2025 Project Support
Report Out Instructions

Option for organizations with grants of $5,000 less ONLY.
Due: 30 Days After Your Project is Complete

OPTIONAL: Report Out for Project Support 2025

Organizations with Project Support **grants of $5,000 or less** are eligible to participate in a virtual or in-person Report Out **in lieu of submitting a full written report**.

If you are interested in this option, you must select a report out date that is <u>within a month</u> of your project completion. If a date does not exist within a month of your project completion, please select a 1:1 report out with your grant manager or complete the written report in the online system.

- **The Report Out Form is due no later than 30 days after your project is complete.** Your report and all support materials must be completed online and submitted electronically.

- The primary account holder will be sent a confirmation email indicating that Cuyahoga Arts & Culture has received your report.

- Upon attending the Report Out Session and completion of your Report Out Form, the remaining grant funds will be released. All CAC payments will be made via ACH direct deposit to an organizational bank account. If you haven't registered for direct deposit already, please complete the [direct deposit agreement form](#).

All grantees will begin with the "2025 Final Report" stage in the [online application and reporting system](#) please answer the questions accordingly to access and submit your final report. Need help with the online system? Please read our [Guide to Online Reporting](#).

REPORT OUT FORM QUESTIONS

Organizational and Project Information

- **Organization Name:** Your Organization Name will be pulled directly from your application.

- **Has your primary contact information changed? (yes/no)**

- **Organizational Primary Contact Information:** The person that will receive all communications from Cuyahoga Arts & Culture related to your organization's Project Support grant.

- **Has your mailing address changed? (yes/no)**

- **Organizational Mailing Address:** Your organization's permanent mailing address.

- **Project Title:** Note your Project Title will be pulled directly from your application.

- **Project Summary:** Note your Project Summary will be pulled directly from your application.

- **Did you post your project on ClevelandArtsEvents.com? (yes/no) If not, please explain.**

Project Participation

CAC asks that you track and report the following:

Participating Professionals and Volunteers	
How many paid arts and/or cultural professionals were involved with the project?	#
How many volunteers were involved with the project?	#
In-Person Public Participation	
How many adults attended and/or participated in the project (excluding professionals and volunteers listed above)?	#
How many children attended and/or participated in the project?	#
Virtual Participation	
How many people live streamed this event/project?	#

Income and Expense Tables

- **Budgeted Project Income** – The response in your application will display here for your reference.
- **Budgeted Project Expenses** – The response in your application will display here for your reference.
- **CAC Grant Amount-** The total grant amount will display here for your reference.

Complete the *Actual Income* and *Actual Expenses* fields below.

1. **Please describe all the sources of income for your project and their amounts in the table below.** NOTE: Use the first row for your CAC Grant. For organizations with Project Support grants of $5,000 or less, please include in-kind support here. **Do not add commas or other symbols to your dollar amounts.**

Income Source (Text)	Income Amount ($)
CAC Grant	CAC Grant Amount ($)

Total Income will automatically be calculated below the income table.

2. **Please describe the complete expense categories and their amounts for your entire project in the table below.** In the third column, check the corresponding boxes to indicate on which expenses you spent your CAC grant funds. To receive the full grant amount, project expenses must be at least twice the grant amount. A reminder of acceptable and restricted uses for your grant can be found on page 13 of the guidelines. For organizations with Project Support grants of $5,000 or less, you may include in-kind donations as expenses, up to half of your grant amount.

   Please do not add commas or other symbols to your dollar amounts.

Expense Category (Text)	Expense Amount ($)	Did you spend your CAC grant on this?

Total expense will automatically be calculated below the income table.

3. **OPTIONAL: Is there any additional information that will help CAC to understand your budget?** Are there any notable variances, details about in-kind support, or significant changes to your project's budget? *Up to 200 words.*

SUPPORT MATERIALS

Upload the following support materials to supplement your final report:

- **Project Location Report:** complete a list of the location(s) where your project was conducted. This section of the report requires a street address. You must choose an exact street address for this section. If your event was virtual, please include your organization's address.

   DOWNLOAD HERE: https://www.cacgrants.org/media/rnzh54wr/location-report.xlsx

- **Documentation of Project**: Upload or link to at least one material that "brings your project to life". Examples include photos, videos, recordings, reviews, brochures, programs, season schedules, literary publications, other promotional materials, etc.

- **Credit Samples**: Upload or link to an example of how your organization publicly credited or acknowledged CAC support of your project. Samples may include brochures, programs, fliers, etc.

STATEMENT OF ASSURANCES

This section certifies that you are authorized to submit the final report on behalf of the organization. All information in the report is true and correct to the best of your knowledge.

QUESTIONS?

Please contact your grant manager, call 216-515-8303, or email info@cacgrants.org.