



2024 Project Support Final Report

Due: 30 Days After Your Project is Complete

Submit your report using our [online application and reporting system](#). All grantees will begin with the “**Final Report Start Here**” stage. Please answer the questions accordingly to access your 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 with the online system? 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](#).

Please contact your [grant manager](#) if you have questions regarding the completion of this form.

Optional: Virtual Report Out

Organizations with Project Support grants of \$5,000 or less are eligible to participate in a Virtual Report-Out **in lieu of submitting the full written report detailed below**. If you are interested in participating in the virtual report-out option, please select a report out date that is within a month of your project completion. Questions? Please contact your [grant manager](#).

Organizational and Project Information

- **Organizational Primary Contact Information:** The person that will receive all communications from Cuyahoga Arts & Culture related to your organization's Project Support grant.
- **Organizational Address:** Your organization's permanent mailing address. Please note that all CAC payments will be sent via direct deposit. If you haven't registered for direct deposit already, complete the [direct deposit agreement form](#).
- **Project Title**
Note: The project title is pulled directly from your 2024 application.
- **Project Summary**
Note: The project summary is pulled directly from your 2024 application.

Narratives

1. Describe how your project went. Were there any major changes from your application (such as dates, locations or new opportunities)? *Character count: 1,000.*
 - For the 2024 grant year did your application go to panel or did you bypass the panel process? (Application/ Bypass)

2. Review the goal you set while writing your application. Did you achieve your goal? (select: *yes, somewhat, no*)

Note: Your goal will be pulled directly from your application.

Reflect on your goal: What progress are you most proud of? What will your organization continue to work on? *Character count: 1,000.*

3. Share a story or give an example of how your project connected with residents and/or benefited your community. All CAC grants are public money from the residents of Cuyahoga County. CAC is responsible for sharing great stories of how public funds benefit the public. Specific accounts and anecdotes from your project are ideal for this storytelling. *Character count: 1,500.*

4. Did you post your project on [ClevelandArtsEvents.com](https://www.clevelandartsevents.com)? If not, please explain. *Character count: 500*

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.

5. What steps did your organization take to make sure your project was inclusive and accessible this year? *Character Count: 1,000*

OPTIONAL – What additional racial equity, inclusion, or belonging resources would be helpful to your organization? What other resources has your organization benefited from that you would recommend to others? *Character count: 500.*

6. **OPTIONAL** – Is there anything else that you'd like to share about your project or any comments about the process in general? *Character count: 1,000.*

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?	#

Grant Reconciliation

- **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 amount requested in your application and the total grant amount will display here for your reference.

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

1. Please describe all of 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	Income Amount
Total		\$

2. **Please describe the complete expense categories and their amounts for your entire project in the table below.** In the third column, under CAC Grant Reconciliation, indicate how much of your CAC grant was allocated to each expense. In order to receive full grant amount, must have project expenses at least twice your grant amount. A reminder of acceptable and restricted uses for your grant can be found on page 13 of [the guidelines](#). **Do not add commas or other symbols to your dollar amounts.** For organizations with Project Support grants of \$5,000 or less, In Kind support up to half of your grant amount can count toward your expenses.”

	Expense Category	Expense Amount	CAC Grant Reconciliation
Total		\$	\$

3. **Did you need to reduce your project scope in light of your approved CAC grant amount?** If yes, what changes were made.

4. **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? *Character count: 1000.*

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.

<https://www.cacgrants.org/media/z2zl0dmg/2024-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?

Feel free to contact [your grant manager](#).