2025 General Operating Support
Year-End Report

Due: January 31, 2026

Please submit your report using the online application and reporting system. If you need help, start by reading our Guide to Online Reporting **Questions?** Contact your grant manager.

About Your Grant Payment
CAC will issue the final payment of your 2025 grant (10%) and first payment of your 2026 grant (as outlined in your grant agreement) once this report and your 2026 Goals are approved, and your board chair and executive director/CEO have signed the 2026 grant agreement. No funds related to your 2026 grant will be released before January 31, 2026. Review and approval of your goals may take up to three weeks from the date of submission and will take longer if submitted closer to the deadline.

Organizational Information

- **Changes in Key Staff or Trustees.** Use this field to update CAC on any relevant staff or board changes.
- **Fiscal Year End.** Select your fiscal year end date and month from the dropdown menus.
- **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)

Goals Narratives

For this grant, you set a goal for each of CAC's funding criteria: Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity. In addition, you were asked to submit a Racial Equity Goal. These goals, and how you planned to measure progress, will be auto-populated into non-editable text fields.

Your Public Benefit Goal
How will you measure progress?

1. *What progress have you made toward your Public Benefit goal in the last six months of 2025?* (up to 200 words)

Your Artistic and Cultural Vibrancy Goal
How will you measure progress?

2. *What progress have you made toward your Artistic and Cultural Vibrancy goal in the last six months of 2025?* (up to 200 words)

Your Organizational Capacity Goal
How will you measure progress?

3. *What progress have you made toward your Organizational Capacity goal in the last six months of 2025?* (up to 200 words)

Your Racial Equity Goal
How will you measure progress?

4. *What progress have you made toward your Racial Equity Goal in the last six months of 2025?* (up to 200 words)

Additional Narratives

Calendar: Sharing your Work with Residents

We want to help you share your work with residents. Every month, thousands of individuals visit ClevelandArtsEvents.com looking for arts and culture activities in Cuyahoga County. By posting your events on this community calendar, you are not only meeting the terms of your grant agreement, but you are demonstrating public benefit and connecting with county residents.

- Did your organization post an event (including virtual or online events, and/or any open staff positions) on ClevelandArtsEvents.com in each month of 2025, with the exception of months when no public programming was conducted? (Y/N)
- If no, please use this space to explain further. (up to 100 words)

Racial Equity: Learning and Doing Together

For more information on CAC's commitment to racial equity please visit cacgrants.org/equity. To help us continue to learn and to support your organization's racial equity work, we ask:

1. **Shared Racial Equity Learning (Optional):** What additional Racial Equity resources or learning opportunities has your organization benefited from? Please provide a link if applicable.
2. To which of the following areas do the racial equity resources you use relate? Select all that apply.
   - Data analysis
   - Facilitation
   - Collaboration
   - Strategic Planning
   - Research
   - Community engagement
   - Metrics and accountability
   - Other

   If other, please provide 1-3 keywords that describe what this resource provides (up to 3 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.

Use of CAC Funds

Complete the table to show how your organization used CAC grant funds for the period January 1 through December 31, 2025. While we know you have not received the final 10%, report on the full

grant amount. Total expenditures should equal 100% of your 2025 grant award amount. Please enter numeric digits, decimals if needed, and no commas.

Expense Category	Expense Amount
Personnel	
Outside Fees	
Travel within the US	
Marketing/Publicity	
Production/Exhibition Expenses	
Space Rental	
Remaining Operating Expenses	
Total (will be automatically calculated)	

Attachments

1. **2025 Program Location Report**

   CAC collects information that relates to the programming conducted by all grantees to demonstrate how CAC funds are making a difference in our community. This information helps CAC understand the reach of your organization.

   Complete and upload the Excel template, available here. Instructions for completing this document are located on the first tab in the spreadsheet.

2. **Credit, Publicity & Storytelling Sample**

   One (1) credit sample is required. Samples can include brochures, programs, print ads, web-based materials, etc. You may choose to upload documents or provide links in the text field provided within this section. Please also consider using this space to upload photos/videos that bring to life the story of how your work makes a difference in your community.

3. **Optional – Provide Links (URLs) to Online Credit, Publicity, & Storytelling Samples**

Financial Materials

At this time, financial materials are required only for organizations **whose fiscal year ends between January 1 and July 31.**

1. **FY25 Audit** (for organizations with $750K or greater in expenses) or **FY25 Financial Review**

2. **SMU DataArts Cultural Data Profile CAC Funder Report** (with data from FY 23, 24, and 25)

   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 250 words)

3. **[Eligible Revenue and Support (ERS) Form](#)** for fiscal year 2025

   The ERS FAQs and Definitions document can be downloaded [here](#).

4. **Audit Reconciliation Report**

   Organizations with an operating budget of $1 million or greater must also include a reconciliation report.

   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. Questions? Please contact your [grant manager.](#)

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.

- 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 IRS Publication 78 and GoVerify
- 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, hit the "Mark as Complete" button below, then hit the "Submit" button. The person submitting the form will receive an automatic email indicating that we have received the form.