



2022 Cultural Heritage Grant Year-End Report

Your 2022 Cultural Heritage (CH) Year-End Report is due by January 31, 2023.

Submit your report using our [online application and reporting system](#). Need help with the online system? Please read our [Guide to Online Reporting](#).

The report is made up of three tasks in the system:

- Year-End Report Form 2022
- Support Materials Uploads
- Statement of Assurances

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 the final payment of your 2022 grant, 40% of the full grant amount.

Questions? Contact your [grant manager](#) with any questions.

YEAR-END REPORT FORM

Organizational Information

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](#). (Y/N)

Narratives

To close out your 2022 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 2022 institutional goals, one for each of CAC's funding criteria: Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity. 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 2022?*
(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 2022?*
(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 2022?*
(up to 1000 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.

- Did your organization post an event (including virtual or online events, and/or any open staff positions) on ClevelandArtsEvents.com in each month of 2022 thus far with the exception of months when no public programming was conducted? (Y/N)
- 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)

Grant Reconciliation

Complete the table to show how your organizations used CAC grant funds for the period January 1 through December 31, 2022. While we know you have not received the final 40%, report on the full grant amount, total expenditures should equal 100% of your 2022 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

2022 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 the information for your organization.

- Save your spreadsheet using the following path name: [NAME OF YOUR ORGANIZATION] 2022 Programming Location Report. Example: CACarts_2022 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, 2021.
- 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 Publicity & Storytelling Sample

One credit sample is required. Samples can include brochures, programs, print ads, web-based materials, etc. that list CAC as a funder. 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.

Optional – Provide Links (URLs) to Online Credit, Publicity, & Storytelling Samples

Board List with Affiliations. Please provide a comprehensive list of your board of directors. (Excel File)

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 Cultural Heritage 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 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.