2023

PROJECT SUPPORT

Guidelines and Application Instructions

ELIGIBILITY CHECK DUE: **TUESDAY, MAY 31, 2022 BY 4:30PM ET**

APPLICATION DUE: **THURSDAY, AUGUST 4, 2022 BY 4:30PM ET**

TABLE OF CONTENTS

GREETINGS!

Thank you for your interest in the 2023 Project Support (PS) Grant Program. Cuyahoga Arts & Culture's mission is to inspire and strengthen the community by investing in arts and culture. CAC is excited to work with you to connect Cuyahoga County residents to arts and culture in our community.

LOCAL PUBLIC FUNDER

CAC is the local public funder for arts and culture, helping hundreds of organizations in Cuyahoga County connect millions of people to cultural experiences each year. Cuyahoga County residents created CAC in 2006 when they approved a tax to support arts and culture.

$218 MILLION+ INVESTED

Since 2007, CAC has invested more than $218 million in 445 organizations both large and small, making Cuyahoga County a more vibrant place to live, work and play. CAC funds nonprofit 501(c)(3) arts and culture organizations based in and serving Cuyahoga County residents.

OUR CORE GRANT PROGRAMMING INCLUDES:

PROJECT SUPPORT	GENERAL OPERATING SUPPORT*	CULTURAL HERITAGE
Annual grants of up to $20,000 for arts and culture projects.	Multi-year core support grants to qualifying organizations with a primary mission of art and culture in Cuyahoga County.	Flexible support grants of up to $30,000 for qualifying cultural heritage organizations with a primary mission of arts and culture.

* Not accepting applications for 2023:
next cycle will be 2024-25

This document contains the guidelines for 2023 Project Support Grant Program. Organizations may only submit one application per cycle. To learn more about the differences between CAC's grant programs, refer to the 2023 Grant Programs Guide.

Our team is here to support you throughout the application process. For additional information and resources, please contact a member of the Grantmaking Team. Visit cacgrants.org, to learn more about workshop opportunities, review the library of tools available for applicants, and sign up to receive email updates.

KEY DATES

2023 PROJECT SUPPORT GRANT PROGRAM

Eligibility Check Due	May 31, 2022 at 4:30PM
Application Due	August 4, 2022 at 4:30PM
Public Panel Review	Week of September 19, 2022
Board Approves Grants	November 9, 2022 at 4PM
Grant Agreements Sent and Signed	November and December 2022
2023 Grant Recipient Workshops	January and February 2023

PROGRAM OVERVIEW

The purpose of Cuyahoga Arts & Culture's Project Support (PS) grant program is to promote public access and encourage the breadth of arts and cultural programming in our community by supporting Cuyahoga County-based projects. Grant applications are reviewed annually through a transparent panel review process. CAC will offer Project Support funding in 2023 for projects occurring in the January 1 – December 31, 2023 grant period.

Westlake Chinese Culture Association – Photo by Qi Zhang

ARTS & CULTURE DEFINED:

Arts and Culture is defined in the Ohio Revised Code Chapter 3381, CAC's enabling law, as "including, but not limited to, literature, theater, music, dance, ballet, painting, sculpture, photography, motion pictures, architecture, archaeology, history, natural history, or the natural sciences."

CAC strongly encourages applications from BIPOC (Black, Indigenous, People of Color)-led and serving organizations, as well as others that have been historically excluded or marginalized. Among others, these communities include Latino/a/x, Asian and Asian American, Arab, Native American, Pacific Islander, Middle Eastern, North African; as well as lesbian, gay, bisexual, queer, transgender, and gender variant people; people with disabilities; and women.

HOW WE DEFINE A PROJECT:

A project is a specific, connected set of activities with a beginning and an end, explicit goals/objectives and a predetermined cost that does not equal the organization's total annual budget. Projects may be one-time events, such as a festival or exhibit, or a defined series of events, such as classes or productions. Projects with multiple components must show that there is a cohesive theme that ties the project together. Proposed projects must be arts or cultural activities and have a public programming component. Open to the public does not mean that the project or program must be free. **Note:** Mural and public art projects must demonstrate meaningful community engagement and include an element of public programming to be eligible.

