# **SMU** DataArts

# **Getting Started with the Cultural Data Profile**

A guide to completing your first Cultural Data Profile survey

Watch the webinar recording

smu.edu/dataarts

Updated Winter 2025

# **About SMU DataArts**

For more than a decade, we've provided data-informed insights and resources to the arts and cultural sector.

DataArts began in Pennsylvania as the Cultural Data Project in 2004 as a collaborative venture of visionary funders and arts advocates with a goal to address a longstanding need for detailed, reliable information on nonprofit arts, culture, and humanities organizations, and by doing so, strengthen management, philanthropy, research, and public policy. In 2018, DataArts merged with Southern Methodist University's National Center for Arts Research, a nationally recognized research center developing reports based on a uniquely comprehensive set of data that models the arts and culture ecosystem.

As a combined entity, SMU DataArts employs cutting-edge research techniques and high-powered computing to test hypotheses, build theory, and increase understanding of the arts and cultural sector. Our research efforts range from academic papers published in leading journals, applied research undertaken with community partners, and actionable insights shared directly with arts practitioners.

### **Our Mission**

As a combined entity, our mission is to provide and engage organizations and individuals with the evidence-based insights needed to collectively build strong, vibrant, and equitable arts communities.

# Our Commitment to Equity, Diversity, Accessibility, and Inclusion

SMU DataArts recognizes that our society is characterized by a complex web of inequities, and we are committed to making research, tools, and resources accessible to all persons regardless of race, age, gender expression, sexual orientation, national origin, disability, and/or socioeconomic status. We strive to conduct our work without bias or preference, and we value input and creativity from diverse perspectives. We prioritize data collection and research projects that celebrate the arts and culture of communities of color, and advance equity in access to art, cultural funding, and the sector at large. We commit to contributing to a more equitable funding model for organizations rooted in, led by, or serving people and communities of color. Our equity work is a continuous process requiring ongoing input from the field, accountability, and evaluation.

- We hold ourselves accountable by sharing progress on our website and providing concrete evidence of our work in this regard.
- We set goals and define the progress we will make.
- We actively invite input from the field on our plans and our actions.
- We regularly address equity, diversity, accessibility, and inclusion (DEAI) concerns within our organization and report updates to all staff at monthly meetings.





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# The Cultural Data Profile

The Cultural Data Profile (CDP) is a free and secure online survey that collects financial and programmatic data from nonprofit arts, culture, and humanities organizations so they can apply for grants, gather insights, use data to strengthen a case for support, and contribute to nationwide research. As of 2021, over 19,000 organizations have contributed data.

SMU DataArts uses the CDP to collect and organize data from across the arts and cultural sector. Each CDP contains financial and programmatic data for a single fiscal year.



 Apply for grants, gather insight, and share your data to strengthen the case for arts and culture

application process

Access data and reports that lea to higher-impact philanthropy

• Standardize data to streamline your grant application process

- Explore datasets, answer questions, and communicate about the sector's assets and challenges
- Use evidence-based support to advocate for policy and funding

# **Incorporating the Cultural Data Profile into Your Workflow**

To make the most of your CDP, we recommend completing it as part of your year-end budgeting process. By aligning the completion of your profile with your fiscal year-end, you can ensure that your financial data is up-to-date and ready for when grant opportunities arise. Below is an example of what that annual workflow might look like:



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# Preparing for the Survey

To complete the Cultural Data Profile, you're going to need both financial and nonfinancial information for your organization.

# Gather Essential Documents

Listed are several documents that will be helpful throughout the process.

Smaller organizations may rely on spreadsheets and other tools used to track financials throughout the year.

Audit or review documents (if available)



3

4

5

6

Year-end profit and loss statement

**Balance Sheet/990 Forms** 

Ticketing and attendance records

Staffing records

Donor records





# Download the Survey Questions

A copy of the full survey is available for download on our website so you can be sure you have all information needed and make prioritize efficiency when requesting documents from colleagues.

Visit Our Website



### Create a CDP Account

If you have not already created an account, this will be your next step. Multiple colleagues from the same organization may create an individual account. Within your individual account, you may connect to all organizations you are personally affiliated with (some may be affiliated with multiple organizations). Only individuals with your login credentials will be able to access your personal account and the connected organizations.

To create an account for the first time, click the 'create an account' link option and follow the instructions.

#### Login to the CDP

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#### Log In

Email

Password

Log in

Need login help?

Create an account

If you have an adblocker installed in your browser and are having trouble with the site, please try using an <u>incognito or private browsing window</u>, or add da.culturaldata.org to the safelist for your adblocker. Contact our Support Center at 877-707-3282 for more information.

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## **Connect your Organization**

To connect your individual account to an organization, select 'Join or Set Up' near the top of your screen and follow the steps outlined below:

- Search for the organization(s) in our database.
- If the organization already exists, request to connect your account to the existing profile.
  - Requests will be sent to the organization's administrator.
  - If the administrator account has been lost or changed, please contact our Support Center to help troubleshoot.
- If the organization does not exist, follow the steps to set up a new organization profile.



# Customize Survey Settings

As you start a new survey, you will be prompted with a short set of questions that will help the platform determine which survey is most relevant for your organization.

The CDP survey is tailored based on organization size and type to help ensure that questions are relevant to your organization.

From the dashboard select the 'Start a Survey' and respond to the financial and programmatic questions as best as possible. The setup process takes about 5 minutes to complete.

These settings can be modified in future years as your organization grows and changes.





#### Customize Your Survey



#### **SURVEY SETTINGS**

Select the year you want to work on from the drop-down menu and confirm that the full fiscal year-end date is correct.



Survey	Settings	for	FY	2024
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#### **SURVEY SETTINGS**

Select the organization type from the drop-down menu. Most organizations that complete the CDP are 501(c)3s.

Fiscally-sponsored organizations are new or existing organizations that have not yet acquired 501(c)3 status and rely on a nonprofit sponsor to apply for and receive grant funding.







