



Cultural Data Profile (CDP) Survey Questions

This document provides a list of the questions in the CDP. There are two types of sections that are color coded in this document.

Customized sections/questions:

Some questions or sections are only displayed if they are applicable to your organization. Your survey is customized in two ways, which are reflected in this document by color:

Questions or sections customized based on the Profile Wizard are highlighted orange.

Questions or sections customized based on entries within your CDP are highlighted grey.

Optional sections:

Many of the new sections in the profile are optional. You decide if you would like to enter those items and have access to them in Analytic Reports. You will still be able to submit your CDP and apply for grants even if these sections are blank. *In this document, there is a note above optional sections.*

This file was updated April 2018. Find the most recent copy of the Cultural Data Profile here: <http://culturaldata.force.com/Resources/articles/Article/What-questions-are-included-in-my-survey>

These questions are for organizations with annual expenses over \$50,000. Organizations with expenses under \$50,000 are eligible to complete the Short Form Data Profile. A PDF of the short form is available at the link above.

Index

Profile Wizard	2
Financial Totals	6
Revenue	
Earned Revenue - Operating	7
Investment Revenue - Operating	7
Contributed Revenue - Operating	7
-- Special Events	8
-- In-Kind Revenue Details	8
-- Net Assets Released from Restriction Details	9
Non-Operating Revenue	9
Summary	9
Expenses	
Personnel Expenses	10
-- Payments to Artists and Performers	10
Non-Personnel Expenses	10
--Marketing Expense Details	11
Non-Operating Expenses	11
Summary	11
Change in Net Assets	
Summary	12
Balance Sheet	
Assets, Liabilities, & Net Assets	13
-- Endowment and Reserve Funds	13
-- Fixed Assets Details	15
-- Loan Details	15
People and Places	
Workforce (Staff, Board and Volunteers)	16
Contributors	16
Membership	16
Subscriptions	17
Workspace	17
Social Media and Web	17
Customized Program Activity	19
A full index of program activity sections is included on page 18.	

Profile Wizard

In this section, you will answer a few questions to help us tailor your survey to your organization's programming, size, and complexity. During this brief setup, you cannot save your work. After setup, you can stop and save while you work on your survey.

Select a Year

Which Fiscal Year do you want to work on?

dropdown list of years

Fiscal Year Length

12 months

Other

Fiscal Year End Date

auto-populates

Organization Type

What is your organization type?

dropdown list

Organization Type (select one)

501(c)3 nonprofit organization

Other nonprofit organization

Unicorporated or fiscally sponsored organization

Program/department within a parent organization

Government agency, department, program, or facility

For profit corporation

What is your organization's Federal Employer Identification number (EIN)?

Organization Federal EIN

number entry

What year did your organization receive IRS tax exemption status?

Year Tax Exemption Received

number entry - 4 digits

Discipline

What is your organization's NTEE code?

NTEE Classification

dropdown list

Full list of NTEE codes as provided by NCCS here:

<http://nccs.urban.org/classification/national-taxonomy-exempt-entities>

Which NISP code best describes your organization?

1 Discipline

dropdown list

Dance

Music

Opera, musical theatre

Theatre

Visual arts

Design arts

Crafts

Photography

Media arts

Literature

Interdisciplinary

Folklife/traditional arts

Humanities storytelling

Multidisciplinary

Non-arts/non-humanities

Profile Wizard

2 Institution Type

dropdown list

- | | |
|---|--------------------------------------|
| 01 Individual Artist | 27 Library |
| 02 Individual Non-Artist | 28 Historical Society |
| 03 Performing Group | 29 Humanities Council |
| 04 Performing Group -
College/University | 30 Foundation |
| 05 Performing Group - Community | 31 Corporation |
| 06 Performing Group - Youth | 32 Community Service Org |
| 07 Performance Facility | 33 Correctional Institution |
| 08 Art Museum | 34 Health Care Facility |
| 09 Other Museum | 35 Religious Organization |
| 10 Gallery/Exhibit Space | 36 Seniors' Center |
| 11 Cinema | 37 Parks & Recreation |
| 12 Independent Press | 38 Government - Executive |
| 13 Literary Magazine | 39 Government - Judicial |
| 14 Fair/Festival | 40 Government - Legislative (House) |
| 15 Arts Center | 41 Government - Legislative (Senate) |
| 16 Arts Council/Agency | 42 Media - Periodical |
| 17 Arts Service Organization | 43 Media - Daily Newspaper |
| 18 Union/Professional Association | 44 Media -Weekly Newspaper |
| 19 School District | 45 Media - Radio |
| 20 Parent-Teacher Organization | 46 Media- TV |
| 21 Elementary School | 47 Cultural Series Organization |
| 22 Middle School | 48 Schools of the Arts |
| 23 Secondary School | 49 Arts Camp/Institute |
| 24 Vocational/Technical School | 50 Social Service Organization |
| 25 Other School | 51 Child Care Provider |
| 26 College/University | 99 None of the Above |

Survey Providers

Is your organization a member of, or do you want to complete a survey for, any of these groups?

Select all that apply.

- | | |
|--|--|
| <input type="checkbox"/> OPERA America | <input type="checkbox"/> National Guild for Community Arts Education |
| <input type="checkbox"/> Art House Convergence | <input type="checkbox"/> Federation of State Humanities Councils |
| <input type="checkbox"/> Barbershop Harmony | <input type="checkbox"/> Chorus America |

Profile Wizard

Total Expenses

Are your total expenses less than \$50,000?

