

# Attachment A: Instruments

## Instrument 2. Grantee Baseline Survey

The National Endowment for the Arts (NEA) is conducting an evaluation of ArtsHERE. The evaluation aims to understand the project activities supported through this program and how grantees approach the work. As part of the evaluation, this survey is being administered to all ArtsHERE grantees upon acceptance of a grant award.

**As an ArtsHERE grantee organization, your participation in this survey is required.** This survey expands on information collected during the application process about ArtsHERE awarded organizations' characteristics and capacities, community(ies) needs and priorities, and program and community demographics prior to implementation of an ArtsHERE capacity-building project. Your responses will inform the development of learning and information services tailored to meet the specific needs and interests of ArtsHERE-awarded organizations, particularly those historically underfunded cultural organizations.

These data will be made available to the program evaluator and will not be shared with the NEA, South Arts, and RAOs except as described below. Information collected for evaluation purposes, including individual information deemed sensitive in nature, is considered confidential and will remain anonymous and private to the extent permitted by law. When results of the ArtsHERE evaluation are shared with the public via reports, presentations, and other materials, these results will only be shared in aggregate form (percentages, means, summaries) to protect the identity of participants. Any subject-identifiable information (including names, contact information, etc.) will not be released without a participant's explicit permission. The Evaluator may ask to identify a participant to attribute direct quotes or case studies to it in reports, presentations, or other materials, and the participant may choose to remain anonymous.

Reporting on grant activities, including annual progress and final reports, and completing forms or surveys intended to collect information or feedback that can inform ArtsHERE services will be required of all grantees. Your responses in this survey will not impact your current or future awards from the NEA or its partners. You will not receive any compensation for responding to the survey. You may decline to answer any question you wish. Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this survey is OMB No. 3135-XXXX, which expires XX/XX/XXX.

We realize how limited your time is; the survey should take an average of 30 minutes to complete.

If you have any questions, please contact Dr. Patricia Moore Shaffer, lead for the evaluation, at [shafferp@arts.gov](mailto:shafferp@arts.gov).

**Instructions:** Please complete the following questions about your organization. Your organization will submit one survey, but responses should reflect input from the core group of individuals involved in planning and implementing your ArtsHERE capacity-building project.

### Your Organization and Environment

#### 1. Grant award number [open text box]

**2. What are the primary "sectors" of focus for your organization? (check all that apply)**

- Arts and cultural sector
- Child development
- Child welfare system
- Community center or multi-use nonresidential facility where people meet for social, educational, and/or recreational activities
- Education
- Economic/business development
- Faith-based organizations
- Family services
- Health
- Housing
- Military support
- Rehabilitation, treatment, and recovery services/programs (substance abuse)
- Re-entry programs/Justice (juvenile, adult)
- Senior services
- Youth services
- Other (please describe):

**3. What is the primary artistic discipline(s) of your program (i.e. your standard programming)? (check all that apply)**

- Artist Communities (residencies that provide dedicated space, time, and resources to artists for the creation or development of new work)
- Arts Education
- Dance
- Design
- Folk & Traditional Arts
- Literary Arts
- Local Arts Agencies
- Media Arts
- Museums
- Music
- Musical Theater
- Opera
- Presenting & Multidisciplinary Works (presenting works from across disciplines, multidisciplinary works, and/or interdisciplinary artists)
- Theater
- Visual Arts
- Other (please describe): \_\_\_\_\_

**4. What are your organization's primary service delivery models for arts and cultural programming? (check all that apply)**

- Ongoing class/other ongoing engagement (e.g., meets regularly for a distinct period)
- Ongoing drop-in program (e.g., an open studio where participation may vary)
- Single event (e.g., workshop or exhibition individuals participate in one time)
- Participant exhibitions or performances of their work
- Participants attend performances or exhibitions as viewers
- Other (please describe):

**5. What is your organization's primary method for offering arts and cultural programming? (Select one)**

- In-person only. Refers to arts experiences that occur 100% in-person and do NOT have an online component.
- Virtual only. Refers to arts experiences that occur 100% online.
- Both in-person and virtual (i.e., hybrid). Refers to arts experiences that have both virtual and in-person components.

