



# 2024-2025 General Operating Support Eligibility Check Questions & Instructions

- Organization Name**
- Publicly Known As**
- Date Organization Formed**
- Is your organization a 501(c)(3) non-profit organization? (yes/no)**
  - Date of 501(c)3 incorporation**
  - EIN Number (Tax ID)**
- Fiscal Year End Date**
- Address**
- Website**
- Phone**
- Mission Statement (max 500 characters)**
- Organizational History (max 1000 characters)**

**Grant Contact**

- Name**
- Title**
- Email Address**
- Phone Number**

**Executive Director**

- Executive Director Name**
- Title**
- Email Address**
- Phone**

**Does your organization have a primary mission to produce, present or create programs or activities in areas directly concerned with arts or cultural heritage (as defined by the Ohio Revised Code) for the general public? (yes/no)**

Defined in the Ohio Revised Code, Chapter 3381, as “any corporation, organization, association or institution that provides programs or activities in areas directly concerned with the arts and cultural heritage; which is also defined in the Ohio Revised Code 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.”

**Has your organization had a permanent and viable base of operations in Cuyahoga County for at least two years prior to June 1, 2023? (yes/no)**

Applicant organization must have a business address in Cuyahoga County and conduct the majority of its local programs and services in Cuyahoga County for the residents of Cuyahoga County and visitors to Cuyahoga County.

**Is your organization incorporated and authorized to do business in Ohio as verified by the Ohio Secretary of State? (yes/no)**

Using <https://businesssearch.ohiosos.gov>, please find your organization’s Filings page, and paste the URL, which can be copied from the bottom of the Filings page. (The URL in your search-bar will not link to your organizations page.)

**Has your organization previously received and successfully completed at least two Project Support grants from Cuyahoga Arts & Culture? (yes/no)**

**Has your organization employed for a minimum of two years prior to June 3, 2021, at least one paid, professional cultural/artistic and/or administrative staff person that meets the following requirements: (Yes/No)**

- Working a minimum of 20 hours per week (or 1,040 hours per year) at or above the state-designated minimum wage
- This staff person must receive an IRS Form W-2 from the organization reporting wages and withheld taxes
- Must have approval from the organization’s Board of Directors to sign for financial transactions and grant-related documents.)

**Organization Leadership and Population Served**

To improve CAC’s understanding of the organizations and communities served through its grants we ask that you consider the following yes/no questions.

Cuyahoga Arts & Culture also recognizes additional historically marginalized communities including but not limited to: lesbian; gay; bisexual; queer; transgender and gender-variant people; people with disabilities; immigrants and women. CAC strongly encourages applicants who are from communities that have been historically excluded or marginalized.

**Do the majority of your organization’s senior leadership and board identify as Black, Indigenous, or People of Color (BIPOC)? (yes/no)**

**Is your organization's mission to preserve or promote the culture or heritage of BIPOC communities? (yes/no)**

**Does your organization identify with or represent a community that has been historically excluded or marginalized? (yes/no)**

**(Optional) Please share any additional context. (max 500 characters)**

**The undersigned further certifies that:**

- I am authorized to submit this Eligibility Check on behalf of this organization.
- The information submitted on this Eligibility Check is true and correct to the best of my knowledge.
- No information known to me has been omitted that causes information presented in this Eligibility Check or in the eligibility documentation to be misleading in any material respect.
- The organization is a going concern.

First and last name of person completing this form

Title

Email

**Eligibility Check Attachments**

**Financial Statements**

Provide independently certified audited financial statements for FY20, FY21, and FY22 if its FY22 total expenses are \$750,000 or more; or provide either independently certified audited or reviewed financial statements for FY18, FY19, and FY20 if its FY20 total expenses are less than \$750,000

**Upload 990 or 990EZ**

Upload the 990 or 990EZ for your most recently completed fiscal year (FY22 or FY23). The 990 must be signed or e-signed and include form 8879-EO.

**Upload your Board of Directors list**

Please upload a list of all current board members along with their affiliations.

**501c3 Verification**

Please use the next task to verify your organization's 501c3 status



## 2024-2025 General Operating Support Application & Instructions

As outlined in the [2024-2025 General Operating 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
- Funding Criteria Narratives
- Institutional Goals
- Support Materials
- Statement of Assurances

### Organizational Overview

The organizational overview gives panelists a glimpse into your organization.

- **Mission statement and organizational history**  
*This section will be pre-populated but you may update or correct any information here.*
- **Financial Snapshot**

	Last Completed Fiscal Year Budget	Last Completed Fiscal Year Actual	Variance (automatically calculated)	Current Fiscal Year Budget
Revenue				
Expenses				
Net				

### Funding Criteria Narratives

These narratives are your opportunity to communicate the context, goals, processes, and work of your organization. It is important that you communicate all relevant information necessary for panelists from outside the region to fully understand your organization.

