2026 Project Support
Final Report Instructions

Due: 30 Days After Your Project is Complete

GETTING STARTED: 2026 PROJECT SUPPORT FINAL REPORT

- **The Final Report is due no later than 30 days after your project is complete.** Your report must be completed online and all support materials submitted electronically using our online application and reporting system. Need help? Please read our Guide to Online Reporting.

- Once submitted, the primary account holder will be sent a confirmation email indicating that Cuyahoga Arts & Culture has received your report.

- Upon review and approval of the report, all remaining grant funds will be released. CAC payments will be issued via ACH direct deposit to an organizational bank account. If you haven't registered for direct deposit already, complete the direct deposit agreement form.

OPTIONAL - Report Out

All Project Support grantees are eligible to participate in a virtual or in-person Report Out **in lieu of submitting the full written report detailed below**. If you are interested in this option, select a report out date that is within a month of your project completion. Please contact your grant manager if you have any questions.

FINAL REPORT FORM QUESTIONS

Organizational and Project Information

Organization Name: Your Organization Name will be pulled directly from your 2026 application.

Has your primary contact information changed? (yes/no)

Organizational Primary Contact Information: The person that will receive all communications from Cuyahoga Arts & Culture related to your organization's Project Support grant.

Has your mailing address changed? (yes/no)

Organizational Mailing Address: Your organization's permanent mailing address.

Project Title: The project title is pulled directly from your 2026 application.

Project Summary: The project summary is pulled directly from your 2026 application.

Narratives

1. **Briefly describe how the project went. Were there any major changes from the application (such as dates, locations or new opportunities)?** *Up to 200 words.*

2. **Share a story or give an example of how your project connected with residents and/or benefited your community.** CAC grants are made possible with public funding from the residents of Cuyahoga County. CAC seeks to highlight and share how grantee projects connect with and benefit the public. Specific stories of impact from your project help us greatly in this effort. *Up to 200 words.*

3. **Did you post your project on ClevelandArtsEvents.com? If not, please explain.** *Up to 100 words.*

4. **What steps did your organization take to ensure your project was inclusive and accessible?**
   CAC is committed to equity. In all areas of our work, CAC is striving to promote racial equity and inclusion. Your response to this question can help us better understand how CAC-funded projects and organizations are addressing inequities in our county. *Up to 200 words.*

   CAC does not make grants or funding decisions on the basis of race, color, sex, gender, sexual orientation, national origin, religion, disability, or any characteristic protected by law.

5. **OPTIONAL: Is there anything else that you'd like to share with CAC?** *Up to 250 words.*

Project Participation

CAC asks that you track and report the following, where applicable:

Participating Professionals and Volunteers	
How many paid arts and/or cultural professionals were involved with the project?	#
How many volunteers were involved with the project?	#
In-Person Public Participation	
How many adults attended and/or participated in the project (excluding professionals and volunteers listed above)?	#
How many children attended and/or participated in the project?	#
Virtual Participation	
How many people live streamed this event/project?	#

Project Income and Expenses

- **Budgeted Project Income** – The response in your application will display here for your reference.

- **Budgeted Project Expenses** – The response in your application will display here for your reference.

- **CAC Grant Amount-** The total grant amount will display here for your reference.

You will upload a project budget in the Support Materials section of the report; your actual (total) income and expense figures below should align with the budget you submit to CAC.

1. **Actual (Total) Project Income _____**

2. **Was the CAC grant supported with matching funds equal to or greater than the CAC grant amount? (yes/no) If no, please explain below in #7.**

   Project Support grants are 1:1 matching grants. Up to half (50%) of the match can be met through in-kind income. Page 18 of the [2026 PS Guidelines](#) for details and examples of match sources. Your grant may be reduced if your income is not at least twice the amount of your CAC grant.

3. **Actual (Total) Project Expenses_____**

4. **Are actual (total) project expenses at least twice the amount of the CAC grant? (yes/no) If no, please explain below in #7.**

   Your grant may be reduced if your expenses are not at least twice the amount of your CAC grant.

5. **Did you spend all your CAC grant funds? (yes/no) If no, how much of your grant was spent?**

6. **I certify that CAC grant funds were spent only on eligible expenses.**

   Reminder: Acceptable and restricted uses for your grant can be found on page 17 of the [2026 PS Guidelines.](#)

7. **OPTIONAL: Is there any additional information that will help CAC to understand your project income and expenses?** Are there any notable variances, details about in-kind support, or significant changes to your project's budget? *Up to 200 words.*

SUPPORT MATERIALS
Upload the following support materials to supplement your final report:

- **Project Budget**: Upload a project budget showing actual project income and expenses, in any format. Please detail any in-kind income or expenses that were part of the project.

- **Project Location Report:** complete a list of the location(s) where your project was conducted. This section of the report requires a street address. You must choose an exact street address for this section. If your event was virtual, please include your organization's address.

  DOWNLOAD HERE: https://www.cacgrants.org/media/rnzh54wr/location-report.xlsx

- **Documentation of Project**: Upload or link to at least one material that "brings your project to life". Examples include photos, videos, recordings, reviews, brochures, programs, season schedules, literary publications, other promotional materials, etc.

- **Credit Samples**: Upload or link to an example of how your organization publicly credited or acknowledged CAC support of your project. Samples may include brochures, programs, fliers, etc.

STATEMENT OF ASSURANCES
This section certifies that you are authorized to submit the final report on behalf of the organization. All information in the report is true and correct to the best of your knowledge.

QUESTIONS?
Please contact your grant manager, call 216-515-8303, or email info@cacgrants.org.