#### **SURVEY SETTINGS**

An entity under a parent organization is a project, program, or department with an arts or cultural focus that is part of a larger organization. The larger organization is called a parent organization and holds oversight on management, operations, and finances. An example would be a history museum run by a university, or an arts therapy program run by a hospital.



Survey Settings for FY 2024	
Total Expenses	
Information will not be saved until you have completed all the questions required to customize your survey.	
SMU DataArts recognizes that cultural nonprofits come in all sizes; we seek to meet the needs of even the smallest organizations.	
Were your total expenses, including In- kind, less than \$50,000?	
Back O	Next
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#### **SURVEY SETTINGS**

The next question asks if the organization's total expenses were less than \$50,000 for the fiscal year reported on.

Answering 'yes' to this question will categorize the organization as 'small,' and the survey will be shorter and streamlined for organizations with less detailed data available.



#### Survey Settings for FY 2024



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#### **SURVEY SETTINGS**

The next several questions will ask about your organization's finances in more detail, including whether the organization was reviewed or audited, if the organization has restricted revenue, non-operating revenue, and expenses.



# Our platform is designed with you in mind.



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	Management Center Surveys Funder Reports and Grants Administration Data Center Analytics	
	FY 2024 Cultural Data Profile	
	Changes to your Data Profile We have streamlined the CDP to save you time during data entry. Read more.	Example Throat Singing Choir
		Check and Complete
Survey Settings	Welcome: Instructions	
Welcome Instructions	Welcome to the Cultural Data Profile	
Revenue	All sections of the CDP are required, but you can leave most line items blank if they do not apply to your organization. If a specific question or line item is required, it will be noted with an * and in the written instructions.	

#### SURVEY TOUR

On the left-hand side of the screen is the internal navigation for the Data Profile that will help you quickly move around from section to section.

To modify the survey customization, select 'Survey Settings' and edit any the responses.



	FY 2024 Cultural Data Profile	
	Changes to your Data Profile We have streamlined the CDP to save you time during data entry. Read more.	Example Throat Singing Choir Check and Complete
Survey Settings	Welcome: Instructions	
Welcome Instructions Revenue	Welcome to the Cultural Data Profile All sections of the CDP are required, but you can leave most line items blank if they do not apply to your organization. If a specific question or line item is required, it will be noted with an * and in the written instructions.	

Administration

Data Center

Analytics

Funder Reports and Grants

Management Center

SURVOVS

#### **SURVEY TOUR**

Near the top of your screen is a general announcement box. If there is any important news or announcements regarding the CDP platform, such as platform maintenance, information will be posted here.



Survey Settings Welcome	Revenue: Earned Operating Revenue	More Help on this Section
Revenue	Unrestricted	Total 2024
Earned Operating Revenue Investment Revenue	Subscription Revenue 👔	
Contributed Revenue Revenue Summary	Membership Fees - Individuals	
Expenses	Membership Fees - Organizations ?	LEAVE THEM BLANK
Workforce and Workspaces	Ticket Sales/Admissions 7	

#### **SURVEY TOUR**

Near the top of each subsection is a link for 'More Help on this Section' which that will redirect you to our Knowledgebase containing helpful articles about the most frequently asked questions for each section.

Support Center Hours: 11A - 5P ET M-F P: 877-707-3282 E: help@culturaldata.org



#### **SURVEY TOUR**

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In the main navigation bar at the top of your screen is another help icon. This remains active and visible within all sections of the platform and will bring up a search field for our online Knowledgebase, as well as the contact information for our Support Center.

# **Quick Facts**



### Audits or reviews might be less detailed than the CDP

An audit might have a line for earned revenue but no further details. Since the CDP asks for a more line items under earned revenue, you might need to look at internal financial statements to find the information needed.

### Financial statements might be more detailed than the CDP

QuickBooks commonly provides more details than the CDP asks for. In these cases, simply add up the line items from the financial statements and input them as one number in the CDP.

# The CDP might use different terminology than other records

To help guide you through some of the more common terminology differences, the CDP contains definitions and instructions for line items where possible.





# Help & Support

Our Support Center is available from 10:30am to 7pm ET, Monday through Friday.

Call us at 877-707-DATA (3282) or email <u>help@culturaldata.org</u>.

We offer on-demand interpretation in many languages. Please ask the specialist when you are connected.

Ofrecemos interpretación a pedido en muchos idiomas, pregunte al especialista cuando esté conectado.

For the best possible experience, please be sure you are using the latest version of your web browser.

Contact Us



# **Financial Sections**

Once the survey settings are complete, you are now at the heaviest lift of the survey. You may save your progress at any point, but please expect to spend most of your time on this portion of survey.

Survey Settings	Revenue: Audit Totals					
Welcome	Audit Totals					
Revenue Audit Totals	These totals should be taken directly from your audit or review. We will use these numbers to verify that your revenue is entered accurately, by comparing them to the totals that calculate at the bottom of the revenue section.					
Earned Operating Revenue	More help on this section					
Investment Revenue	•					
Non-Operating Revenue		Unrestricted	Restricted	Total 2024	Ē	
Contributed Revenue			Restricted		U.	
Revenue Summary	Total Operating Revenue 🥐				D	
Expenses	Total Non-Operating Revenue ?					
Balance Sheet	Total Revenue	N/A	N/A			

#### **REVENUE – AUDIT TOTALS**

The first section of the survey is Revenue with six subsections that go into specific details. Only organizations that selected audit or review in the survey settings portion will see the subsection for Audit Totals. Enter the key revenue totals from the audit, which will be used as a check against other sections and help ensure correct financials are entered throughout the survey.

Survey Settings	Revenue: Earned Operating	Revenue			More Help on this Section
Welcome					
Revenue		Unrestricted?	Restricted ?	Total 2024	r
Audit Totals Earned Operating Revenue	Subscription Revenue ?				
Investment Revenue Non-Operating Revenue	Membership Fees - Individuals ?				
Contributed Revenue	Membership Fees - Organizations ?				
Furnance outliniting	Ticket Sales/Admissions ?				
Balance Sheet	Education Revenue ?				

