

APPENDIX 4

FREQUENTLY ASKED QUESTIONS: OHIO CULTURAL DATA PROJECT

I have a technical question about OCDP. How do I obtain assistance?

Technical questions about OCDP should be directed to the OCDP Help Desk:

Ohio CDP Help Desk

www.ohculturaldata.org

Toll Free: 1-888-97-OHCDP (976-4237)

Email: help@ohculturaldata.org

The Ohio CDP Help Desk is available Monday – Friday from 9:00 a.m. – 5:00 p.m. EST

Is OCDP compatible with a Macintosh and Mac browser platforms?

Yes, OCDP is an internet browser based system that is both PC and Mac compatible.

Several individuals will be working on our data profile. Do all of us need passwords?

No. Do not create multiple usernames/passwords for individual staff members working on your data profile. Share the same username/password. It is not recommended to have multiple users logged in at the same time unless you are able to ensure individuals are not working on the same content at the same time.

Is there a training session I can attend?

Yes. The OCDP offers an online tutorial and webinars. Visit www.ohculturaldata.org to get a schedule of events and to access the tutorial.

I'm a small arts organization. This seems like a lot of work for our organization. What is the benefit?

The Cultural Data Project (CDP) was designed to be used by arts and cultural organizations of all shapes and sizes. Many small organizations, programs and departments participate in the CDP and provide valuable data about arts and culture. In fact, more than 30% of users are small and have budgets under \$100,000. There are tips and suggestions for small arts organizations to consider when completing their profile.

These can be found here: <http://www.ohculturaldata.org/hints.aspx>

I completed my profile and tried to submit, but received a list of "errors." What is an error check?

The error check will perform a number of tests on the selected data profile. Any discrepancies or problems found will be listed on the results page. Each of the items will contain a link to the appropriate section and line number of the Data Profile. All problems must be resolved before the Data Profile can be submitted.

I think I made a mistake on my data profile. What can I do?

Once the data is submitted, it cannot be changed (without contacting the CDP Help Desk) but can be used for reporting and reference purposes. Make sure to alert GCAC if you have found an error that requires OCDP assistance.

Now that my profiles are complete, what else can be done with this information?

There are a series of pre-defined reports for the participating funding organizations, as well as 77 unique trend and comparison reports for use by your organization. These reports can be run for any selected fiscal year-end for which you have a completed Data Profile.

How often do I update the profile?

Annually. Typically, this should happen following the completion of your annual audit, but for smaller arts organizations this should be done at the close of your fiscal year.

What is a Funder Report?

A Funder Report is a report automatically generated by the OCDP. Each funder that uses the OCDP has created a custom report to submit with their applications for various programs. One click is all it takes.

I'm applying for Technical Assistance. Do I need to submit a Funder Report?

No. Operating Support is the only program that requires the OCDP Funder Report as part of the application process. However, all arts and culture organizations are encouraged to participate in the project in order to make the reporting capacity more robust for the state as a whole.

If this document did not answer your questions, please contact the Grants & Services Department, 614.221.8406, grants@gcac.org.