



2023 Project Support – Final Report Instructions

TIMELINE

- **The final report is due no later than thirty days after your project is completed.**
- Your report and all support materials must be completed online and submitted electronically at <http://cacgrants.smapply.org>.
- 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.

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 a written report. If you are interested in participating in the virtual report-out option, please contact your grant manager.

ACCESS YOUR FINAL REPORT

- Go to <http://cacgrants.smapply.org>
- Questions? Please contact [your grant manager](#).

REPORT OUTLINE

The final report is divided into the following sections:

Contact Verification / Narrative / Project Participation Table
Grant Reconciliation / Support Materials / Statement of Assurances

CONTACT VERIFICATION

1. *Organizational Primary Contact Information:* The person that will receive all communications from Cuyahoga Arts & Culture related to your organization's Project Support grant.
2. *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, please complete the [direct deposit agreement form](#).

Project Title

Note: The project title is pulled directly from your 2023 application.

Project Summary

Note: The project summary is pulled directly from your 2023 application.

NARRATIVE

Please answer the questions in a clear, concise way. Character limits include all spaces and punctuation. Your project title, project summary and goals come directly from your application. These cannot be edited.

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.*
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. **If you were to repeat this project in the future, what would you change? What feedback or experience would inform these decisions?** *Character Count: 1,000.*
4. **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.*
5. **Did you post your project on ClevelandArtsEvents.com? If not, please explain.** *Character count: 500*
6. **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 two questions, used only internally, help us better understand how CAC funded projects and organizations are addressing inequities in [our county](#). Responses will not influence or determine eligibility for future grants.
 - How does your organization share power, understand, respect, engage with, and respond to its community? *Character Count: 1,000*
 - **OPTIONAL** – [Additional resources] What additional racial equity and inclusion or diversity, equity, and inclusion resources would be helpful to your organization? What other resources has your organization benefited from that you would recommend to others? *Character count: 500.*
7. **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 TABLE

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 artist figures above)? | # |
| How many children attended and/or participated in the project? | # |
| Virtual Participation | |
| How many people viewed this event/project? | # |
| How many people live streamed this event/project? | # |

GRANT RECONCILIATION

CAC Grant Amount: The amount requested in your application and the total grant amount will display here for your reference.

- **How will you match CAC funds?** The response in your application will display here for your reference.
- **How will you spend CAC funds?** The response in your application will display here for your reference.
- **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.

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 |
|--|----------------------|----------------------|
| 1 - Type "CAC Grant" in the Income Source column | | |
| 2 – List another source of income and the amount | | |
| 3 - List another source of income and the amount | | |
| 4 - List another source of income and the amount | | |
| 5 - List another source of income and the amount | | |
| Total | | \$ |

2. **Please describe the complete expense categories and their amounts for your entire project in the table below.** In the fourth column, under CAC Grant Reconciliation, indicate how much of your CAC grant was allocated to each expense. A reminder of acceptable and restricted uses for your grant can be found on page 12 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, please include in-kind items here.

| | Expense Category | Expense Amount | CAC Grant Reconciliation |
|---------------------------------|-------------------------|-----------------------|---------------------------------|
| 1 – List expense and the amount | | | |
| 2 – List expense and the amount | | | |
| 3 – List expense and the amount | | | |
| 4 – List expense and the amount | | | |
| 5 – List expense and the amount | | | |
| Total | | \$ | \$ |

3. **Is there any additional information that will help CAC to understand your budget? If applicable, please explain any variances in actual income or expenses that were \$1,000 or greater compared to your budget.** Consider including 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.
- **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](#).