



# 2022 General Operating Support Year-End Report

Your 2022 General Operating Support (GOS) 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 several tasks in the system:

- Year-End Report Form 2022
- COVID-19 Year-End Report 2022
- Support Materials Uploads (if applicable; see page 7)
- Upload Board List with Affiliations
- 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 10% of your 2022 grant.

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

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## YEAR-END REPORT FORM

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### 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](#). (Y/N)
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### 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. 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 last 6 months of 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 the last 6 months of 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 the last 6 months of 2022? (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 last 6 months of 2022? (up to 1000 characters)*

## **Additional Narratives**

**Cultural Data Project Funder Report Narrative** (visible only to organizations with a fiscal year ending between January 1 and July 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.

- 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)

### Racial Equity: Learning and Doing Together

For more information on CAC’s commitment to racial equity please visit [cacgrants.org/equity](http://cacgrants.org/equity). To help us continue to learn as well as to support your organization’s racial equity work, we ask:

- **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)

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### 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 10%, 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                    |                |
| <b>Total (will be automatically calculated)</b> |                |

## COVID-19 YEAR END REPORT

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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-December 31, 2022.**

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 grant manager.

### Financial Assistance and Loan Programs

1. In 2022, have you applied to or received any COVID relief programs? Please list them below.
  - Amount Requested (total)
  - Amount Received (total)
  - Programs (list all)
  - If this list includes the Employee Retention Tax Credit, please list how much you received from that program specifically.

### Staffing

2. Since January 1, 2022, how many of your organization's full- or part-time staff members have been laid off, furloughed, or had hours or salaries reduced?
  - Please estimate the amount of money that was budgeted but not paid to these personnel.
3. Since January 1, 2022, how many other outside contracted workers (non-staff members) have had their contracts cancelled or reduced?
  - Please estimate the amount of money that was budgeted but not paid to these contractors.
4. Since January 1, 2022, How many positions have been re-filled or are currently open?
  - Have you created any new positions in response to the pandemic? Please share job titles of those new positions

### Events/Activities

5. In 2022 thus far, describe your visitor/audience participation level as a percentage of pre-pandemic levels.
6. Has your organization cancelled any public events due to covid in the last 12 months? Y/N, if so, how many (estimate is fine).

### Financial

7. In 2022, how much earned revenue (admissions, concessions, etc.), if any, do you estimate your organization has lost because of the pandemic? (if gains, enter "0")
8. In 2022, how much contributed income (donations, pledges, etc.), if any, do you estimate your organization has lost because of the pandemic? (if gains, enter "0")

### **Response and Recovery**

9. 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 are your immediate or long-term next steps or recovery plans? This response will inform CAC's core work. (up to 1000 characters)

## **SUPPORT MATERIALS**

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### **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. 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)

### **Support Materials (required for organizations with fiscal year ending between January 1 and July 31)**

- **Audit** (for organizations with \$750K or greater in expenses) or Review
- **Cultural Data Profile Funder Report** (with data from FY 20, 21 and 22)
- **Eligible Revenue and Support (ERS) Form** for fiscal year 2022

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**

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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.