



## Grant Recipient Events Calendar & Credit Requirements

*For use with all CAC grant programs - Spring 2025*

Cuyahoga Arts & Culture grant recipients are required to acknowledge CAC funding in their public events and materials and post their events on CAC's online event calendar, [ClevelandArtsEvents.com](https://ClevelandArtsEvents.com). When you share with audiences that your program was funded by the residents of Cuyahoga County through CAC, you demonstrate the real-time impact of public funding on arts and culture.

**Let's work together to promote your work and our shared efforts to inspire and strengthen the community through arts and culture.**

**Questions? Need help posting an event or making a plan to credit CAC?**

Contact your [grant manager](#).

### **Crediting Requirements**

All CAC grant recipients are required to **acknowledge CAC funding**. From Section 2f of the 2025 Project Support grant agreement, and Section 7 of the 2025 General Operating Support and Cultural Heritage grant agreements:

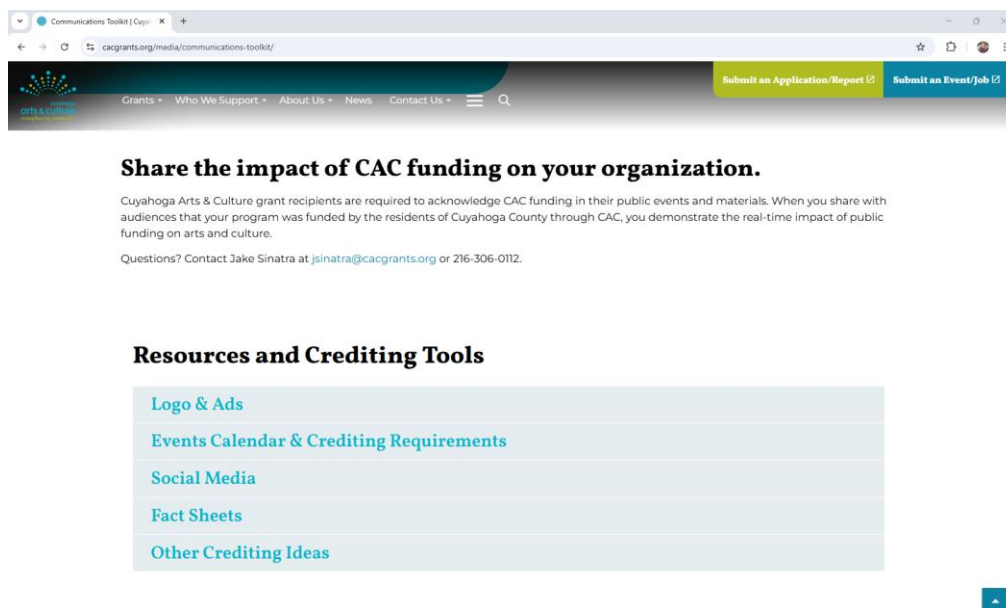
*Grant Recipient shall acknowledge CAC funding at public events and/or in public materials, in compliance with the requirements for acknowledgment of CAC funding set forth in this agreement with the Events Calendar and Credit Requirements document serving as an additional tool for the Grant Recipient.*

### ***Why credit Cuyahoga Arts & Culture?***

When you share with audiences that your program was funded by the residents of Cuyahoga County through Cuyahoga Arts & Culture, you demonstrate the real-time impact of public funding of arts and culture. Your publicity for your grant is an important advocacy tool to champion continued public funding for the arts for years to come.

## How to Credit CAC

Tools for meeting this requirement can be found in our [Communications Toolkit](#).



Some examples include:

- Including [CAC's Logo](#) in your print or digital materials
  - CAC's logo must appear in print or online to be one-half inch wide or larger.
  - When printing the logo between ½-1 inch in size, use the version without the tagline.
  - When printing the logo larger than 1 inch, use the version with the tagline.
  - Logo may appear in black and white or in its original colors. Do not modify the logo.
  - [Download the CAC Logo Here](#)
- Include [CAC's Ads](#) in your print or digital programs
  - Whenever possible, grant recipients should include a CAC advertisement in all multi-page programs or in printed or digital materials for CAC-funded events.
  - [Download CAC's Ads Here](#)
- Use our Credit Line
  - *"Organization name/program name is supported in part by the residents of Cuyahoga County through a public grant from Cuyahoga Arts & Culture."*
- Post on Social Media
  - [Download Social Media Graphics Here](#)

## Events Calendar Requirements

All CAC grant recipients are required to **post their public events on CAC's online calendar** of events at [ClevelandArtsEvents.com](https://ClevelandArtsEvents.com) **at least 30 days prior to the event**. Project Support grantees are required to post their CAC-funded event, and General Operating Support and Cultural Heritage grantees are required to post at least one event per month with the exception of months where no programming is conducted. CAC may hold payment until your organization is able to demonstrate that it has met this requirement.