PROJECT SUPPORT AT A GLANCE

Open to both 501(c)(3) organizations with and without a primary mission of arts and culture, as determined by CAC.

Grants range from $1,000 to $20,000 for 501(c)(3) organizations based in Cuyahoga County.

Funding only for arts and culture projects based on our definition above.

Funding for projects occurring between January 1 – December 31, 2023.

SMUDataArts Funder Report required for organizations requesting more than $5,000.

1:1 cash match required. For organizations requesting $5,000 or less, 50% of matching funds can be in-kind income.

APPLICATION OVERVIEW

PRE-APPLICATION

1 **Get Connected with CAC**
- Sign up for CAC's email list
- Register with CAC's online application and reporting system

2 **Attend a Grant Programs Workshop and Q&A Session**

3 **Submit an Eligibility Check (May 31, 2022)**
Required documents include:
- 990, 990-N or 990-EZ
- Articles of Incorporation
- Secretary of State Certificate of good standing
- For New Applicants: Evidence of public arts or cultural programming that you produced

APPLICATION

4 **Attend Application Workshop and Q&A Sessions**

5 **Complete and Submit Online Application (August 4, 2022)**
Be prepared with the following information:
- Organizational Overview
- Project Basics
- Application Narrative
- Project Budget & Financials
- Support Materials
- Statement of Assurances

POST APPLICATION

6 **Public Panel Review (Week of September 19, 2022)**

7 **Panel scores and grant amounts approved at the CAC Board of Trustees meeting (November 9, 2022)**

ELIGIBILITY

Cleveland Institute of Art – Photo by Robert Muller

WHO IS ELIGIBLE TO APPLY

To be eligible for the 2023 Project Support grant program, applicant organizations must meet *all* the following eligibility criteria:

Have a **permanent** and **viable base** of operations in Cuyahoga County for at least one year prior to May 31, 2022 (as verified in part by an organization's Articles of Incorporation)

Be a **501(c)(3)** organization as verified by Guidestar's Charity Check service

Have **produced or presented arts or culture program(s)** open to the public within the previous two years prior to May 31, 2022

Provide the required **financial documents**

- All organizations: 990, 990-N or 990-EZ for the most recently completed fiscal year

Be **incorporated and authorized** to do business in Ohio as verified by the Ohio Secretary of State

WHO IS INELIGIBLE TO APPLY

The following types of organizations are not eligible to apply to the 2023 Project Support grant program (this list is not exhaustive):

Organizations that are not in good standing with CAC and/or in compliance with previous grants

Organizations that are serving as fiscal agents or fiscal sponsors for an organization or program

Religious institutions without a separate 501(c)(3) organization that specifically administers non-sectarian public programming

Private non-operating foundations

Units of government, including component units

K-12 schools, including parent-teacher associations and similar groups

Individuals

Fundraising organizations, such as "Friends Of" groups that do not conduct their own programming

Organizations receiving or applying for a General Operating Support or Cultural Heritage grant from CAC are not eligible to apply for Project Support funding in the same grant cycle.

GRANT AMOUNTS

When an organization is deemed eligible, the maximum grant amount that an applicant can request is determined by CAC staff as outlined below. Applicants will be notified of this amount when they are notified of their eligibility.

THE MAXIMUM GRANT AMOUNT WITHIN PROJECT SUPPORT IS $20,000.

APPLICANTS WITH A PRIMARY MISSION OF ARTS & CULTURE

Grant amounts for applicants with a primary mission of arts & culture, as determined by CAC, are determined by:

The maximum grant amount that a new applicant can request is $5,000.

If a 990-N was completed for their most recent fiscal year, an organization's maximum grant request amount is $5,000.

If a 990/990-EZ was completed for their most recent fiscal year, an organization's maximum grant amount is 25% of Total Expenses.