#### **REVENUE – EARNED OPERATING REVENUE**

The second subsection of the Revenue section is Earned Revenue. Earned operating revenue is any income the organization earned by providing goods or services. In this subsection, we ask you to breakout your earned operating revenue into more specific line items, such as ticket sales, rental revenue, and membership fees.



Survey Settings Welcome	Revenue: Investment Reve	nue			More Help on this Section
Revenue		Unrestricted?	Restricted?	Total 2024	D
Audit Totals Earned Operating Revenue	Investment Revenue - Operating ?				D
Investment Revenue Non-Operating Revenue	Investment Revenue - Non-Operating				
Contributed Revenue Revenue Summary	Total Finished with Revenue: Investment Revenu	\$0.00 e? Click to move on to Rev	\$0.00 enue: Non-Operating Reven	\$0.00 ue. Your changes have been	Continue
Expenses Balance Sheet	saved automatically.				Continue »

#### **REVENUE – INVESTMENT REVENUE**

Investment Revenue includes interest and other earnings on any investments such as bank accounts, stocks, bonds, mutual funds, or any other investments. Non-operating revenue will only appear if you state that you have non-operating revenue when customizing the survey. This can include any unusual or one-time income that falls outside of the core business and programs (e.g., contributions to a capital campaign or a large bequest).



Survey Settings Welcome	Revenue: Contributed	I Revenue				More Help on this Section
Revenue		Unrestricted	Restricted	Total 2024	Contributors	D
Audit Totals Earned Operating Revenue	Trustee/Board ?					D
Investment Revenue Non-Operating Revenue	Other Individual ?					
Contributed Revenue Revenue Summary	Corporate ?					
Expenses	Foundation ?					
Balance Sheet	City Government (?)					
Workforce and Workspaces	County Government ?					

#### **REVENUE – CONTRIBUTED REVENUE**

All organizations will be asked to submit information regarding contributed revenue, but if you indicated that the organization has restricted contributions during the setup, you will see columns for unrestricted and restricted contributed revenue as well as a column for the number of contributors.

Survey Settings Welcome	Expenses: Expenses					More Help on this Section
Revenue Expenses	Personnel Expenses					
Audit Tatala		Drogram	Management and	Fundraleing	Total 2024	Ē
Expenses		Program	General	Fundraising	10181 2024	<b>~</b>
Change in Net Assets and Narrative	W2 Employee Salaries, Benefits, Payroll Taxes ?					D
Balance Sheet	Independent Contractors ?					D
Workforce and Workspaces	Professional Fees ?					D
Program Activity & Audiences	Total	\$0.00	\$0.00	\$0.00	\$0.00	

#### **EXPENSES – PERSONNEL EXPENSES**

Expenses are subdivided into personnel and non-personnel expenses. Program, Management and General, and Fundraising fall under personnel expenses.

If the organization has an annual budget under \$50,000, you will only have one column in the expenses section.



# Breakout Questions

An additional breakout question asks for the amount paid to visual and performing artists (i.e. an itemized calculation of the total personnel expenses reported above).

In the expenses section, we also have a breakout question that asks organizations to report the portion of its expenses associated with Marketing. This data allows us to provide insights into marketing activities across the sector. We have also added a question about digital program expenses. This data will help us to understand the costs associated with the shift to digital programming that many organizations experienced in 2020. This is an optional question.

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#### Visual and Performing Artists

Of your organization's total personnel expenses above, what portion was paid to artists and performers?

This is a breakout or further classification of the expenses entered above. This entry is not included in your total expenses at the bottom of this section. This is required, but you can enter a zero.

#### Marketing Expenses\*

Of your organization's total operating expenses, how much was spent on marketing personnel and non-personnel expenses? (Required)

This is a breakout or further classification of the expenses entered above. This entry is not included in your total expenses at the bottom of this section. This is required, but you can enter a zero.

#### **Digital Program Expenses**

Of your organization's total operating expenses, how much was spent on programming delivered digitally?

This is a breakout or further classification of the expenses entered above. This entry is not included in your total expenses at the bottom of this section. This is required, but you can enter a zero.

Survey Settings Welcome	Balance Sheet: Assets, Liab	oilities, & Net Asse	ets		More Help on this Section
Revenue		Unrestricted	Restricted	Total 2024	D
Expenses	Cash and Cash Equivalents 🤊				
Balance Sheet	Receivables ?				D
Audit Totals Assets, Liabilities, & Net Assets	Investments - Current 🧃				D
Workforce and Workspaces	Current Assets Not Included Above 🧌				
Program Activity & Audiences	Total Current Assets	N/A	N/A		
Wrap-up	Investments - Non-Current 🧃				

#### **BALANCE SHEET – ASSETS, LIABILITIES, & NET ASSETS**

- Audited organizations: Complete unrestricted and restricted columns
- Unaudited organizations: Complete a single-column balance sheet
- Fiscally sponsored organizations: Balance sheet is optional
- Small organizations: Balance sheet will not appear



# Workforce & Workspaces Section

This section focuses on your workforce, leadership structure, and locations where your organization does its programmatic and administrative work.

Survey Settings	Workforce and Workspaces: Wo	rkforce		More Help on this Section
Welcome				
Revenue	Numt	per of Positions?	Turnover 🤋	Ū
Expenses	Full-Time Permanent ?			
Balance Sheet	Full-Time Temporary ?			
Workforce and Workspaces	Part-Time Permanent ?			
Workforce COVID-19 Impact	Part-Time Temporary			
Organization Leadership Workspaces (up to 5)	Volunteers ?			

#### **WORKFORCE AND WORKSPACES – WORKFORCE**

This section has several sub-sections for you to fill out, including Workforce for information about the number of full-time and part-time staff, independent contractors, and volunteers who work for the organization.

There is also a turnover column to report the number of individuals who left their positions within each fiscal year.

# **Defining Employee Turnover**

Turnover is defined as the number of permanent employees who resigned, retired, or were terminated.

