

About the Required SMU | DataArts Philadelphia Cultural Fund Funder Report

SMU DataArts is building a national culture of data-driven decision making for the arts and culture sector. They provide valuable tools and evidence-based resources to make high-quality data accessible and useful. Their goal is to empower arts and cultural leaders by illuminating strengths, challenges, and opportunities to help ensure long-term stability for every arts and cultural organization.

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 kept up to date and 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.

[DataArts Workshop Calendar](#)

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. Applications for the FY23 grant cycle (1-yr general operating grant) are open only to organizations that have an ***Average Budget below \$1.5M*** as shown on their current SMU | DataArts Philadelphia Cultural Fund (PCF) Funder Report.

The Funder Report reflecting the applicant’s most recent fiscal years is required. The PCF Funder Report shows a minimum of 1 year and a maximum of 4 fiscal years, depending on how long the organization has been in existence and producing programming. Organizations need to have at least one year of data to be eligible.

- [Example Funder Report 4 Years of Data](#)

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

Go to <https://da.culturaldata.org> and log-in. If you are a new user, click "Create an account" which takes you to 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 one to three years. **Organizations must have completed the fiscal year and entered that year into DataArts to be eligible.**

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.

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.

Watch this instructional video to get an overview of the system. [Getting Started with the Cultural Data Profile.](#)

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 before you submit it to PCF. 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.

Detailed Instructions to Generate and Submit SMU DataArts Funders Report

1. Go to <http://www.da.culturaldata.org> and log-in to your account.
2. Make sure you have completed Cultural Data Profiles (CDPs) for your most recently completed fiscal year where you have finalized financial documents (audit, review,

990, etc.) This should be FY21 or FY22. The report will pull up-to four years so please ensure past CDPs are submitted in this new report.

3. From your dashboard, click on the link at the top of the page that says Funder Reports and Grants.
4. Enter Philadelphia Cultural Fund in the search box and click Find.
5. Select Generate Report when you are ready to submit the report to PCF.
 - a. You will see a series of pop-up windows. In the first pop-up, it will automatically select your most recent fiscal year. This should be FY21 or FY22. Click Continue.
 - b. Next will be a pop-up message confirming the surveys (CDPs) to be included in the Funder Report. This report will pull in multiple years of data. Click on Generate Report.
 - c. You will receive a message indicating that your report is being generated. Reports generally take 1-5 minutes to run. Close the window to return to the Funder Reports and Grants page.
 - d. Please take a moment to review the Report before attaching to your application and save a copy of the report for your records.

SMU | DataArts Support Center (available 9am to 7pm, 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.

Additional resources can be found here:

<https://www.culturaldata.org/learn/educational-resources/>

[DataArts Workshop Calendar](#)