- Yes (*option to skip to Summary, Save & Finish*)
 No (*continue with the wizard*)

Program Activity

Based on the NTEE and NISP codes you selected, we have identified some program activities that your organization may engage in.

Select all activities that apply.

- | | |
|--|---|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Arts Education |
| <input type="checkbox"/> Broadcasting | <input type="checkbox"/> Circulating Works |
| <input type="checkbox"/> Classes, lectures, or professional development | <input type="checkbox"/> Commissioning Works |
| <input type="checkbox"/> Conducting Research | <input type="checkbox"/> Competitions |
| <input type="checkbox"/> Consulting or fee-for-service work | <input type="checkbox"/> Conferences |
| <input type="checkbox"/> Exhibits | <input type="checkbox"/> Developing works |
| <input type="checkbox"/> Field trips | <input type="checkbox"/> Festivals, fairs, parades, or community events |
| <input type="checkbox"/> Financing | <input type="checkbox"/> Film screenings |
| <input type="checkbox"/> Grantmaking | <input type="checkbox"/> Fiscal sponsorship |
| <input type="checkbox"/> Historic preservation or restoration | <input type="checkbox"/> Guided tours |
| <input type="checkbox"/> Other types of programs | <input type="checkbox"/> Open rehearsals |
| <input type="checkbox"/> Providing equipment, sets, costumes, or other materials | <input type="checkbox"/> Performances |
| <input type="checkbox"/> Providing residencies | <input type="checkbox"/> Providing rehearsal, meeting, office, or other space |
| | <input type="checkbox"/> Publishing books or periodicals |

Financial Information Part 1

Do you have a completed audit or review for [Fiscal Year]?

- Yes
 No

Did you have temporarily or permanently restricted contributions, grants, in-kind, or investment revenue?

- Yes
 No

Did you have temporarily restricted earned revenue (this is rare)?

- Yes
 No

Profile Wizard

Financial Information Part 2

Did your organization have non-operating revenues in [Fiscal Year]?

Yes

No

Did your organization have non-operating expenses in [Fiscal Year]?

Yes

No

Did your organization have a donor-restricted endowment, a board designated endowment, or reserve funds in [Fiscal Year]?

Yes

No

Membership & Subscriptions

Did your organization offer individual or group membership programs in [Fiscal Year]?

Yes

No

Did your organization offer event or performance subscriptions in [Fiscal Year]?

Yes

No

Save and Finish

Financial Totals

This section appears if you indicated that your organization was audited or reviewed in the Profile Wizard.

Balance Sheet

Total Assets	\$
Total Liabilities and Net Assets	\$
Net Assets - Unrestricted	\$
Net Assets - Temporarily Restricted	\$
Net Assets - Permanently Restricted	\$

Revenue

	Unrestricted	Temporarily Restricted	Permanently Restricted
Total Operating Revenue	\$	\$	\$
Non-Operating Revenue	\$	\$	\$
Total Revenue	calc.	calc.	calc.

Expenses

Program Expenses	\$
Fundraising Expenses	\$
General and Administrative Expenses	\$
Total Operating Expenses	calc.
Non-Operating Expenses	\$
Total Expenses	calc.

Change in Net Assets

Total Change in Net Assets	calc.
----------------------------	-------

Revenue

Earned Revenue - Operating	<i>Temporarily</i>	
	Unrestricted	<i>Restricted</i>
Food and Concessions Revenue	\$	\$
Gift Shop and Merchandise Sales	\$	\$
Parking Fees	\$	\$
Advertising Revenue	\$	\$
Sponsorship Revenue	\$	\$
<i>Membership Revenue</i>	\$	\$
<i>Revenue from Full Subscriptions</i>	\$	\$
<i>Revenue from Partial Subscriptions</i>	\$	\$
<i>Single Ticket Sales</i>	\$	\$
<i>Group Ticket Sales</i>	\$	\$
<i>Touring Fees</i>	\$	\$
<i>Media Subscription Revenue</i>	\$	\$
<i>Broadcast Subscription Revenue</i>	\$	\$
<i>Publication Sales</i>	\$	\$
<i>Royalties, Rights, and Reproductions</i>	\$	\$
<i>Admissions</i>	\$	\$
<i>Guided or Group Tour Revenue</i>	\$	\$
<i>Gallery Sales</i>	\$	\$
<i>Space Rentals</i>	\$	\$
<i>Other Rentals</i>	\$	\$
<i>Contracted Services</i>	\$	\$
<i>Loan Interest</i>	\$	\$
<i>Application Fees</i>	\$	\$
<i>Fiscal Sponsorship Administration Fees</i>	\$	\$
<i>Tuition and Registration Fees</i>	\$	\$
Other Program Revenue	\$	\$
Other Program Revenue Description	text	
Other Non-Program Revenue	\$	\$
Other Non-Program Revenue Description	text	

Note:
Highlighted line items only appear if applicable to your organization, based on program activities or other options selected in the Profile Wizard.

