



# 2023 General Operating Support Mid-Year Report

**Due: Monday, July 31, 2023**

This document contains the list of questions and materials required for the Mid-Year Report. Submit your report using our [online application and reporting system](#). Please see the [Guide to Online Reporting](#).

## **When will our Mid-Year payment be deposited?**

Review and approval of reports typically takes at least three weeks from the date of submission but will take longer if submitted closer to the deadline. Once approved, your organization's primary contact will receive an email to confirm approval and the payment schedule for 40% of your 2023 grant.

Questions? [Contact us](#).

## **Organizational Information**

- 1. Changes in Key Staff or Trustees.** Use this field to update CAC on any relevant staff or board changes.
- 2. Fiscal Year End Date.** Select your fiscal year end date and month from the dropdown menus.
- 3. Banking Information.** Has your organization's direct deposit (ACH) information changed since you received your last payment from CAC? If 'yes', please complete the [direct deposit agreement form](#). (Y/N)
- 4. Required Event Posting:** My organization has posted at least one event on ClevelandArtsEvents.com during each month that we have held public programming in the first half of 2023. (Y/N)
  - (If no) Please share details

## **Funding Criteria Narratives**

Please provide responses that are clear, concise and fully address the prompts. Specific and direct responses will allow you to stay within the character limits.

For this grant, you set three 2023 institutional goals, one for each of CAC's Funding Criteria: Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity, as well as a Racial Equity Goal. These goals, and how you planned to measure progress, will be automatically populated into non-editable text fields in your report.

## 5. Public Benefit

Your primary goal

How will you measure progress?

- *What progress have you made toward this Public Benefit goal in the first six months of 2023? (up to 1000 characters)*

## 6. Artistic and Cultural Vibrancy

Your primary goal

How will you measure progress?

- *What progress have you made toward this Artistic and Cultural Vibrancy goal in the first six months of 2023? (up to 1000 characters)*

## 7. Organizational Capacity

Your primary goal

How will you measure progress?

- *What progress have you made toward this Organizational Capacity goal in the first six months of 2023? (up to 1000 characters)*

## 8. Racial Equity Goal

Your primary goal

How will you measure progress?

- *What progress have you made toward the Racial Equity Goal in the first six months of 2023? (up to 1000 characters)*

## COVID-19 Narratives

Cuyahoga Arts & Culture is continuing to measure the impact the coronavirus (COVID-19) crisis is having on arts organizations over time. This form has been shortened; we anticipate asking about revenue and staffing impacts at Year-End. **Please answer questions for the timeframe between January 1-July 31, 2023.**

Responses will not affect this grant or eligibility for future CAC grants. Estimates are fine.

### Events/Activities

9. In 2023 thus far, describe your visitor/audience participation level as a percentage of pre-pandemic levels. *(Have audience levels returned to "normal"?)*
10. In 2023 thus far, describe your public programming offerings level as a percentage of pre-pandemic levels. *(Is your organization running at "full speed"?)*

## Response and Recovery

11. Is your organization experiencing a revenue gap? (yes/no) If yes:
  - Does your organization anticipate the decrease in revenue is a permanent change? (yes/no)
12. OPTIONAL: Feel free to provide more details regarding how your organization has been affected, and any immediate or long-term next steps or new initiatives? (up to 1000 characters)

## Support Materials

**Support Materials are required for organizations with fiscal year ending between August 1 and December 31.** If your FY end date is between January 1 and July 31, you already submitted these items with your 2022 Year-End Report.

13. **Audit** (required for organizations with \$750K or greater in expenses) or **Financial Review** for FY22.
14. **Cultural Data Profile Funder Report** (with data from FY20, 21 and 22)
  - After reviewing the Funder Report, share details on any areas where there are standout variances, trends or shifts from year to year and any data points that might need context or explanation. Responses can pertain to overarching themes, trends, a specific line item, or anything else that might need an explanation. (up to 1,000 characters)
15. **Eligible Revenue and Support (ERS) Form** for FY22
  - The ERS form and its FAQs and Definitions document can be downloaded [here](#).
16. **Audit Reconciliation** (required for organizations with an operating budget of \$1 million or greater)
  - An audit reconciliation report is a document that helps connect your organization's ERS form to its audit. It should explain any complexities in your financials that do not clearly break out as delineated in CAC's eligible revenue and support definitions. Reconciliation reports will vary by organization; there is no form to download, nor is there a specific format to follow.

## Statement of Assurances

Please check all of the boxes that apply below. Doing so certifies that your organization continues to meet the following eligibility requirements necessary to continue to receive General Operating Support.

- My organization has a primary mission to provide programs or activities in areas directly concerned with arts or cultural heritage, as defined by the [Ohio Revised Code Chapter 3381](#), for the general public.
- My organization continues to have a permanent and viable base in Cuyahoga County.
- My organization is a 501(c)(3) nonprofit as verified by Guidestar's Charity Check.
- My organization continues to employ at least one paid, professional cultural/artistic and/or administrative staff person working a minimum of 20 hours per week (or 1,040 hours per year) at or above the state-designated minimum wage.
- My organization is incorporated and authorized to do business in Ohio as verified by the [Ohio Secretary of State](#).

Closely review the report. If everything is correct, enter the name, title and email address of the person making the submission and hit the "**Complete**" button below, and then the "**Submit**" button on the left.

You will receive an automatic email response indicating that we have received your materials.