#### Include:

- ✓ Resignations
- ✓ Retirements
- Employment terminations
- Employment layoffs

#### **Do not include:**

- ✗ Internships
- ✗ Fellowships
- **×** Temporary positions

Revenue	2024	D
Expenses	COVID-19 Workforce Effects	
Balance Sheet	The COVID-19 crisis has necessitated that organizations lay off or furlough employees to remain in operation. The following questions aim to gauge this impact on your organization's workforce. Please only answer these questions if the fiscal year you are	
Workforce and Workspaces	reporting on Includes a span of time Impacted by the COVID-19 pandemic. Answers collected from fiscal years outside of the Impact of the COVID-19 pandemic will not be used for research or reporting purposes. This is optional.	
COVID-19 Impact	Due to COVID-19 crisis restrictions on in-person gatherings and/or stay-at-home	
Organization Leadership Workspaces (up to 5)	orders mandated by government health guidelines, how was staffing affected at your organization?	
Program Activity & Audiences	Number of Employees Laid Off ?	D
Wrap-up	Number of Employees Furloughed ?	D
SAVE PRINT	Of those furloughed or laid off employees, how many (If any) have been brought back?	
	Finished with Workforce and Workspaces: COVID-19 Impact? Click to move on to Workforce and Workspaces: Organization Leadership. Your changes have been saved automatically.	Continue »

#### **WORKFORCE AND WORKSPACES – COVID-19 IMPACT**

Next there is a COVID-19 impact section. These questions ask you to quantify the effects of the COVID-19 crisis on your workforce.



Revenue	2024	D
Expenses	Organization Leader	
Balance Sheet	Provide information about the person with the highest level of decision-making authority (not including board members). This could be your organization's Executive Director, CEO, or President. You may enter two co-leaders if your organization has a shared leadership	
Workforce and Workspaces	structure.	
Workforce COVID-19 Impact	Leader First Name	D
Organization Leadership	Leader Last Name	D
Workspaces (up to 5)	Leader Title	
Program Activity & Audiences	Leader Year Started ?	
All changes saved ✓	Leader Email Address	D

#### **WORKFORCE AND WORKSPACES – ORG LEADER**

In the next subsection we ask about your organization's leadership. Here we are asking for information on whoever has the highest decision-making authority at your organization. We ask for some basic information about your leader, as well as the year they started. If you have a shared leadership structure where two people share equal decision-making authority, you can enter two co-leaders.

Survey Settings	Workforce and Workspaces: Workspaces (up to 5)	
Welcome	One workspace is required, and you can include up to 5 different locations your	
Revenue	organization has used this year. Use the button below to pre-fill the address in your organizations' profile into the first workspace.	
Expenses	If you do not have a physical workspace No workspace	
Balance Sheet		
Workforce and Workspaces	2024	D
Workforce COVID-19 Impact	Address (required) ? Use Pro	ofile
Organization Leadership		
Organization Leadership Workspaces (up to 5)	City (required) ?	

#### **WORKFORCE AND WORKSPACES – WORKSPACES**

You can enter up to five workspaces here. If you do not have a physical workspace, you can indicate that and skip this section.



# Program Activity & Audiences

Share the number of programs and types of programs your organization held during the fiscal year. You'll also see questions about admissions, membership programs, and digital participation.

Survey Settings	Program Activity & Audiences	s: Tickets/Admission	s/Package Prices	More Help on this Section
Welcome				
Revenue		Low	High 🍘	D
Expenses	Ticket/Admission Prices 2			
Balance Sheet	Subscription Package Price ?			D
Workforce and Workspaces	Individual Membership Price (?)			
Program Activity & Audiences	Organizational Membership Price ?			
Prices	Subscription Ticket Price ?			
Programs Attendance/Participation	Ticket/Admission Prices for Individual Members ?			

#### **PROGRAM ACTIVITY AND AUDIENCES – TICKETS/ADMISSION/PACKAGE PRICING**

Enter the lowest and highest prices offered for each line item. Free is not considered a price point, so \$0 should not be entered as a low price. You will be able to account for free programming under the Attendance/Participation section.



Survey Settings	Program Activity & Audiences: Members and Subscribers	More Help on this Section
Welcome		
Revenue	Count ? Renewal Rate ?	r C
Expenses	Subscribers*	
Balance Sheet	Members - Individual(s)* 👔	
Workforce and Workspaces	Members – Organizations*	
Program Activity & Audiences	Finished with Program Activity & Audiences: Members and Subscribers? Click to move on to Program Activity &	& Audiences:
Tickets/Admissions/Package Prices	Programs. Your changes have been saved automatically.	Continue »
Members and Subscribers		
Programs		

#### **PROGRAM ACTIVITY AND AUDIENCES – MEMBERSHIPS AND SUBSCRIBERS**

This section includes the total count of members and subscribers during the year, as well as the percentage of renewals from last year. Renewal rates are optional.

Survey Settings Welcome	Program Activity & Audiences: Programs	More Help on this Section
Revenue	2024	
Expenses	Residencies Awarded ?	
Balance Sheet	Public Art Installations ?	
Workforce and Workspaces	Works Commissioned ?	
Program Activity & Audiences	Films Produced ?	
Tickets/Admissions/Package Prices Members and Subscribers	World Premieres ?	
Programs	National Premieres ?	
Attendance/Participation Organization Mission	Local/Regional Premieres ?	

#### **PROGRAM ACTIVITY AND AUDIENCES – PROGRAMS**

Enter the number of programs held for each type. Any line items that are not applicable to the organization can be left blank.



In Person/Physical Programs			Digital Programs		D	
	Distinct Offerings 🍞	# of Times Offered 🍘	Distinct Live Streamed	+ # of Times Live- Streamed ?	On-demand Offerings 🍘	
Productions (Self- produced) ?	2	6	1	3	2	
Productions (Presented)						D
Broadcast Productions ?						
Classes/Workshops (Outside of Schools) ?						D
Classes/Assemblies/Other Programs in Schools ?						

#### **PROGRAM ACTIVITY AND AUDIENCES – IN PERSON PROGRAMS**

Enter both the number of distinct programs, and the number of times each program was offered. For example, if an organization had two shows and offered them both at three different times, they would report two distinct programs, and six times offered.