Investment Revenue - Operating	<i>Temporarily</i>		
	Unrestricted	<i>Restricted</i>	<i>Permanently Restricted</i>
Investment Revenue - Operating	\$	\$	\$

Contributed Revenue - Operating	<i>Temporarily</i>		
	Unrestricted	<i>Restricted</i>	<i>Permanently Restricted</i>
Trustee/Board Contributions	\$	\$	\$
Individual Contributions	\$	\$	\$
Corporate Contributions	\$	\$	\$
Foundation Contributions	\$	\$	\$
City Government Contributions	\$	\$	\$
County Government Contributions	\$	\$	\$
State Government Contributions	\$	\$	\$
Federal Government Contributions	\$	\$	\$
Tribal Contributions	\$	\$	\$

Revenue

Total Government Contributions	calc.	calc.	calc.
<i>Parent Organization Support</i>	\$	\$	\$
In-Kind Contributions	\$	\$	\$
Other Contributions	\$	\$	\$
Net Assets Released from Restriction	\$	\$	\$
Total Contributed Revenue - Operating	calc.	calc.	calc.

Is any of your contributed revenue from special events?

- Yes
 No

Are you in the middle of a capital campaign?

- Yes
 No

The section below appears if you answer yes to "Is any of your contributed revenue from special events?" This entire section is optional.

Special Events

Description of Special Events	text		
	<i>Unrestricted</i>	<i>Temporarily Restricted</i>	<i>Permanently Restricted</i>
Special Events Contributed Revenue - Gross	\$	\$	\$
Special Events Contributed Revenue - Net	\$	\$	\$
	Individuals	Corporations	Other
Contributors, Underwriters, and Sponsors	n.	n.	n.
Contributed Revenue Lines Containing Special Events Revenue	Drop-down menu of contributed revenue line items		

The section below appears if you enter a value greater than \$25,000 in In-Kind Contributions - Unrestricted. This entire section is optional.

In-Kind Revenue Detail

In-Kind Independent Contractors	\$
In-Kind Professional Fees	\$
In-Kind Advertising and Promotion	\$
In-Kind Conferences and Meetings	\$
In-Kind Insurance	\$
In-Kind Occupancy	\$
In-Kind Office and Administration	\$
In-Kind Printing and Postage	\$
In-Kind Travel	\$
In-Kind Other Expenses	\$

Revenue

In-Kind Other Expenses - Description	text
In-Kind Land	\$
In-Kind Buildings	\$
In-Kind Construction in Progress	\$
In-Kind Capitalized Equipment	\$
In-Kind Leasehold Improvements	\$
In-Kind Other Capitalized Assets	\$
In-Kind Total	calc.

The section below appears if you enter a value greater than \$500,000 in Net Assets Released - Unrestricted. This entire section is optional.

Net Assets Released from Restriction Detail

Trustee/Board Contributions Released from Restriction	\$
Individual Contributions Released from Restriction	\$
Corporate Contributions Released from Restriction	\$
Foundation Contributions Released from Restriction	\$
City Government Contributions Released from Restriction	\$
County Government Contributions Released from Restriction	\$
State Government Contributions Released from Restriction	\$
Federal Government Contributions Released from Restriction	\$
Tribal Contributions Released from Restriction	\$
Other Contributions Released from Restriction	\$
Total Contributions Released from Restriction	calc.

The section below appears if you indicated you had non-operating revenue in the Profile Wizard.

Non-Operating Revenue

<i>Cash Contributions-Non-Operating</i>	\$	\$	\$
<i>In-Kind Contributions-Non-Operating</i>	\$	\$	\$
<i>Investment Revenue-Non-Operating</i>	\$	\$	\$
<i>Transfers and Reclassifications</i>	\$	\$	\$
<i>Other Non-Operating Revenue</i>	\$	\$	\$
<i>Other Non-Operating Revenue Description</i>	text		

Summary

Contributed Revenue	calc.	calc.	calc.
Earned Revenue	calc.	calc.	calc.
Investment Revenue	calc.	calc.	calc.
Total Operating Revenue	calc.	calc.	calc.
Prior Period Adjustments	\$	\$	\$
<i>Total Non-Operating Revenue</i>	calc	calc.	calc.
Total Revenue	calc.	calc.	calc.

Expenses

Personnel Expenses	Program	Fundraising	General and Administrative
Employee Salaries	\$	\$	\$
Payroll Taxes and Fringe Benefits	\$	\$	\$
Independent Contractors	\$	\$	\$
Professional Fees	\$	\$	\$

Were any of the personnel expenses entered above paid to artists? (Required)

- Yes
 No

The section below appears if you answer 'Yes' to "Do you pay artists directly?"

Payments to Artists and Performers	Visual Artists	Performing Artists	Other Artists
Artists and Performers - Employee Salaries & Fringe	\$	\$	\$
Artists and Performers - Independent Contractor Fees	\$	\$	\$
Artists and Performers - Professional Fees	\$	\$	\$
	Local	Non-Local	
Payments to Artists & Performers - Local & Non-Local	\$	\$	

Non-Personnel Expenses	Program	Fundraising	General and Administrative
Advertising and Promotion	\$	\$	\$
Conferences and Meetings	\$	\$	\$
Dues and Subscriptions	\$	\$	\$
<i>Grants Awarded</i>	\$		
Insurance	\$		
Occupancy Costs	\$		
Office and Administration	\$		
Printing, Postage, and Shipping	\$		
Travel	\$		
<i>Recording and Broadcasting Expenses</i>	\$		
<i>Royalties, Rights, and Reproductions</i>	\$	\$	\$
<i>Exhibition Costs</i>	\$	\$	\$
<i>Collections Management</i>	\$	\$	\$
<i>Production and Event Costs</i>	\$	\$	\$
Interest Expense	\$	\$	\$
Depreciation	\$	\$	\$
Other Operating Expenses	\$	\$	\$

Note:
Highlighted line items are only shown if applicable to your organization, based on program activities selected in the Profile

The questions below appear if you entered a value in 'Grants Awarded' above

	Direct Financial Support to Organizations	Financial Support to Individual Artists
Grants Awarded Details	\$	\$

Expenses

Marketing Expense Details

Total Marketing Expense (Required)

Would you like to enter details about marketing expenses?

