2021 General Operating Support
Mid-Year Report

Your 2021 General Operating Support (GOS) Mid-Year Report is due by July 31, 2021.

Submit your report using our online application and reporting system. New this year; our online reporting system transitioned to a new platform. The reporting process and your log-in credentials have not changed. Need help with the online system? Please read our Guide to Online Reporting.

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 2021 grant.

The report is divided into five sections:
- Organizational Information
- Narratives
- COVID-19
- Support Materials (if applicable; see page 3)
- Statement of Assurances

Questions? Contact a member of the grant program team. India Pierre-Ingram, manager of grant operations & racial equity initiatives, can help with any technical questions you may have related to the online system: ipierreingram@cacgrants.org or 216.306.0110.

ORGANIZATIONAL INFORMATION

- **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 complete the direct deposit agreement form. (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.

<u>**Goals Narratives**</u>

For this grant, you set three 2021 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 Goal. 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 2021?* (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 2021?* (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 2021?* (up to 1000 characters)

Racial Equity Goal
Your primary goal
How will you measure progress?

- *What progress have you made toward the Racial Equity Goal in the first 6 months of 2021?* (up to 1000 characters)

<u>**Additional Narratives**</u>

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, share details on any areas where there are standout variances, trends or shifts from year to year and any data points that might need context or explanation. Responses can pertain to overarching themes, trends, a specific line item, or anything else that might need an explanation. (up to 1,500 characters)

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.

1. Did your organization post an event (and/or any open staff positions) on ClevelandArtsEvents.com in each month of 2021 thus far with the exception of months when no public programming was conducted? Including virtual and online events?
   - Yes
   - No

2. 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. (up to 500 characters)

Technical Assistance

Part of your grant agreement requires participation by a senior staff person or board member during the grant period, in at least one CAC education and/or technical assistance opportunity designed to help grant recipients respond to CAC funding criteria and reporting requirements. CAC will be offering technical assistance opportunities throughout 2021.

1. Has a senior staff person or board member participated in a CAC technical assistance opportunity in the first half of 2021?
   - Yes
   - No
   - Option to share details

2. Is a senior staff person or board member scheduled to participate in a CAC technical assistance opportunity later this year?
   - Yes
   - No
   - Option to share details

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 to learn as well as to support your organization's racial equity work, we ask:

1. **Racial Equity Learning (Optional):** What additional Racial Equity resources or learning opportunities has your organization benefited from? How are they informing your work? (up to 500 characters)

2. **In 2020 did you release a Black Lives Matter statement? (yes/no)**
   (If yes), has the organization revised or revisited its statement since initially released? Has anything changed around your organization's work as a result of the statement? (up to 500 characters)
   (If no) Please feel free to include any further information around this response.

3. **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)

1. 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? (up to 500 characters)

2. CAC is a founding member of the newly launched [Assembly for the Arts](#), a nonprofit organization with a focus on advocacy and cultural policy, racial equity initiatives, research, marketing that elevates the region, and services for nonprofits, artists, and creative businesses. What ideas, needs, or information can you share that may help shape the work of this new organization? (up to 500 characters)

COVID-19

Cuyahoga Arts & Culture is gauging the impact the coronavirus (COVID-19) crisis is having on arts organizations over time. **Please answer questions with regards to the timeframe between January 1-June 30, 2021.**

Responses to these questions will not affect this or any future CAC grants. Estimates are fine.

If you would like to share more information about the impact of the COVID-19 pandemic—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. In the first 6 months of 2021, have you applied to any federal COVID relief programs? Please list them below.

Program	Amount Requested	Amount Rewarded

2. In the first six months of 2021, did you apply for other COVID-19 emergency relief funds, not related to federal programs, from corporations, foundations, crowdsourcing apps, etc.?
   - Yes
     1. If yes, please list the programs and application status (up to 500 characters)
   - No
   - Not Yet

Staffing

1. Since January 1, 2021, 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.

2. Outside of layoffs or furloughs, how many full- or part-time staff members have had work hours or salaries reduced compared to pre-pandemic levels?
   - Please estimate the amount of money that was budgeted but not paid to these personnel.

3. 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.

4. Have you started re-hiring? Please list number of previously-existing positions that are open or have been re-filled in the first half of 2021:
   - Full-time positions
   - Part-time positions
   - Contracted positions

5. Have any new positions been developed as a response to the current reality that are now open or filled?
   - Full-time positions
   - Part-time positions
   - Contracted positions
   - Please share job titles of those new positions

6. Heading into the remainder of the year, are you anticipating any changes in staffing as it pertains to your responses above? Please describe. (up to 500 characters)

Events/Activities

1. In the first 6 months of 2021, how many events/activities has your organization...
   - cancelled outright
   - delayed indefinitely
   - rescheduled to a later date
   - modified to take place in a virtual setting
2. How many events/activities did your organization offer or schedule?
   - Live virtual programming
   - Asynchronous virtual program
   - Hybrid (in-person and virtual) programming
   - In-person but social distanced/lower capacity
   - In-person but outdoors

Financial

1. In the first 6 months of 2021, how much earned revenue (admissions, concessions, etc.) would you estimate your organization has lost because of the pandemic? (if gains, enter "0")

2. In the first 6 months of 2021, how much contributed income (donations, pledges, etc.) would you estimate your organization has lost because of the pandemic? (if gains, enter "0")

Response and Recovery

1. 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. (up to 500 characters)

Reopening

1. When did your organization reopen to the public or when are you planning to reopen? (up to 500 characters)

2. What operational and programming changes did you implement or are you considering? (up to 500 characters)

3. What other concerns or options is your organization weighing? (up to 500 characters)

4. Have you surveyed your audience/constituents to inform your re-opening plans? (up to 500 characters)

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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, 19 and 20)

• **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

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.