Cultural Data Project Training FAQs

1. **Is the completion of a Cultural Data Project Data Profile a requirement for Arts & Culture funding from GAR Foundation?**

Starting with funding requests submitted for our February 1, 2015 deadline, all arts grantees will be required to have a current, completed Cultural Data Project ("CDP") Data Profile on file. This Data Profile will serve as your grant application to GAR.

2. **What is a CDP Data Profile? What information does it collect?**

Cultural Data Project ("CDP") collects detailed financial data derived from an organization's audit / review or year-end financial statements. Operational and programmatic data is also collected. The types of data collected include basic organizational information, revenues, expenses, marketing activities, balance sheet items, investments, loans, and a range of non-financial information (including contributor numbers, attendance, program activity, staffing, and the like).

View a blank data profile here: http://www.culturaldata.org/wp-content/themes/cdp/pdf/CDP-BlankProfile.pdf

You can access the general instructions for completing a CDP profile here: http://www.ohculturaldata.org/instructions.aspx?reg=1&sec=0

3. **Why is GAR requiring arts organizations to submit a CDP profile in place of our traditional application for funding?**

This shift is in direct response to the Summit County Arts and Culture Landscape Assessment (http://garfdn.org/Data/Sites/1/artsandculturalassessmentforsummitcounty.pdf) work which GAR and Knight Foundations have jointly supported. That study pointed out that local arts and culture organizations *and* the arts sector overall can benefit greatly from using a tool like CDP. By using this platform, our arts and culture grantees will build their internal capacity for capturing and understanding their financial and audience data. Use of the CDP will also enable funders and others to aggregate statistics about the size and impact of our community's arts and culture sector. We firmly believe that CDP will strengthen our local arts and culture grantees, both individually and collectively.

4. When will I need to submit a Data Profile to be eligible for funding from GAR?

Beginning February 1, 2015, GAR will require applicants to complete a Data Profile annually through the Ohio CDP website (www.ohculturadata.org) as your application for funding. Please note: There can be a time lag of up to 4 weeks from the time that you submit your CDP profile to the time that CDP will complete its review of your profile and release the information to GAR Foundation in a "funders report." Therefore, if you want to submit a funding request for our Feb 1 deadline, you should submit your completed CDP profile by early January. You have until the regular Feb 1 deadline to answer the arts-specific eligibility questions on our website. *(See also the next question concerning how the submission process works).*

5. How does the CDP submission process work?

First, be thoughtful about when you start to work on your Data Profile. Planning ahead will serve you well! As noted above, you need to allow for a 4-week review period at CDP between the time that you submit your profile and the time that CDP releases the reviewed information to GAR Foundation as a "Funder's Report." So aim to get your Data Profile submitted to CDP 4 weeks prior to your targeted GAR Foundation application deadline (Feb 1, May 1, Aug 1, Nov 1).

Next, if needed, access training (in person or online) to get your Data Profile submission started.

After your organization has completed its data entry in the Data Profile, you will be prompted to run an electronic error check. The error check is intended to catch any glaring oversights in an organization's entry.

After the errors have been identified and corrected and a Data Profile has been submitted, someone at the CDP Help Desk will print out your Data Profile and review it by hand, looking for errors that are not easily identified through computational logic. Once these errors are identified, the Help Desk will reach out to your organization and ask that you take a second look at potential errors identified. When your organization has addressed any necessary revisions, the CDP marks the Data Profile as 'Review Complete'.

Next, you must generate a report authorizing to share your organization's information with GAR electronically. You must do this annually as you enter new data. You can do this after the error check or after the Review Complete process.

At that point, GAR will be able to access your information in the form of a Funder Report and we will continue with our application review process. One of our program officers will contact

you to discuss your application and to schedule a site visit. You can check the status of your CDP profile at any time by logging into your account.

6. **I submitted my Data Profile before the GAR deadline but my Data Profile is still in the review process. What happens now?**

As long as your Data Profile has been submitted at least four weeks prior to the GAR scheduled deadline, your application will be considered for funding. We will work with you and the CDP to ensure your profile is in the review process and to resolve any issues.

7. **How will GAR know that my Data Profile has been submitted and completed?**

You must select GAR Foundation as an authorized funder in the CDP platform to access and view your profile. If you do not select GAR as an authorized funder, we will not be able to access your profile or reports.

8. **How do I select GAR as an authorized funder?**

From "MY CDP", click the *Funder Reports* link. Once on the Funder Reports page, select your most recent fiscal year from the drop-down box in the center of the page.

