



Cultural Data Profile (CDP) Survey Questions – Summer 2016

This document provides a list of the questions in the CDP. There are two types of sections that are new to the

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 Data 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.*

For more about how your existing data has been migrated to the new CDP, read this article: <http://culturaldata.force.com/Resources/articles/Article/Data-Migration-Overview/>

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.

Revenue

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

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

Investment Revenue	Temporarily Restricted*		
	Unrestricted	Temporarily Restricted*	Permanently Restricted*
Investment Revenue - Operating	\$	\$	\$
Investment Revenue - Non-Operating*	\$	\$	\$

Contributed Revenue	Unrestricted	Temporarily Restricted*	Permanently Restricted*
Trustee/Board Contributions	\$	\$	\$
Individual Contributions	\$	\$	\$
Corporate Contributions	\$	\$	\$
Foundation Contributions	\$	\$	\$
City Government Contributions	\$	\$	\$
County Government Contributions	\$	\$	\$

Revenue

State Government Contributions	\$	\$	\$
Federal Government Contributions	\$	\$	\$
Total Government Contributions	\$	\$	\$
Tribal Contributions	\$	\$	\$
Parent Organization Support*	\$	\$	\$
In-Kind Contributions	\$	\$	\$
Other Contributions	\$	\$	\$
Net Assets Released from Restriction	\$	\$	\$
Cash Contributions - Non-Operating*	\$	\$	\$
In-Kind Contributions - Non-Operating*	\$	\$	\$

Is any of your contributed revenue from special events?

- Yes
 No

Are you in the middle of a capital campaign?

- Yes
 No

Other Non-Operating Revenue

Transfers and Reclassifications *	\$	\$	\$
Other Non-Operating Revenue *	\$	\$	\$

Summary

Earned Revenue	calc.	calc.	calc.
Investment Revenue	calc.	calc.	calc.
Total Operating Revenue	calc.	calc.	calc.
Prior Period Adjustments	\$	\$	\$
Total Non-Operating Revenue *	calc.	calc.	calc.
Total Revenue	calc.	calc.	calc.

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

Membership

	Paid	Free	
Organizational Members	n.	n.	
Individual Members	n.	n.	
Other Memberships	n.	n.	
	New	Returned	Lapsed
Organizational Member Status	n.	n.	n.
Individual Member Status	n.	n.	n.
Other Member Status	n.	n.	n.

Revenue

	High	Low
Price Range - Organizational Membership	\$	\$
Standard Price Range - Individual Membership	\$	\$
Standard Price Range - Other Memberships	\$	\$

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

Subscriptions

	Tickets Sold	Subscribers	
Full-Season Subscription Program	n.	n.	
Partial-Season Subscription Program	n.	n.	
Subscriber Status	n.	n.	n.
	High	Low	
Full-Season Subscription Price Range	n.	n.	

*The questions below appears if you indicate that you have a media subscription program in the Data Profile Wizard.

Publication Subscribers		
Broadcast Subscribers	n.	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.

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	\$

Revenue

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	\$

*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		
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	\$
In-Kind Other Expenses - Description	\$
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	\$

Expense

Personnel Expenses

Employee Salaries
 Payroll Taxes and Fringe Benefits
 Independent Contractors
 Professional Fees

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

Do you pay artists directly? (required)

Yes

No

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

Payments to Artists and Performers

Artists and Performers - Employees
 Artists and Performers - Independent Contractor
 Artists and Performers - Professional Fees

	Visual Artists	Performing Artists	Other Artists
Artists and Performers - Employees	\$	\$	\$
Artists and Performers - Independent Contractor	\$	\$	\$
Artists and Performers - Professional Fees	\$	\$	\$

Payments to Artists and Performers - Local and Non-Local

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

Non-Personnel Expenses

Advertising and Promotion
 Conferences and Meetings
 Dues and Subscriptions
 Grant Awards*
 Insurance
 Occupancy Costs
 Office and Administration
 Printing, Postage, and Shipping
 Travel
 Recording and Broadcasting Expenses*
 Royalties, Rights, and Reproductions*
 Exhibition Costs*
 Collections Management*
 Production and Event Costs*
 Interest Expense
 Depreciation
 Other Operating Expenses