### ***Why post on ClevelandArtsEvents.com?***

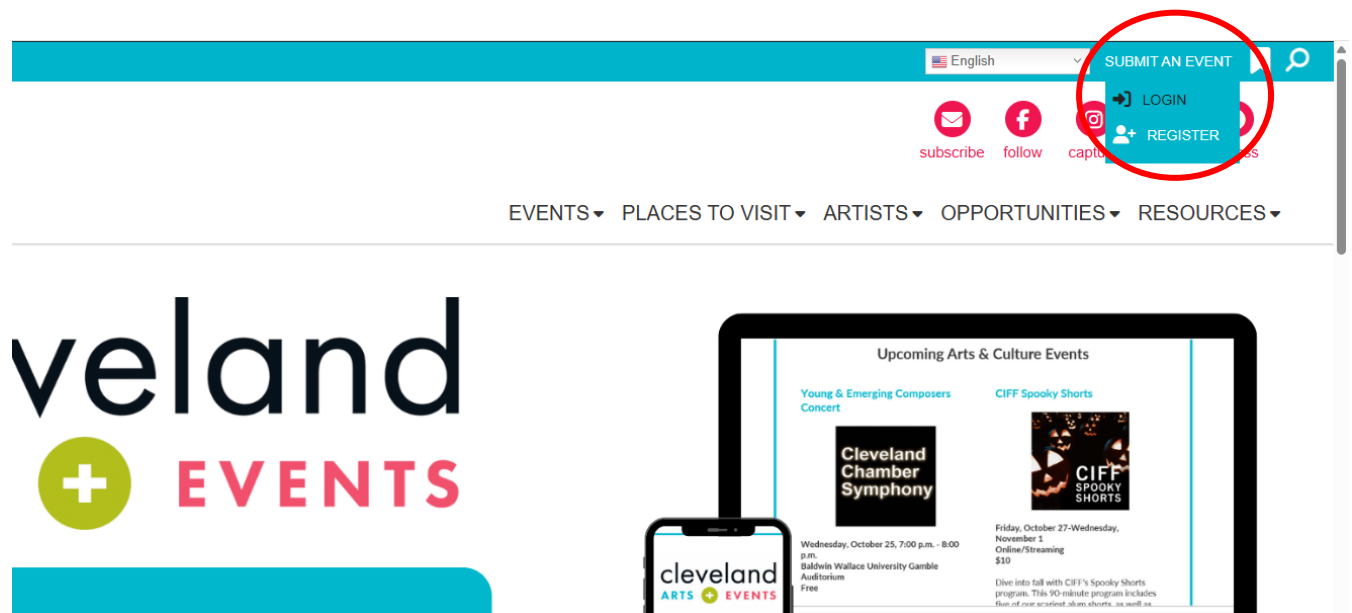
Posting your upcoming events allows you to reach new audiences. CAC also uses the events calendar to create content for media highlights, social media postings, and CAC marketing emails, **reaching thousands of residents each month**. The events calendar serves as an important advocacy tool to show the cultural vibrancy of our community.