Yes

No

The questions below appear if you select 'Yes' above

Marketing Personnel Expenses	\$
Marketing Consultants/Agencies	\$
Print, Radio, and Television Advertising	\$
Digital, Mobile, and Online Advertising	\$
Other	\$

Direct Mail Recipients	n.
Email Recipients	n.

The section below appears if you indicated you had non-operating expenses in the Profile Wizard.

Non-Operating Expenses

Non-Operating Personnel Expenses	\$	\$	\$
Other Non-Operating Expenses	\$	\$	\$

Summary

	Program	Fundraising	General and Administrative
Total Personnel Expenses	calc.	calc.	calc.
Total Non-Personnel Expenses	calc.	calc.	calc.
Total Operating Expenses	calc.	calc.	calc.

<i>Total Non-Operating Expenses</i>	calc.	calc.	calc.
Total Expenses	calc.	calc.	calc.

Change in Net Assets

Change in Net Assets

	Program	Fundraising	General and Administrative
Total Operating Revenue	calc.	calc.	calc.
Total Operating Expenses	calc.	calc.	calc.
Operating Change in Net Assets	calc.	calc.	calc.
<i>Total Non-Operating Revenue</i>	calc.	calc.	calc.
<i>Total Non-Operating Expenses</i>	calc.	calc.	calc.
<i>Non-Operating Change in Net Assets</i>	calc.	calc.	calc.
Total Change in Net Assets	calc.	calc.	calc.

Balance Sheet

	Unrestricted	Temporarily Restricted	Permanently Restricted
Assets	\$	\$	\$
Cash and Cash Equivalents	\$	\$	\$
Accounts Receivable	\$	\$	\$
Grants and Pledges Receivable - Current	\$	\$	\$
Prepaid Expenses	\$		
Investments - Current	\$		
Other Current Assets	\$		
Other Current Assets Description	text		
Grants and Pledges Receivable - Non-Current	\$		
Investments - Non-Current	\$		
Fixed Assets - Net	\$		
Other Non-Current Assets	\$		
Other Non-Current Assets Description	text		
Due To/(Due From)	\$	\$	\$

Note:
Three columns by restriction are only displayed for audited organizations (as indicated in the Profile Wizard). All other organizations may complete a single column balance sheet.

Liabilities	\$	\$	\$
Accounts Payable	\$	\$	\$
Accrued Expenses	\$	\$	\$
Deferred Revenue	\$	\$	\$
Loans - Current	\$	\$	\$
Other Current Liabilities	\$	\$	\$
Other Current Liabilities Description	text		
Loans - Non-Current	\$	\$	\$
Other Non-Current Liabilities	\$	\$	\$
Other Non-Current Liabilities Description	text		
Due To/(Due From)	\$	\$	\$

Net Assets			
Total Assets	calc.	calc.	calc.
Total Liabilities	calc.	calc.	calc.
Net Assets	calc.	calc.	calc.

The Endowment and Reserve Fund section appears if you indicated that your organization had an endowment or reserve fund in the Profile Wizard.

Endowment and Reserve Funds

Fund Types:

- Board designated endowment
- Term endowment
- Permanently restricted endowment
- Reserve fund

The questions below appear if you selected Board designated endowment in Fund Types.

Balance Sheet

Board-Designated Endowment

Board-Designated Assets - Cash	\$
Board-Designated Assets - Investments	\$
Board-Designated Assets - Other Assets	\$
Total Board-Designated Endowment	calc.

Does this endowment appear on your balance sheet?
 (NOTE: If you have a parent organization, you must answer "no")

- Yes
 No

Original Endowment Corpus	\$
Amount Withdrawn	\$
Maximum Annual Withdrawal Percentage	n.
Revenue Lines Containing Endowment Draw	dropdown menu
Notes	text

The questions below appear if you select Term endowment in Fund Types.

Term Endowment

	Unrestricted	Temporarily Restricted
Term Endowment Assets - Cash	\$	\$
Term Endowment Assets - Investments	\$	\$
Term Endowment Assets - Other Assets	\$	\$
Total Term Endowment	calc .	calc.

Does this endowment appear on your balance sheet?

- Yes
 No

Original Endowment Corpus	\$
Amount Withdrawn	\$
Maximum Annual Withdrawal Percentage	n.
Revenue Lines Containing Endowment Draw	dropdown menu
Notes	text

The questions below appear if you select Permanent Endowment in Fund Types.

Permanent Endowment

	Unrestricted	Temporarily Restricted	Permanently Restricted
Permanent Endowment Assets - Cash	\$	\$	\$
Permanent Endowment Assets - Investments	\$	\$	\$
Permanent Endowment Assets - Other Assets	\$	\$	\$
Total Permanent Endowment	calc .	calc.	calc.

Does this endowment appear on your balance sheet?

- Yes
 No

Original Endowment Corpus	\$
Amount Withdrawn	\$

Balance Sheet

Maximum Annual Withdrawal Percentage	n.
Revenue Lines Containing Endowment Draw	dropdown menu
Notes	text

The questions below appear if you select Reserve Fund in Fund Types.