In Person/Physical Programs		Digital Programs			D		
	Distinct Offerings 🥐	# of Times Offered 📀		Distinct Live- Streamed <sub>?</sub>	# of Times Live- Streamed 🍞	On-demand Offerings 👔	
Productions (Self- produced) ?	2	6		1	3	2	
Productions (Presented)							D
Broadcast Productions ?							
Classes/Workshops (Outside of Schools)							D
Classes/Assemblies/Other Programs in Schools ?							

#### **PROGRAM ACTIVITY AND AUDIENCES – DIGITAL PROGRAMS**

Live-streamed refers to programs with a live/real-time performance aspect (e.g., webinars). On-demand programs are pre-recorded and can be watched at any time (e.g., tutorials or behind-the-scenes videos).

Survey Settings	Program Activity & Audiences	s: Attendance/F	Participation		More Help on this Section
Welcome					
Revenue		Pald 📀	Free	Total 2024	Đ
Expenses	Total In-Person Participation ?				
Balance Sheet	Total Digital Participation (for mission- related, digitally delivered programming)				
Workforce and Workspaces	?				
Program Activity & Audiences	Total	0	0	0	

#### **PROGRAM ACTIVITY AND AUDIENCES – ATTENDANCE/PARTICIPATION**

Parse attendance numbers by in-person and digital attendance as well as each by paid and free attendance. You will also be asked to breakout the number of attendees to your programs that are under 18 years old.



Survey Settings	Program Activity & Audiences: Organization Mission	
Welcome		
	Organization Mission	
Revenue	This section seeks to identify whether it is your organization's mission to create,	
	present, or interpret works, or otherwise support or nurture cultural expression	
Expenses	from a specific ethnic, cultural, or other demographic group.	
	If your organization creates, presents, or interprets works, or otherwise supports	
Balance Sheet	or nurtures cultural expression from a wide range of different cultural traditions	
	or demographic groups, answer "no" to this question.	
Workforce and Workspaces	If you select yes, you will see a list of demographic groups to select from.	
Program Activity & Audiences	More help with this section	
Tickets/Admissions/Package	Is your organization's mission rooted in an O Yes	D
Prices	explicitly identified ethnic, cultural, or	
Members and Subscribers	other demographic voice?	
Programs		
Attendance/Participation	Finished with Program Activity & Audiences: Organization Mission? Click to move on to Program Activity & Audiences: Organization Audience. Your changes have been saved automatically.	Continue »
Organization Mission		

#### **PROGRAM ACTIVITY AND AUDIENCES – ORGANIZATION MISSION**

Specify whether the organization's mission is rooted in a specific ethnic, cultural, or demographic voice (e.g., African American Art Museum, Gay Men's Chorus).

Welcome	Organization Audience	
Revenue	This question seeks to identify specific ethnic, cultural, or other demographic groups that	
Expenses	and select a demographic group if your organization's mission is focused on serving them, or if individuals from that group make up a significant* portion of your overall audience.	
Balance Sheet	We define "significant" as comprising 51% or more of your overall audience. For example, if your audience is 51% Black, Indigenous, or People of Color (BIPOC), please select "yes".	
Workforce and Workspaces	The corresponding sections will then ask you to further select the specific group(s) your organization serves as audience members or participants.	
Program Activity & Audiences	If you do not have audience demographics data available, these answers may be based on estimates or perceptions of your audience or participants.	
Tickets/Admissions/Package Prices	More help with this question	
Members and Subscribers Programs Attendance/Participation	Does your organization primarily serve (or Ves seek to serve) a specific audience?	
Attendance/Farticipation		

#### **PROGRAM ACTIVITY AND AUDIENCES – ORGANIZATION MISSION**

Only select 'yes' if serving a specific is the primary mission, or if over 25% of the total participants are from that group. For example, a children's theatre company would answer yes, and select children under 18 as its primary audience.



Survey Settings	Program Activity & Audiences: Response to COVID-19	A More Help on this Section
Welcome		More Help on this Section
Revenue	COVID-19 Program Impacts	
Expenses	This question is optional. Please only answer this question if the fiscal year you are reporting on includes a span of time impacted by the COVID-19 pandemic. Answers	
Balance Sheet	collected from fiscal years outside of the impact of the COVID-19 pandemic will be eliminated during research analysis.	
Workforce and Workspaces	During the period of the COVID-19 crisis O Deliver Programming normally	
Program Activity & Audiences	when in-person gatherings were Modify program delivery	
Tickets/Admissions/Package Prices	and/or government health guidelines, did your organization?	
Members and Subscribers	Finished with Program Activity & Audiences: Response to COVID-19? Click to move on to Wrap-up: Complete Survey. Your	
Programs	changes have been saved automatically.	Continue »
Attendance/Participation		

#### **PROGRAM ACTIVITY AND AUDIENCES – RESPONSE TO COVID-19**

Providing more details about the impact of COVID-19 will provide more comprehensive insights for the organization, for grantmakers, and for the sector.



