



2022

PROJECT SUPPORT

Guidelines and Application Instructions

ELIGIBILITY CHECK DUE: **THURSDAY, JUNE 3, 2021 BY 4:30PM ET**

APPLICATION DUE: **THURSDAY, AUGUST 5, 2021 BY 4:30PM ET**

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GREETINGS!

Thank you for your interest in the 2022 Project Support (PS) Grant Program. Cuyahoga Arts & Culture's [mission](#) is to inspire and strengthen the community by investing in arts and culture. CAC is excited to work with you to connect Cuyahoga County residents to arts and culture in our community.

LOCAL PUBLIC FUNDER

CAC is the local public funder for arts and culture, helping hundreds of organizations in Cuyahoga County connect millions of people to cultural experiences each year. Cuyahoga County residents created CAC in 2006 when they approved a tax on cigarettes to support arts and culture.

\$207 MILLION+ INVESTED

Since 2007, CAC has invested more than \$207 million in 436 organizations both large and small, making Cuyahoga County a more vibrant place to live, work and play. CAC funds nonprofit 501(c)(3) arts and culture organizations based in and serving Cuyahoga County residents.



OUR CORE GRANT PROGRAMMING INCLUDES:

PROJECT SUPPORT

Annual grants of up to \$20,000 for arts and culture projects.

GENERAL OPERATING SUPPORT

Multi-year core support grants to qualifying organizations with a primary mission of art and culture in Cuyahoga County.

CULTURAL HERITAGE

Flexible support grants for qualifying cultural heritage organizations with a primary mission of arts and culture and a budget up to \$500,000.

This document contains the guidelines for 2022 Project Support Grant Program. Organizations may only submit one application per cycle. To learn more about the differences between CAC's grant programs, refer to the [2022 Grant Programs Guide](#).

Our team is here to support you throughout the application process. For additional information and resources, please contact a [program manager](#). Visit cacgrants.org, to learn more about workshop opportunities, review the [library of tools](#) available for applicants, and [sign up](#) to receive email updates.

KEY
DATES

2022 PROJECT SUPPORT GRANT PROGRAM

Eligibility Check Due	June 3, 2021 at 4:30PM
Application Due	August 5, 2021 at 4:30PM
Public Panel Review.....	September 2021
Board Approves Grants	November 10, 2021 at 4PM
Grant Agreements Sent and Signed	November and December 2021
2022 Grant Recipient Workshops	January and February 2022

PROGRAM OVERVIEW

The purpose of Cuyahoga Arts & Culture's Project Support (PS) grant program is to promote public access and encourage the breadth of arts and cultural programming in our community by supporting Cuyahoga County-based projects. Grant applications are reviewed annually through a transparent panel review process. CAC will offer Project Support funding in 2022 for projects occurring in the January 1 – December 31, 2022 grant period.

ARTS & CULTURE DEFINED:

Arts and Culture is defined in the [Ohio Revised Code Chapter 3381](#), CAC's enabling law, as "including, but not limited to, literature, theater, music, dance, ballet, painting, sculpture, photography, motion pictures, architecture, archaeology, history, natural history, or the natural sciences."



CAC strongly encourages applications from BIPOC (Black, Indigenous, People of Color)-led and serving organizations, as well as others that have been historically excluded or marginalized. These communities include Latino/a/x, Asian and Asian American, Arab, Native American, Pacific Islander, Middle Eastern, North African; as well as lesbian, gay, bisexual, queer, transgender, and gender variant people; people with disabilities; and women.

HOW WE DEFINE A PROJECT:

A project is a specific, connected set of activities with a beginning and an end, explicit goals/objectives and a predetermined cost that does not equal the organization's total annual budget. Projects may be one-time events, such as a festival or exhibit; or a defined series of events, such as a roster of classes or a series of productions. Projects with multiple components must show that there is a cohesive theme that ties the project together. Proposed projects must be arts or cultural activities open to the public. Open to the public doesn't mean that the project or program must be free.

PROJECT SUPPORT AT A GLANCE

Open to both 501(c)(3) organizations with and without a primary mission of arts and culture, as determined by CAC.

Grants range from \$1,000 to \$20,000 for 501(c)(3) organizations based in Cuyahoga County.

Funding only for arts and culture projects based on our definition above.

Funding for projects occurring between January 1 – December 31, 2022.

[SMUDataArts Funder Report](#) required for organizations requesting more than \$5,000.

1:1 cash match required. For organizations requesting \$5,000 or less, 50% of matching funds can be in-kind income.