FOLLOWING THE PANEL REVIEW PROCESS, final grant amounts will be determined based on a combination of the organization's arts and culture budget, their project budget, and their panel score.

APPLICANTS WITHOUT A PRIMARY MISSION OF ARTS & CULTURE

For applicants without a primary mission of arts & culture, as determined by CAC, maximum eligible request amounts are determined by:

The maximum grant amount that a new applicant can request is $5,000.

If a 990-N was completed for their most recent fiscal year, an organization's maximum grant request amount is $5,000.

If the applicant completes a 990/990-EZ and completed at least one PS grant, their maximum eligible request amount will be determined using 25% of the total expenses from their final report. Where possible, CAC will refer to the two most recently completed final reports and use the highest total expenses of the two.

If this totals less than $5,000, the maximum eligible request amount will be $5,000.

FUNDING CRITERIA

THE FUNDING CRITERIA ARE THE PRINCIPLES THAT ANCHOR THE PROJECT SUPPORT APPLICATION: PUBLIC BENEFIT, ARTISTIC AND CULTURAL VIBRANCY, AND ORGANIZATIONAL CAPACITY.

Why Funding Criteria Matter
As a public funder, the centering of residents and community vibrancy is central to our work. These criteria are meant to ensure grant recipients foster a sense of belonging for all residents through their publicly funded activities. Our application is designed for applicants to demonstrate how their work aligns with these priorities. Your organization's commitment to these funding criteria should thread through your entire application. By demonstrating this commitment, organizations of any size and discipline can be successful in the panel process.

The list below each criterion helps demonstrate the funding criterion. Applicants may demonstrate the criteria by meaningfully addressing their progress toward each bullet.

NOTE: Learning and evaluation of current internal processes can be included as a meaningful demonstration of progress.

PUBLIC BENEFIT	ARTISTIC AND CULTURAL VIBRANCY	ORGANIZATIONAL CAPACITY
An organization's ability to meaningfully and authentically engage its community through its project.	An organization's ability to create a quality project that inspires and challenges its community.	An organization's ability to successfully plan for and manage its project.
Demonstrate that the organization shares power, understands, respects, engages with, and responds to its community	Develop a project based on principles of mutuality, co-creation, authenticity and collaboration with its community	Equitably recruit, retain, and provide employment opportunities and board or volunteer engagement in order to engage a diverse team that is qualified to complete the project
Use articulated and demonstrated knowledge of its community to drive its work	Use equitable principles to engage a diverse team of arts and cultural professionals qualified to carry out the project and to serve a diverse community and audience	Evaluate internal, organizational processes and structures to ensure a culture of belonging where everyone can thrive in their role, identifying efforts that address diversity, equity, and inclusion
Build and strengthen meaningful relationships with its community, residents, and audiences, including through efforts to be inclusive and to engage diverse populations	Build the capacity of arts and culture professionals and prepare them for rewarding careers locally and beyond, including through efforts that address diversity, equity, and inclusion	Plan as a team to implement the project, set and achieve goals, measure progress and evolve
Be accessible and inviting to its community and the public	Incorporate a process of reflection that ensures fresh programming	Set a realistic and appropriate budget with a clear plan to reach the match requirement

APPLICATION & REVIEW PROCESS

Slovenian Museum – Photo by Andy Wrobel Photography

ALL ELIGIBLE APPLICATIONS ARE EVALUATED BY A PANEL OF ARTS OR CULTURAL PROFESSIONALS FROM OUTSIDE THE REGION IN A TRANSPARENT PANEL REVIEW PROCESS.

Panelists are chosen to represent a cross-section of professionals qualified to provide expert knowledge of specific arts or cultural disciplines, as well as for their management experience, professional knowledge of the sector and prior panel experience. The CAC staff make every effort to ensure that the panel is diverse in all respects. All panelists receive an honorarium for their service.