Complete your Survey         Revenue       Complete your Survey         Expenses       Congratulations, you've reached the last section of your survey. Click check and complete to run the error check. This will take a few minutes, and you will see a list of errors and warning.         Balance Sheet       Image: Program Activity & Audiences       Image: Program Activity & Audiences         Workforce and Workspaces       Run a Funder Report: If you are applying for grants that require the CDP, don't forget to run a Funder Report.
Revenue     Congratulations, you've reached the last section of your survey. Click check and complete to run the error check. This will take a few minutes, and you will see a list of errors and warning.       Balance Sheet     Image: Click check and complete your profile.       Workforce and Workspaces     Image: Click check and complete your profile.       Program Activity & Audiences     Run a Funder Report: If you are applying for grants that require the CDP, don't forget to run a Funder Report.
Expenses       to run the error check. This will take a few minutes, and you will see a list of errors and warning.         Balance Sheet <ul> <li>Errors must be addressed before you can complete your profile.</li> <li>Warnings do not need to be addressed before you complete your profile.</li> <li>Atter you have completed your survey, don't forget about these next steps:</li> <li>Program Activity &amp; Audiences</li> <li>Run a Funder Report: if you are applying for grants that require the CDP, don't forget to run a Funder Report.</li> </ul>
Balance Sheet       Image: Cross must be addressed before you can complete your profile.         Workforce and Workspaces       Image: Warnings do not need to be addressed before you complete your profile.         Program Activity & Audiences       After you have completed your survey, don't forget about these next steps:         Wrap-up       Run a Funder Report: If you are applying for grants that require the CDP, don't forget to run a Funder Report.
Workforce and Workspaces   Workforce and Workspaces   Program Activity & Audiences   Run a Funder Report: If you are applying for grants that require the CDP, don't forget to run a Funder Report.
Workforce and Workspaces       After you have completed your survey, don't forget about these next steps:         Program Activity & Audiences       Run a Funder Report: If you are applying for grants that require the CDP, don't forget to run a Funder Report.         Wrap-up       Wrap-up
Program Activity & Audiences Wrap-up
Wrap-up
Make use of your data: SMU DataArts offers free reports that can help you
Complete Survey understand your data, compare yourself to peer organizations across the country, and assess your performance. Read more about our <u>Analytic reports</u> and the <u>KIPI</u> <u>Dashboard.</u>
II changes saved 🖌
SAVE       PRINT         Finished with Wrap-up: Complete Survey? Click to complete this survey. Your changes have been saved automatically.         Check and Complete »
EXIT

#### **WRAP-UP – COMPLETE SURVEY**

Error check will review for possible errors and discrepancies and financial information.



Survey Settings	Wrap-up: Complete Survey		<b>é</b> Maximize	Collapse Errors and Warnings ?
Welcome	Complete your Company		<b>O</b> W-17	1
Revenue	Complete your Survey Congratulations, you've reached the last section of your survey. Click check and complete		Independent Contract independent contracto	tors - Because you entered r expenses in the expenses
Expenses	to run the error check. This will take a few minutes, and you will see a list of errors and warning.		section, enter the num contractors here. (Requ	ber of independent uired)
Balance Sheet	Errors must be addressed before you can complete your profile.		A Expenses   Expens	es   Please Describe
Workforce and Workspaces	After you have completed your survey, don't forget about these next steps:		"Non-Personnel Expen- but have not entered a	ses not Included Above," description.
Program Activity & Audiences	Run a Funder Report: If you are applying for grants that require the CDP, don't forget to <u>run a Funder Report</u> .		(Recommended).	
Wrap-up	Make use of your data: SMU DataArts offers free reports that can help you			Print List Close
Complete Survey	assess your performance. Read more about our <u>Analytic reports</u> and the <u>KIPI</u> <u>Dashboard.</u>			
All changes saved 🗸				
SAVE PRINT	Finished with Wrap-up: Complete Survey? Click to complete this survey. Your changes have been saved automatically.	Check and Complete »		
EXIT				

#### WRAP-UP – COMPLETE SURVEY

Once the error check is complete, you will see a complete list of all potential issues with links that take you directly to each question.





#### **WRAP-UP – COMPLETE SURVEY**

Once all errors have been resolved, submit the completed survey. A confirmation of your completed survey will appear with a check mark and 'Completed,' which can be viewed and/or printed at any time.

# How to Run a Funder Report

A Funder Report uses the data from one or more completed CDP surveys and seamlessly creates a standardized report for you and potential funder(s).



#### **FUNDER REPORT**

From the dashboard, run a Funder Report by going to the Funder Report tab, or by searching for the name of the grantmaker you will be applying to in the Funder Reports & Grants search field.

#### Funder Reports and Grants

Use the box below to search for grantmakers step by step instructions, <u>click here</u> .	and grant programs. Click on a	grant program and	I then 'Generate Re	eport' to download a	Funder Report. For	View Generated Reports
example				Find	Only show grants avai	lable to my organization's location.
	2 results for <b>"example</b> "	" found. Modify you	r search, or review X Clear Search	all grant programs I	n your region below.	
Grantmaker	Grant Program	Deadline	Details		Number of Profiles Required	Number of Profiles Suggested
Example Corporate Foundation	GOS 3		View 🕨		2	3
Example Corporate Foundation	example grant		View 🕨		1	1
	© 2025 :	SMU DataArts, All Righ	ts Reserved.   Terms	of Service and Privacy	Policy	

#### **FUNDER REPORT – FIND GRANTS**

Example Corporate Foundation is accepting applications for two different grants. Select 'View' next to the one you're applying to for more information.



example			Find	On ?	ly show grants available to my orgar	nization's location.
	2 results for "example" found. Mod	dify your search, or X Clear Se	review all grant prog arch	grams in your region b	elow.	
Grantmaker	Grant Program	Deadline	Details	Number of Profiles Required	Number of Profiles Suggested	
Example Corporate Foundation	GOS 3		Hide 💌	2	3	
Region: United States					Generate Report	(?)
					You can also <u>run a draft report t</u> o p	review your data.
Requirements: Grantmakers may provide a link to their guideline:	s here and leave a note about	Notes: Grantmakers r	nay choose to leave	an additional note he	re in addition to requirements.	

#### **FUNDER REPORT – GENERATE REPORT**

The expanded details will provide key requirements and the deadline, if this information has been made available to us. To generate a Funder Report, first run a draft report to review your data before you share it with the grantmaker. Once reviewed, select "Generate Report" to download a copy of the final report and send directly to the grantmaker.

# **Pro-Tips**

- Consult the grantmaker's guidelines for how they want Funder Reports submitted, as well as any other items for the application (e.g., email, a grants management system, or hard copy).
- Before generating a Funder Report, consider running a draft version to check it for accuracy.
- Always be ready to talk about your data. Before sharing the Funder Report with grantmakers, take a moment to review the report, get an understanding of the data and the story it tells.

#### SMU DataArts

Funder Name Here Grant Program Name Here

#### Organization Information

Organization name:	Example Art Center		
City:	Philadelphia	Year organization founded:	1998
State:	PA	Organization type:	501(c)3 nonprofit organization
County:	Philadelphia	_	
Federal ID #:	232978415	Fiscal year end date:	06-30
19 10 AL 1976 11 19			

Applicant is not audited or reviewed by an independent accounting firm.

