2025 Project Support
Final Report Instructions

Due: 30 Days After Your Project is Complete

GETTING STARTED: 2025 PROJECT SUPPORT FINAL REPORT

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

- 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 final report, the remaining grant funds will be released. All CAC payments will be made via ACH direct deposit to an organizational bank account. If you haven't registered for direct deposit already, please complete the direct deposit agreement form.

OPTIONAL - Report Out

Organizations with Project Support **grants of $5,000 or less** 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, please select a report out date that is <u>within a month</u> 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 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: Note: The project title is pulled directly from your 2025 application.

Project Summary: Note: The project summary is pulled directly from your 2025 application.

Narratives

1. **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 accounts 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. Racial Equity – CAC is committed to equity. In all areas of our work, CAC is striving to promote racial equity and inclusion. Your responses to the following questions help us better understand how CAC-funded projects and organizations are addressing inequities in our county.

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

   What steps did your organization take to make sure your project was inclusive and accessible this year? *Up to 200 words.*

5. **OPTIONAL: Is there anything else that you'd like to share about your project or any comments about the process in general?** *Up to 250 words.*

Project Participation

CAC asks that you track and report the following:

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?	#

Income and Expense Tables

- **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.

Complete the *Actual Income* and *Actual Expenses* fields below.

1. **Please describe all the sources of income for your project and their amounts in the table below.** NOTE: Use the first row for your CAC Grant. For organizations with Project Support grants of $5,000 or less, please include in-kind support here. **Do not add commas or other symbols to your dollar amounts.**

Income Source (Text)	Income Amount ($)
CAC Grant	CAC Grant Amount ($)

Total Income will automatically be calculated below the income table.

2. **Please describe the complete expense categories and their amounts for your entire project in the table below.** In the third column, check the corresponding boxes to indicate on which expenses you spent your CAC grant funds. To receive the full grant amount, project expenses must be at least twice the grant amount. A reminder of acceptable and restricted uses for your grant can be found on page 13 of [the guidelines.](#) For organizations with Project Support grants of $5,000 or less, you may include in-kind donations as expenses, up to half of your grant amount. Please **do not add commas or other symbols to your dollar amounts.**

Expense Category (Text)	Expense Amount ($)	Did you spend your CAC grant on this?

Total expense will automatically be calculated below the expense table.

3. **OPTIONAL: Is there any additional information that will help CAC to understand your budget?** 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 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.