CAC staff members provide the applications and support materials to panelists approximately four weeks prior to the panel review to allow panelists sufficient time for their evaluation. During the panel review meeting, the panel will evaluate all eligible applications based on CAC's Funding Criteria:

PUBLIC BENEFIT	ARTISTIC AND CULTURAL VIBRANCY	ORGANIZATIONAL CAPACITY

CAC staff review applications for completeness but do not score or provide opinions. Staff will manage all administrative and logistical tasks necessary to conduct a successful panel review; provide panelists all documentation necessary to evaluate applications effectively; inform the panel in matters of CAC policy and procedures; provide all available objective information regarding an applicant to the panel, and serve as panel chair.

APPLICATION & REVIEW PROCESS

PRE-APPLICATION

Get Connected with CAC
Sign up for CAC's email list and opt-in to receive CAC Grant Information to learn more. Add CAC's URL and staff email addresses to your email safe senders list, address book, or contact list to continue receiving important information from CAC. CAC will not extend any deadlines if our emails are sent to your spam or junk mail.

Attend a Grant Programs Workshop and Q&A Sessions
CAC will offer a variety of technical assistance workshops/trainings in advance of the application deadline. Information regarding such trainings will be posted on the CAC website and all applicants will be notified by email. We strongly encourage and invite all perspective applicants to attend our workshop and Q&A sessions.

KEY DATE

ELIGIBILITY CHECK - DUE TUESDAY, MAY 31, 2022 BY 4:30PM ET

Julia de Burgos

Submit an Eligibility Check
Submitting an Eligibility Check is the first step in applying for a Project Support grant for all applicants and is submitted via CAC's online application and reporting system. CAC uses the Eligibility Check process to determine whether an organization meets the criteria to receive a grant.

REQUIRED DOCUMENTS INCLUDE:

- 990, 990-N or 990-EZ
- Articles of Incorporation
- Secretary of State Certificate
- For New Applicants: Evidence of public arts or cultural programming that you produced within the previous two years prior to May 31, 2022

You do not need to have a finalized project plan at this stage. Organizations must submit an Eligibility Check and be deemed eligible in order to submit a Project Support grant application. Completing the Eligibility Check does not guarantee your organizations eligible to apply.

Following the submission of the Eligibility Check, CAC Staff will review documents, verify nonprofit status, and confirm eligible organization requirements. Within two weeks of the submission of the Eligibility Check, CAC will reach out to applicants regarding their eligibility status.

APPLICATION & REVIEW PROCESS

APPLICATION

Attend Application Workshop and Q&A Sessions

Organizations who are deemed eligible will be notified of times and dates for the Application Workshop and Q&A Sessions. We strongly encourage and invite all eligible applicants to attend our workshop and Q&A sessions. You can also access registration information here.

KEY DATE

APPLICATION DUE - THURSDAY, AUGUST 4, 2022 BY 4:30PM ET

The Sculpture Center

Complete and Submit Online Application

If your organization is deemed eligible through the Eligibility Check process, Cuyahoga Arts & Culture will notify you via email and provide access to the application. Applications must be submitted online using CAC's online application and reporting system. To be considered complete, an application must include all required application question responses and required materials as outlined below.

BE PREPARED WITH THE FOLLOWING INFORMATION:

- Organizational Overview
- Project Basics
- Application Narrative
- Project Budget & Financials
- Support Materials*
- Statement of Assurances

THE FULL SET OF APPLICATION QUESTIONS AND AN EXPLANATION OF EACH REQUIRED ITEM CAN BE VIEWED HERE.

Be sure to leave ample time should you have any unforeseen technology issues. Late or incomplete applications will NOT be accepted. After 4:30PM ET, the online system will no longer accept applications.

*SMU|DataArts Cultural Data Profile

Organizations that are applying for grants of more than $5,000 will complete a Cultural Data Profile for the two most recently completed fiscal years and will pull the CAC Funders Report to upload as part of their application. We recommend starting this well before the application deadline. More information can be found here.

