

About the Required SMU | DataArts Philadelphia Cultural Fund Funder Report

SMU | DataArts provides the cultural community, including funders, with consistent, reliable, comprehensive data on arts and culture nationally, and enables organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

The Philadelphia Cultural Fund, along with other arts funders across the nation, partners with DataArts, the provider of the Cultural Data Profile (CDP). PCF requires applicants to complete a Cultural Data Profile annually through the [DataArts website](#).

The information you enter into the Cultural Data Profile will be used to produce the Philadelphia Cultural Fund (PCF) Funder Report, which must be attached to your online application and is mandatory for grant eligibility. ***Make certain you generate the “Philadelphia Cultural Fund Funder Report”!*** SMU | DataArts is capable of generating many kinds of reports including for various funders, so read carefully and attach the PCF Funder Report.

Understanding SMU | DataArts, the Cultural Data Profile, and reporting your data accurately

All users of the SMU | DataArts, experienced or first-time, are encouraged to attend [training sessions](#) and webinars on the use of the Cultural Data Profile and other tools provide by SMU | DataArts.

If your organization operates with the use of In-Kind Contributions read [What are in-kind contributions, and how do I record them in the Data Profile?](#) and watch [Revenue, Part 1: Demystifying Earned, Contributed, In-Kind and Non-operating Revenue](#).

Getting started and Example Philadelphia Cultural Fund (PCF) Funder Reports

Complete the PCF Funder Report first! Create your Philadelphia Cultural Fund Funder Report before you begin your online grant application.

The PCF Funder Report generates an Average Budget which is located on the first page in the top right hand corner.

Established General Operating Applicants – you will use the average budget amount to determine the budget category that your organization must apply under in the grant application. Funder Reports for Established applicants must reflect data for the four most recently completed fiscal years.

- Example Funder Report [4 years of fiscal data](#)

New & Emerging General Operating Applicants – do not apply under a specific budget size category. The Funder Report reflecting the applicant’s most recent fiscal years is required though 4 years of data may

not be applicable. New & Emerging organizations may have as few as one year of data and as many as four.

- Example Funder Report [2 years of fiscal data](#)
- Example Funder Report [4 years of fiscal data](#)

Program Applicants -- must attach a Funder Report to their application that reflect its financials and activities. Program applicants with a Funder Report representing non-arts programming and financials should speak to Cultural Fund staff before applying.

- Example Funder Report [2 years of fiscal data](#)
- Example Funder Report [4 years of fiscal data](#)

Instructions on how to complete the Cultural Data Profile (CDP)

New Users:

Go to <https://da.culturaldata.org> in the log-in box, click "Create an account" which takes you a new page where you will enter Basic Information.

Create a new Cultural Data Profile. Complete a Cultural Data Profile for each of the **four** most recently completed fiscal years; start with the earliest year. If your organization has not been in existence for four years, then enter the data for the last two years or three years. ***If you have only one year of data, please contact Cultural Fund staff at 267-419-7641.***

Enter data using your board-approved audit/review or year-end financial statements; your financial data must be consistent. The most recent year entered into the CDP must be the most recent year for which you have filed a form 990 (including 990-EZ). ***You must be IRS compliant to be eligible for funding.***

If your organization is not required to be audited/reviewed, enter data based on board-approved year-end financial statements.

If you are applying for a Program Grant to support an arts program within a larger institution/parent organization, enter data based on internal financial statements of the arts program for which you are requesting funding, and indicate that you have a parent organization.

Do not enter project budgets, budgets for future years, or data from incomplete or not-yet-board approved audits, reviews or financial statements.

When you have finished entering all data in your data profile, click on the button in your upper right corner that says "Check and Complete". This will generate a complete list of errors so that you may address them all at once. If your organization is audited, you will be asked to input key totals directly from your audit or review at the beginning of your data entry process. You will receive an error message if at the end of a financial section if it does not match.

Organizations that Have Completed the Cultural Data Profile (CDP) in the Past:

Go to <https://da.culturaldata.org> and log-in.

Create a new Cultural Data Profile. Enter data for the most recently completed fiscal year using your board-approved audit/review or year-end financial statements; your financial data must be consistent. You must have **four years** of consecutive data, unless your organization was formed three years ago or less. The most recent year entered into the CDP must be the most recent year for which you have filed a form 990 (including 990-EZ). ***You must be IRS compliant to be eligible for funding.***

If your organization is not required to be audited or reviewed, enter data based on board-approved year-end financial statements.

If you are applying for a Program Grant to support an arts program within a larger institution/parent organization, enter data based on internal financial statements of the arts program and indicate that you have a parent organization.

Do not enter project budgets, budgets for future years, or data from incomplete or not-yet-board approved audits, reviews or financial statements.

When you have finished entering all data in your data profile, click on the button in your upper right corner that says “Check and Complete”. This will generate a complete list of errors so that you may address them all at once. If your organization is audited, you will be asked to input key totals directly from your audit or review at the beginning of your data entry process. You will receive an error message if at the end of a financial section if it does not match.

How to Generate the Mandatory Philadelphia Cultural Fund Funder Report

[How to run a Funder Report](#) (the content of this link is managed by SMU |DataArts)

No cover page is required.

Carefully review your Funder Report to make sure it’s the Philadelphia Cultural Fund Funder Report and look for any big percent changes from year to year. If something looks incorrect, you can make revisions to your Data Profile and generate a new Funder Report. To revise your Funder Report, click on the Surveys link from your Dashboard, select the Actions dropdown next to the Cultural Data Profile you wish to revise, and choose Revise. If you have any questions call the SMU |DataArts Support Center.

SMU |DataArts Support Center (available 9am to 8 pm, Monday through Friday)

Address any errors or questions about the Cultural Data Profile or the Philadelphia Cultural Fund Funder Report to SMU |DataArts Support Center. Call 877-707-DATA (3282) or email E: help@culturaldata.org.