



2022 General Operating Support Mid-Year Report

Your 2022 General Operating Support (GOS) Mid-Year Report is due by July 31, 2022.

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:

- Mid-Year Report Form 2022
- COVID-19 Mid-Year Report 2022
- Support Materials Uploads (if applicable; see page 7)
- 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 40% of your 2022 grant.

Questions? Contact your [grant manager](#) with any questions. India Pierre-Ingram, grant operations & racial equity initiatives manager, can help with any technical questions you may have related to the online system: ipierreingram@cacgrants.org or 216.306.0110.

MID-YEAR REPORT FORM

Organizational Information

- 1. Changes in Key Staff or Trustees.** Use this field to update CAC on any other relevant staff or board changes.
- 2. Fiscal Year End.** Select your fiscal year end date and month from the dropdown menus.
- 3. 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)
- 4. Does your organization have a strategic plan that will run through calendar year 2023?** (Y/N)
 - If no: what type of planning or goalsetting structure does your organization follow? (up to 500 characters)

5. In the future CAC will ask all GOS grantees to submit demographic information around their staff and board. Which options below most closely fit your organization's current practices and capacity around collecting demographic data? (select all that apply)
- We already collect self-reported demographic data for our staff and board.
 - We do not currently collect self-reported demographic data around staff and board, but have plans to do so in the next year.
 - We do not currently collect any demographic data and do not have the capacity to do so.
 - We share our organizational demographic data in our Guidestar/Candid profile.
 - Other (please provide details)
6. Is your organization currently undergoing or planning for a capital improvement project (optional)? (yes/no)
- If yes, please share basic timeline details.
7. Does your organization have a formalized way of managing fair pay to artists/creatives (optional)?
- WAGE Certified
 - Member of Actors Equity Association
 - Other (please include details)
 - No
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Narratives

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 and how you planned to measure progress will be auto-populated into non-editable text fields.

8. Public Benefit

Your primary goal

How will you measure progress?

- *What progress have you made against this Public Benefit goal in the first 6 months of 2022? (up to 1000 characters)*

9. 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 first 6 months of 2022? (up to 1000 characters)*

10. Organizational Capacity

Your primary goal

How will you measure progress?

- *What progress have you made against this Organizational Capacity goal in the first 6 months of 2022? (up to 1000 characters)*

11. Racial Equity Goal

Your primary goal

How will you measure progress?

- *What progress have you made toward the Racial Equity Goal in the first 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 August 1 and December 31)

- 12.** 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.

- 13.** 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 apart from months when no public programming was conducted? (Y/N)
- If no, please use this space to explain further. (up to 500 characters)

Technical Assistance

Part of your grant agreement requires participation by a senior staff person or board member during the grant period, in at least one CAC technical assistance opportunity designed to help grant recipients respond to CAC funding criteria and reporting requirements. CAC will be offering technical assistance opportunities throughout 2022.

- 14.** Has a senior staff person or board member participated in a CAC technical assistance opportunity in the first half of 2022? (Y/N/option to share details)

More Technical Assistance offerings will be shared with GOS grantees throughout the remainder of the 2022 calendar year.

Racial Equity: Learning and Doing Together

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

- 15. 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)

COVID-19 MID-YEAR REPORT

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-July 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)

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.

Financial

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

Response and Recovery

8. 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, as well as any ARPA sub-granting opportunities. (up to 1000 characters)

SUPPORT MATERIALS

Support Materials (required for organizations with fiscal year ending between August 1 and December 31)

1. **Audit** (for organizations with \$750K or greater in expenses) or **Review**
2. **Cultural Data Profile Funder Report** (with data from FY19, 20 and 21)
3. **Eligible Revenue and Support (ERS) Form** for fiscal year 2021
 - The ERS form and its FAQs and Definitions document can be downloaded [here](#).
4. **Audit Reconciliation** (required for organizations with an operating budget of \$1 million or greater)
 - 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

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.