### **How to Post Your Events**

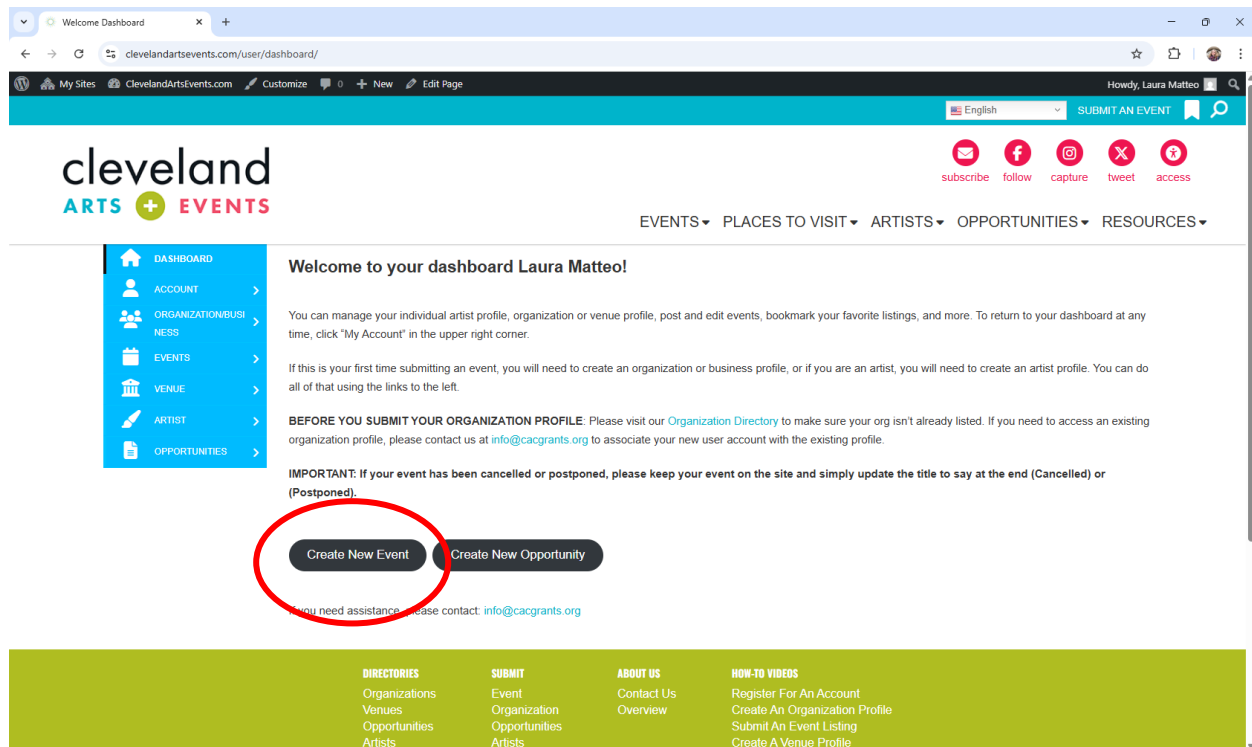
All CAC grant recipients have an organizational profile created at [ClevelandArtsEvents.com](https://ClevelandArtsEvents.com).

Log in information typically belongs to the primary contact at your organization. If you need assistance with your log in information, please contact Laura Matteo at [lmatteo@cacgrants.org](mailto:lmatteo@cacgrants.org) or 216-306-0108, or your grant manager.

To log in, click "Submit an Event" then "Log In" in the upper right corner of the screen.



Enter your log in credentials, then click “Create New Event” at the bottom of the dashboard.



Fill out the form with details of your event, then click “Submit Listing.” Your event will be reviewed and approved to the site within 1-3 business days,

For more technical instructions on logging in and posting an event, please view this [User Guide](#). You can also watch [instructional videos](#) or [the recording of our informational Lunch & Learn](#).

To create an engaging event post:

- ✓ Use a catchy title
- ✓ Include a colorful image specific to the event
- ✓ Add a one-paragraph event description so visitors know what to expect
- ✓ Use multiple categories to help users find your event quickly

## **Other Ways to Connect with CAC and Residents**

- **Communicate regularly with your CAC grant manager about upcoming programs and events.** Our team is genuinely interested in your work, and we can also connect you to helpful tools, people, and resources. Contact your [grant manager](#).
- **Share stories that feature how your organization connects with residents of Cuyahoga County.** Share them on social media and tag CAC's accounts, or send them to us so that we can promote your stories online:  
[CAC on Facebook](#) | [CAC on Instagram \(@cuyartsc\)](#)
- **Consider CAC when advertising, in media relations** and when sharing your stories with the community. Mention the impact of CAC funding on your work whenever possible.
- In addition to posting your events, **post jobs (or calls for artists, volunteer opportunities, and auditions), venue information, and artist profiles to ClevelandArtsEvents.com** to help us make this resource as robust as possible. The jobs webpage regularly receives thousands of visits from county residents and is a great place to promote your openings.

For questions about crediting or media, please contact Laura Matteo at [lmatteo@cacgrants.org](mailto:lmatteo@cacgrants.org) or 216-306-0108.