2022-2023 General Operating Support
Application & Instructions

Consistent with the 2022-2023 General Operating Support 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 to the panel 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 1,000 characters)

   Tip: A community may be defined by geography (place), identity (attributes) or affinity (what we like). Be specific! The best way to demonstrate your project's public benefit is to demonstrate that you share power with your community by understanding, respecting, working with, and responding to them.

2. **How does your organization understand, respect, work with, and respond to its community in a meaningful way? How does this drive your work?** (up to 1,500 characters)

3. **Describe how your organization builds and strengthens meaningful relationships with its community, residents, and audiences; including Black, Indigenous, or People of Color (BIPOC).** (up to 1,500 characters)

4. **In what ways is your organization accessible and inclusive of your community?** (up to 1,500 characters)

Artistic and Cultural Vibrancy Narratives

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

1. **Describe two programmatic highlights that best represent your organization's work over the *last* two years that demonstrate how your organization inspired its community to think creatively and/or differently. Include a time when your organization engaged partners based on principles of mutuality, co-creation and collaboration.** (up to 1,500 characters)

2. **Describe two programmatic highlights that your organization plans to implement over the *next* two years that demonstrate how your organization will build cultural understanding and inspire your community to think creatively and/or differently.** (up to 1,500 characters)

3. **Describe how your organization incorporates a process of reflection to ensure fresh programming?** (up to 1,500 characters)

4. **Describe the process your organization uses to engage racially diverse candidates qualified to carry out your arts and culture programming. How is racial equity infused into your organization's recruitment and hiring practices for programming?** (up to 1,500 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 racially diverse team, including administrative, operational and finance professionals, staff, volunteers, and board members to achieve your mission. How is racial equity infused into your organization's recruitment and hiring practices?** (up to 1,500 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 1,500 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 1,500 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 EOE 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		
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):			

Optional Question

1. **What additional information would you like to share about your organization?** (up to 1,000 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 2022 mid-year and year-end reports.

TIP: Institutional goals are specific, measurable, achievable, realistic, time-targeted, inclusive, and equitable (SMARTIE) aims that an organization develops to achieve its mission.

1. 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 750 characters)

2. 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 750 characters)

3. Organizational Capacity: An organization's ability to successfully 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 750 characters)

You will also be asked to set a Racial Equity Goal for your organization. This will not be shared with the panel, but you will be required to track and share your progress in your 2022 mid-year and year-end reports.

4. Racial Equity Goal: Working to address the effects of white privilege and power on individuals who are Black, Indigenous, or People of Color (BIPOC) by shifting power, opportunities, access, and resources resulting in racial justice.
   - **Your primary goal:** (up to 500 characters)
   - **How will you measure progress?** (up to 750 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:

1. SMU | DataArts Funder Report (with FY18, FY19, and FY20 data profiles in *Complete* status)
2. Audit or Review for FY20 (see eligibility requirements in GOS Guidelines for more information)
3. Board of Directors list - including affiliations
4. Current year organizational budget

Arts and Cultural Support Materials

Include up to five (5) images, audio, video, links and other support documents.

1. Upload up to five items of your choice that demonstrate your Public Benefit, Artistic and Cultural Vibrancy and Organizational Capacity.
2. Add any web-based support material links here. (up to 3 links)
   - 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.

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.