



Grant Recipient Events Calendar & Credit Requirements

Cuyahoga Arts & Culture (CAC) grant recipients must comply with the requirements outlined in the grant agreement. Meeting these requirements ensures compliance with your grant agreement and helps maximize the impact of CAC's public funding in the community.

Let's work together to promote your work and our shared efforts to inspire and strengthen the community through arts and culture.

Why post on ClevelandArtsEvents.com?

Posting your upcoming events allows you to reach new audiences. CAC also uses the events calendar to create content for media highlights, social media postings, and CAC marketing emails, **reaching thousands of residents each month**. The events calendar serves as an important advocacy tool to show the cultural vibrancy of our community.

Why credit Cuyahoga Arts & Culture?

When you share with audiences that your program was funded by the residents of Cuyahoga County through Cuyahoga Arts & Culture, you demonstrate the real-time impact of public funding of arts and culture. Your publicity for your grant is an important advocacy tool to champion continued public funding for the arts for years to come.

Questions? Need help posting an event or making a plan to credit CAC?

Contact your [grant manager](#).

Thank you for helping CAC maximize the impact of our public funding in the community.

Events Calendar Requirements

All CAC grant recipients are required to **post their public events on CAC’s online calendar of events at ClevelandArtsEvents.com at least 30 days prior to the event.**

From the grant agreements:

Project Support **Section 1c**

Grant Recipient shall submit Project events through CAC’s online event system (ClevelandArtsEvents.com) **at least 30 days prior to the date the Project is presented to the public.**

CAC **may reduce your grant by 10%**, if your organization is unable to demonstrate that it has met this requirement.

General Operating Support **Section 6**

Grant Recipient shall submit events through CAC’s online event system in order to ensure a broad representation of their programming is included in the event system. **Events shall be entered at least 30 days in advance and Grant Recipient shall have active events appear each month of the grant year** with the exception of months where no programming is conducted.

CAC may hold payment until your organization is able to demonstrate that it has met this requirement.

Cultural Heritage Grant **Section 6**

Grant Recipient shall submit events through CAC’s online event system in order to ensure a broad representation of their programming is included in the event system. **Events shall be entered at least 30 days in advance and Grant Recipient shall have active events appear each month of the grant year** with the exception of months where no programming is conducted.

CAC may hold payment until your organization is able to demonstrate that it has met this requirement.

How to Post Your Events

All CAC grant recipients have an organizational profile created at ClevelandArtsEvents.com.

Log in information typically belongs to the primary contact at your organization. **Please do not create a new account!** If you have not received your login information from CAC, please contact Laura Matteo at lmatteo@cacgrants.org or 216-306-0108, or your grant manager.

For technical instructions on logging in and posting an event, please view this [User Guide](#). You can also watch [instructional videos](#).

How to Create an Engaging Event Posting

The Tempest

Presented by Great Lakes Theater at Hanna Theatre | Playhouse Square, Cleveland OH



OCT 15 - NOV 07
2021 2021



The Bard's Final Glorious Gift to the Theater

BUY TICKETS

ADD IT

Tempted by spirits, teased by sprites, and tormented by a monster, a shipwrecked king and his party face the wrath of the betrayed conjurer, Prospero – a man they marooned on the enchanted island years ago. But revenge yields to redemption in William Shakespeare's final glorious gift to the world. Along the magically tempestuous journey, passions are unleashed, villainy is thwarted and a family is reunited in a comic and cathartic tale of romance and renewal.

By William Shakespeare

ADMISSION INFO



Tickets start at \$15 | Patrons 25 & Under sit in any seat for just \$15.

Single Tickets: www.GreatLakesTheater.org or 216-241-6000

Subscriptions: www.GreatLakesTheater.org or (216) 640-8869

Group Discounts: www.GreatLakesTheater.org/groups or 216-453-4457

- ✓ Use a catchy title
- ✓ Include a colorful image specific to the event
- ✓ Add a one-paragraph event description so visitors know what to expect
- ✓ Use multiple categories to help users find your event quickly

Credit Requirements

All CAC grant recipients are required to **acknowledge CAC funding**. From Section 2f of the Project Support grant agreement, and Section 7 of the General Operating Support and Cultural Heritage grant agreements:

Grant Recipient shall acknowledge CAC funding at public events and/or in public materials, in compliance with the requirements for acknowledgment of CAC funding set forth in this agreement with the Events Calendar and Credit Requirements document serving as an additional tool for the Grant Recipient.

How to Credit CAC

Make a plan to effectively use the CAC logo or credit line at your events, in print and in digital materials, such as:

- Website
- Event programs
- Educational Materials
- Promotional materials
- Media interviews
- Pre-show announcements
- Venue or exhibit signs
- Emails
- Annual Reports
- Benefit events/fundraising

Use our Credit Line

“Organization name/program name is supported in part by the residents of Cuyahoga County through a public grant from Cuyahoga Arts & Culture.”

Please note that CAC uses the ampersand “&” symbol when our name is in print.

[Download the CAC Logo](#)

- CAC’s logo must appear in print or online to be one-half inch wide or larger.
- When printing the logo between ½-1 inch in size, use the version without the tagline.
- When printing the logo larger than 1 inch, use the version with the tagline.
- Logo may appear in black and white or in its original colors. Do not modify the logo.

[Download CAC Ads](#)

Whenever possible, grant recipients should include a CAC advertisement in all multi-page programs or in printed or digital materials for CAC-funded events.

Other Ways to Connect with CAC and Residents

- **Communicate regularly with your CAC grant manager about upcoming programs and events.** Our team is genuinely interested in your work, and we can also connect you to helpful tools, people, and resources. Contact your [grant manager](#).
- **Share stories that feature how your organization connects with residents of Cuyahoga County.** Share them on social media and tag CAC's accounts, or send them to us so that we can promote your stories online:
[CAC on Facebook](#) | [CAC on Twitter \(@CuyArtsC\)](#) | [CAC on Instagram \(@cuyartsc\)](#)
- **Consider CAC when advertising, in media relations** and when sharing your stories with the community. Mention the impact of CAC funding on your work whenever possible.
- In addition to posting your events, **post jobs (or calls for artists, volunteer opportunities, and auditions), venue information, and artist profiles to ClevelandArtsEvents.com** to help us make this resource as robust as possible. The jobs webpage regularly receives thousands of visits from county residents and is a great place to promote your openings.

For questions about crediting or media, please contact Jake Sinatra at jsinatra@cacgrants.org or 216-306-0112.