

## WALTER & ELISE HAAS FUND

### CALIFORNIA CULTURAL DATA PROJECT (CALIFORNIA CDP) INFORMATION SHEET

#### Overview

2009 marks the first year that the Walter and Elise Haas Fund is engaging in a new partnership with the California Cultural Data Project (California CDP). The California CDP is a state-wide, collaborative effort among public and private funders and consists of an online system for collecting and standardizing historical financial and organizational data. The Walter and Elise Haas Fund, along with other funders in California, encourages applicant arts organizations to complete a Cultural Data Profile through the California CDP Web site (<http://www.caculturaldata.org>) and submit the Walter and Elise Haas Fund version of their profiles with their full proposals.

As the Cultural Data Project develops, applicants will fill out the Cultural Data Profile once each year and use that data as part of their application to all participating funders throughout the state.

The California CDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in California, enabling organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their organizational capacity. It is hoped that access to this data will enhance both individual organizational capacity as well as the overall effectiveness of the nonprofit cultural community in our state. Applicants applying to more than one of the participating grantmakers will only need to complete this form once each year.

#### Instructions for the Use of the California CDP:

1. Your organization must be registered with the California CDP Web site and have created an organizational login ID and password.
2. Your organization, or arts program/department within a larger organization, will enter historic financial and programmatic information for completed fiscal years using board-approved audits or reviews. If your organization is not audited, you will enter information from your board-approved year-end financial statements.

**Please note, your project budgets and narratives are NOT collected by the California Cultural Data Project and will remain part of the Walter and Elise Haas Fund application. Organizations that submit a California Cultural Data Project Profile to the Fund do not also need to submit a 990 or board-approved financial statement for the most recently completed fiscal year but are encouraged to submit a recent audit if one is available.**

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3. If this is your first year of use, you are asked to **complete a Cultural Data Profile for each of the two most recently completed fiscal years.** (Going forward, you will only need to provide one year of data.)
4. Once you have completed and submitted your Cultural Data Profile, go to the “Funder Reports” section of the California CDP Web site, print the Funder Report for the Walter and Elise Haas Fund, and include it with your application materials. Relevant information from each applicant’s Cultural Data Profile will automatically be included in the Walter and Elise Haas Fund Funder Report. **Please be sure to review your Funder Report.**
5. The California CDP Help Desk will review each of your submitted profile(s) and contact you with suggested revisions. It is your responsibility to respond and to make all necessary changes to the submitted Data Profile(s). Making these suggested revisions may help you represent your organization more accurately in the Funder Reports you use as part of your application to participating grants programs and in the powerful User Reports.

The complete instructions for the use of the California CDP are available on the California CDP Web site.

Please direct questions concerning the Cultural Data Profile to:

**California CDP Help Desk:**

Toll Free: *1-866-9-CAL-CDP*

Email: [help@caculturaldata.org](mailto:help@caculturaldata.org)

The California CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm PST.

California CDP Web site: <http://www.caculturaldata.org>.