	Program	Fundraising	General and Administrative
Advertising and Promotion	\$	\$	\$
Conferences and Meetings	\$	\$	\$
Dues and Subscriptions	\$	\$	\$
Grant Awards*	\$	\$	\$
Insurance	\$	\$	\$
Occupancy Costs	\$	\$	\$
Office and Administration	\$	\$	\$
Printing, Postage, and Shipping	\$	\$	\$
Travel	\$	\$	\$
Recording and Broadcasting Expenses*	\$	\$	\$
Royalties, Rights, and Reproductions*	\$	\$	\$
Exhibition Costs*	\$	\$	\$
Collections Management*	\$	\$	\$
Production and Event Costs*	\$	\$	\$
Interest Expense	\$	\$	\$
Depreciation	\$	\$	\$
Other Operating Expenses	\$	\$	\$

Note:
 *Starred line items are only shown if applicable to your organization, based on program activities selected in the Data Profile Wizard.

Expense

*The section below appears if you indicated you had non-operating expenses in the Data 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.
Total Non-Operating Expenses	calc.	calc.	calc.
Total Expenses	calc.	calc.	calc.

Did you have any capital expenditures that are not already reflected in your total expenditures? (required)

Yes

No

The question below is shown to those who select 'Yes' in the previous question

Total Capital Expenditures

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.

*The questions below are shown if your organization indicated you had non-operating expenses in the Data Profile Wizard.

Total Non-Operating Revenue*	calc.	calc.	calc.
Total Non-Operating Expenses*	calc.	calc.	calc.
Non-Operating Change in Net Assets*	calc.	calc.	calc.
Total Change in Net Assets*	calc.	calc.	calc.

Workforce (Staff, Board and Volunteers)

Full-Time Permanent Employees

	Number	Hours Worked	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

Expense

	Number	Hours Contributed	Calculated FTE
Part-Time Volunteers	n.	n.	calc.
Board Members	n.	n.	
Full-Time Artists (Breakout)	n.		
Part-Time Artists (Breakout)	n.		
Independent Contractor Artists (Breakout)	n.		

Workspace

Workspace Address	text
Workspace Status	text
Workspace Type	text
ADA Compliance	text
Total Gross Square Footage	text

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

Marketing

Total Marketing Expenses	\$
--------------------------	----

<input type="radio"/> Yes	
<input type="radio"/> No	

Marketing Personnel Expenses	\$	
Marketing Consultants/Agencies		
Print, Radio, and Television Advertising	\$	
Digital, Mobile, and Online Advertising	\$	
Other	\$	\$
Direct Mail Recipients		
Email Recipients	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.
Website Page Views	n.
Website Sessions/Visits	n.
Website Unique Visitors	n.

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	\$		
Grants and Pledges Receivable - Non-Current	\$		
Investments - Non-Current	\$		
Fixed Assets - Net	\$		
Other Non-Current Assets	\$		
Due To/(Due From)	\$	\$	\$

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

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

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

Endowment and Reserve Funds

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

Fund Types

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

Balance Sheet

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

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?

Yes

No

Endowment Corpus	\$
Amount Withdrawn	\$
Maximum Annual Withdrawal Percentage	\$
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

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

*The questions below appear if Permanent Endowment is selected 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

Balance Sheet

Original Endowment Corpus*	\$	\$	\$
Amount Withdrawn*	\$	\$	\$
Revenue Lines Containing Endowment Draw*	dropdown menu		
Notes*	text		

*The questions below are only shown if Reserve Fund is selected in Fund Types.