Reserve Funds

Reserves - Cash	\$	\$
Reserve - Investments	\$	\$
Reserves - Other Assets	\$	\$
Total Reserve Funds	calc.	calc.

Does this reserve appear on your balance sheet?

- Yes
 No

Maximum Annual Withdrawal Percentage	n.
Revenue Lines Containing Reserve Draw	dropdown menu
Notes	text

The section below appears if you enter a value greater than \$500,000 in Fixed Assets - Net in the Balance Sheet. This entire section is optional.

Fixed Assets Details

Land	\$
Buildings	\$
Furniture, Fixtures, and Equipment	\$
Construction in Progress	\$
Leasehold and Building Improvements	\$
Intangible Fixed Assets	\$
Other Fixed Assets	\$
Less Accumulated Depreciation	\$
Net Fixed Assets	calc.

The section below appears if your organization is audited and you enter any value in Loans - Current or Loans - Non-Current. This entire section is optional.

Loan Details

Line of Credit - Limit	\$
Line of Credit - Balance	\$
Mortgage - Current	\$
Mortgage - Non-Current	\$
Bonds Payable - Current	\$
Bonds Payable - Non-Current	\$
Other Notes and Loans - Current	\$
Other Notes and Loans - Non-Current	\$
Total Loans	calc.

People and Places

Workforce (Staff, Board and Volunteers)

Full-Time Permanent Employees

Number of People

n.

Number of
People

Hours Worked
Per Year

Calculated FTE

Full-Time Seasonal Employees

n.	n.	calc.
----	----	-------

Part-Time Permanent Employees

n.	n.	calc.
----	----	-------

Part-Time Seasonal Employees

n.	n.	calc.
----	----	-------

Independent Contractors

n.

Interns and Apprentices

n.

Full-Time Volunteers

n.

Number of
People

Hours
Contributed
Per Year

Calculated
FTE

Part-Time Volunteers

n.	n.	calc.
----	----	-------

Board Members

n.	n.	
----	----	--

The questions below appear if you answered 'Yes' to paying artists

Full-Time Artists (Breakout)

n.

Part-Time Artists (Breakout)

n.

Independent Contractor Artists (Breakout)

n.

Contributors

Trustee/Board Contributors

n.

Individual Contributors

n.

Corporate Contributors

n.

Foundation Contributors

n.

City Government Contributors

n.

County Government Contributors

n.

State Government Contributors

n.

Federal Government Contributors

n.

Tribal Contributors

n.

Total Government Contributors

calc.

*The section below appears if you indicated that you have a membership program in the Profile Wizard.
This entire section is optional.*

Membership

Organizational Members

Paid	Free
n.	n.

Individual Members

n.	n.
----	----

Other Memberships

n.	n.
----	----

Organizational Member Status

New	Returned	Lapsed
n.	n.	n.

Individual Member Status

n.	n.	n.
----	----	----

Other Member Status

n.	n.	n.
----	----	----

Price Range - Organizational Membership

High	Low
\$	\$

Standard Price Range - Individual Membership

\$	\$
----	----

Standard Price Range - Other Memberships

\$	\$
----	----

People and Places

The section below appears if you indicated that you had subscriptions in the Profile Wizard.
This entire section is optional.

Subscriptions

	Tickets Sold	Subscribers	
Full-Season Subscription Program	n.	n.	
Partial-Season Subscription Program	n.	n.	
	New	Returned	Lapsed
Subscriber Status	n.	n.	n.
	High	Low	
Full-Season Subscription Price Range	n.	n.	
	Paid	Free	
Publication Subscribers	n.	n.	
Broadcast Subscribers	n.	n.	

Workspace

Workspace Name
 Workspace Address
 Workspace Status

 Workspace Type

 ADA Compliant

Note:
 Up to five workspaces with separate addresses can be entered if desired. Only one workspace is required.

text
text

- Own
 Rent
 Donated In-Kind

 Administrative
 Programmatic
 Both

 Yes
 No
 Don't Know

Total Gross Square Footage

n.

Social Media and Web

This entire section is optional

	Unique Fans/ Followers
Facebook	n.
Twitter	n.
YouTube	n.
Instagram	n.
Tumblr	n.
Pinterest	n.
Google+	n.
Vimeo	n.
Flickr	n.
Other Social Media	n.
Other Social Media Platform Description	text

Website Page Views

n.

 Website Sessions/Visits

n.

 Website Unique Visitors

n.

Program Activity Index

The Program Activity section is customized based on your answers in the Profile Wizard. A list of all possible sections is below, followed by full questions in each section.

These sections appear based on the program activities you selected in the Profile Wizard.