APPLICATION OVERVIEW

PRE-APPLICATION

- 1 **Get Connected with CAC**
 - Sign up for CAC's [email list](#)
 - Register with CAC's [online application and reporting system](#)
- 2 **Attend a Grant Programs [Workshop and Q&A Sessions](#)**
- 3 **Submit an Eligibility Check (June 3, 2021)**

Required documents include:

 - 990, 990-N or 990-EZ
 - Articles of Incorporation
 - Secretary of State Certificate
 - For New Applicants: Evidence of public arts or cultural programming that you produced

APPLICATION

- 4 **Attend Application [Workshop and Q&A Sessions](#)**
- 5 **Complete and Submit Online Application (August 5, 2021)**

Be prepared with the following information:

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

POST APPLICATION

- 6 **Public Panel Review (September 2021)**
- 7 **Panel scores and grant amounts approved at the CAC Board of Trustees meeting (November 10, 2021)**

ELIGIBILITY



WHO IS ELIGIBLE TO APPLY

To be eligible for the 2022 Project Support grant program, applicant organizations must meet **all** the following eligibility criteria:

Have a **permanent** and **viable base** of operations in Cuyahoga County for at least one year prior to June 3, 2021 (as verified in part by an organization's Articles of Incorporation)

Be a **501(c)(3)** organization as verified by [Guidestar's Charity Check](#) service

Have **produced or presented arts or culture program(s)** open to the public within the previous two years prior to June 3, 2021

Provide the required **financial documents**

- All organizations: 990, 990-N or 990-EZ for the most recently completed fiscal year
- Organizations without a primary mission of arts and culture: budget for publicly accessible arts and culture programming for the corresponding fiscal year

Be **incorporated and authorized** to do business in Ohio as verified by the [Ohio Secretary of State](#)

WHO IS INELIGIBLE TO APPLY

The following types of organizations are not eligible to apply to the 2022 Project Support grant program (this list is not exhaustive):

Organizations that are not in good standing with CAC and/or in compliance with previous grants

Organizations that are serving as fiscal agents or fiscal sponsors for an organization or program

Religious institutions without a separate 501(c)(3) organization that specifically administers non-sectarian public programming

Organizations that have not received CAC funding in the past

Private non-operating foundations

Units of government

K-12 schools, including parent-teacher associations and similar groups

Individuals

Fundraising organizations, such as "Friends Of" groups who do not conduct their own programming

Organizations receiving or applying for a General Operating Support or Cultural Heritage grant from CAC are not eligible to apply for Project Support funding in the same grant cycle.

GRANT AMOUNTS

When an organization is deemed eligible, the maximum grant amount that an applicant can request is determined by CAC staff as outlined below. Applicants will be notified of this amount when they are notified of their eligibility.

THE MAXIMUM GRANT AMOUNT WITHIN PROJECT SUPPORT IS \$20,000.

APPLICANTS WITH A PRIMARY MISSION OF ARTS & CULTURE

Grant amounts for applicants with a primary mission of arts & culture, as determined by CAC, are determined by:

The maximum grant amount that a new applicant can request is \$5,000.

If a 990-N was completed for their most recent fiscal year, an organization's maximum grant request amount is \$5,000.

If a 990/990-EZ was completed for their most recent fiscal year, an organization's maximum grant amount is 15% of Total Revenue Line minus non-cash contributions. If this totals less than \$5,000, the maximum eligible request amount will be \$5,000.

FOLLOWING THE PANEL REVIEW PROCESS, final grant amounts will be determined based on a combination of the organization's arts and culture budget, their project budget, and their panel score.

APPLICANTS WITHOUT A PRIMARY MISSION OF ARTS & CULTURE

For applicants without a primary mission of arts & culture, as determined by CAC, maximum eligible request amounts are determined by:

The maximum grant amount that a new applicant can request is \$5,000.

If a 990-N was completed for their most recent fiscal year, an organization's maximum grant request amount is \$5,000.

If the applicant completes a 990/990-EZ and is a current PS grant recipient, their maximum eligible grant amount will be determined one the following ways:

- Using 15% of the previous year's CAC-funded project budget expenses as submitted in their final report.
- Using 15% of an organization's arts and culture expenses as indicated by a program budget in an organization's most recent 990, audit, review, financial statement, or CDP.

If this totals less than \$5,000, the maximum eligible request amount will be \$5,000.

FUNDING CRITERIA

What are Funding Criteria?

