



DataArts Cultural Data Profile Guide

For use with the 2017 Project Support I Application

What is DataArts?

DataArts, formerly the Cultural Data Project, is a national, collaborative online system that collects and standardizes historical financial and organizational data. Cuyahoga Arts & Culture (CAC) uses DataArts' Cultural Data Profile (CDP) in its application process. As an applicant to CAC's Project Support I program, you are required to generate and submit the funder report as part of your application due by **Thursday, August 18, 2016, by 4:30 pm ET.**

Why Use the Cultural Data Profile?

The CDP enables you to view trends in your data, benchmark yourself against peer organizations and enhance your financial management capacity. It also provides the cultural community with consistent, reliable, and comprehensive data on arts and culture in Ohio.

All eligible Project Support I applicants must complete a data profile for fiscal year 2015. The data profile must be in *Review/Submitted* status, meaning that your organization's Cultural Data Profile is complete.

Please Note

If the organization's primary mission is NOT arts or cultural, you will only enter data for the organization's arts and cultural programming. This includes senior centers, community development corporations, human services organizations and others.

Questions? Refer to the contact information at the bottom of page 3.

Steps to Complete the Cultural Data Profile

The summary of the process for completing the CDP is outlined below. Detailed instructions can be found on pages 2 and 3.

1. Gather program and financial data for the organization's arts and cultural department or programming.
2. Login and enter data into the FY 2015 data profile using the CDP system at <http://www.culturaldata.org>.
3. Review data and generate the CAC Project Support funder report.
4. Provide context for any unusual trends using the CDP narrative box in the CAC application, question #10.
5. Include the CAC Project Support funder report as support material with your CAC application.

Note: Previous versions of the Cultural Data Profile included a 2-week review period conducted by CDP staff. Error check is now built into the CDP during the submission process and the 2-week review period is no longer used.

Detailed instructions for completing the Cultural Data Profile:

1. Gather the organization's financial and program data.

Gather the organization's financial audit/review or year-end financial statements for fiscal year 2015.

- If the organization is not audited/reviewed, enter data based on board-approved year-end financial statements.
- If the organization is an arts program/department within a larger institution, enter data based on internal financial statements of that program/department and indicate that you have a parent organization in Section 1 of the CDP (This would include senior centers, community development corporations and human services).
- DO NOT enter project budgets, budgets for future years, or data from incomplete or not-yet-approved audits/reviews/financial statements.

2. Login and enter data into your data profile on the DataArts website.

Existing Users

Forgot your username or password? Have questions about the CDP? Contact the DataArts Help Desk, available Monday – Friday from 9:00 am – 8:00 pm ET.

- Toll Free: 1-877-707-3282
- Email: help@culturaldata.org
- DataArts website: <http://www.culturaldata.org>

New Users

- Go to <http://www.culturaldata.org> and click on *New User Registration*.
- CDP Resources and FAQs are available here: <http://culturaldata.force.com/Resources>

3. Submit the data profile.

When finished entering data, click Submit in the CDP system. Submitting the data to the CDP “locks” the profile and you will no longer be able to make changes to it.

Note: the previous system that required CDP staff review has been upgraded to include an internal error check during the completion of the application. You will not need to wait for your profile to be marked “Review/Complete.”

4. Generate the CAC Funder Report and get to know your data. Once the Data Profile(s) are in “Review/Submitted” status:

- Login to the CDP
- Go to the Funders Reports section
- Select 2015 as the fiscal year end in the dropdown field
- Find Cuyahoga Arts & Culture in the list of Funders and click the “plus” icon next to our name
- Click the “View Report” button to generate the Funder Report

The Funder Report will pull up to three years of data. We recommend that organizations review all existing Data Profiles and make sure they are accurate and in “Review/Submitted” status.

5. As a part of the application, you will be asked to identify two areas that require additional explanation to help panelists better understand your financial and participation data.

Responses can pertain to overarching themes, trends, a particular line item or anything else you see as most requiring a short explanation. Remember, panelists are from outside the region and do not likely have firsthand experience with your organization.

Consider how you can bring the data to life through narrative. For example, if your organization just launched a children's music series, your Funder Report will likely show a substantial increase in youth attendance from one year to the next. Use this field to explain any data or variances. Give the panelists the information they need; don't make them guess what the variances in your CDP data mean.

6. Upload the CAC funder report to the CAC application.

Now you are ready to upload and save the CDP Project Support Funder Report to the Support Materials section of the online application. Save the Funder Report as a PDF and follow the steps outlined in the [Support Materials Guide](#). To ensure that panelists have easy access to your report, remember to name your document using the following format when uploading it to the Support Materials folder:

- "Your Organization Name – CDP Funder Report"

Questions?

For additional information about uploading the report or how panelists will use the information, contact:

Cuyahoga Arts & Culture

Roshi Ahmadian, associate – communications & grant programs

rahmadian@cacgrants.org

216-515-8303 x109

For additional information about completing the data profile, contact:

DataArts Help Desk

The [Help Desk](#) is open Monday through Friday, from 9 am – 8 pm ET.

help@culturaldata.org

1-877-707-3282