Reserve Funds*

Reserves - Cash*	\$	
Reserve - Investments*	\$	\$
Reserves - Other Assets*	\$	\$
Total Reserve Funds*	\$	\$
Reserves - Cash*	\$	
Reserve - Investments*	\$	
Reserves - Other Assets*	\$	
Maximum Annual Withdrawal Percentage*	text	text
Revenue Lines Containing Reserve Draw*	text	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	text	text
Land	\$	
Buildings	\$	
Furniture, Fixtures, and Equipment	\$	\$
Construction in Progress		
Leasehold and Building Improvements	text	text
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.

Customized Program Activity

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>	12
<u>Book Publishing</u>	12
<u>Broadcasting</u>	12
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These sections appear for all organizations.

<u>Program Activity Summary</u>	23
<u>Constituencies Served</u>	23

Customized Program Activity

Advocacy *

Appears if you select 'Advocacy' as a program activity in the Data Profile Wizard.

Advocacy Narrative	text
Issue 1	text
Issue 2	text
Issue 3	text
Issue 4	text
Advocacy Engagement (number of people)	n.
What's missing from this section?	text

Book Publishing *

Appears if you select 'Publishing books or periodicals' as a program activity in the Data 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' as a program activity in the Data Profile Wizard.

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

Customized Program Activity

Audio Content
 Video Content
 Cinema Content
 Content - Other Formats

Hours Produced	Hours Broadcast
n.	n.
n.	n.
n.	n.
n.	n.

What's missing from this section?

Circulating Works *

Appears if you select 'Circulating works' as a program activity in the Data Profile Wizard.

Circulation Program Narrative

Types of Works Circulated

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

Works Available

Customized Program Activity

Works Circulated
Works Acquired

n.
n.

Borrowers

Individuals	Entities
n.	n.

What's missing from this section?

Classes/Workshops *

Appears if you select 'Arts education' OR 'Classes, lectures, or professional development' as a program activity in the Data Profile Wizard.

Classes/ Workshops Narrative

text

One-time Classes/Workshops
Class Series/Courses

n.	n.
n.	n.

Registrants

Paid	Free
n.	n.

Class Fee
Session Fee/Tuition

High	Low
\$	\$
\$	\$

What's missing from this section?

text

Commissioning Works *

Appears if you select 'Commissioning works' as a program activity in the Data Profile Wizard.

Commissioned Works Narrative
Works Commissioned
What's missing from this section?

text
n.
text

Competitions *

Appears if you select 'Competitions' as a program activity in the Data Profile Wizard.

Competitions Narrative
Competitions Hosted
Competitors
Competition Winners

text
n.
n.
n.

Entry Fee

High	Low
\$	\$

What's missing from this section?

text

Customized Program Activity

Conferences *

Appears if you select 'Conferences' as a program activity in the Data Profile Wizard.

Conferences Narrative	text				
Conferences Hosted	n.				
Attendees	<table><tr><td>Paid</td><td>Free</td></tr><tr><td>n.</td><td>n.</td></tr></table>	Paid	Free	n.	n.
Paid	Free				
n.	n.				
Registration Fee	<table><tr><td>High</td><td>Low</td></tr><tr><td>\$</td><td>\$</td></tr></table>	High	Low	\$	\$
High	Low				
\$	\$				
What's missing from this section?	text				

Consulting/Fee-for-Service Work *

Appears if you select 'Consulting or fee-for-service work' as a program activity in the Data Profile Wizard.

Consulting Services Narrative	text				
Clients	n.				
Fee Range	<table><tr><td>High</td><td>Low</td></tr><tr><td>\$</td><td>\$</td></tr></table>	High	Low	\$	\$
High	Low				
\$	\$				
What's missing from this section?	text				

Developing Works *

Appears if you select 'Developing works' as a program activity in the Data Profile Wizard.

New Work Development Narrative	text
Works Developed	n.
Workshops/Readings	n.
What's missing from this section?	text

Exhibits *

Appears if you select 'Exhibits' as a program activity in the Data Profile Wizard.

Exhibits Narrative	text				
Standard Admission Price Range	<table><tr><td>High</td><td>Low</td></tr><tr><td>\$</td><td>\$</td></tr></table>	High	Low	\$	\$
High	Low				
\$	\$				
Suggested Donation Amount	\$				

Customized Program Activity

	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?"

