



2024 Cultural Heritage Grant 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 [5 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 reports typically takes at least three weeks from the date of submission but will take longer if submitted closer to the deadline.

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

Organizational Information

1. **Changes in Key Staff or Trustees.** Use this field to update CAC on any relevant staff or board changes.
2. **Fiscal Year End.** Select your fiscal year end date and month from the dropdown menus.
3. **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 three 2024 organizational goals, one for each of CAC's funding criteria: Public Benefit; Artistic and Cultural Vibrancy; and Organizational Capacity. These goals and how you planned to measure progress will be auto populated into non-editable text fields.

Please provide responses that are clear, concise, and fully address the prompts. Specific and direct responses will allow you to stay within the word limits.

Public Benefit

Your primary goal

How will you measure progress?

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

Artistic and Cultural Vibrancy

Your primary goal

How will you measure progress?

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

Organizational Capacity

Your primary goal

How will you measure progress?

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

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 thus far except for months when no public programming was conducted? (Y/N)
- If not, please use this space to explain further. *(up to 200 words)*

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 real 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 simple 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. that list CAC as a funder. 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 Data

CAC requires revenue and expense reports for your most recently ended fiscal year, as well as projected revenue and expenses for your current fiscal year with your regular reporting.

- Organizations with fiscal year (FY) end date between Jan 1-June 30, have reported their completed financial information (revenue and expenses) for their FY2024 and projected revenue and expenses for FY2025 at Mid-Year check-ins with grant managers (Due July 31, 2024).
- Organizations with fiscal year (FY) end date between July 1-Dec 31, will report their completed financial information (revenue and expenses) for their FY2024 and projected revenue and expenses for FY2025 below.

Fiscal Year 2023 990 Upload

- Please upload the complete 990 for your organization's fiscal year ending in 2023.

Cultural Data Profile (CDP) Funder Report Narrative

To ensure that CAC understands your organization’s SMU/DataArts Funder Report, you will have the opportunity to include a narrative explanation of your data. Share details on areas where there is significant variance, trends or shifts from year to year and any data points that might need context or explanation.

You can access the [Cultural Data Profile Guide](#) for more information.

SMU|DataArts Funder Report

- Organizations with fiscal year end dates between **Jan 1 - June 30** will submit data from fiscal years 22, 23, and 24.
- Organizations with fiscal year end dates between **July 1 – Dec 31** will submit data from fiscal years 22 and 23. Your 2024 data will be requested at your Mid-Year check-ins.

Grant Reconciliation

Complete the table to show how your organizations used CAC grant funds for the period January 1 through December 31, 2024. As 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)	

Statement of Assurances

Please check all the boxes that apply below. Doing so certifies that your organization continues to meet the following eligibility requirements necessary to continue to receive Cultural Heritage 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 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 the “submit” button.

You will receive an automatic email response indicating that we have received your materials.