



# CULTURAL DATA PROJECT

The Cultural Data Project is governed by a collaborative partnership, consisting of:

Greater Philadelphia Cultural Alliance  
Greater Pittsburgh Arts Council  
The Heinz Endowments  
Pennsylvania Council on the Arts  
The Pew Charitable Trusts  
William Penn Foundation

## FAQs about CDP data and research requests

### 1. What is a Data Profile?

A Data Profile is a single fiscal year of historical data submitted into the CDP. An organization enters its Data Profile after complete fiscal year data and a board-approved audit/review (or financial statement) is available. [View a blank Data Profile.](#)

### 2. What data does CDP collect?

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 wide range of non-financial information (including contributor numbers, attendance, space, pricing, capital and endowment campaigns, program activity and staffing). You can access the general instructions for completing a CDP profile by clicking [here](#).

### 3. How is CDP data different from National Center for Charitable Statistics (NCCS) data?

NCCS data is taken from the IRS Form 990, while CDP data is based on audits/reviews or year-end financial statements which follow Generally Accepted Accounting Principles (GAAP) set by the Financial Accounting Standards Board (FASB). GAAP accounting allows organizations to show a more robust picture of their organization and all of the ways they support themselves. GAAP financial statements can include contributed goods and services (in-kind revenues and expenses), allocate joint costs across functional expense categories, and show the distinction between restricted and unrestricted revenue and balance sheet items. This helps to create more complete financial statements that better represent an organization. Increasingly with the revision of Form 990 in 2008, the 990 has become more of a compliance document. It is used by the IRS, donors and the public to evaluate the transparency of an organization, its governance structure, and its fulfillment of the mission for which it was organized.

#### **4. How is the Data Profile reviewed by CDP?**

After an organization has completed their data entry in the Data Profile, they have to run an electronic error check before submitting the data into the system. This error check is intended to catch any glaring oversights in an organization's data entry.

After the errors have been corrected and a Data Profile has been submitted, the CDP Help Desk prints it out and reviews it by hand, looking for errors that are not easily identified through computational logic. Once these errors are identified, the Help Desk reaches out to the organization and asks that they take a second look at potential errors identified. Once the organization has addressed any necessary revisions, the CDP marks the Data Profile as Review Complete. Only Review Complete data is available for research.

#### **5. Why is only "Review Complete" data available for research?**

While data that is not yet Review Complete is considered to be reliable (it must have passed the automated error check), particularly in regard to bottom line totals (i.e. total expense, total revenue, etc.), there are data points within an unreviewed Data Profile that could be anomalous.

#### **6. How many years of Review Complete CDP data are available?**

The amount of Review Complete CDP data that is available for research differs per state and depends on how long the state has been participating with the CDP. In the first year of participation, most cultural organizations submit two Data Profiles representing financial and programmatic activities from their two most recently completed fiscal years. For each subsequent year, cultural organizations only submit one year of historic data representing their most recently completed fiscal year. As a result, each year of data in the CDP has a different pool of organizations represented, however it is simple to narrow down to a single sample to conduct trend analyses.

#### **7. What is the difference between "masked" and "identifiable" data?**

"Identifiable" data is data that contains specific organization information, allowing the researcher to identify individual organizations within a CDP dataset. "Masked" data contains individual organization information appended to a unique identifier but does not contain organization names or other individually identifiable data. Regardless of what data is requested, any public work product must report findings **in aggregate only** and may not identify any individual organization's data.

#### **8. Can CDP provide assistance with data analysis and reporting?**

The CDP does not currently create research reports or disseminate research findings. If you are looking for assistance with analysis and reporting, CDP staff would be happy to discuss your needs.

**9. Why is a Data Use Application required?**

The Data Use Application is used by a Task Force committee to review proposed research projects and determine whether CDP data will be released for use. State Task Forces (a statewide coalition of funders and advocacy organizations representing each state participating in CDP) are responsible for reviewing and approving data use requests based on the information provided by the researcher(s).

**10. How long does it take to receive approval for my request?**

The timeframe for approval is dependent upon the nature of the request, the completeness of the application and the clarity of the project research description. Every attempt is made to respond to and approve data requests as quickly as possible, usually in no more than 2-3 weeks.

**11. Do I have to sign a licensing agreement in order to have access to the data?**

In order to protect the information of all the arts and cultural organizations participating in the CDP, a non-negotiable research licensing agreement is required of all applicants/researchers receiving any CDP data. The licensing agreement details the scope of the license, including restrictions on the use of the data, ownership of the data, and indemnification of Pew and the CDP Governing Group.

**12. Are there data security requirements?**

As described in the license agreement, all data must be secured, behind a firewall if possible, and applicants receiving data have to make best efforts to prevent unauthorized usage of the dataset. Unauthorized usage includes accessing, downloading, modifying, altering or printing the dataset in whole or in part and any other use which is either expressly prohibited by or not specifically authorized.

**13. Are there restrictions on the use of a licensed CDP dataset?**

CDP datasets are licensed for **single-use only** and must be destroyed within three (3) months of the completion of the project. The scope of the project must be described in the Data Use Application and will be identified in the non-negotiable research licensing agreement.

**14. What format(s) are used to deliver datasets?**

At the present time, Microsoft Excel (version 2003) workbooks are used to deliver all datasets.

**15. Is a research timeline required as part of the Data Use Application?**

While a detailed timeline is not required, you are asked to include as much information as possible with respect to expected dates for preliminary findings, project completion and any potential presentation or publication dates.

**16. Where can I see samples of reports using CDP data?**

The high-quality data collected by the CDP has been used in a growing number of research and advocacy reports produced by professional researchers around the country. To view some of these reports, [click here](#).