APPLICATION & REVIEW PROCESS

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POST APPLICATION

Public Panel Review

The public panel review will take place during September for organizations who are request up to $5,000. For organizations that request more than $5,000, the panel review will take place the week of September 19th. CAC staff will notify all applicants of the panel review meeting dates, times, and will post all details on the CAC website in advance.

If an applicant receives a score over 75, they will be recommended for funding in 2024 also. Applicants eligible to seek funding through this process for 2024 will need to complete an eligibility and verification process.

Appeals Process

CAC will only consider and review appeals that are evidence-based and due to materially significant CAC processing errors that could have compromised an applicant's grant proposal. This does not include information that was in excess of the application's space limitations or information that was submitted after the application deadline. Any requests for appeals must be filed with the Executive Director within 10 working days after the conclusion of the panel review meeting. Requests received after 10 days will not be considered.

Please note: The panel's analysis and scoring of applications are not subject to appeal and therefore will not be considered for appeal by the CAC Board of Trustees. Neither grant awards nor grant award amounts are subject to appeal.

KEY DATES

PUBLIC PANEL REVIEW - WEEK OF SEPTEMBER 19, 2022
BOARD MEETING - WEDNESDAY, NOVEMBER 9, 2022, 4 PM ET

Board Meeting

Panel scores and grant amounts will be approved at the November CAC Board of Trustees meeting. This meeting is open to the public, and applicants are welcome to attend but not required.

The grant amount and total number of Project Support grants will be determined by the following factors: the amount of funding allocated to the Project Support grant program; the panel score for each application; and the total request amounts of all applications eligible for funding.

Recommended grant amounts will be shared with applicants prior to the November board meeting.

PANEL SCORING FRAMEWORK AND DESCRIPTIONS

Cleveland Institute of Art

PANELISTS WILL USE THE FOLLOWING SCORING FRAMEWORK AND DESCRIPTIONS TO ASSESS EACH APPLICATION:

PUBLIC BENEFIT (45 points):	ARTISTIC AND CULTURAL VIBRANCY (35 points):	ORGANIZATIONAL CAPACITY (20 points):
Weak: 1 – 25 Fair: 26 – 38 Strong: 39 – 45	Weak: 1 – 15 Fair: 16 – 28 Strong: 29 – 35	Weak: 1 – 10 Fair: 11 – 16 Strong: 17 – 20

Strong: The applicant has provided overwhelming evidence throughout the application that demonstrates this funding criterion is fully met. Responses are clear and directly address this funding criterion. The support materials are clear, highly relevant and lead to a deeper understanding of how the criterion is met.

Fair: The applicant has provided sufficient evidence throughout the application that demonstrates this funding criterion is met. Responses are generally clear, but do not consistently address this funding criterion. The support materials are relevant but provide only some understanding of how the criterion is met.

Weak: The applicant has provided insufficient evidence throughout the application that demonstrates this funding criterion is met. Responses are unclear and/or do not address this funding criterion. The support materials may not be relevant and may not provide additional understanding of how the criterion is met.

GRANT RECIPIENT REQUIREMENTS

GRANT PERIOD: ALL FUNDED ACTIVITIES AND GRANT EXPENDITURES MUST OCCUR DURING THE GRANT PERIOD, JANUARY 1 – DECEMBER 31, 2023.

Italian Cultural Garden – Photo by Tom Henderson

Grant Agreement and Compliance:
If your application is recommended and approved for funding following the November Board meeting, CAC will prepare grant agreement. CAC staff will be available to meet with new and returning grant recipients to review the grant agreement requirements. To be considered an active grant recipient and receive funding, recipients must sign a grant agreement and meet the requirements therein.

CAC grants are reimbursement grants and paid during the grant period pending grant agreement compliance. All funded activities and expenditure of grant dollars must occur during the respective grant year.

Funding Restrictions:
Project Support funds cannot be requested for: operating support; fund-raising events; religious ceremonies or events advancing or inhibiting a particular religious ideology; or advocacy of specific political causes or candidates.

