



2021 Project Support I – Final Report Instructions

Use these instructions with the 2021 Project Support I Final Report

TIMELINE

- The final report is due no later than sixty days after your project is completed. View this [guide](#) to help ensure you are able to maximize your Project Support grant.
- Your report and all support materials must be completed online and submitted electronically at <http://cacgrants.smapply.org>.
- The primary account holder will be sent a confirmation email indicating that Cuyahoga Arts & Culture has received your report.
- Upon review and approval of the final report, the remaining grant funds will be released.

ACCESS YOUR FINAL REPORT

- Go to <http://cacgrants.smapply.org>
- Questions? Please contact [your grant program manager](#).

REPORT OUTLINE

The final report is divided into the following sections:

Contact Verification / Narrative / Project Participation Table
Grant Reconciliation / Statement of Assurances / Support Materials

CONTACT VERIFICATION

1. *Organizational Primary Contact Information:* The person that will receive all communications from Cuyahoga Arts & Culture related to your organization's Project Support grant.
2. *Organizational Address:* The address where your payment will be mailed unless specified otherwise.

Project Title

Note: The project title is pulled directly from your 2021 application.

Project Summary

Note: The project summary is pulled directly from your 2021 application.

NARRATIVE

Please answer the questions in a clear, concise way. Character limits include all spaces and punctuation. Your project title, project summary and goals come directly from your application. These cannot be edited.

1. **Describe how your project went. Were there any major changes from your application (such as dates, locations or new opportunities)?** *Character count: 1,000.*
2. **Review the goal you set while writing your application. Did you achieve your goal?** (select: yes, somewhat, no) **Note: Your goal will be pulled directly from your application.**

Reflect on your goal: What progress are you most proud of? What will your organization continue to work on? *Character count: 1,000.*

3. **If you were to repeat this project in the future, what would you change? What feedback or experience would inform these decisions?** *Character Count: 1,000.*
4. **Share a story or give an example of how your project connected with residents and/or benefited your community.** Remember that project support grants are public money from the residents of Cuyahoga County. CAC is responsible for sharing great stories of how public funds benefit the public. *Character count: 1,500.*
5. **OPTIONAL – CAC is working with Arts Cleveland and the Arts and Culture Action Committee on the [emerging alliance for arts and culture](#).** As this work continues, what resources or opportunities could this new alliance provide to help your organization achieve its goals? *Character count: 1,000.*
6. **OPTIONAL – Is there anything else that you'd like to share about your project or any comments about the process in general?** *Character count: 1,000.*

7. Racial Equity

- **How is your organization applying a [racial equity lens](#) to its work and addressing the effects of white privilege and power on people of color by shifting power, opportunities, access and resources resulting in racial justice?** *Character Count: 1,000.*
- **[Additional resources]** What additional racial equity and inclusion or diversity, equity, and inclusion resources would be helpful to your organization? What other resources has your organization benefited from that you would recommend to others? *Character count: 500.*

PROJECT PARTICIPATION TABLE

CAC asks that you track and report the following:

Participating Professionals and Volunteers	
How many paid arts and/or cultural professionals were involved with the project?	#
How many volunteers were involved with the project?	#
In-Person Public Participation	
How many adults attended and/or participated in the project (excluding artist figures above)?	#
How many children attended and/or participated in the project?	#
Virtual Participation	
How many people viewed this event/project?	#
How many people live streamed this event/project?	#

GRANT RECONCILIATION

CAC Grant Amount: The amount requested in your application and the total grant amount will display here for your reference.

1. Please describe all of the sources of income for your project and their amounts in the table below.

NOTE: Use the first row for your CAC Grant.

	Income Source	Income Amount
1 - Type "CAC Grant" in the Income Source column		
2 – List another source of income and the amount		
3 - List another source of income and the amount		
4 - List another source of income and the amount		
5 - List another source of income and the amount		
Total		\$

2. Please describe the expense categories and their amounts for your entire project in the table below.

	Expense Category	Expense Amount
1 - Type "Administrative Personnel" in the Expense Category column		
2 - Type "Arts and Cultural Professionals" in the Expense Category		
3 - Type "Marketing/Publicity" in the Expense Category		
4 - Type "Production/Event" in the Expense Category		
5 – Type "Other" in the Expense Category		
Total		\$

Complete the *Actual Income* and *Actual Expenses* fields. The figures in the *Budgeted* fields come directly from your application. **Do not add commas or other symbols to your dollar amounts.**

- **Project Income** – The funds that were raised for this project.
- **Project Expenses** – What the funds for this project were spent on.

Variance in Project Income and Expense will automatically populate based on your actual income and actual expenses fields.

Answer the following narrative questions regarding your final project budget:

3. **Please explain any variances in income or expenses that were \$1,000 or greater.** *Character count: 500.*
4. **What did you spend CAC funds on for this project? A reminder of acceptable and restricted uses for your grant can be found on page 7 of the guidelines.** *Character count: 1,000.*

OPTIONAL – **Is there any additional information that will help CAC to understand your budget?** Consider including details about in-kind support or significant changes to your project’s budget. *Character count: 500.*

SUPPORT MATERIALS

Upload the following support materials to supplement your final report:

- **Project Location Report:** complete a list of the location(s) where your project was conducted. This section of the report requires a street address. You must choose an exact street address for this section. If your event was virtual, please include your organization’s address.
- **Documentation of Project:** Upload or link to at least one material that “brings your project to life”. Examples include photos, videos, recordings, reviews, brochures, programs, season schedules, literary publications, other promotional materials, etc.
- **Credit Sample:** Upload or link to an example of how your organization publicly credited or acknowledged CAC support of your project. Samples may include brochures, programs, fliers, etc.

STATEMENT OF ASSURANCES

This section certifies that you are authorized to submit the final report on behalf of the organization. All information in the report is true and correct to the best of your knowledge.

QUESTIONS?

Feel free to contact [your grant program manager](#).