#### Financial Summary

Unrestricted Activity		FY 2022	FY 2023 %	Change	FY 2024 %	Change
Unrestricted operating revenue						
Earned program		\$44,400	\$77,480	75%	\$52,463	-32%
Earned non-program		\$4,750	\$12,145	156%	\$11,089	-9%
Total earned revenue		\$49,150	\$89,625	82%	\$63,552	-29%
Investment revenue			\$3,400	n/a	\$2,765	-19%
Contributed revenue		\$211,580	\$129,000	-39%	\$320,915	149%
Total unrestricted operating reve	nue	\$260,730	\$222,025	-15%	\$387,232	74%
Operating expenses						
Program		\$158,000	\$237,000	50%	\$270,932	14%
Management & general		\$52,000	\$35,000	-33%	\$106,640	205%
Fundraising		\$8,000	\$23,000	188%	\$85,125	270%
Total operating expenses		\$218,000	\$295,000	35%	\$462,697	57%
Unrestricted change in net as:	sets - operating	\$42,730	-\$72,975	-271%	-\$75,465	-3%
Unrestricted change in net assets	5	\$42,730	-\$72,975	-271%	-\$75,465	-3%
Restricted change in net assets		\$40,000		-100%	\$0	n/a
Total change in net assets Unrestricted Operating	Revenue by Sourc	\$82,730 e	-\$72,975	-188%	-\$75,465	-3%
Total change in net assets Unrestricted Operating Earned Investment Contributed	Revenue by Source 81%	\$82,730 e % 2% - 58% -	-\$72,975	-188%	-\$75,465 83% - FY 2024	-3% % 6%
Total change in net assets Unrestricted Operating Earned Investment Contributed Operating Expenses by 1	Revenue by Source	\$82,730 e % 2% – 58% –	-\$72,975	-188%	-\$75,465 83% FY 2024	-3% % 6%
Total change in net assets Unrestricted Operating Earned Investment Contributed Operating Expenses by I Program Management & General Fundraising	Revenue by Source	\$82,730 e % 2% 58% - ng % %	-\$72,975 40% FY 2023 12% -8%	-188%	-\$75,465 83% FY 2024	-3% % 6%

Report Run Date: 1/2/2025 A display value of -0% signifies a value of less than +/- 0.5%

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# Understanding the Data

While you analyze the data in the Funder Report, be sure to look at the trends and percent change columns. If you notice a substantial percent change and dollar amount on any line, make sure you know why that change happened.

Looking at the trends and percentage changes can also help ensure that you used consistent lines when recording your data from year to year.

#### SMU **DataArts**

Funder Name Here

Grant Program Name Here

#### Organization Information

Organization name:	Example Art Center		
City:	Philadelphia	Year organization founded:	1998
State:	PA	Organization type:	501(c)3 nonprofit organization
County:	Philadelphia	_	
Federal ID #:	232978415	Fiscal year end date:	06-30
The mail large still had			

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Unrestricted operating revenue	e					
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Operating expenses						
Program		\$158,000	\$237,000	50%	\$270,932	14%
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Fundraising		\$8,000	\$23,000	188%	\$85,125	270%
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Unrestricted change in net	assets - operating	\$42,730	-\$72,975	-271%	-\$75,465	-3%
Unrestricted change in net as	iets	\$42,730	-\$72,975	-271%	-\$75,465	-3%
Restricted change in net asse	s	\$40,000		-100%	\$0	n/a
Total change in net assets		\$82,730	-\$72,975	-188%	-\$75,465	-3%
Unrestricted Operatir	g Revenue by Sourc	æ	10%			
Earned	15	9% 2%-	40%			% 6%
Investment						
Contributed	81%			83	1% -	
	FY 2022	58%	FY 2023		FY 2024	
Operating Expenses b	y Functional Groupi	ing				
D 200 0 0		496	100	23	3%	

Program -8% Management & General Fundraising EV 2024

FY 2023

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Survey Settings Welcome	Revenue: Earned Operating Re	venue			fore Help on th	Is Section
Revenue		Jnrestricted	Total 2024	Total 2023	<b>⊵</b> @	D
Earned Operating Revenue	Subscription Revenue ?				0%	
Contributed Revenue Revenue Summary	Membership Revenue				0%	
Expenses	Ticket Sales/Admissions ?	\$3,080	\$3,080	\$5,000	<b>\</b> -39%	
Balance Sheet	Education Revenue ?				0%	

#### **FUNDER REPORT – UNDERSTANDING THE DATA**

On the right side of every line in the financial sections of the Data Profile, you'll see a Prior Year Totals column. This column will remind you of which line you used in the previous year and show you the percent change from last entry to this entry. You can see any substantial percentage changes as you are entering data and determine if they reflect accurate changes in your operations or are a result of different categorization in data entry.



Revenue	ι	Jnrestricted?	Total 2024	Total 2023	2	Ð
Earned Operating Revenue	Subscription Povonuo a				0%	
Investment Revenue	Subscription Revenue				078	
Contributed Revenue	Membership Revenue				0%	
Revenue Summary						
	Ticket Sales/Admissions ?	\$3,080	\$3,080	\$5,000	<b>\</b> -39%	11
Expenses						
Dalance Sheet	Notes ?					×
balance Sheet	Write a note to keep track of how you arrived at t	he value in the field. You will be a your organization	ble to review the note when completing future	surveys. Notes a	are for your Interr	ial use
Workforce and Workspaces	only and will not be shared with anyone outside y	our organization.				
	Ticket Sales/Admissions, 2024		Historical Notes			
Program Activity & Audiences	Combine ticket sales from show A, show B, and	i children's show.				
			2016-06-30T00:00:00.00000C <b>•</b>	Copy to curren	it note	
Wrap-up			The following retired line items were co	mbined into this	line: Group Ticke	at Salos
			Single Ticket Sales, Admissions. Below	are your historic	notes from these	e line
All changes saved 🗸			Items (If you entered any). Your histo(	more)		

#### **FUNDER REPORT – UNDERSTANDING THE DATA**

Leave notes for you and your colleagues by clicking on the note icon located to the right of each line. In the text box, add meaningful notes to reference in the future. Notes are only visible to the organization, not to the funders.