The Funding Criteria are the principles that anchor the Project Support application: Public Benefit, Artistic and Cultural Vibrancy, and Organizational Capacity.

Why Funding Criteria Matter

Panelists will use the Funding Criteria to evaluate and score the application. Your organization's commitment to Public Benefit, Artistic and Cultural Vibrancy, and Organizational Capacity should thread through your entire application. By demonstrating this commitment, organizations of any size and discipline can be successful in the panel process.

PUBLIC BENEFIT

An organization's ability to meaningfully and authentically engage its community through its project.

Demonstrate that it shares power by understanding, respecting, working with, and responding to its community

Use articulated and demonstrated knowledge of its community to drive its work

Builds and strengthens meaningful relationships with and active engagement among its community, residents, and audiences; including Black, Indigenous, People of Color (BIPOC)

Be accessible and inviting to its community and open to the public

ARTISTIC AND CULTURAL VIBRANCY

An organization's ability to create a quality project that inspires and challenges its community.

Use equitable principles to engage a racially diverse team of arts and cultural professionals qualified to carry out the project and to serve a racially diverse community and audience

Build the capacity of artists and creatives, including BIPOC arts and culture professionals, preparing them for rewarding careers locally and beyond

Develop partnerships based on principles of mutuality, co-creation and collaboration

Collaborate with artists and/or community partners to create experiences that build cultural understanding and inspire its community to think differently and/or creatively

Incorporate a process of reflection that ensures fresh programming

ORGANIZATIONAL CAPACITY

An organization's ability to successfully plan for and manage its project.

Equitably recruit, retain, and provide employment opportunities and board or volunteer engagement resulting in a racially diverse team that is qualified to complete the project

Plan as a team to set project goals, measure progress and evolve

Have clear plans to implement the project and achieve stated project goals

Set a realistic and appropriate budget with a clear plan to reach the match requirement

APPLICATION & REVIEW PROCESS



ALL ELIGIBLE APPLICATIONS ARE EVALUATED BY A PANEL OF ARTS OR CULTURAL PROFESSIONALS FROM OUTSIDE THE REGION IN A TRANSPARENT PANEL REVIEW PROCESS.

Panelists are chosen to represent a cross-section of professionals qualified to provide expert knowledge of specific arts or cultural disciplines, as well as for their management experience, professional knowledge of the sector and prior panel experience. The CAC staff make every effort to ensure that the panel is diverse in all respects. All panelists receive an honorarium for their service.

CAC staff members provide the applications and support materials to panelists approximately four weeks prior to the panel review in order to allow panelists sufficient time for their evaluation. During the panel review meeting, the panel will evaluate all eligible applications based on CAC's Funding Criteria:

PUBLIC BENEFIT

**ARTISTIC AND
CULTURAL VIBRANCY**

**ORGANIZATIONAL
CAPACITY**

CAC staff review applications for completeness but do not score or provide opinions. Staff will manage all administrative and logistical tasks necessary to conduct a successful panel review; provide panelists all documentation necessary to evaluate applications effectively; inform the panel in matters of CAC policy and procedures; provide all available objective information regarding an applicant to the panel, and serve as panel chair.

APPLICATION & REVIEW PROCESS

PRE-APPLICATION

Get Connected with CAC

Sign up for CAC's [email list](#) and opt-in to receive CAC Grant Information to learn more. Add CAC's URL and staff email addresses to your email safe senders list, address book, or contact list to continue receiving important information from CAC. CAC will not extend any deadlines if our emails are sent to your spam or junk mail.

Attend a Grant Programs Workshop and Q&A Sessions

CAC will offer a variety of technical assistance workshops/trainings in advance of the application deadline. Information regarding such trainings will be posted on the CAC website and all applicants will be notified by email. We strongly encourage and invite all perspective applicants to attend our [workshop and Q&A sessions](#).

KEY
DATE

ELIGIBILITY CHECK - DUE THURSDAY, JUNE 3, 2021 BY 4:30PM ET



Submit an Eligibility Check

Submitting an Eligibility Check is the first step in applying for a Project Support grant for all applicants and is submitted via CAC's [online application and reporting system](#). CAC uses the Eligibility Check process to determine whether an organization meets the criteria to receive a grant.

REQUIRED DOCUMENTS INCLUDE:

- 990, 990-N or 990-EZ
- Articles of Incorporation
- Secretary of State Certificate
- For New Applicants: Evidence of public arts or cultural programming that you produced within the previous two years prior to June 3, 2021

You do not need to have a finalized project plan at this stage. Organizations that do not complete the Eligibility Check will not be permitted to submit a Project Support grant application and will not be eligible for funding. However, completing the Eligibility Check does not automatically make your organization eligible to apply for funding.

