization serving annually now? Estimates are fine.

	Number	Estimate
In-Person		
Virtual		

9. Do you *primarily* serve any of the following groups through your work? Please select all that apply. If you do not primarily serve a particular group, choose "No specific group – General Audience"
    - Artists
    - Children/Youth

- Individuals with Disabilities
- LGBTQ+
- BIPOC (black, indigenous, people of color)
- Senior Citizens
- Women
- Other – please specify
- No Specific Group – General Audience

10. Is your organization's board predominantly BIPOC? (Y/N)

11. Is your organization's staff leadership predominantly BIPOC? (Y/N)

12. Is your organization specifically focused on serving BIPOC audiences/communities? (Y/N)

13. As of December 31, 2020, how many events/activities has your organization...
    - cancelled outright?
    - delayed indefinitely?
    - rescheduled to a later date?
    - modified to take place in a virtual setting?
14. How many *new* events/activities (virtual or otherwise) has your organization offered or scheduled in direct response to the COVID-19 crisis?

Financial
15. General Finances: This section asks questions geared at understanding your organization's available financial resources prior to and early in the COVID-19 pandemic.
    - Unrestricted Cash Balance as of 3/1/2020
    - Available Reserves (e.g. Board Designated Endowment) as of 3/1/2020
    - Available Reserves as of 12/31/2020

16. Fiscal Year 2019 Actuals: This section asks questions to understand your organization's baseline financials prior to COVID-19. Provide actual whole numbers rounded to the nearest dollar for your full fiscal year ending 2019.
    - Total Earned Revenue – including box office, tickets, subscriptions
    - Total Government Funding
    - Total Individual Contributions
    - Total Corporate Funding
    - Total Foundation Funding
    - All Other Revenue
    - Total Personnel Costs (salaries, wages, benefits, and payroll)
    - Total Occupancy Costs (mortgage, rest, security, and insurance)
    - All Other Costs

17. 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 #21 below)

18. 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 #21 below)

19. Fiscal Year 2020 Actuals or Estimates: Provide actual whole numbers rounded to the nearest dollar for your <u>full fiscal year ending 2020</u>.
    - Total Revenue
    - Total Expenses

20. Financial Projection/Forecast Questions: This section asks questions geared at understanding the impact COVID-19 will have on your organization's financials in the immediate future. Please answer the following and assume closures and atypical operations will continue through your <u>full fiscal year ending 2021.</u>
    - Total Projected Earned Revenue
    - Total Projected Government Funding
    - Total Projected Individual Contributions
    - Total Projected Corporate Funding
    - Total Projected Foundation Funding
    - All Other Projected Funding
    - Total Projected Personnel Costs (salaries, wages, benefits and payroll costs)
    - Total Projected Occupancy Costs (mortgage, rent, security and insurance)
    - All Other Projected Costs

Response and Recovery
21. 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: 250)

22. Regarding board involvement, have any of the following board level strategies been implemented to support your organization during this time? Check all that apply.
    - Board fund for COVID related relief
    - Increased Annual Giving requests
    - Interest free loans from board members
    - Interest bearing loans from board members
    - Other - please specify

23. Are you considering any of the following strategies to sustain your organization during the pandemic? Select all that apply.
    - Umbrella/parent organization
    - Shared services
    - Shared space
    - Collaborations
    - Mergers
    - Moving
    - Dissolving
    - Selling assets
    - Other – please specify

24. In general, approximately, how long do you think your organization would be able to survive at this point without additional support? Again, responses to this survey will not impact your CAC grant.
    - 0-3 months
    - 4-6 months
    - 7-9 months
    - 10-12 months
    - 12+ months
    - My organization already had to close indefinitely

Reopening

25. Is your organization currently open in any capacity?
    - Yes, we are open at ____% staff and ____% audience capacity when compared to pre-COVID capacity.
    - No, we are closed

26. When did your organization reopen or when are you planning to reopen? (character limit: 100)

27. What programming changes did you implement or are you considering?
    - Virtual programming
    - Outdoor programming
    - Streaming services
    - In-person with reduced capacity
    - Timed entry or required pre-registration
    - No changes
    - Not conducting programming at this time
    - Other - please specify

28. What operational changes did you implement or are you considering?
    - Reduced staff
    - Reduced staff hours
    - Rotate staff in office & working from home
    - Work from home
    - Work in office
    - Reduced hours open to the public
    - Increased maintenance staff
    - Increased cleaning/sanitizing
    - PPE stations/check points installed for guests
    - PPE stations/check points installed for staff
    - Other - please specify

29. Since reopening, what trends are you seeing? (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, 2020**. While we know you have not received the final 10%, report on the full grant amount, total expenditures should equal 100% of your 2020 grant award amount.

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

SUPPORT MATERIALS

2020 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] 2020 Programming Location Report. Example: CACarts_2020 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, 2020.
- 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 FY20, 19 and 18)
- **Eligible Revenue and Support (ERS) Form** for fiscal year 2020

   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.