



2024 Project 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)

Organization Overview and History (max 1000 characters)

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

Grant Contact

Grant Contact Name

Title

Email Address

Phone

Executive Director

Executive Director Name

Title

Email Address

Phone

Do you 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 one year 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.

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

Is your organization a current (2023) Project Support grant recipient? (yes/no)

Did your organization receive CAC funding of any kind during 2022 or 2023? (yes/no)

Did your organization receive CAC funding of any kind between 2018-2023? (yes/no)

What type of 990 do you file? Select one.

- 990
- 990-N
- 990-EZ
- Other, please specify

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 yes/no questions below. This will not be shared with the panel or factored into a decision for whether your organization receives funding.

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, People of Color (BIPOC)? (yes/no)

Is your organization’s mission to preserve or promote the cultural 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 below. (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

Upload 990-N, 990 or 990EZ

Upload the 990 for your 2022 fiscal year. If you filed an extension, upload your most recently completed 990 and your extension filing. Accepted 990s may only include:

- 2021 990-N for fiscal year ending in 2022
- 2021 990/990-EZ for fiscal year ending in 2022
- 2021 990/990-EZ for fiscal year ending in 2021 + Form 8868 Extension
- 2022 990-N
- 2022 990/990-EZ

Only signed 990s will be accepted. E-signed 990s must also include Form 8879-EO.

501c3 Verification

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

Board of Directors list - including affiliations

Arts and Culture Programming

If this is your first time applying for a CAC grant, please upload examples and materials demonstrating the arts and culture programming presented or produced by your organization within the previous two years prior to June 1, 2023. Uploaded examples and materials must be dated between June 1, 2021 – June 1, 2023 and show your organization’s name, logo, and/or connection to the programming taking place.

Arts and Culture Programming Upload Explanation

Please describe the programming taking place in the uploaded materials.

2023 Grant Recipients Only

Current (2023) grant recipients may be eligible to receive a 2024 Project Support grant for the same project without completing the full application and panel processes.

If you select the option to do the same project in 2024 as your approved 2023 grant, you must:

- Be in Good Standing
- Complete the Eligibility Check by June 1, 2023 at 4:30 pm ET
- Submit a short 2024 Project Information Form (project updates and budget).

2024 Grant Amounts will be adjusted based on the number of Project Support grantees and available funding. CAC anticipates grant amounts will be reduced to fit the available budget. Grants will be awarded in November.

Will you conduct the same project in 2024 as your approved 2023 project? (yes/no)

If yes, would you like to skip the application and panel processes and automatically receive your 2024 grant? (yes/no)

If no, you will need to complete the full application and panel processes.



2024 Project Support Application & Instructions

As outlined in the [2024 Project 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
- Project Basics
- Application Narrative
- Project Budget & Financials
- Support Materials
- Statement of Assurances

Organizational Overview

The organizational overview and project basics give panelists a glimpse into your organization and the basic details of your proposed project.

- Mission statement and organizational history
- Enter your organization's total budget (expenses) for the 2023 fiscal year.

Project Basics

1. Project Title (Up to 100 characters) This should be the title, not a summary of the project.
2. Project Summary (Up to 500 characters) Briefly describe the project in a sentence or two.
3. Total Project Expenses
4. Amount Requested from CAC - the requested amount cannot be more than 50% of the proposed project's total expenses. See your eligibility email from CAC for your maximum allowable request amount.
5. Project Dates - The start and end dates should not be the entire grant period. All events must begin and end within the grant period (January 1, 2024 – December 31, 2024).
6. Public Event Location(s). Where will the events posted on ClevelandArtsEvents.com be hosted? (Up to 750 characters)
7. Total number of expected participants and/or audience members
8. Will the event/activity be free or fee-based? How was this decision made? (Up to 500 characters)

Application Narrative

Tip: Refer to CAC's Funding Criteria definitions on Page #6 of the [guidelines](#).

- 1. Describe your project. Include an overview of planning process, project activities, implementation and when and where your project takes place.** (Up to 2,000 characters)

The next two questions are about Public Benefit:

- 2. Define your core community. How will you connect with your community through your project?** (Up to 1,000 characters)

Tip: A community may be defined by geography (place), identity (attributes) or affinity (what we like). The best way to demonstrate your project's public benefit is to demonstrate that you share power with your community by understanding, respecting, working with, and responding to them.

- 3. How will you build and strengthen relationships to drive your project? In what ways will you be inclusive and engage diverse populations?** (Up to 1,000 characters)

This question is about Artistic & Cultural Vibrancy:

- 4. Describe how your organization will create a project that is relevant to or created with your community?** (Up to 1,000 characters)

The next three questions are about Organizational Capacity:

- 5. Describe your team. Include who will be involved and how they are qualified to implement your project.** (Up to 1,000 characters)

- 6. Set one project goal. In addition to completing this project, what goal does your organization want to accomplish by doing this project?**

Goal: (Up to 500 characters)

Strong goals are specific, measurable, achievable, realistic, time-targeted, inclusive, and equitable (SMARTIE) aims that an organization develops to achieve its mission.

- 7. How will you know you have accomplished or made progress towards your goal?** (Up to 500 characters)

- 8. OPTIONAL: Is there any additional information about your project or organization that may be helpful to an outside panelist reviewing your application?** (Up to 1,500 characters)

CAC recruits panelists from outside of the region. What might be important information to share with someone who is unfamiliar with Cuyahoga County or your work? i.e. demographic information, project location descriptions, historical context., etc.

Project Budget and Financials

Please describe your sources of income and their amounts in the table below. NOTE: Use the first row for your CAC Request. *Tip:* For organizations whose maximum request amount is \$5,000, 50% of your match funds can come from in-kind donations.

	Income Source (text)	Income Amount (\$)
1 - Enter "CAC Request" in the Income Source field to the right		
2 - Enter another source of income and the amount to the right		
3 - Enter another source of income and the amount to the right		
4 - Enter another source of income and the amount to the right		
5 - Enter another source of income and the amount to the right		
Total		\$

Please describe your expense categories and their amounts in the table below.

	Expense Category (text)	Expense Amount (\$)
1 - Enter the source of expense and the amount to the right		
2 - Enter another source of expense and the amount to the right		
3 - Enter another source of expense and the amount to the right		
4 – Enter another source of expense and the amount to the right		
5 - Enter another source of expense and the amount to the right		
Total		\$

These questions correspond to the budget and support material sections as appropriate.

1. How will you spend CAC funds? (Up to 500 characters)

Indicate how CAC funds will be used. See list of prohibited uses of CAC funds on page 12 of the [guidelines](#).

2. **How will you proceed with your project if your project doesn't receive the full amount of funding requested from CAC?** (Up to 500 characters)

Most applicants to Project Support receive a portion of the funds they request based on their score. CAC does not expect any organization to carry out their full project on a partial budget.

SMU| DataArts Funder Report

For organizations whose maximum grant amount is \$5,000 or less this section is optional.

Required for organizations requesting more than \$5,000. The [SMU|DataArts Cultural Data Profile](#) will have brief narrative fields that appear at the end of the Revenue, Expenses, Balance Sheet, and Program Activity & Audiences sections. Please use the narrative fields for annotations and explanations of the data in your report.

Arts and Cultural 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](#).

Include at least 1 but no more than three (3) total uploads and/or web-based support materials:

- Upload items of your choice that demonstrate your Public Benefit, Artistic and Cultural Vibrancy and Organizational Capacity.
- Include web-based support material links here:
- 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.

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.