

WHAT IS DATAARTS CDP? SMU DataArts offers a unique system that enables arts and cultural organizations to enter financial, programmatic and operational data into a standardized online form called the Cultural Data Profile (CDP). Organizations can then produce a variety of reports designed to help increase management capacity, identify strengths and challenges and inform decision-making. They can also generate reports to be included as part of the application processes to participating grantmakers. SMU DataArts will create a report that organizations can generate and submit to Bravo.

WHERE DO I FIND AND START THE CDP?

1. Go to <https://culturaldata.org/get-started/> and use the *Login* link to create an account for your organization.
2. Create and complete a **Cultural Data Profile (CDP) for your 3 most recently completed fiscal years (FY17, FY18 and FY19); start with the earliest year.**
3. Enter data using your board-approved financial audit/review or year-end financial statements.
4. If your organization is not audited/reviewed, enter data based on board-approved, year-end financial statements.
5. If your organization is an arts program/department within a larger institution, enter data based on internal financial statements of the arts program/department, and indicate that you have a parent organization when selecting your organization type on the Customize Your Survey screen.
6. DO NOT enter project budgets, budgets for future years, or data from incomplete or not-yet-approved audits/reviews/financial statements.

CAN MULTIPLE PEOPLE WORK ON AN APPLICATION? Yes, multiple individuals may work on an organization's profile. There will be one main administrator and others can set up individual accounts and request access to the organization profile. Just be careful to not work at the same time, to prevent data loss.

HOW DO I SUBMIT THE CDP? As you enter data, address any errors that appear on the screen. When you are finished entering data and all errors have been address, the Complete button on the page will turn orange. Click on that to complete your CDP. You will need generate a funder report in the dashboard that you will submit to Bravo. For instructions on how to generate a Funder Report, follow [this link](#).

HOW DO I PRINT MY APPLICATION? Once your CDP survey is complete, it will appear complete in the dashboard. Click on "Actions" to edit or print the CDP survey to save for your records. Just be sure to include your Funder Report with your application and not the PDF of the entire CDP.

IS SUPPORT AVAILABLE?

For direct questions concerning the Cultural Data Profile:

SMU DataArts Support Center

Toll Free: 1-877-707-DATA (1-877-707-3282)

Email: help@culturaldata.org

Available Monday to Friday, 8:00am-6:00pm CT

Find DataArts Educational Resources here: <http://culturaldata.org/learn/educational-resources/>

For online training: <http://culturaldata.nonprofitsoapbox.com/calendar>