**6. Has the number of staff, volunteers, and board members that are part of your organization changed since the submission of your full ArtsHERE application? (Select one)**

- Yes
- No

[Skip Logic: Only show if YES to Q5]

**5a. What staffing changes has/is your organization facing? (please select all that apply)**

- Loss of executive director and/or founder
- New executive director or interim director hired
- Loss of board chair
- New board chair
- Significant board turnover (50% or more)
- Significant staff turnover (50% or more)
- Significant volunteer turnover (50% or more)
- Other (please describe)

**5b. Please let us know how many staff, volunteers, and board members are a part of your organization at this time. (Provide a count of number of individuals for each category specified below)**

- # full-time staff
- # part-time staff
- # full-time volunteers
- # part-time volunteers
- # board members

- 7. Please use this comment box to clarify or describe any staffing, volunteer, and/or board structure trends that may need additional explanation. (Example: how many people hold multiple positions such as staff/volunteer, volunteer/board member, etc.?) (Open Comment Box)**
- 8. What aspects of your organization's current staffing and/or board structure work well? Consider in your response: (Open Comment Box)**
- a. What has helped your staffing and/or board structure to be successful in these areas?
  - b. How, if at all, do you envision ArtsHERE will support your staffing and board structure to be successful?
- 8. What, if any, aspects of your organization's current staffing and/or board structure are not working as well as you would like? Consider in your response: (Open Comment Box)**
- a. What organizational capacities, resources, and/or tools might be needed to support staffing and board structures at your organization?
- 9. Which types of financial support does your organization receive? (Check all that apply)**
- Federal
  - State
  - Local
  - Corporate donations or sponsorships
  - Other [please specify]
- 10. What financial or fundraising support needs have you identified, if any? (Open Comment Box)**
- a. What have been some of your fundraising strengths?
- 11. What accomplishments or milestones would your organization like to achieve with its capacity building project? Consider in your response: (Open Comment Box)**
- a. Ideally, where do you hope to be as an organization relevant to staffing, board, budget, operations, or other capacities?
- 12. What, if any, barriers or challenges to building organizational capacity has your organization experienced in the past, and/or might it anticipate during the period of performance for ArtsHERE? Consider in your response: (Open Comment Box)**
- a. How, if at all, do you envision your participation in ArtsHERE informing strategies, capacities, and/or resources to address these barriers and challenges?

### About Your Community

- 13. How would you describe the participation trends of your organization's arts and cultural programs and services among underserved groups/communities in the most recent fiscal year? Please respond based on your organization's fiscal year. (please select one)**
- (The term "underserved" refers to those whose opportunities to experience the arts are limited relative to: geography, race/ethnicity, economics, or disability.)*
- Our participation numbers among underserved groups/communities are growing

- Our participation numbers among underserved groups/communities are stable
- We're seeing a mix (some events are up and some are down)
- We're seeing a decline in participation among underserved groups/communities.
- Don't know

**14. What are your community's needs that your organization has worked to address? Consider in your response:** (Open Comment Box)

- a. How were these needs identified?

**15. What strategies, practices, and/or programs are working well to engage underserved communities? Consider in your response:** (Open comment box)

- a. What supports the success of these strategies, practices, and/or programs (i.e., organizational strengths, resources, tools and/or community strengths)?

**16. What strategies, practices, and/or programs would you like to improve to better engage underserved communities?** (Open comment box)

- a. Please consider in your response any challenges your organization has experienced relevant to sustaining or increasing participation in programs by underserved communities.

**17. How do you envision your ArtsHERE capacity-building project supporting your organization's efforts to meaningfully engage underserved communities?** (Open comment box)

- a. Please consider in your response any types of support you need to sustain and/or improve your community engagement efforts.

### About Your Networks and Partnerships

**18. What sectors do your organization's key partners belong to? (check all that apply)**

- Arts and cultural sector
- Child development
- Child welfare system
- Community center or multi-use nonresidential center facility where people meet for social, educational, and/or recreational activities.
- Education
- Economic/business development
- Faith-based organizations
- Family services
- Health
- Housing
- Military support
- Rehabilitation, treatment, and recovery services/programs (substance abuse)
- Re-entry programs/Justice (juvenile, adult...)
- Senior services
- Youth services

Other (please describe):

**What partnership opportunities would further your organization's capacity to sustain engagement with underserved communities?** (Open Comment Box)