Restricted uses of CAC funds include but are not limited to:
• credit-bearing academic programs (K-12 and college level)
• activities that are not open to the general public
• general operating support or operating expenses not directly related to your project
• fundraising or benefits
• regranting, scholarships, tuition assistance, awards or cash prizes
• deficit reduction or elimination, trust endowments, cash reserves, penalty or litigation fees, loans, or interest on loans
• capital improvements, facilities or equipment
• religious ceremonies or events advancing or inhibiting a particular religious ideology
• cost of receptions, food and beverages
• agent's fees for programs contracted through commercial agencies
• travel outside of the United States
• advocacy of specific political causes or candidates

Matching Funds:
Project Support grants are matching grants. Applicants are required to leverage CAC funds to secure additional income from other sources. This program requires 1:1 match required. This means that CAC will provide no more than half of the project's total expenses. For organizations whose grant amount is more than $5,000, a cash match is required. For organizations whose grant amount is $5,000 or less, then 50% of the match can be met through in-kind income. In-kind income can include donated goods, services, space, and volunteer hours. The matching funds may come from any source. Sources of your matching funds can include, but are not limited to, foundation or government grants, private donations, ticket sales, and member dues.

Matching funds may not include other funds from CAC. This includes any CAC co-funded grants. As such, applicant organizations may only apply for one project to be funded. Additionally, multiple organizations requesting funds for the same project are not eligible. Contact a grant manager with any questions.

GRANT RECIPIENT REQUIREMENTS

Westlake Chinese Culture Association – Photo by Qi Zhang

Events Calendar and Credit Requirements:
Funding from CAC comes from a tax approved by residents of Cuyahoga County. CAC asks that organizations receiving Project Support partner with CAC throughout the grant cycle by communicating with their grant manager at CAC, posting events and job opportunities on CAC's website, connecting with CAC on social media, and saying thank you to the residents of Cuyahoga County for their support. Grant recipients are required to post events (and encouraged to post jobs) to CAC's online events calendar, ClevelandArtsEvents.com. The Events Calendar and Credit Requirements document outlines how to partner with CAC. Grant recipients that do not comply with these expectations may be subject to a reduced final grant amount.

Reporting Requirements:
All grant recipients that receive a 2023 Project Support grant must submit a final report online within 45 days of the completion of the project. In addition to a final report, CAC staff may conduct site visits during the project period. Reporting guidelines and instructions will be posted online in advance of deadlines. Reports consist of a narrative, financial documentation, and support materials. Grant recipients that submit a late final report, or do not submit a final report, may receive a reduced or revoked final grant amount.

Maintaining Good Standing:
To receive CAC funds, a grant recipient must maintain its good standing with CAC during the grant period. A grant recipient is in good standing if it:
- Fully and completely meets all requirements as stated in the grant agreement for the duration of the grant period;
- Accurately represents its organization and its activities in all documents submitted to CAC. This includes, but is not limited to, the eligibility check, application, final report and all other reports and forms; and
- Continues to meet the eligibility criteria.

A grant recipient not in good standing with CAC will be officially informed of this status in writing.

LINKS TO ADDITIONAL INFORMATION

CAC'S ONLINE APPLICATION + REPORTING SYSTEM

PROJECT SUPPORT ELIGIBILITY CHECK AND APPLICATION QUESTIONS

TOOLS FOR APPLICANTS

CAC GRANT TEAM

GRANT PROGRAMS WORKSHOPS AND Q&A SESSIONS

SUPPORT MATERIALS

SMU | DATAARTS GUIDE (CULTURAL DATA PROFILE)

2023 GRANT PROGRAMS GUIDE

OHIO REVISED CODE, CHAPTER 3381

GLOSSARY

CALENDAR AND CREDIT REQUIREMENT DETAILS

CACGRANTS.ORG

ONLINE APPLICATION REPORTING SYSTEM GUIDE

CAC FUNDING CRITERIA

cuyahoga
arts & culture
strengthening community