# Add Context to the Data

If you do have large changes that you would like to explain, or anything else in your data that could use additional context, there is a way to provide annotations to your data is by using the optional narrative sections for your Funder Report. These are brief narrative fields that appear at the end of key sections of the data profile, specifically, in the Revenue, Expenses, Balance Sheet, and Program Activity sections. The narrative fields are intended as annotations and explanations of the data in your report.

#### SMU DataArts

Funder Name Here

Grant Program Name Here

#### Organization Information

Organization name:	Example Art Center		
City:	Philadelphia	Year organization founded:	1998
State:	PA	Organization type:	501(c)3 nonprofit organization
County:	Philadelphia		
Federal ID #:	232978415	Fiscal year end date:	06-30
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Unrestricted change in net asset	S	\$42,730	-\$72,975	-271%	-\$75,465	-3%
enreserved enange in net asset						
Restricted change in net assets		\$40,000		-100%	\$0	n/a
Restricted change in net assets Total change in net assets Unrestricted Operating	Revenue by Source	\$40,000 \$82,730	-\$72,975	-100% -188%	\$0 -\$75,465	n/a -3%
Restricted change in net assets Total change in net assets Unrestricted Operating Earned Investment Contributed	Revenue by Source	\$40,000 \$82,730 20 9% 2%	-\$72,975	-100% -188% 8	\$0 -\$75,465	n/a -3% %
Restricted change in net assets Total change in net assets Unrestricted Operating Earned Investment Contributed Operating Expenses by	Revenue by Source	\$40,000 \$82,730 ee 9% 2% – 58% –	-\$72,975	-100% -188% 8	\$0 -\$75,465	n/a -3% 6%
Restricted change in net assets Total change in net assets Unrestricted Operating Earned Investment Contributed Operating Expenses by Program Management & General	Revenue by Source 81%- FY 2022 Functional Group	\$40,000 \$82,730 ee 9% 2% - 58% - ing 4% %	-\$72,975 40% FY 2023	-100% -188% 8	\$0 -\$75,465	n/a -3% % 6%
Restricted change in net assets Total change in net assets Unrestricted Operating Earned Investment Contributed Operating Expenses by Program Management & General Fundraising	Revenue by Source 81% Fy 2022 Functional Group	\$40,000 \$82,730 ee 9% 2%- 58%- ing 4% % 80%-	-\$72,975 40% FY 2023 12% 6%	-100% -188% 8	\$0 -\$75,465	n/a -3% % 6%

Report Run Date: 1/2/2025 A display value of -0% signifies a value of less than +/- 0.5%

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	2024	Total 2023	20	D
Line of Credit - Limit ?	\$35,000	\$35,000.00	0%	
Funder Report Narrative This space can be used to add context, expl This text will appear on your reports to Fund How to utilize the Funder Report Narrati	anation, or narrative about your Balance Sheet. ers. This narrative is optional. <u>ves</u>			
Funder Report Narrative - Balance Sheet	The Increase In our unrestricted net assets from FY 2022-24 reflects our successful capital campaign. These funds will be placed In a board designated reserve, earmarked for maintenance and preservation projects.			D
Finished with Balance Sheet: Assets, Liabil changes have been saved automatically.	preservation projects. Ities, & Net Assets? Click to move on to Workforce and Wo	orkspaces: Workforce. Your	Con	tinue »

#### **FUNDER REPORT – ADDING CONTEXT TO THE DATA**

Here's an example of adding context to data for the funder through the Funder Report Narrative text box. In this example, an organization is explaining that a capital campaign led to a large increase in unrestricted net assets.

# Learn How to Leverage Your Data

SMU DataArts has free tools, resources, and national research to help you understand the context in which your organization does business and plan for the future.

### Free Data Analytic Tools for the Arts

**Key Intangible Performance Indicators (KIPIs)** 

The KIPI Dashboard provides your organization's financial and operating performance results relative to organizations like yours nationally so you can assess health and sustainability, and hone strategic decisions.

#### **Analytic Reports**

Our easy-to-read Analytic Reports cover a range of topics such as program activity and fundraising to paint a clear picture of both your organization and the sector so you can identify ways to improve your results.

# **Data Literacy Courses**

#### Looking as We Leap: Data for Decisions

A five-step decision-making process to help clarify options and measure what matters. Created by Andrew Taylor from American University.

#### **Strength in Numbers: Financial Data Essentials**

Key financial metrics to gain insight, financial planning aligned with organizational strategy, and tools to determine the full cost of programs. Created with Fiscal Management Associates (FMA).

#### **Connecting the Dots: Audience Data Essentials**

Data Capture techniques, key metrics to set goals for success, and basics of audience segmentation. Created with TRG Arts.

#### Making the Case: Advocacy Basics for Arts Leaders

Campaign planning techniques, tips for strong messaging, and data to understand your position on issues that matter. Created with Julie Hawkins Goodman from Drexel University.



## Data-Driven Insights for the Cultural Sector

SMU DataArts conducts research that provides indepth insights into the financial and operational health of arts and cultural organizations. Our work highlights both the successes and challenges within the sector, emphasizing issues like equity, funding distribution, and community impact. Through data-driven analysis that inform strategies for sustaining arts organizations and enhancing arts vibrancy across communities, our research serves as a guide for cultural organizations, policymakers, and funders nationwide.



# The Arts Vibrancy Index & Interactive Map

SMU DataArts Arts Vibrancy Index is an annual analysis and ranking of the nation's most arts-vibrant communities and states.

The index is composed of thirteen unique measures which cover aspects of supply, demand, and public support for arts and culture, and are adjusted for cost of living and population differences among communities. All metrics have been adjusted to per capita measures and financial metrics have been adjusted for cost of living.

This report is accompanied by an interactive map that provides scores for every county nationwide.



#### **SMU** DataArts

### **SMU** DataArts

PO Box 750356 Dallas, TX 75275-0356

smu.edu/dataarts

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