



## Short Form Data Profile Survey Questions

This document provides a section by section list of the questions in the Short Form Data Profile, which is available to organizations with total expenses under \$50,000. Organizations completing the short form will still be able to create funder reports for participating grantmakers and access limited analytic reporting tools.

Even if your organization is eligible to complete the short form, you can choose to complete the full Cultural Data Profile (CDP) for access to additional reporting tools.

A PDF of the full CDP survey questions, as well as the most recent copy of the Short Form Data Profile, is available here: <http://culturaldata.force.com/Resources/articles/Article/What-questions-are-included-in-my-survey>.

Get started on your Short Form Data Profile at <http://da.culturaldata.org>.

*This file was last updated April 2018*

# 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?

Fiscal Year Length  12 months  
 Other

Fiscal Year End Date

**Organization Type**

What is your organization type?

Organization Type (select one)  501(c)3 nonprofit organization  
 Other nonprofit organization  
 Unicorporated or fiscally sponsored organization  
Program or 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

What year did your organization receive IRS tax exemption status?

Year IRS Tax Exemption Received (optional)

**Dicipline**

What is your organization's NTEE code?

NTEE Classification

Full list of NTEE codes as provided by NCCS here:  
<http://nccs.urban.org/classification/national-taxonomy-exempt-entities>

Which NISP codes best describe your organization?

1 Discipline

Dance	Media arts
Music	Literature
Opera, musical theatre	Interdisciplinary
Theatre	Folklife/traditional arts
Visual arts	Humanities storytelling
Design arts	Multidisciplinary
Crafts	Non-arts/non-humanities
Photography	

2 Institution Type

01 Individual Artist	27 Library
02 Individual Non-Artist	28 Historical Society

# Profile Wizard

- |  |                                      |
|--|--------------------------------------|
| 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                              |

## Total Expenses

- Are your total expenses less than \$50,000?
- (If 'Yes') I want to complete the full Cultural Data Profile
- Yes (*skip to Summary, Save and Finish*)  
 No (*continue with the wizard*)  
 Yes (continue with full CDP)  
 No (continue to Summary Screen)

**Save and Finish**

# Revenue

## Operating Revenues

Trustee/Board Contributions	\$
Individual Contributions	\$
Corporate Contributions	\$
Foundation Contributions	\$
City Government Contributions	\$
County Government Contributions	\$
State Government Contributions	\$
Federal Government Contributions	\$
Other Cash Contributions	\$
In-Kind Contributions	\$
Investment Income	\$
Earned Program Revenue	\$
Other Earned Revenue	\$
Total	calc.

# Expenses

## Operating Expenses

Employee Salaries	\$
Payroll Taxes and Fringe Benefits	\$
Independent Contractors	\$
Professional Fees	\$
Advertising and Promotion	\$
Conferences and Meetings	\$
Dues and Subscriptions	\$
Grants Awarded	\$
Insurance	\$
Occupancy Costs	\$
Office and Administration	\$
Printing, Postage, and Shipping	\$
Travel	\$
Interest Expense	\$
Depreciation	\$
Other Expenses	\$
Total	calc.

	Program	Fundraising	General and Administrative
Functional Expense Estimation (Percent)	%	%	%

Marketing Expense Estimation (Percent)	%
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Do you pay artists directly? (required)

- Yes  
 No

*The below question is shown to those who select 'Yes' above*

	Local	Non Local
Payments to Artists and Performers	\$	\$

*The below question is shown to those who entered a value in 'Grants Awarded' above*

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

## Summary

	Personnel Expenses	Non-Personnel Expenses
Total Operating Expenses (Calculated)	calc.	calc.

# Balance Sheet

## Assets, Liabilities, & Net Assets

Current Assets	\$
Non-Current Assets	\$
Total Assets	calc.

Current Liabilities	\$
Non-Current Liabilities	\$
Total Liabilities	calc.

Total Net Assets	calc.
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## Net Assets

	Unrestricted	Temporarily Restricted	Permanently Restricted
Net Assets	\$	\$	\$

# People and Places

## Workforce (Staff, Board and Volunteers)

	Number of People		
Full-Time Permanent Employees	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.		
Full-Time Volunteers	n.		
	Number of People	Hours Contributed Per Year	Calculated FTE
Part-Time Volunteers	n.	n.	calc.
Board Members	n.	n.	

## Workspace

Workspace Name	text	
Address	text	
City	text	
State	text	
Zip Code	n.	
Workspace Status	<input type="radio"/> Own <input type="radio"/> Rent <input type="radio"/> Donated in-kind	
Workspace Type	<input type="radio"/> Administrative <input type="radio"/> Programmatic <input type="radio"/> Both	
ADA Compliant?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't Know	
Total Gross Square Footage	n.	

One workspace address is required, up to five may be entered

# Program Activity

## Constituencies Served

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 below question is shown to those who 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)

Does your organization primarily serve a specific gender?

- Yes
- No

*The below question is shown to those who 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 below question is shown to those who 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 below question is shown to those who select 'Yes' above*

*Other Distinct Group Served*

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

*Describe Other Distinct Group*

text

# Program Activity

## Attendance and Participation

	Paid	Free
Physical/In-person Attendance and Participation	n.	n.
Virtual/Online Attendance and Participation	n.	n.

	Unique Programs	Total Program Occurrences
Programs/Events	n.	n.

	Hours Produced	Hours Broadcast
Media Content	n.	n.

	Unique Publications	Distributed
Publications	n.	n.

Percent of attendance from outside local community	%
Percent of attendance younger than 18	%