

Guide to Online Application & Reporting System

SurveyMonkey Apply - for use with all CAC grant programs - Spring 2025

FAQ for Previous Cuyahoga Arts & Culture Grant Recipients

What is SurveyMonkey Apply?

SurveyMonkey Apply is CAC's Online Application & Reporting System. All parts of the application process, including the eligibility check, application, panel review and reporting will use this system.

Do I need to create a new account in SurveyMonkey Apply?

If your organization has applied for a grant from CAC in the past and had access to SurveyMonkey Apply then you do not need to create a new account. Your previous log-in credentials will work in this system.

Can I still access my information from previous grants?

Your 2024 grant materials are in this system. If you need access to any previous applications or reports, CAC has those saved offline. Contact <u>your grant manager</u> to request a copy.

How to Access Your Account

Previous Applicants:

Go to cacgrants.smapply.org.

Click "Log In" in the upper right-hand corner.

Log in using the same credentials previously used to access CAC's online reporting system.

If you forgot your password, or have other general account questions, please refer to the <u>Account FAQ</u> or contact your <u>CAC grant manager</u>.

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Welcome to Cuyahoga Arts & Culture's Online Application & Reporting System This site allows applicants and grant recipients to electronically complete: • Eligibility Checks • Applications • Advance Payment Requests • Reports Log in above to start the application process. Refer to the Applicant FAQ for help logging in and creating applications, or contact a CAC Program Manager.	
Our Programs	

New Applicants:

Go to cacgrants.smapply.org.

Click "Register" and create a new account.

How to Start a New Application or Report

Once you're logged in you'll have the option to view Programs currently accepting applications. You can navigate to this page in the upper right-hand corner by clicking "Programs"

Cuyahoga Arts & C	ulture		🚨 Programs	Applications	0 -	Test User 👻
	Cuyahoga Arts & Culture (CAC) funds public arts and cultural programming the Cuyahoga County residents.	rough grants to nonprofit (501c3) organizations	based in and s	erving		
	CAC offers two primary grant programs: General Operating Support (GOS) and support grants to qualifying organizations with a primary mission of art and cu culture projects in Cuyahoga County.					
	Before submitting an Eligibility Check for a particular grant program, please ca your organization.	refully review the grant guidelines to make su	e it is the right	application for		
	Programs	Search programs	Q	: =		
	General Operating Support: New Applica	Project Support I				
	MORE >	See my.	application			

Select the program that you plan to apply for by clicking the green "More" button, then click the green "Apply" button on the following page.

Note: In order to select the right program for your organization, review the <u>guidelines</u> at cacgrants.org.

All applications start with a 501(c)(3) verification to make sure your organization qualifies for this program, and all steps of the application will appear in a similar format in the online system as follows:

Cuyahoga Arts & Culture	🐥 Programs 🏫 My Applications 🛛 👻 Test User 👻
0 of 4 required tasks complete	Project Support [7] 🐵 Preview 🚥
Last edited: Mar 18 2021 02:10 PM (EDT)	8533263495
REVIEW SUBMIT	Your tasks
	text Step - Upload Finandial Document
Test User (Owner) murphy.j11@gmail.com	Next Step - Upload DataArts Cultural Data Profile (CDP) Funder Report - PS I
Add collaborator	OPTIONAL - Provide Links (URLs) to Online Documentation of Arts & (optional) > Culture Programming
	○ © Next Step - 501c3 Verification - PS >

Tasks will appear on the right, and progress will be shown on the left. Click on the first task to begin.

Cuyahoga Arts & Cult	ure	🐥 Programs 🏫 My Applications 🛛 👻 Test User
	Project Support 8533263495 ID: 8533263495	 Task instructions <u>Hide</u> Project Support I: Upload your FY 2019 or 2018 Financial Documents* Organizational Budget Expenses \$750,000 or more: Independently certified financial audit and IRS Form 990/990-EZ or Form 990-PF**
	Next Step - Upload >	• Organizational Budget Expenses \$749,999 or less: IRS Form 990/990-EZ or Form 990-PF**
	Next Step - Upload DataArts Cultural Data Profile (CDP) Funder Report - PS I	Project Support II: Upload your FY 2019 or 2018 IRS Form 990/990-EZ or Form 990-PF * If your organization is unable to provide data or documentation from the 2019 or 2018 Fiscal year, please contact your program manager (well in advance of June 25/immediately) **For CAC's purposes, IRS Form 990 must indicate total expenses on Line 17 for Project Support.
	Next Step - Explain Uploaded Documentation of Arts & Culture Programming	
	OPTIONAL - Provide Links (URLs) to Online Documentation of Arts & Culture Programming	ATTACH FILE Show accepted formate
	0 of 4 required tasks complete	
	Last edited: Mar 18 2021 02:19 PM (EDT)	MARK AS COMPLETE

Once the task is done, you must hit "Mark as Complete". You may bounce between tasks, but you will not be able to submit the application until each task has been "Marked as Complete"

Cuyahoga Arts & Cul	ture	🐥 Programs 🏫 My Applications 🛛 👻 Test User 👻
	Coack to application	Programming
	Project Support 8533263495 ID: 8533263495	Optional - Arts & Culture Programming Explanation ৺ Draft saved @ Explain the arts and culture examples you submitted.
	Next Step - Upload	Using the space below describe the arts and culture programming examples submitted. Include a description of the activity, where it was located and when it took place.
	Next Step - Upload DataArts Cultural Data Trofile (CDP) Funder Report - PS I	Here's our explanation
	Next Step - Explain Uploaded Documentation of Arts & Culture Programming	Characters entered: 22 Min: Max: 1000
	OPTIONAL - Provide Links (URLs) to Online Documentation of Arts & Culture Programming	SAVE & CONTINUE EDITING MARK AS COMPLETE
	1 of 4 required tasks complete	

A task that has been started but is not "Marked Complete" will show a half filled circle. Once an item is marked as complete, it will show a check-mark on the left-hand progress bar. You do have the option to Edit a task if you've made a mistake, but already marked it as Complete, by clicking the elipses "…" within that task, then selecting Edit. If you select Reset, all data will be deleted!

Any task that has a text-box must be saved or marked as complete before bouncing to another task.

Once all tasks are Marked Complete you'll have the option to hit "Submit" in the lower left corner. Once you submit you're no longer able to edit or reset any tasks. Your application is not complete until you have clicked "Submit."

How to Access Application Materials

Click "My Applications" in the upper right corner then select the application. You have the option to view, preview, or download your application materials.