

Berkshire Taconic Community Foundation

IMPORTANT ANNOUNCEMENT FOR ARTS AND CULTURAL ORGANIZATIONS.

NEW YORK STATE CULTURAL DATA PROJECT

Beginning this year, Berkshire Taconic Community Foundation is engaging in a new partnership with the New York State Cultural Data Project (New York State CDP). The first management tool of its kind, the New York State CDP is a state-wide, collaborative effort of public and private funders throughout New York State and consists of an online system for collecting and standardizing historical financial and organizational data. Berkshire Taconic Community Foundation, along with other funders in New York State, will **require** applicants to complete a Data Profile **annually** through the New York State CDP website (<http://www.nysculturaldata.org>), beginning in 2010. You will use the information you enter into the Data Profile in your application to Berkshire Taconic Community Foundation, as well as other participating funders throughout the state.

The New York State CDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in New York State, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

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Beginning in 2010, Berkshire Taconic Community Foundation will **require** applicants to complete a Data Profile through the New York State Cultural Data Project (New York State CDP) website (www.nysculturaldata.org).

Instructions for the use of the New York State CDP:

1. Go to www.nysculturaldata.org and click on “New User Registration”
2. Create new Data Profile. **Complete a Data Profile for each of the TWO most recently completed fiscal years; start with the earliest year.**
3. Enter data using your board-approved financial audit/review or year-end financial statements.
 - a. If your organization is not audited/reviewed, enter data based on board-approved year-end financial statements.
 - b. If your organization is an arts program/department within larger institution, enter data based on internal financial statements of the arts program/department and indicate that you have a parent organization in Section 1.
 - c. DO NOT enter project budgets, budgets for future years, or data from incomplete or not-yet-approved audits/reviews/financial statements.
4. When finished entering data, click on Submit/Error Check; address any errors and call the Help Desk if you have questions.
5. On My CDP, go to the Funders Reports section, select the fiscal year for the report and click on “GO”. Click on the link for Berkshire Taconic Community Foundation to generate the report and print [or save and email with the rest of your application].

Berkshire Taconic Community Foundation

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6. **Review your Funder Report;** if you need to make changes, call the Help Desk.
7. Include the Funder Report along with your Berkshire Taconic Community Foundation application materials.

Please Note: As part of the effort to ensure the accuracy of your data, throughout the year the New York State CDP Help Desk will review each of your submitted Data Profile(s) and contact you with suggested revisions. **It is your responsibility to respond to the Help Desk and to make any necessary changes to the submitted Cultural Data Profile(s).** This process **will not interfere** with your ability to run Funder Reports and apply for grants.

Complete instructions for getting started with the New York State CDP are available here: <http://www.nysculturaldata.org/orientation.aspx>.

Online training is also available here: <http://www.nysculturaldata.org/training.aspx>.

Please direct questions concerning the Cultural Data Profile to:

New York State CDP Help Desk:

Toll Free: 1-888-NYSCDP-1 (1-888-697-2371)

Email: help@nysculturaldata.org

The New York State CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm EST.

New York State CDP website: <http://www.nysculturaldata.org>

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