<u>Advocacy</u>	<u>19</u>
<u>Book Publishing</u>	<u>19</u>
<u>Broadcasting</u>	<u>19</u>
<u>Circulating Works</u>	<u>20</u>
<u>Classes/Workshops</u>	<u>21</u>
<u>Commissioning Works</u>	<u>21</u>
<u>Competitions</u>	<u>21</u>
<u>Conferences</u>	<u>21</u>
<u>Consulting/Fee-for-Service Work</u>	<u>21</u>
<u>Developing Works</u>	<u>22</u>
<u>Exhibits</u>	<u>22</u>
<u>Fairs/Festivals/Parades</u>	<u>23</u>
<u>Field Trips</u>	<u>23</u>
<u>Fiscal Sponsorship</u>	<u>23</u>
<u>Grantmaking</u>	<u>23</u>
<u>Guided Tours</u>	<u>24</u>
<u>Historic Preservation/Restoration</u>	<u>24</u>
<u>Lectures</u>	<u>25</u>
<u>Loan Programs</u>	<u>25</u>
<u>Open Rehearsals</u>	<u>25</u>
<u>Performances</u>	<u>25</u>
<u>Private Lessons</u>	<u>26</u>
<u>Programs in Schools</u>	<u>26</u>
<u>Provide Equipment</u>	<u>26</u>
<u>Provide Space</u>	<u>26</u>
<u>Publishing Periodicals</u>	<u>27</u>
<u>Research</u>	<u>27</u>
<u>Residencies</u>	<u>27</u>
<u>Screenings</u>	<u>27</u>
<u>Other Programs</u>	<u>28</u>

These sections appear for all organizations.

<u>Program Activity Summary</u>	<u>28</u>
<u>Constituencies Served</u>	<u>29</u>

Program Activity

Advocacy

Appears if you select 'Advocacy' in the Profile Wizard.

Advocacy Narrative	text
Issue 1	text
Issue 2	text
Issue 3	text
Issue 4	text
Advocacy Engagement (number of people)	n.

Book Publishing

Appears if you select 'Publishing books or periodicals' in the Profile Wizard.

Book Publishing Narrative	text	
Total Book Titles	n.	
New Book Titles	n.	
	Frontlist	Backlist
Physical Books	n.	n.
Digital Books	n.	n.
Percent Sold Through a Distributor	n.	
	High	Low
List Prices	\$	\$

Broadcasting

Appears if you select 'Broadcasting' in the Profile Wizard.

Broadcasting Narrative	text	
Broadcast Format	<input type="radio"/> AM Radio <input type="radio"/> FM Radio <input type="radio"/> Internet Radio (Live) <input type="radio"/> On-Demand Audio (Podcasts) <input type="radio"/> On-Demand Video <input type="radio"/> Live-Stream Audio <input type="radio"/> Live-Stream Video <input type="radio"/> Television <input type="radio"/> Cinema <input type="radio"/> Other	
	Paid	Free
Listeners	n.	n.
Viewers	n.	n.

Program Activity

	Hours Produced	Hours Broadcast
Audio Content	n.	n.
Video Content	n.	n.
Cinema Content	n.	n.
Content - Other Formats	n.	n.

Circulating Works

Appears if you select 'Circulating works' in the Profile Wizard.

Circulation Program Narrative	text
-------------------------------	------

Types of Works Circulated:

- | | |
|--|--------------------------------------|
| Aeronautics, space/airplane | Photography, prints |
| Animals, live | Physical science projects |
| Animals, preserved | Plants, live |
| Anthropological, ethnographic | Plants, preserved |
| Archaeological | Sculpture, indoor |
| Books | Sculpture, outdoor |
| Ceramics, glass, metals, plastics | Textiles and costumes |
| Documents, manuscripts | Tools |
| Furniture/wooden objects | Toys and dolls |
| Geological, mineral, paleontological | Transportation, excluding airplanes |
| Historic building | Works of art on paper |
| Historic sites | Anthropological, ethnographic |
| Horological (clocks) | Archaeological |
| Landscape features, constructed | Books |
| Machinery | Ceramics, glass, metals, plastics |
| Maritime, historic ships | Documents, manuscripts |
| Medals | Furniture/wooden objects |
| Medical, dental, health, pharmacological | Geological, mineral, paleontological |
| Military, including weapons | Historic building |
| Motion picture, audiovisual | Historic sites |
| Musical instruments | Horological (clocks) |
| Numismatics (money) | Landscape features, constructed |
| Paintings | Machinery |
| Philatelic (stamps) | Maritime, historic ships |
| Photography, negatives | Medals |
| | Other objects not listed above |

Works Available	n.
Works Circulated	n.
Works Acquired	n.

	Individuals	Entities
Borrowers	n.	n.

Program Activity

Classes/Workshops

Appears if you select 'Arts education' OR 'Classes, lectures, or professional development' in the Profile Wizard.

Classes/ Workshops Narrative	text	
	Types of Classes	Total Class Sessions / Meetings
One-time Classes/Workshops	n.	n.
Class Series/Courses	n.	n.
	Paid	Free
Registrants	n.	n.
	High	Low
Class Fee	\$	\$
Series Fee/Tuition	\$	\$

Commissioning Works

Appears if you select 'Commissioning works' in the Profile Wizard.

Commissioned Works Narrative	text
Works Commissioned	n.

Competitions

Appears if you select 'Competitions' in the Profile Wizard.

Competitions Narrative	text	
Competitions Hosted	n.	
Competitors	n.	
Competition Winners	n.	
	High	Low
Entry Fee	\$	\$

Conferences

Appears if you select 'Conferences' in the Profile Wizard.

Conferences Narrative	text	
Conferences Hosted	n.	
	Paid	Free
Attendees	n.	n.
	High	Low
Registration Fee	\$	\$

Consulting/Fee-for-Service Work

Appears if you select 'Consulting or fee-for-service work' in the Profile Wizard.

Consulting Services Narrative	text	
Clients	n.	
	High	Low
Fee Range	\$	\$

Program Activity

Developing Works

Appears if you select 'Developing works' in the Profile Wizard.

New Work Development Narrative

Works Developed
Workshops/Readings

Exhibits

Appears if you select 'Exhibits' in the Profile Wizard.

