

OHIO CULTURAL DATA PROJECT

In 2009 Cuyahoga Arts & Culture (CAC) engaged in a new partnership with the Ohio Cultural Data Project (Ohio CDP). The first management tool of its kind, the Ohio CDP is a state-wide, collaborative effort of public and private funders throughout Ohio and consists of an online system for collecting and standardizing historical financial and organizational data. CAC, along with other funders in Ohio, now **requires** grantees to complete a Data Profile **annually** through the Ohio CDP [website](#). CAC has also integrated the Ohio CDP report into the application process. As an applicant to CAC's General Operating Support Program, you will submit the information you enter into the Data Profile as part of your application.

The Ohio CDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in Ohio, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

Instructions for the use of the Ohio CDP:

1. Go to www.ohculturaldata.org and click on "New User Registration"
2. Create new Data Profile. **Complete a Data Profile for each of the TWO most recently completed fiscal years; start with the earliest year.**
3. Enter data using your board-approved financial audit/review or year-end financial statements.
 - a. If your organization is not audited/reviewed, enter data based on board-approved year-end financial statements.
 - b. If your organization is an arts program/department within larger institution, enter data based on internal financial statements of the arts program/department and indicate that you have a parent organization in Section 1.
 - c. DO NOT enter project budgets, budgets for future years, or data from incomplete or not-yet-approved audits/reviews/financial statements.
4. When finished entering data, click on Submit/Error Check; address any errors and call the Help Desk if you have questions.
5. On My CDP, go to the Funders Reports section, select the fiscal year for the report and click on "GO". Click on the link for CAC to generate the report and print.
6. **Review your Funder Report**; if you need to make changes, call the Help Desk.
7. Include the Funder Report along with your CAC application materials.

Please Note: As part of the effort to ensure the accuracy of your data, throughout the year the Ohio CDP Help Desk will review each of your submitted Data Profile(s) and contact you with suggested revisions. **It is your responsibility to respond to the Help Desk and to make any necessary changes to the submitted Cultural Data Profile(s).** This process **will not interfere** with your ability to run Funder Reports and apply for grants.

Complete instructions for getting started with the Ohio CDP are available here:

<http://www.ohculturaldata.org/orientation.aspx>.

Online training is also available here: <http://www.ohculturaldata.org/training.aspx>.

Please direct questions concerning the Cultural Data Profile to:

Ohio CDP Help Desk:

Toll Free: 1-888-97-OHCDP (1-888-976-4237)

Email: help@ohculturaldata.org

The Ohio CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm EST.

Ohio CDP website: <http://www.ohculturaldata.org>