#### Public Benefit Narratives

*An organization’s ability to meaningfully connect with its community to achieve its mission.*

1. **Define your community.** (max 1000 characters)  
*Who does your organization regularly engage? How do you listen and respond?*
2. **How does your organization build and strengthen relationships?** (max 1000 characters)

3. **Describe how your organization is working to be accessible and inviting to the broader public.** (max 1000 characters)  
*How might a new resident learn about your work? How do you market your public-facing events?*

*Artistic and Cultural Vibrancy Narratives*

*An organization’s ability to create relevant and engaging work that furthers its mission.*

4. **Describe the team of arts and culture professionals that carries out your work.** (max 1000 characters)
5. **Describe how you build the capacity of arts and cultural professionals on your team. How do you help them to thrive?** (max 1000 characters)
6. **Describe a recent programmatic highlight that celebrates the unique arts and cultural contributions of your organization. How was this programming relevant to or created with your community?** (max 1000 characters)
7. **How do you reflect on your current programming? What feedback or changes do you plan to implement in the next two years?** (max 1000 characters)

*Organizational Capacity Narratives*

*An organization’s ability to successfully plan for and manage its resources.*

8. **Describe the board, staff, and/or volunteers that steward your organization. How do you recruit and retain this group to carry out your mission?** (max 1000 characters)
9. **Describe your organizational planning process for the current year. How do you set goals, measure progress, and evolve? Who is key to this process, both within your organization and outside it?** (max 1000 characters)
10. **Describe your organization’s current financial situation. How does your organization plan strategically to achieve and maintain a strong financial position? Who set your organization’s current fiscal year budget and how are they qualified?** (max 1000 characters)  
*You will upload this budget in the Support Materials section.*

*Organizational Capacity Assessment*

Answer “Yes” or “No” to each question below. You will have the opportunity provide an explanation to any of your responses in a text field that will appear at the end of the assessment.

	Question	YES	NO
A.	Does your board meet on a regular schedule? How often? (insert explanation below)		
B.	Are minutes kept and available for review?		

C.	Does the organization work with all board members to determine a meaningful contribution based on the individual Board member’s skills and resources?		
D.	Have/will any board members be paid stipends for their service on the board or for professional services provided to the organization?		
E.	Are any of your staff and board members related?		
F.	Does any board member or staff person have a financial interest in the operation of the organization other than an authorized salary?		
G.	Has the board adopted by-laws and are they periodically reviewed?		
H.	Does your organization have a board-approved budget?		
I.	Does your organization have a board-approved strategic or long-range plan?		
J.	Does your organization have a board-approved diversity, equity, inclusion and/or belonging policy? <b>(not your EEO statement)</b>		
K.	Are regular and year-end financial statements reviewed by the board?		
L.	Does your organization handle its financial transactions through a regularly reconciled checking account?		
M.	Is your organization current on all tax obligations including employee withholding, sales tax, business taxes to all levels of government?		
N.	Is check-signing authority included in the by-laws or other written procedures?		
O.	Does your organization have cash flow projections that are updated regularly?		
P.	Are your present facilities, or facilities in which you present/conduct programs, <a href="#">ADA compliant?</a>		
Q.	Does your organization have a succession plan in place for executive leadership?		
R.	Does every employee receive an annual performance review?		
S.	Do you have a line item in your organizational budget for professional development that is available to all staff?		
Additional Comments (Optional):			

**Optional Question**

- 1. What additional information would you like to share about your organization? Are there any continued impacts from the COVID-19 pandemic to your organization or community?**  
(up to 1,000 characters)

## Institutional Goals

Pulling from your existing strategic or long-range plan, identify institutional goals that relate to CAC's Funding Criteria. If you receive a grant, you will be asked to track and share your progress on each of these goals in your mid-year and year-end reports.

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

1. **Public Benefit:** An organization's ability to meaningfully connect with its community to achieve its mission.
  - Your primary goal:** (up to 500 characters)
  - How will you measure progress?** (up to 500 characters)
  - Is this goal pulled from your strategic plan?** (yes/no)
  
2. **Artistic and Cultural Vibrancy:** An organization's ability to create relevant and engaging work that furthers its mission.
  - **Your primary goal:** (up to 500 characters)
  - **How will you measure progress?** (up to 500 characters)
  - **Is this goal pulled from your strategic plan?** (yes/no)
  
3. **Organizational Capacity:** An organization's ability to successfully plan for and manage its resources.
  - **Your primary goal:** (up to 500 characters)
  - **How will you measure progress?** (up to 500 characters)
  - **Is this goal pulled from your strategic plan?** (yes/no)

You will also be asked to set a Racial Equity Goal for your organization. This will not be shared with the panel or factored into a decision for whether your organization receives funding. You will be required to track and share your progress in your mid-year and year-end reports.

4. **Racial Equity Goal:** Working to address the effects of white privilege and power on individuals who are Black, Indigenous, or People of Color (BIPOC) by shifting power, opportunities, access, and resources resulting in racial justice.
  - **Your primary goal:** (up to 500 characters)
  - **How will you measure progress?** (up to 500 characters)
  - **Is this goal pulled from your strategic plan?** (yes/no)

## Cultural Data Profile Funder Report Narrative

To ensure that panelists understand your organization's [SMU/DataArts Funder Report](#), you will have the opportunity to include a narrative explanation of your data. Share details on areas where there are significant variances, trends or shifts from year to year and any data points that might need context or explanation.

1. **Explain any important outliers, trends, or variances. (i.e., impacts from the COVID-19 pandemic)**  
(max 1000 characters)

### Optional Questions

2. **What additional information would you like to share about your organization?**  
(max 500 characters)

### 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:

- [SMU|DataArts Funder Report](#) (with FY20, FY21, and FY22 data profiles in *Complete* status)
- FY22 Audit or Review.
  - Provide independently certified audited financial statements for FY22 if FY22 total expenses are \$750,000 or more; or provide either independently certified audited or reviewed financial statements for FY18, FY19, and FY20 if its FY20 total expenses are less than \$750,000.
- Board of Directors list including affiliations
- Current fiscal year (as of application deadline) organizational budget

#### Arts and Cultural Support Materials

Include up to three (3) images, audio, video, links and other support documents, which demonstrate your Public Benefit, Artistic and Cultural Vibrancy and Organizational Capacity.

- 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.
- If your organization utilizes a strategic plan, we recommend including it as one of your support materials.

**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.

### 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.