2022 Cultural Heritage Grant
Application & Instructions

Consistent with the 2022 Cultural Heritage Grant Program Guidelines, 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. This document includes all questions in the application which must be submitted online using CAC's online application and reporting system.

The application has six main sections:
- Organizational Overview
- Funding Criteria Narratives
- Institutional Goals
- Additional Narratives
- Support Materials
- Statement of Assurances

Organizational Overview
The organizational overview gives panelists a glimpse into your organization.
- **Mission statement and organizational history**
  This section will be pre-populated but you may update or correct any information here.
- **Financial Snapshot**

	Last Completed Fiscal Year Budget	Last Completed Fiscal Year Actual	Variance (automatically calculated)	Current Fiscal Year Budget
Revenue				
Expenses				
Net				

Funding Criteria Narratives
These narratives are your opportunity to communicate the context, goals, processes, and work of your organization. It is important that you communicate all relevant information necessary for panelists from outside the region to fully understand your organization.

Public Benefit Narratives
An organization's ability to meaningfully and authentically engage its community to achieve its mission.
1. **Define your community.** (up to 500 characters)
   Applicants to the Cultural Heritage grant program must be able to demonstrate that their programming is representative of the culture of American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino, Native Hawaiian/Pacific Islander, or other culturally-

specific population. Applying organizations must be authentically representative of the population they serve.

2. **How does your organization authentically represent and work with its community? How does this drive your work?** (up to 1,000 characters)

3. **Describe how your organization builds meaningful relationships with and fosters active engagement among its community, residents, and audiences including Black, Indigenous, People of Color (BIPOC).** (up to 1,000 characters)

Artistic and Cultural Vibrancy Narratives
An organization's ability to create quality, mission-driven work that inspires and challenges its community.

1. **Describe a recent programmatic highlight that celebrates the unique artistic contributions of the culturally-specific population your organization represents. How did this work inspire the community to think creatively and/or differently?** (up to 1,500 characters)

2. **Describe a programmatic highlight that your organization plans to implement over the *next* two years. How will this work incorporate principles of mutuality, co-creation and collaboration?** (up to 1,000 characters)

3. **Describe how your organization engages a team of arts and cultural professionals qualified to carry out its culturally-specific work.** (up to 1,000 characters)

Organizational Capacity Narratives
An organization's ability to successfully manage resources to their best use now and for years to come.

1. **Describe how your organization recruits for and/or engages a diverse team, including board, staff and/or volunteers who are qualified to set policies and goals that guide the work of the organization.** (up to 1,000 characters)

2. **Describe your organizational planning process for the current year. How do you know that you are on track? Who is key to this process, both within your organization and outside it?** (up to 1,000 characters)

3. **Describe your organization's current financial situation. How does your organization plan strategically to achieve a stronger financial position? Who set your organization's current fiscal year budget and how are they qualified?** (up to 1,000 characters)
   You will upload this budget in the Support Materials section.

Additional Narratives
Organizational Capacity Assessment
Answer "Yes" or "No" to each question below. You will have the opportunity provide an explanation to any of your responses in a text field that will appear at the end of the assessment.

Question	YES	NO

A.	Does your board meet on a regular schedule? How often? (insert explanation below)		
B.	Are minutes kept and available for review?		
C.	Does the organization work with all Board members to determine a meaningful contribution based on the individual Board member's skills and resources?		
D.	Have/will any board members be paid stipends for their service on the board or for professional services provided to the organization?		
E.	Are any of your staff and board members related?		
F.	Does any board member or staff person have a financial interest in the operation of the organization other than an authorized salary?		
G.	Has the board adopted by-laws and are they periodically reviewed?		
H.	Does your organization have a board-approved budget?		
I.	Does your organization have a board-approved strategic or long-range plan?		
J.	Does your organization have a board-approved diversity, equity and inclusion policy? **(not your EEO statement)**		
K.	Are regular and year-end financial statements reviewed by the board?		
L.	Does your organization handle its financial transactions through a regularly reconciled checking account?		
M.	Is your organization current on all tax obligations including employee withholding, sales tax, business taxes to all levels of government?		
N.	Is check-signing authority included in the by-laws or other written procedures?		
O.	Does your organization have cash flow projections that are updated regularly?		
P.	Are your present facilities, or facilities in which you present/conduct programs, ADA compliant?		

Q.	Does your organization have a succession plan in place for executive leadership?		
R.	Does every employee receive an annual performance review?		
S.	Do you have a line item in your organizational budget for professional development that is available to all staff?		
Additional Comments (Optional):			

Cultural Data Profile Funder Report Narrative
To ensure that panelists understand your organization's SMU|DataArts Funder Report, you will have the opportunity to include a narrative explanation of your data. Share details on areas where there are significant variances, trends or shifts from year to year and any data points that might need context or explanation.
1. **Explain any important outliers, trends, or variances.** (up to 1,000 characters)

Optional Questions
1. **What additional information would you like to share about your organization?** (up to 750 characters)

Institutional Goals
Pulling from your existing strategic or long-range plan, identify institutional goals that relate to CAC's Funding Criteria. If you receive a grant, you will be asked to track and share your progress on each of these goals in your final report.
TIP: Institutional goals are specific, measurable, achievable, realistic, time-targeted, inclusive, and equitable (SMARTIE) aims that an organization develops to achieve its mission.

A. Public Benefit: an organization's ability to meaningfully and authentically engage its community to achieve its mission.
   - **Your primary goal:** (up to 500 characters)
   - **How will you measure progress?** (up to 500 characters)

B. Artistic and Cultural Vibrancy: an organization's ability to create quality, mission-driven work that inspires and challenges its community.
   - **Your primary goal:** (up to 500 characters)
   - **How will you measure progress?** (up to 500 characters)

C. Organizational Capacity: an organization's ability to manage resources to their best use now and for years to come.
   - **Your primary goal:** (up to 500 characters)
   - **How will you measure progress?** (up to 500 characters)

Support Materials

Support materials play a critical role in helping panelists evaluate your application by bringing to life your organization's mission and programs. For more information on selecting and uploading support materials to your online application, please refer to the Support Materials Guide.

Organizational Support Materials

Include each of the following:

- SMU|DataArts Funder Report (with FY 19, and FY20 data profiles in *Complete* status)
- Most recently completed 990 or 990-EZ
- Board of Directors list - including affiliations
- Current fiscal year (as of application deadline) organizational budget

Arts and Cultural Support Materials

Include up to three (3) images, audio, video, links and other support documents.

- Photos, videos, audio, and other documents do not necessarily need to be professionally produced to demonstrate vibrant programming.
- All audio and visual materials should be cued to immediately begin with relevant activity.
- Applicants are encouraged to submit quality support materials that are current (within the last 24 months) and relevant to the application.

Please note: CAC does not own, collect royalties on or hold copyrights to artistic products resulting from its grants, nor will it take any action on behalf of the Grant Recipient to protect the Grant Recipient's intellectual property rights. CAC does, however, have legal authority to reproduce and use submitted documentation (electronically and in print) of such artistic products for educational, promotional, official or noncommercial purposes.

- Up to three (3) items of your choice, including links, that demonstrate your Public Benefit, Artistic and Cultural Vibrancy and Organizational Capacity.

Statement of Assurances

The Statement of Assurances is the last step in the application process. An authorizing official will certify that they are authorized to submit the application on behalf of the organization and that the information submitted in the application is true and correct to the best of their knowledge.