



2023 Cultural Heritage Grant Year-End Report

Due: January 31, 2024

Submit your report using our [online application and reporting system](#). Need help with the online system? Please read our [Guide to Online Reporting](#).

Once your [2023 Year-End Report](#) and [2024 Goals](#) are approved, and your board chair and executive director/CEO have signed the grant agreement; CAC will release the final payment of your 2023 grant (10%) and first payment of your 2024 grant (50%). No funds related to your 2024 grant will be released before January 31, 2024.

Review and approval of reports typically takes at least three weeks from the date of submission but will take longer if submitted closer to the deadline.

Questions? Contact your [grants manager](#).

Organizational Information

1. **Changes in Key Staff or Trustees.** Use this field to update CAC on any relevant staff or board changes.
2. **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)
3. **Financial Data.** CAC will begin to require revenue and expense reports for your most recently ended fiscal year, as well as projected revenue and expenses for your current fiscal year with your regular reporting. This will supplement 990 data that CAC collects to understand your organization's finances.
4. **Fiscal Year End.** Select your fiscal year end date and month from the dropdown menus.
 - a. Organizations with fiscal year (FY) end date between **Jan 1-June 30**, will report their completed financial information (revenue and expenses) for their FY2024 and projected revenue and expenses for FY2025 at Mid-Year (due July 31, 2024).
 - b. Organizations with fiscal year (FY) end date between **July 1-Dec 31**, will report their completed financial information (revenue and expenses) for their FY2024 and projected revenue and expenses for FY2025 at Year-End (Due January 31, 2025).
5. **(Optional) 2023 Revenue and Expense Actuals, and 2024 Projected Revenue and Expenses.** Click here for a [sample organizational budget](#) to show the level of detail we ask to be included. You do not need to follow this template but are welcome to.

- a. If you decide to **Opt-Out** of providing your financial information by the deadline of January 31, 2024, please note that it will be mandatory to report for the 2024 Mid-Year report.
- b. **Upload Fields for 2023 ACTUAL and 2024 PROJECTED**

Goals Narratives

For this grant, you set three 2023 organizational goals, one for each of CAC's funding criteria: Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity. These goals/how you measure progress will be auto-populated into non-editable text fields.

Please provide responses that are clear, concise, and fully address the prompts. Specific and direct responses will allow you to stay within the character limits.

Public Benefit

Your primary goal

How will you measure progress?

- *What progress have you made toward your Public Benefit goal in 2023?*
(up to 1000 characters)

Artistic and Cultural Vibrancy

Your primary goal

How will you measure progress?

- *What progress have you made toward your Artistic and Cultural Vibrancy goal in 2023?*
(up to 1000 characters)

Organizational Capacity

Your primary goal

How will you measure progress?

- *What progress have you made toward your Organizational Capacity goal in 2023?*
(up to 1000 characters)

Calendar: Sharing your work with residents

We want to help you share your work with residents. Every month, thousands of individuals visit [ClevelandArtsEvents.com](https://www.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 2023 thus far except for months when no public programming was conducted? (Y/N)
- If not, please use this space to explain further.

Grant Reconciliation

Complete the table to show how your organizations used CAC grant funds for the period January 1 through December 31, 2023. As we know you have not received the final 10%, report on the full grant amount. Total expenditures should equal 100% of your 2023 grant award amount.

| 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

2023 Program Location Report

CAC collects information that relates to the programming conducted by all grantees to demonstrate how CAC funds are making a real 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 simple document are located on the first tab in the spreadsheet.

Credit Publicity & Storytelling Sample

One credit sample is required. Samples can include brochures, programs, print ads, web-based materials, etc. that list CAC as a funder. 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.

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

Board List with Affiliations. Please provide a comprehensive list of your board of directors, [using this template.](#)

Statement of Assurances

Please check all the boxes that apply below. Doing so certifies that your organization continues to meet the following eligibility requirements necessary to continue to receive Cultural Heritage support.

- 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 GuideStar's Charity Check
- 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 and hit the “submit” button.

The person submitting the form will know their submission has been successful when they receive an automatic email response indicating that we have received your materials.

Returning Cultural Heritage grantees must also submit their [2024 Goals](#) by January 31,2024.