



## 2022 Project Support Application & Instructions

Consistent with the [2022 Project Support Guidelines](#), if your organization is deemed eligible through the Eligibility Check process, Cuyahoga Arts & Culture will notify you via email and provide access to the application. This document includes all questions in the application which must be submitted online using CAC's [online application and reporting system](#).

### The application has six main sections:

- Organizational Overview
- Project Basics
- Application Narrative
- Project Budget & Financials
- Support Materials
- Statement of Assurances

### Organizational Overview

The organizational overview and project basics give panelists a glimpse into your organization and the basic details of your proposed project.

- **Mission statement and organizational history**  
*This section will be pre-populated, but you may update or correct any information here.*
- Enter your organization's total budget (expenses) for the 2021 fiscal year.

### Project Basics

1. Project Title (Up to 100 characters) This should be the title, not a summary of the project.
2. Project Summary (Up to 500 characters) Briefly describe the project in a sentence or two.
3. Total Project Expenses
4. Amount Requested from CAC - the requested amount cannot be more than 50% of the proposed project's total expenses. See your eligibility email from CAC for your maximum allowable request amount.
5. Project Dates - The start and end dates should not be the entire grant period. All events must begin and end within the grant period (January 1, 2022 – December 31, 2022).
6. Public Event Location(s) (Up to 750 characters)
7. Total number of expected participants and/or audience members
8. Will the event/activity be free or fee-based? How was this decision made? (Up to 500 characters)

## Application Narrative

*Tip: Refer to CAC's Funding Criteria definitions on Page #6 of the [guidelines](#).*

1. **Describe your project. Include an overview of planning process, project activities and implementation, who will be involved, how they are qualified, and when and where your project takes place.** (Up to 2,000 characters)

2. **The next two questions are about Public Benefit.**

- a. **Define your community. How will you engage your community to carry out your project?** (Up to 1,000 characters)

*Tip: A community may be defined by geography (place), identity (attributes) or affinity (what we like). The best way to demonstrate your project's public benefit is to demonstrate that you share power with your community by understanding, respecting, working with, and responding to them.*

- b. **How will your project strengthen and build meaningful relationships and active engage among your community, including Black, Indigenous, People of Color (BIPOC) communities, residents, and audiences?** (Up to 1,000 characters)

3. **This question is about Artistic & Cultural Vibrancy: describe how your organization will create a quality project that inspires and challenges your community.** (Up to 1,000 characters)

4. **Set one project goal. In addition to completing this project, what goal does your organization want to accomplish within this project?**

**Goal:** (Up to 500 characters)

*TIP: Institutional goals are specific, measurable, achievable, realistic, time-targeted, inclusive, and equitable (SMARTIE) aims that an organization develops to achieve its mission.*

- a. **How will you know you have accomplished or make progress towards your goal?** (Up to 500 characters)

5. **OPTIONAL: Is there any additional information about your project or organization that may be helpful to an outside panelist reviewing your application?** (Up to 1,500 characters)

*Tip: CAC recruits panelists from outside of the region. What might be important information to share with someone who is unfamiliar with Cuyahoga County or your work? i.e. demographic information, project location descriptions, historical context., etc.*

## Project Budget and Financials

Complete the following project budget tables in CAC's online application and reporting system.

Please describe your sources of income and their amounts in the table below. NOTE: Use the first row for your CAC Request.

	Income Source (text)	Income Amount (\$)
1 - Enter "CAC Request" in the Income Source field to the right		
2 - Enter another source of income and the amount to the right		
3 - Enter another source of income and the amount to the right		
4 - Enter another source of income and the amount to the right		
5 - Enter another source of income and the amount to the right		
<b>Total</b>		\$

Please describe your expense categories and their amounts in the table below.

	Expense Category (text)	Expense Amount (\$)
1 - Enter "Administrative Personnel" in the Expense Category field to the right		
2 - Enter "Arts and Cultural Professionals" in the Expense Category field to the right		
3 - Enter "Marketing/Publicity" in the Expense Category field to the right		
4 - Enter "Production/Event" in the Expense Category field to the right		
5 - Enter "Other" in the Expense Category field to the right		

<b>Total</b>		<b>\$</b>
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These questions correspond to the budget and support material sections as appropriate.

- 1) How will you spend CAC funds?** (Up to 500 characters)

*Tip: Indicate how CAC funds will be used. See list of prohibited uses of CAC funds on page #12 of the [guidelines](#)*

- 2) Please list the matching sources and funds for the project.** Specify your anticipated matching sources for the project. Indicate whether fund is pending or committed. (Up to 750 characters)

Status of Match	Matching Source	Match Amount
		\$
		\$
		\$
		\$
		\$
	<b>Total</b>	<b>\$</b>

- 3) Use this field to explain how you will raise matching funds for the project and any other additional information that would be helpful to understand about your project budget.**

*Tip: For organizations whose maximum request amount is \$5,000, 50% of your match funds can come from in-kind donations. (Up to 750 characters)*

- 4) How will you proceed with your project if your project doesn't receive the full amount of funding requested from CAC?** (Up to 500 characters)

*Tip: Most applicants to Project Support receive a portion of the funds they request based on their score. CAC does not expect any organization to carry out their full project on only a partial budget.*

### **SMU | DataArts Funder Report**

For organizations whose maximum grant amount is \$5,000 this section is optional.

Required for organizations requesting more than \$5,000. New this year the [SMU | DataArts Cultural Data Profile](#) will have brief narrative fields that appear at the end of the Revenue, Expenses, Balance Sheet, and Program Activity & Audiences sections. Please use the narrative fields for annotations and explanations of the data in your report.

## Support Materials

Support materials play a critical role in helping panelists evaluate your application by bringing to life your organization's mission and programs. For more information on selecting and uploading support materials to your online application, please refer to the [Support Materials Guide](#).

### Organizational Support Materials

Include each of the following:

1. SMU | DataArts Funder Report (with FY 18, FY 19, and FY20 data profiles in *Complete* status) for requests over \$5,000
2. Board of Directors list - including affiliations

### Arts and Cultural Support Materials

Include at least 1 but up to three (3) images, audio, video, links and other support documents.

1. Upload up to three items of your choice that demonstrate your Public Benefit, Artistic and Cultural Vibrancy and Organizational Capacity.
2. Add any web-based support material links here. (up to 3 links)
  - Photos, videos, audio, and other documents do not necessarily need to be professionally produced to demonstrate vibrant programming.
  - All audio and visual materials should be cued to immediately begin with relevant activity.
  - Applicants are encouraged to submit quality support materials that are current (within the last 24 months) and relevant to the application.

**Please note:** CAC does not own, collect royalties on or hold copyrights to artistic products resulting from its grants, nor will it take any action on behalf of the Grant Recipient to protect the Grant Recipient's intellectual property rights. CAC does, however, have legal authority to reproduce and use submitted documentation (electronically and in print) of such artistic products for educational, promotional, official or noncommercial purposes.

Up to three (3) items of your choice, including links, that demonstrate your Public Benefit, Artistic and Cultural Vibrancy and Organizational Capacity

## Statement of Assurances

The Statement of Assurances is the last step in the application process. An authorizing official will certify that they are authorized to submit the application on behalf of the organization and that the information submitted in the application is true and correct to the best of their knowledge.