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

What's missing from this section?

Fairs/Festivals/Parades *

Appears if you select 'Festivals, fairs, parades or community events' as a program activity in the Data Profile Wizard.

Fairs/Festivals/Parades Narrative

Fairs/Festivals/Parades Organized

Event Location(s)

- Indoor
- Outdoor

Customized Program Activity

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

What's missing from this section?

Field Trips *

Appears if you select 'Field trips' as a program activity in the Data Profile Wizard.

Field Trip Description

	Distinct	Total
Field Trips	n.	n.

	Paid	Free
Participants	n.	n.

	High	Low
Price Per Person	\$	\$

What's missing from this section?

Fiscal Sponsorship *

Appears if you select 'Fiscal sponsorship' as a Program Activity in the Data Profile Wizard.

Fiscal Sponsorship Narrative

Sponsorship Applicants	n.
New Sponsored Projects	n.
Total Sponsored Projects	n.
Amount Distributed	\$

What's missing from this section?

Grantmaking *

Appears if you select 'Grant making' as a program activity in the Data Profile Wizard.

Grantmaking Narrative

Grantmaking Type

- Direct
- Intermediary
- Re-Grantor

Amount Awarded * This field is calculated based on

Customized Program Activity

related question in Expenses.

Organizations/Projects

Grant Applicants*	n.
Grant Recipients*	n.

*number of organizations or projects

What's missing from this section?

text

Guided Tours *

Appears if you select 'Guided tours' as a program activity in the Data Profile Wizard.

Guided Tours Narrative

text

	Distinct	Total
Guided Tours	n.	n.

	Paid	Free
Participants	n.	n.

	High	Low
Price Range	\$	\$

What's missing from this section?

text

Historic Preservation/Restoration *

Appears if you select 'Historic preservation or restoration' as a program activity in the Data Profile Wizard.

Historic Preservation/Restoration Narrative

text

Types of Objects Restored

- | | |
|---|--|
| <input type="checkbox"/> Aeronautics, space/airplanes | <input type="checkbox"/> Motion picture, audiovisual |
| <input type="checkbox"/> Animals, live | <input type="checkbox"/> Musical instruments |
| <input type="checkbox"/> Animals, preserved | <input type="checkbox"/> Numismatics (money) |
| <input type="checkbox"/> Anthropological, ethnographic | <input type="checkbox"/> Paintings |
| <input type="checkbox"/> Archaeological | <input type="checkbox"/> Philatelic (stamps) |
| <input type="checkbox"/> Books | <input type="checkbox"/> Photography, negatives |
| <input type="checkbox"/> Ceramics, glass, metals, plastics | <input type="checkbox"/> Photography, prints |
| <input type="checkbox"/> Documents, manuscripts | <input type="checkbox"/> Physical science projects |
| <input type="checkbox"/> Furniture/wooden objects | <input type="checkbox"/> Plants, live |
| <input type="checkbox"/> Geological, mineral, paleontological | <input type="checkbox"/> Plant, preserved |
| <input type="checkbox"/> Historic building | <input type="checkbox"/> Sculpture, indoor |
| <input type="checkbox"/> Historic sites | <input type="checkbox"/> Sculpture, outdoor |
| <input type="checkbox"/> Horological (clocks) | <input type="checkbox"/> Textiles and costumes |

Customized Program Activity

- Landscape features, constructed
- Machinery
- Maritime, historic ships
- Medals
- Medical, dental, health, pharmacological
- Military, including weapons

- Tools
- Toys and dolls
- Transportation, excluding airplanes**
- Works of art on paper
- Other objects not listed above
(please specify)

Describe Other Objects

What's missing from this section?

Lectures *

Appears if you select 'Arts education' OR 'Classes, lectures, or professional development' as a program activity in the Data Profile Wizard.

Lectures Narrative

Lectures

Distinct	Total
n.	n.