The GAR Foundation Funder Report will display two consecutive years of data, beginning with the year you select. All years included in the report must be "Review Complete."

Select "GAR Foundation" from the list of participating grantmakers and click on the "View Report" button to generate your report. Read the text in the pop-up box carefully and click on "View Report." Open the PDF document and save it to your computer for your records. This report serves as the only confirmation of the electronic delivery of your data.

9. **Do I still need to complete a full grant application on the GAR website?**

No! For grants management purposes, we need all applicants to complete a *very brief* arts application on our website prior to the scheduled deadlines (Feb 1, May 1, Aug 1, Nov 1). This application will ask a few basic questions (such as how much grant funding you seek and for what purpose). It will prompt you to enter your contact information, upload your cover letter and board list, and verify your 501(c)(3) status. That, plus a completed Data Profile, is all you need.

Access the arts application here: http://garfoundation.org/online-grant-application

10. Can you review when the application deadlines hit?

Here's the best way to think about it:

If I want to apply for the deadline of:	Then I should submit my CDP Data Profile to CDP by:	And I should answer the basic application questions on the GAR website by:	For a decision in:*
February 1	January 1	February 1	Mid-May
May 1	April 1	May 1	Mid-August
August 1	July 1	August 1	Mid-November
November 1	October 1	November 1	Mid-February

*Note that on occasion GAR Foundation defers a decision by a quarter or more.

11. I already have a Cultural Data Profile. What do I need to do to be eligible for GAR funding?

If you already have a Data Profile, be sure that you have selected GAR Foundation as an authorized funder to receive your organization's reports, and that the data in your profile reflects your most recently completed fiscal year. You will also need to complete the basic application questions on our website.

12. I missed the training. How do I catch up?

The CDP website offers training webinars and modules on a regular basis. We strongly encourage you to register for these trainings. http://www.ohculturaldata.org/training.aspx. GAR Foundation has covered your cost for participating, so you can access training for free.

13. Can I select other funders to receive my reports?

Yes, as long as that specific funder participates in the CDP and has a funder account. Note, not all funders participate in the CDP. If you are curious about a specific funder's participation in the CDP, we recommend that you contact that funder.

14. How will the data in my CDP profile impact the reports I generate for my organization and Board?

Data entered into your CDP profile will allow you to generate a variety of helpful reports for your board and leadership staff. By making CDP reports part of your regular organizational reporting, you are able to simplify the reporting process and focus on what's important for your organization. You can learn more about the many possibilities CDP offers through the online training sessions.

15. Which fiscal year should I use for my Data Profile?

We ask that you report on your most recently completed fiscal year. If you are applying for the February 1 deadline and your fiscal year just ended on December 31, use the prior year fiscal year.

16. I need assistance completing my Data Profile. Is local help available?

If you are interested in local support, we may be able to match you with a trained local volunteer. Please contact GAR's senior program officer for more information.

17. Am I still required to submit a GAR Grantee Impact Report?

Yes. GAR will provide you with the required impact report that helps you tell us what happened with your grant funding. Please note: reports generated from the CDP may satisfy some of the questions on the GAR impact report. Attach any applicable reports to your impact report.

18. Does the CDP cost my organization anything?

No; there is no cost to participate in the CDP for arts organizations.

19. I am a new GAR arts and culture applicant and / or have not received funding in the last five years. What do I need to do to apply for funding?

If you are new to the GAR grant process or have not received funding in the last five years, you will be required to complete a Letter of Inquiry (LOI) before submitting a full online application. Our program officers will provide feedback and notify you of your eligibility to submit a full application for funding. You are still required to complete a Cultural Data Profile along with the GAR application. Visit our website for more information about our regular LOI and application process. (http://garfoundation.org/steps-for-applying).

20. Who can I contact if I have questions?

If you have question about the CDP, contact the Help Desk:
The Ohio CDP Help Desk is open from 9am-8pm ET, Monday-Friday.
Toll Free: 877-707-DATA (877-707-3282)

Email: help@culturaldata.org
http://www.ohculturaldata.org/contact.aspx

If your question is about a GAR request or the eligibility application, contact:
Brittany Grimes Zaehringer
Senior Program officer at GAR Foundation
330-576-2913
bzaehringer@garfdn.org

Julie Watson
Grants Manager at GAR Foundation
330-576-2912
 jwatson@garfdn.org

> *We strongly recommend that you contact us as soon as you have a question or concern to avoid any interruption with your application.*

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