



## 2024-2025 Cultural Heritage Grant 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)

*Who started the organization, and why? Has it evolved since then? If so, how?*

**Grant Contact**

**Name**

**Title**

**Email Address**

**Phone Number**

**Executive Director**

**Executive Director Name**

**Title**

**Email Address**

**Phone Number**

**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.)

- 1) Look up your organization on the SEARCH BY BUSINESS NAME page.
- 2) Find the Active account for your organization in the SEARCH RESULTS and click SHOW DETAILS.
- 3) Scroll to the bottom of BUSINESS DETAILS & FILINGS and click Copy URL.
- 4) Paste the URL into the box in the online system. It should look like:  
"https://businesssearch.ohiosos.gov?=businessDetails/#####"

**Is your organization a 2023 Cultural Heritage grantee? (yes/no)**

**(If no) Has your organization previously received and successfully completed at least two Project Support grants from Cuyahoga Arts & Culture since 2019? (yes/no)**

**What is the culturally specific population your organization represents?**

Cultural Heritage Organization is defined as an organization that is representative of the culture of American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino/a/x, Native Hawaiian/Pacific Islander, or other culturally specific population.

**Total number of Board members and Staff at your organization**

**How many Board and Staff members identify as a being member of the organization's culturally specific population?**

**How did you gather this information about staff/board members' cultural identity?**

- Demographic survey done in the past year
- Demographic questions in hiring/board recruiting process
- Prior knowledge of each staff/board member's identity
- Estimate
- Other, please specify

**Upload examples of organization's mission and programming**

Please share examples of your organization's mission and work through pictures, brochures, videos, and event links. To share weblinks, please paste into a word document or PDF and upload that document here. These materials help CAC determine whether your organization is a Cultural Heritage Organization as defined in the guidelines. Max: Up to five examples.

**Please describe your organization's programming, demonstrating how it is deeply rooted in the experiences of the culturally specific population you serve and represent. (max 1500 characters)**

**Upload your Board of Directors list**

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

**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. These responses do not impact eligibility, will not be shared with the panel, and are not factored into any funding decisions.

**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)**

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.

**Upload 2021 and 2022 990 or 990EZ**

Upload the 990 or 990EZ for your fiscal years ending in 2021 and 2022.

- The 990 must be signed OR e-signed and include form 8879-EO.
- You must upload two documents; one for 2021 and one for your 2022 fiscal years.
- You must submit 990s or 990 EZs. CAC cannot accept 990N for Cultural Heritage grant applications. (Organizations that complete a 990N may be eligible for a Project Support grant instead.)

**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

**501c3 Verification**

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