



CITY OF SAN ANTONIO  
**DEPARTMENT OF  
ARTS & CULTURE**

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SANANTONIO.GOV/ARTS

**Q&A from DataArts Cultural Data Profile 2019 Survey Training 8/13/20**

Link to recorded Training <https://www.getcreativesanantonio.com/Grants#239473956-dataarts>

1. Q. When is the 2019 Survey due?  
A. The 2019 survey is due 8/31/20.
  
2. Q. What is the DataArts Web address?  
A. <https://da.culturaldata.org>
  
3. Q. Is it easy to change the administrator on the Data Profile?  
A. To change your organization's account administrator, it is best if you call the DataArts Support Center to ensure you do not end up with a duplicate account.
  
4. Q. This survey is for 2019, correct? So pandemic issues will not be reported here, correct?  
A. The survey is for 2019 so there will not be pandemic reporting in this profile. Please do not answer these questions for 2019 as they will not be used. Save your answers for the 2020 Cultural Data Profile Survey.

The text in the CDP Survey reads "During the COVID-19 crisis, closures due to stay-at-home orders and/or government health guidelines, as well as other financial difficulties, have necessitated that organizations lay off or furlough employees to remain in operation. The following optional questions aim to gauge this impact on your organization's workforce. Please only answer this question if the fiscal year you are reporting on includes a span of time impacted by the COVID-19 pandemic. Answers collected from the fiscal years outside of the impact of the COVID-19 pandemic will not be used for research or reporting purposes."

5. Q. If we had a contract with the city apart from our operations grant, I assume that would go under the fee-for-service "contracted services" line item?  
A. If you have a contract with DHS to provide services at the senior centers, it will be listed as a fee for service "Contracted service". If you contract with the Department of Arts & Culture for a service (such as doing an exhibit at Centro de Artes Gallery or managing an event on our behalf -like poetry discussion, or if you are hired by our Public Art Division to do community engagement) this will also go under fee for service "Contracted service".
  
6. Q. Please provide a definition with examples of "special events"? Do annual count as a special event or is that programming?  
A. Is the event or activity central to your core programming and/or mission? A special event is an activity or service that you offer in addition to your normal programming. Further,

DataArts defines special events for its purposes as “any events outside of your organization’s ordinary activities held specifically to raise money for the organization.”

7. Q. Regarding Independent contractor/professional services, what does a consultant, i.e., trainer, strategic planning, etc., fall under?
  - A. If the consultant has a company and you contract with and pay the company and not the individual than the fee is considered a professional fee. If you are paying a person, (and you may be required to issue them an IRS 1099 form), then they are considered an independent contractor.
  
8. Q. Clarify the difference between artist fees that are categorized as independent contract fees vs. professional fees?
  - A. Most Individual Artists are independent contractors unless they are on your payroll. If you hire an artists’ company, i.e.- a dance company or visual collective, and you pay the company not each individual artist then those fees should be reflected under professional services. In short, if you are issuing a 1099 form at the year of the year then that artist is an independent contractor.
  
9. Q. Do we need to include the breakdown of marketing expenses?
  - A. Yes. We are requiring a breakdown of marketing expenses as it shows up on the Funder's Report as a special report category.
  
10. Q. What do I count on Social Media?
  - A. Only count subscribers / followers on any of the Social Media. Or, if you have a special online live or streaming event that you specifically advertise and you can count those who attend/view the entire event, you should count them. Don’t count pop on/pop off attendees.
  
11. Q. Do we count paid advertising in media coverage?
  - A. No, media coverage is free publicity, such as a human interest story on local news, a newspaper article, or a radio interview.
  
12. Q. How do I count views of public art like murals, etc.?
  - A. Organizations can only count “active” views not “passive” views. So, if you organize a tour of or a talk about the mural, you can count those attendees, but you cannot count an estimate of people who happen to walk or drive by the mural.