

## APPENDIX F: Demographic Data Collection

Basic demographic information will be collected from all applicants/grantees as part of the grant application process. We view data collection as an essential tool to our commitment to diversity, equity and inclusion. We cannot improve until we can identify who we are serving and who is missing. The data collected will serve multiple purposes: to help us understand how we reflect the communities we serve, to utilize data to better serve the needs of our artistic community, and to track our arts community's progress with Inclusion, Diversity, Equity and Access (I.D.E.A.) efforts.

- To read our full Diversity, Equity and Inclusion statement and Racial Equity statement visit <https://www.gcac.org/about/equity-statements/>

### Organizations

Organizations will be required to report on the demographics of their staff and board of directors at the time of the application due date. We are modeling our demographic collection on examples provided by GuideStar/Candid and CHANGE Philanthropy.

When collecting data from staff and board follow these steps and principles:

- Plan ahead to get complete data – it may take time to get complete surveys from all board/staff.
- Survey your staff/board in writing: DON'T GUESS, ALWAYS ASK.
- When surveying board/staff, make all parts voluntary by including a "prefer not to answer" or "decline to state" option for each question.
- Tell your staff/board how you will store and use demographic information and respect confidentiality.

To assist you with the collection of board and staff demographics, please reference the following tools:

- [GuideStar: How to collect and Share DEI data \(includes a Sample Survey that you can copy\)](#)
- [D5 Coalition: So You Want to Collect Demographic Data: Getting Started](#)

**NOTE:** If you are an individual artist applying for Project Support with a Fiscal Sponsor, you will not be required to provide board/staff demographics. Simply fill in 0 (zero) for each question.

### Individual Artists

Demographic information is collected as part of the award process after receiving your grant agreement. You may opt-out of any question by selecting "Prefer not to answer" to some or all questions. Your demographic information will be kept confidential, and your answers will NOT impact current or future funding.