Following the submission of the Eligibility Check, CAC Staff will review documents, complete a verify nonprofit status, and confirm eligible organization requirements. Within two weeks of the submission of the Eligibility Check, CAC will reach out to applicants regarding their eligibility status.

APPLICATION & REVIEW PROCESS

APPLICATION

Attend Application Workshop and Q&A Sessions

Organizations who are deemed eligible will be notified of times and dates for the Application Workshop and Q&A Sessions. We strongly encourage and invite all eligible applicants to attend our workshop and Q&A sessions. You can also access registration information [here](#).

KEY
DATE

APPLICATION DUE - THURSDAY, AUGUST 5, 2021 BY 4:30PM ET



Complete and Submit Online Application

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. Applications must be submitted online using CAC's [online application and reporting system](#). To be considered complete, an application must include all required application question responses and required materials as outlined below.

BE PREPARED WITH THE FOLLOWING INFORMATION:

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

THE FULL SET OF APPLICATION QUESTIONS AND AN EXPLANATION OF EACH REQUIRED ITEM CAN BE VIEWED [HERE](#).

Be sure to leave ample time should you have any unforeseen technology issues. Late or incomplete applications will NOT be accepted. After 4:30PM ET applications will no longer be able to be submitted through our [online application and reporting system](#).

*NOTE: This may include the SMU | DataArts Funder Report. We recommend starting this well before the application deadline. More information can be found [here](#).

APPLICATION & REVIEW PROCESS

POST APPLICATION



Public Panel Review

The public panel review will take place during September for organizations who are requesting up to \$5,000. For organizations who are requesting more than \$5,000 the panel review will take place the week of September 27th. CAC staff will notify all applicants of the panel review meeting dates, times, and will post all details on the CAC website in advance.

Appeals Process

CAC will only consider, and review appeals that are evidence-based and due to materially significant CAC processing errors that could have compromised an applicant's grant proposal. This does not include information that was in excess of the application's space limitations or information that was submitted after the application deadline. Any requests for appeals must be filed with the Executive Director within 10 working days after the conclusion of the panel review meeting. Requests received after 10 days will not be considered.

Please note: The panel's analysis and scoring of applications are not subject to appeal and therefore will not be considered for appeal by the CAC Board of Trustees. Neither grant awards nor grant award amounts are subject to appeal.

KEY
DATES

PUBLIC PANEL REVIEW - WEEK OF SEPTEMBER 27, 2021

BOARD MEETING - WEDNESDAY, NOVEMBER 10, 2021, 4 PM ET

Board Meeting

Panel scores and grant amounts will be approved at the November CAC Board of Trustees meeting. This meeting is open to the public, and applicants are welcome to attend but not required.

The grant amount and total number of Project Support grants will be determined by the following factors: the amount of funding allocated to the Project Support grant program; the panel score for each application; and the total request amounts of all applications eligible for funding.

PANEL SCORING FRAMEWORK AND DESCRIPTIONS



**PANELISTS WILL USE THE FOLLOWING SCORING FRAMEWORK
AND DESCRIPTIONS TO ASSESS EACH APPLICATION:**

PUBLIC BENEFIT (45 points):

Weak: 1 – 25
Good: 26 – 38
Strong: 39 – 45

ARTISTIC AND CULTURAL VIBRANCY (35 points):

Weak: 1 – 15
Good: 16 – 28
Strong: 29 – 35

ORGANIZATIONAL CAPACITY (20 points):

Weak: 1 – 10
Good: 11 – 16
Strong: 17 – 20

Strong: The applicant has provided overwhelming evidence throughout the application that demonstrates that this funding criterion is fully met. Responses are clear and directly address this funding criterion. The support materials are clear, highly relevant and lead to a deeper understanding of how the criterion is met.

Good: The applicant has provided sufficient evidence throughout the application that demonstrates that this funding criterion is met. Responses are generally clear, but do not consistently address this funding criterion. The support materials are relevant but provide only some understanding of how the criterion is met.

Weak: The applicant has provided insufficient evidence throughout the application that demonstrates that this funding criterion is met. Responses are unclear and/or do not address this funding criterion. The support materials may not be relevant and may not provide additional understanding of how the criterion is met.