Exhibits Narrative

	High	Low
Standard Admission Price Range	\$	\$
Suggested Donation Amount	\$	

	Paid Admissions	Free Admissions	Suggested Donation
Admissions (no. of people)	n.	n.	n.

Permanent Exhibits	n.
Temporary Exhibits	n.
Traveling Exhibits	n.

	World	National	Local/Regional
Premieres - Exhibits	n.	n.	n.

What type of collection does your organization own?

- Objects
- Live Animals
- Live Plants
- No Collection

The questions below are customized based on your answer to "What type of collection does your organization own?"

Objects/ Animals / Plants Description	text
Objects/Works / Animals / Plants in Collection	n.
Animals on Exhibit / Plants/ Objects/Works Exhibited	n.
Species (Animals/Plants)	n.
Endangered Species (Animals)	n.

Program Activity

Fairs/Festivals/Parades

Appears if you select 'Festivals, fairs, parades or community events' in the Profile Wizard.

Fairs/Festivals/Parades Narrative	<input type="text" value="text"/>						
Fairs/Festivals/Parades Organized	<input type="text" value="n."/>						
Event Location(s)	<input type="radio"/> Indoor <input type="radio"/> Outdoor						
Attendees (no. of people)	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 33%;">Paid</th> <th style="width: 33%;">Free</th> <th style="width: 33%;">Suggested Donation</th> </tr> </thead> <tbody> <tr> <td>n.</td> <td>n.</td> <td>n.</td> </tr> </tbody> </table>	Paid	Free	Suggested Donation	n.	n.	n.
Paid	Free	Suggested Donation					
n.	n.	n.					

Field Trips

Appears if you select 'Field trips' in the Profile Wizard.

Field Trip Description	<input type="text" value="text"/>				
Field Trips	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 50%;">Distinct</th> <th style="width: 50%;">Total</th> </tr> </thead> <tbody> <tr> <td>n.</td> <td>n.</td> </tr> </tbody> </table>	Distinct	Total	n.	n.
Distinct	Total				
n.	n.				
Participants	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 50%;">Paid</th> <th style="width: 50%;">Free</th> </tr> </thead> <tbody> <tr> <td>n.</td> <td>n.</td> </tr> </tbody> </table>	Paid	Free	n.	n.
Paid	Free				
n.	n.				
Price Per Person	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 50%;">High</th> <th style="width: 50%;">Low</th> </tr> </thead> <tbody> <tr> <td>\$</td> <td>\$</td> </tr> </tbody> </table>	High	Low	\$	\$
High	Low				
\$	\$				

Fiscal Sponsorship

Appears if you select 'Fiscal sponsorship' in the Profile Wizard.

Fiscal Sponsorship Narrative	<input type="text" value="text"/>
Sponsorship Applicants	<input type="text" value="n."/>
New Sponsored Projects	<input type="text" value="n."/>
Total Sponsored Projects	<input type="text" value="n."/>
Amount Distributed	<input type="text" value="\$"/>

Grantmaking

Appears if you select 'Grant making' in the Profile Wizard.

Grantmaking Narrative	<input type="text" value="text"/>
Grantmaking Type	<input type="radio"/> Direct <input type="radio"/> Intermediary <input type="radio"/> Re-Grantor
Amount Awarded	<input type="text" value="calc."/> <small>* This field is calculated based on related question in Expenses.</small>

Program Activity

Grant Applicants*

Grant Recipients*

*Number of organizations or projects

Organizations/Projects

n.
n.

Guided Tours

Appears if you select 'Guided tours' in the Profile Wizard.

Guided Tours Narrative

text

Guided Tours

Types of Tours	Total Tours
n.	n.

Paid

Free

Participants

n.	n.
----	----

High

Low

Price Range

\$	\$
----	----

Historic Preservation/Restoration

Appears if you select 'Historic preservation or restoration' in the Profile Wizard.

Historic Preservation/Restoration Narrative

text

Type of Objects Restored:

Aeronautics, space/airplanes

Animals, live

Animals, preserved

Anthropological, ethnographic

Archaeological

Books

Ceramics, glass, metals, plastics

Documents, manuscripts

Furniture/wooden objects

Geological, mineral, paleontological

Historic building

Historic sites

Horological (clocks)

Landscape features, constructed

Machinery

Maritime, historic ships

Medals

Medical, dental, health, pharmacological

Military, including weapons

Motion picture, audiovisual

Musical instruments

Numismatics (money)

Paintings

Philatelic (stamps)

Photography, negatives

Photography, prints

Physical science projects

Plants, live

Plant, preserved

Sculpture, indoor

Sculpture, outdoor

Textiles and costumes

Tools

Toys and dolls

Transportation, excluding airplanes

Works of art on paper

Other objects not listed above

(please specify)

Describe Other Objects

text

Program Activity

Lectures

Appears if you select 'Arts education' OR 'Classes, lectures, or professional development' in the Profile Wizard.

Lectures Narrative	text	
Lectures	Distinct n.	Total n.
Lecture Attendees	Paid n.	Free n.

Loan Programs

Appears if you select 'Financing' in the Profile Wizard.

Loan Programs Narrative	text
Number of Loans	n.
Amount Loaned	\$
Loan Recipients	n.

Open Rehearsals

Appears if you select 'Open rehearsals' in the Profile Wizard.

Open Rehearsals Narrative	text	
Open Rehearsals	n.	
Tickets/Seats	Paid n.	Free n.

