## Support Materials Guide

*For use with Cuyahoga Arts & Culture's General Operating Support, Project Support, and Cultural Heritage grant programs*

**What are support materials and why are they important?**

Support materials are images, audio files, video files, hyperlinks and/or other supporting documents that help bring your organization's mission and programs to life. Cuyahoga Arts & Culture (CAC) uses your support materials to help document eligibility, to evaluate reports and to share with residents how public funding for arts and culture impacts the community. Support materials also play a critical role in helping panelists evaluate your application.

Applicants are encouraged to select their support materials carefully and submit items that are clear, highly relevant and lead to a deeper understanding of how the funding criteria are met. **Photos, videos, audio and other documents do not need to be professionally produced to demonstrate vibrant programming.** Be thoughtful when selecting your support materials. Submit items that are clear and relevant. Cue any audio or video files to begin with relevant activity.

Before you upload each file, please be sure to name it with relevant information, since it will be helpful to staff and panelists to evaluate your work in context. All support materials must be submitted electronically in the Online Application and Reporting System. There is a time limit of 10 minutes for video or audio, and the size limit is contained to a 10 minute download time.

**Acceptable File Types and Sizes**

| Media | File Types Accepted |
|---|---|
| Image | jpg, gif, bmp, png, psd |
| Video | 3gp, avi, flv, mov, mp4, mpg, rm, wmv |
| Audio | mid, midi, mp3, mpa, ra, wav, wma |
| Documents | doc, docx, txt, xls, xlsx, ppt, pptx, pdf |

**Web-Based Support Materials**

You can share links to web-based support materials instead of uploading files. These could include links to your webpage, a news story or a YouTube video. Simply copy and paste any links into the text fields in the optional "Provide Links (URLs) to Online Support Materials" task in the Online Application and Reporting System.

*Please note:* **If you submit hyperlinks in an application, they will count toward your maximum number of support materials permitted.** Panelists will not review materials in excess of the maximum outlined in the specific grant program's guidelines.
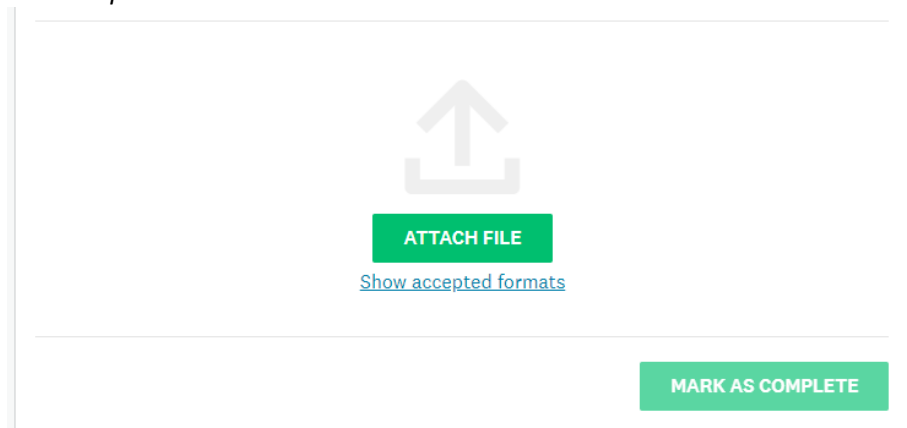
**How to Upload Support Materials**

1) Gather your support materials as outlined in the application or report and save each item on your computer in an acceptable format (see the table above).

- Consider using the following format to name your materials: "Your Organization Name – what you are uploading." For example, "ABC Dance Company - Video of Summer 2020 Dance Performance.wmv."

2)  When prompted in your application or report, click the *"Attach Files"* button. Locate the file you want to upload and click *"Open."*



3)  Repeat step 2 until you have uploaded all of your support materials related to that task.

4)  To verify that your support materials were uploaded correctly, you can click the ellipses "…" next to your document and select *"Preview".* There you also have the opportunity to remove a file and re-upload. When all documents are confirmed, click *"Mark as Complete"* to move on to your next task.

5)  Once your materials are uploaded, return your attention to the list of tasks on the left-hand side of the page, to continue your application or report.

**Ownership and use of support materials**
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 cultural partner to protect the cultural partner'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. CAC utilizes clear and vibrant support materials to share how public funding is strengthening our community through our publications, website and other electronic and print media.

**Questions? CAC is here to assist.**

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