



ORGANIZATIONAL DEMOGRAPHIC OVERVIEW FORM

INTRODUCTION

The board and staff of DC Commission on the Arts and Humanities (CAH) thank you in advance for completing this form as part of your FY22 General Operating Support (GOS) organizational grant application.

We understand the road to an arts and humanities community that is authentically diverse, accessible, inclusive, and ultimately, equitable, is a journey of process. While CAH has spoken to these ideals in the past, it has only been in the last six months that we have started to intentionally unpack and address each of them. We have begun this process in order to examine what it is they mean to us as grant-makers and supporters of the rich and diverse ecosystem of the arts and humanities in the city. In asking applicants to complete this document, our hope is to better understand this ecosystem, so we are better able to shape our programming to meet its needs, and to ultimately, serve it with greater authenticity and fidelity.

Some of your organizations have also begun this journey, while for others it is a journey that is central to your everyday mission and work. **We ask that you complete the document as openly and completely as you are able. The information you provide will help us build a baseline from which all of us can grow.**

This document is divided into three sections:

Section A: Organizational Basics

Section B: Board and Staff Composition

- i. BIPOC
- ii. Age
- iii. Diversity (not specific to race or ethnicity)

Section C: Audience Composition

- i. BIPOC Audiences
- ii. Age of Audiences
- iii. Diversity of Audiences (not specific to race or ethnicity)

Section D: Contextual Narrative

Section A: Organizational Basics

1. Company Name:
2. Company Business Address
 - a. Number and Street
 - b. City
 - c. Zip Code
3. Company EIN:
4. Person Completing ODO Form:
5. Title:
6. Contact Phone Number:
7. Contact Email Address:
8. Date Completed:

Section B: Board and Staff Composition: (i) BIPOC

Indicate all permanent, temporary, or part-time employees including apprentices/trainees. Enter the appropriate number on all lines and in all columns. Blank spaces will be considered as zero. In rows 1, 2, and 3, include ALL paid and unpaid employees/staff.

# of BIPOC Board/Staff & Job Categories		Board of Directors	Org. Leadership (incl. Senior Staff)	Program Managers	Admin. Staff	Technical Staff	Contractors: Artistic	Contractors: Technical	Part-time Admin.	Part-time Technical	Total
Total Employees in Organization	Total Employees including BIPOC* (1)										
	Total Male including BIPOC (2)										
	Total Female including BIPOC (3)										
Employees	Male	Black/ African American									
		Asian									
		Hispanic/ Latino									
		Non-Hispanic White									
		American Indian / Alaska Native									
		Native Hawaiian / Pacific Islander									
		Other									
	Female	Black/ African American									
		Asian									
		Hispanic/ Latino									
		Non-Hispanic White									
		American Indian / Alaska Native									
		Native Hawaiian / Pacific Islander									
		Other									

Employees (continued)	Non- Binary	Black/ African American										
		Asian										
		Hispanic/ Latino										
		Non-Hispanic White										
		American Indian / Alaska Native										
		Native Hawaiian / Pacific Islander										
		Other										

*BIPOC: Black, Indigenous, and People of Color

How was the above information determined?

- | | |
|------------------|-----------------------|
| 1. Visual Survey | 2. Employee Record |
| 3. Other | 4. Combination of 1-3 |

Section B: Board and Staff Composition: (ii) Age

Indicate to what percentage, the following people are represented in the board and staff composition of your organization.

% of Board/Staff & Job Categories	Board of Directors	Org. Leadership (incl. Senior Staff)	Program Managers	Admin. Staff	Technical Staff	Contractors: Artistic	Contractors: Technical	Part- time Admin.	Part-time Technical	Total
Children & Youth (0-18 years)										
Young Adults (19-24 years)										
Adults (25-64 years)										
Older Adults (65+)										

How was the above information determined?

- | | |
|------------------|-----------------------|
| 1. Visual Survey | 2. Employee Record |
| 3. Other | 4. Combination of 1-3 |

Section B: Board and Staff Composition: (iii) Diversity (not specific to race or ethnicity)

Indicate whether the following people are represented in the board and staff composition of your organization.

Board/Staff & Job Categories (Yes/No)	Board of Directors	Org. Leadership (incl. Senior Staff)	Program Managers	Admin. Staff	Technical Staff	Contractors: Artistic	Contractors: Technical	Part-time Admin.	Part-time Technical
Individuals with disabilities									
Individuals who are economically diverse									
Members of the military, veterans, active duty personnel									
LGBTQIA+									
Returning citizens									
Youth									

How was the above information determined?

- | | |
|------------------|-----------------------|
| 1. Visual Survey | 2. Employee Record |
| 3. Other | 4. Combination of 1-3 |

Section C: Audience Demographics

Indicate the approximate proportion of your audience associated with each category. For the purpose of this question, please interpret “audience” as patrons, attendees, constituents, students etc. The total for each section must equal 100%.

(i) BIPOC Audiences

			%
BIPOC Audiences	Male	Black/ African American	
		Asian	
		Hispanic/ Latino	
		Non-Hispanic White	
		American Indian / Alaska Native	
		Native Hawaiian / Pacific Islander	
		Other	
	Female	Black/ African American	
		Asian	
		Hispanic/ Latino	
		Non-Hispanic White	
		American Indian / Alaska Native	
		Native Hawaiian / Pacific Islander	
		Other	
	Non-Binary	Black/ African American	
		Asian	
		Hispanic/ Latino	

	Non-Hispanic White	
	American Indian / Alaska Native	
	Native Hawaiian / Pacific Islander	
	Other	
Total:		100%

How was the above information determined?

1. Visual Survey
2. Other
3. Combination of 1-2

(ii) Age of Audiences

		%
Age of Audiences	Children & Youth (0-18 years)	
	Young Adult (19-24 years)	
	Adults (25-64 years)	
	Older Adults (65+ years)	
		100%

How was the above information determined?

1. Visual Survey
2. Other
3. Combination of 1-2

(iii) Diversity of Audiences (not specific to race or ethnicity)

		Yes/No
Diversity of Audiences	Individuals with disabilities	
	Individuals who are economically diverse	
	Members of the military, veterans, active duty personnel	
	LGBTQIA+	
	Returning citizens	

How was the above information determined?

- 1. Visual Survey
- 2. Other
- 3. Combination of 1-2

Section D: Contextual Narrative

Please use this section to provide any context you think might be necessary to help understand the data you have provided. **We ask that you only include data that you have captured. Fields intentionally left blank will not be interpreted in a negative way. Absence of data in certain areas is valuable data in and of itself.**

1. Period of Data Collection

For what period is the data representative? Many of you have contractors and part-time workers who work with your organization across your year. Please use a date or payroll period that represents the make-up of your staff, board, and audiences in pre-pandemic times.

EXAMPLE: March 1, 2020 or Payroll Period: February 16, 2020 to February 29, 2020

2. Completeness of Data

Does the data represent the entirety of your staff, board, and audience make-up? Please use this section to nuance your answers and explain why certain fields may intentionally remain empty.

EXAMPLE: “The data accurately represents our arts education program, but we do not collect data for audience make-up”

3. Additional Context

Please provide any additional context you believe would be helpful in our understanding of the data you have provided.