Lecture Attendees

Paid	Free
n.	n.

What's missing from this section?

Loan Programs *

Appears if you select 'Financing' as a program activity in the Data Profile Wizard.

Loan Programs Narrative

Number of Loans

Amount Loaned

Loan Recipients

What's missing from this section?

Open Rehearsals *

Appears if you select 'Open rehearsals' as a program activity in the Data Profile Wizard.

Open Rehearsals Narrative

Open Rehearsals

Tickets/Seats

Paid	Free
n.	n.

Customized Program Activity

What's missing from this section?

text

Performances*

Appears if you select 'Performances' as a program activity in the Data Profile Wizard.

Performance Description

text

Performances

Productions	Total Performances
n.	n.

Premieres

World	National	Local/ Regional
n.	n.	n.

Tickets

Sold	Free	Capacity
n.	n.	n.

Single Adult Ticket Price Range

High	Low
\$	\$

What's missing from this section?

text

Private Lessons*

Appears if you select 'Arts education' OR 'Classes, lectures, or professional development' as a program activity in the Data Profile Wizard.

Private Lessons Narrative

text

Lessons Offered (classes)

n.

Students

Paid	Free
n.	n.

Fee Range

High	Low
\$	\$

What's missing from this section?

text

Programs in Schools*

Appears if you select 'Arts education' OR 'Classes, lectures, or professional development' as a program activity in the Data Profile Wizard.

Programs in Schools Narrative

text

Programs in Schools
Time in Schools (hours)

n.
n.

Customized Program Activity

Schools Served	n.
Artists in Schools	n.
Children Served in School	n.

What's missing from this section?

Provide Equipment*

Appears if you select 'Providing equipment, sets, costumes, or other materials' as a program activity in the Data Profile Wizard.

Pieces Available	n.
Pieces Rented	n.

What's missing from this section?

Provide Space*

Appears if you select 'Providing rehearsal, meeting, office or other space' as a program activity in the Data Profile Wizard.

Space Rental Narrative

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

What's missing from this section?

Publishing Periodicals*

Appears if you select 'Publishing books or periodicals' as a program activity in the Data Profile Wizard.

Periodical Publishing Narrative	text
Number of Periodicals	n.
Number of Issues	n.

Customized Program Activity

	Individuals	Institutions
Individual and/or Institutional Subscribers	n.	n.

	Paid	Free
Paid and/or Free Subscribers	n.	n.

	Physical	Digital
Periodicals Distributed	\$	\$

	High	Low
Issue Price	\$	\$
Subscription Price	\$	\$

What's missing from this section?

Research*

Appears if you select 'Conducting Research' as a program activity in the Data Profile Wizard.

Research Narrative

Reports Issued

Residencies*

Appears if you select 'Providing residencies' as a program activity in the Data Profile Wizard.

Residency Applicants

Residencies Awarded

What's missing from this section?

Screenings*

Appears if you select 'Film screenings' as a program activity in the Data Profile Wizard.

Screenings Narrative

	Unique Films	Total Screenings
Screenings	n.	n.

	Sold	Complimentary
Tickets/Seats	n.	n.

	High	Low
Price Range	\$	\$

What's missing from this section?

Customized Program Activity

Other Programs*

Appears if you select 'Other types of programs' as a program activity in the Data 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 Data 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	%		

Constituencies Served

Appears to ALL users

From where do you draw your primary audience/constituency?

- International
- National
- Regional
- Statewide
- Local

How do you primarily engage with your audience/constituency?

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

Customized Program Activity

Which term best describes the local community you serve?

- Urban
- Suburban
- Rural

Does your organization primarily serve a particular ethnic group?

- Yes
- No

The question below appears if you select 'Yes'

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 question below appears if you select 'Yes'

Primary Gender Served*

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

Does your organization primarily serve a specific age group?

- Yes
- No

The question below appears if you select 'Yes'

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)

Customized Program Activity

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

- Yes
- No

The question below appears if you select 'Yes'

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