2024 General Operating Support
Year-End Report

Due: January 31, 2025

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 2024 Year-End Report and [2025 Goals](#) are approved, and your board chair and executive director/CEO have signed the 2025 grant agreement; CAC will release the final payment of your 2024 grant (10%) and first payment of your 2025 grant (50%). No funds related to your 2025 grant will be released before January 31, 2025.

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

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

Organizational Information

- **Changes in Key Staff or Trustees.** Use this field to update CAC on any relevant staff or board changes.
- **Fiscal Year End.** Select your fiscal year end date and month from the dropdown menus.
- **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)

Goals Narratives

For this grant, you set a goal for each of CAC's funding criteria: Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity. In addition, you were asked to submit a Racial Equity Goal. These goals, and how you planned to measure progress will be auto-populated into non-editable text fields.

Your Public Benefit Goal
How will you measure progress?

- *What progress have you made toward your Public Benefit goal in the last six months of 2024?* (up to 200 words)

Your Artistic and Cultural Vibrancy Goal

How will you measure progress?

- *What progress have you made toward your Artistic and Cultural Vibrancy goal in the last six months of 2024?* (up to 200 words)

Your Organizational Capacity Goal

How will you measure progress?

- *What progress have you made toward your Organizational Capacity goal in the last six months of 2024?* (up to 200 words)

Your Racial Equity Goal

How will you measure progress?

- *What progress have you made toward your Racial Equity Goal in the last six months of 2024?* (up to 200 words)

COVID-19 Narratives

Cuyahoga Arts & Culture is continuing to measure the impact the coronavirus (COVID-19) pandemic has had on arts organizations over time, and anticipate that this is the last time we'll ask these questions. **Please answer questions for the timeframe between August 1-December 31, 2024.**

Responses will not affect this grant or eligibility for future CAC grants. Estimates are fine.

1. Please describe your visitor/audience participation level as a percentage of pre-pandemic levels.

    (Have audience levels returned to "normal"? List 100 if you're back at or above pre-pandemic participation levels)

2. Please describe your public programming offerings level as a percentage of pre-pandemic levels.

    (Is your organization running at "full speed"? List 100 if your program offerings are at or above pre-pandemic levels)

3. Is your organization experiencing a revenue gap? (yes/no):
    - If yes: Does your organization anticipate the decrease in revenue is a permanent change? (yes/no)

4. OPTIONAL: What permanent changes does your organization anticipate for its operations or public arts and culture programming, as a result of the pandemic? What is your "new normal"? (up to 200 words)

Additional Narratives

Calendar: Sharing your Work with Residents

We want to help you share your work with residents. Every month, thousands of individuals visit 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 2024, with the exception of months when no public programming was conducted? (Y/N)
- If no, please use this space to explain further. (up to 100 words)

Racial Equity: Learning and Doing Together

For more information on CAC's commitment to racial equity please visit cacgrants.org/equity. To help us continue to learn and to support your organization's racial equity work, we ask:

- **Racial Equity Learning (Optional):** What additional Racial Equity resources or learning opportunities has your organization benefited from? How are they informing your work? (up to 100 words)

CAC does not make grants or funding decisions on the basis of race, color, sex, gender identity, sexual orientation, national origin, religion, disability, or any characteristic protected by law.

Grant Reconciliation

Complete the table to show how your organization used CAC grant funds for the period January 1 through December 31, 2024. While we know you have not received the final 10%, report on the full grant amount. Total expenditures should equal 100% of your 2024 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

2024 Program Location Report

CAC collects information that relates to the programming conducted by all grantees to demonstrate how CAC funds are making a 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 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. 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

Financial Materials (required for organizations with fiscal year ending between January 1 and July 31)

- **FY24 Audit** (for organizations with $750K or greater in expenses) or **FY24 Review**
- **Cultural Data Profile Funder Report** (with data from FY 22, 23, and 24)
  - After reviewing the Funder Report, share details on any areas where there are standout variances, trends or shifts from year to year and any data points that might need context or explanation. Responses can pertain to overarching themes, trends, a specific line item, or anything else that might need an explanation. (up to 250 words)
- **Eligible Revenue and Support (ERS) Form** for fiscal year 2024
  - The ERS FAQs and Definitions document can be downloaded here.
- **Audit Reconciliation Report**
  - Organizations with an operating budget of $1 million or greater must also include a reconciliation report.
  - An audit reconciliation report is a document that helps connect your organization's ERS form to its audit. It should explain any complexities in your financials that do not clearly break out as delineated in CAC's eligible

revenue and support definitions. Reconciliation reports will vary by organization; <u>there is no form to download, nor is there a specific format to follow</u>. Questions? Please contact your grant manager

Statement of Assurances

<u>Please check all of the boxes that apply below</u>. Doing so certifies that your organization continues to meet the following eligibility requirements necessary to continue to receive General Operating 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 continues to employ at least one paid, professional cultural/artistic and/or administrative staff person working a minimum of 20 hours per week (or 1,040 hours per year) at or above the state-designated minimum wage
- 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 "Mark as Complete" Once the 2024 Year End Report and 2025 Goals are both completed, you'll be able to hit "Submit" for both reports.

The person submitting the form will receive an automatic email response indicating that we have received your materials.