GRANT RECIPIENT REQUIREMENTS

GRANT PERIOD: ALL FUNDED ACTIVITIES AND GRANT EXPENDITURES MUST OCCUR DURING THE GRANT PERIOD, JANUARY 1 – DECEMBER 31, 2022.



Grant Agreement and Compliance:

If your application is recommended and approved for funding following the November Board meeting, CAC will prepare grant agreement. CAC staff will be available to meet with new and returning grant recipients to review the grant agreement requirements. To be considered an active grant recipient and receive funding, recipients must sign a grant agreement and meet the requirements therein.

Funding Restrictions:

Project Support funds cannot be requested for: operating support; fund-raising events; religious ceremonies or events advancing or inhibiting a particular religious ideology; or advocacy of specific political causes or candidates.

Restricted uses of CAC funds include but are not limited to:

- credit-bearing academic programs (K-12 and college level)
- activities that are not open to the general public
- general operating support or operating expenses not directly related to your project
- fundraising or benefits
- regranting, scholarships, tuition assistance, awards or cash prizes
- deficit reduction or elimination, trust endowments, cash reserves, penalty or litigation fees, loans, or interest on loans
- capital improvements, facilities or equipment
- religious ceremonies or events advancing or inhibiting a particular religious ideology
- cost of receptions, food and beverages
- agent's fees for programs contracted through commercial agencies
- travel outside of the United States
- advocacy of specific political causes or candidates

Matching Funds:

Project Support grants are matching grants. Applicants are required to leverage CAC funds to secure additional income from other sources. This program requires 1:1 match required. This means that CAC will provide no more than half of the project's total expenses. For organizations whose grant amount is more than \$5,000, a cash match is required. For organizations whose grant amount is \$5,000 or less, then 50% of the match can be met through in-kind income. In-kind income can include donated goods, services, space, and [volunteer hours](#). The matching funds may come from any source. Sources of your matching funds can include, but are not limited to, foundation or government grants, private donations, ticket sales, and member dues.

Matching funds may not include other funds from CAC. This includes any CAC co-funded grants. Contact [CAC staff](#) with any questions.

GRANT RECIPIENT REQUIREMENTS



Events Calendar and Credit Requirements:

Funding from CAC comes from a tax approved by residents of Cuyahoga County. CAC asks that organizations receiving Project Support partner with CAC throughout the grant cycle by communicating with their grant manager at CAC, posting events and job opportunities on CAC's website, connecting with CAC on social media, and saying thank you to the residents of Cuyahoga County for their support. Grant recipients are required to post events (and encouraged to post jobs) to CAC's online events calendar, [ClevelandArtsEvents.com](https://www.clevelandartsevents.com). The [Events Calendar and Credit Requirements](#) document outlines how to partner with CAC. Grant recipients that do not comply with these expectations may be subject to a reduced final grant amount.

Reporting Requirements:

All grant recipients that receive a 2022 Project Support grant must submit a final report online within 60 days of the completion of the project. In addition to a final report, CAC staff may conduct site visits during the project period. Reporting guidelines and instructions will be posted online in advance of deadlines. Reports consist of a narrative, financial documentation, and support materials. Grant recipients that submit a late final report, or do not submit a final report, may receive a reduced or revoked final grant amount.

Maintaining Good Standing:

To receive CAC funds, a grant recipient must maintain its good standing with CAC during the grant period. A grant recipient is in good standing if it:

- Fully and completely meets all requirements as stated in the grant agreement for the duration of the grant period;
- Accurately represents its organization and its activities in all documents submitted to CAC. This includes, but is not limited to, the eligibility check, application, final report and all other reports and forms; and
- Continues to meet the [eligibility criteria](#).

A grant recipient not in good standing with CAC will be officially informed of this status in writing.

LINKS TO ADDITIONAL INFORMATION



CAC'S ONLINE
APPLICATION + REPORTING
SYSTEM



PROJECT SUPPORT
APPLICATION
QUESTIONS



TOOLS FOR APPLICANTS



CAC GRANT
PROGRAM TEAM



GRANT PROGRAMS
WORKSHOPS AND Q&A
SESSIONS



SUPPORT MATERIALS



SMU | DATAARTS GUIDE
(CULTURAL DATA PROFILE)



2022 GRANT
PROGRAMS GUIDE



OHIO REVISED CODE,
CHAPTER 3381



GLOSSARY



CALENDAR AND CREDIT
REQUIREMENT DETAILS



CACGRANTS.ORG



ONLINE APPLICATION
REPORTING SYSTEM GUIDE