Performances

Appears if you select 'Performances' in the Profile Wizard.

Performance Description	text		
Performances	Productions n.	Total Performances n.	
Premieres	World n.	National n.	Local/ Regional n.
Tickets	Sold n.	Free n.	Capacity n.
Single Adult Ticket Price Range	High \$	Low \$	

Program Activity

Private Lessons

Appears if you select 'Arts education' OR 'Classes, lectures, or professional development' in the Profile Wizard.

Private Lessons Narrative	text	
Lessons Offered	n.	
	Paid	Free
Students	n.	n.
	High	Low
Fee Range	\$	\$

Programs in Schools

Appears if you select 'Arts education' OR 'Classes, lectures, or professional development' in the Profile Wizard.

This section is a breakout of the number of children who participated in your programming in schools.

Programs and attendees entered in this sub-section should also be entered in the appropriate section within Program Activity (Classes and Workshops, Performances, etc). The number of children served entered here will not be added to your total attendance.

Programs in Schools Narrative	text
Programs in Schools	n.
Time in Schools (hours)	n.
Schools Served	n.
Artists in Schools	n.
Children Served in School	n.

Provide Equipment

Appears if you select 'Providing equipment, sets, costumes, or other materials' in the Profile Wizard.

Pieces Available	n.
Pieces Rented	n.

Provide Space

Appears if you select 'Providing rehearsal, meeting, office or other space' in the Profile Wizard.

Space Rental Narrative	text
------------------------	------

Rental Time Period

- Hour
- Day
- Week
- Month
- Year

The below items are customized based on the answer to the question above:

	High	Low
[Hourly/Daily/Weekly/Monthly/Yearly] Fee	\$	\$
	Available	Rented
[Hourly/Daily/Weekly/Monthly/Yearly] Rental	n.	n.
Square Footage	n.	

Program Activity

Publishing Periodicals

Appears if you select 'Publishing books or periodicals' in the Profile Wizard.

Periodical Publishing Narrative	text	
Number of Periodicals	n.	
Number of Issues	n.	
	Individuals	Institutions
Individual and/or Institutional Subscribers	n.	n.
	Paid	Free
Paid and/or Free Subscribers	n.	n.
	Physical	Digital
Periodicals Distributed	n.	n.
	High	Low
Issue Price	\$	\$
Subscription Price	\$	\$

Research

Appears if you select 'Conducting Research' in the Profile Wizard.

Research Narrative	text
Reports Issued	n.

Residencies

Appears if you select 'Providing residencies' in the Profile Wizard.

Residencies Narrative	text
Residency Applicants	n.
Residencies Awarded	n.

Screenings

Appears if you select 'Film screenings' in the Profile Wizard.

Screenings Narrative	text	
	Unique Films	Total Screenings
Screenings	n.	n.
	Sold	Complimentary
Tickets/Seats	n.	n.
	High	Low
Price Range	\$	\$

Program Activity

Other Programs

Appears if you select 'Other types of programs' in the Profile Wizard.

Other Programs Description	text	
	Unique Programs	Total Program Occurrences
Other Programs	n.	n.
	Paid	Free
Attendees	n.	n.
	High	Low
Price Range	\$	\$

Program Activity Summary

Appears to ALL users

The numbers below are totals of the number of people or tickets you entered in other program activity sections. Each line below appears if you selected the related program activities in the Profile Wizard.

	Paid	Free	
Tickets and Admissions	calc.	calc.	
Educational Event Attendees	calc.	calc.	
Other Event Attendees	calc.	calc.	
Total In-Person Attendees	calc.	calc.	
	Children	Seniors	Adults
Age Groups	n.	n.	n.
Percent from outside local community	%		

	Paid	Free
Total Listeners and Viewers	calc.	calc.
	Physical	Digital
Total Books and Periodicals	calc.	calc.
	Distinct Events	Event Occurrences
Total Programs and Events	calc.	calc.

Program Activity

Constituencies Served

Appears to ALL users

From where do you draw your primary audience/constituency?

- International
- National
- Regional
- Statewide
- Local
- N/A

How do you primarily engage with your audience/constituency?

- In person/face-to-face
- Online/virtually
- Each equally

Which term best describes the local community you serve?

- Urban
- Suburban
- Rural
- N/A

Does your organization primarily serve a particular ethnic group?

- Yes
- No

The question below appears if you select 'Yes' above

Primary ethnic group served

- Indigenous people
- People of African descent
- People of Asian descent
- People of Latin American descent
- People of European descent
- People of Middle Eastern descent
- Other ethnic group (please specify)

Other Primary Ethnic Group Description

Does your organization primarily serve a specific gender?

- Yes
- No

The question below appears if you select 'Yes' above

Primary Gender Served

- Men
- Women
- People with non-binary gender identities

Program Activity

Does your organization primarily serve a specific age group?

- Yes
- No

The question below appears if you select 'Yes' above

Primary Age Group Served

- Pre-kindergarten (0-5 years)
- K-12 (6-17 years)
- Young adults (18-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)

Are there other distinct groups that you define as primary constituencies?

- Yes
- No

The question below appears if you select 'Yes' above

Other Distinct Group Served

- Artists
- People of a particular faith
- People with disabilities
- People of low socio-economic status
- Immigrant populations
- People who identify as LGBTQ
- Military veterans/active personnel
- Other distinct group(s) (please describe)

Describe Other Distinct Group

text