MCC Application Process using the Massachusetts CDP | FY2011

1. Go to www.massculturaldata.org and create a Data Profile(s) for your organization's recently completed fiscal year.

*While doing data entry your Data Profile status will display as **"In Progress."***

2. Finish entering data and click on "Submit/Error Check."

Address any errors listed and call the Help Desk if you have questions.

*Once you have completed the error check and submitted your Data Profile, its status will be **"Submitted -- Awaiting CDP Review."** Your organization will need to achieve this status by the deadline set with the MCC.*

3. CDP staff notifies MCC staff that your Data Profile(s) has been fully submitted via a Status Report.

Your organization must now complete the CDP Review Process in coordination with the CDP Help Desk.

4. The CDP Help Desk reviews your Submitted Data Profile(s) and emails you to make suggestions for correcting any issues.

Please respond to the CDP Help Desk to address any issues identified in the review email.

*Data Profile status will be **"Submitted -- Call-to Complete Review"** which means your organization has been called or emailed by a CDP Help Desk staff member to help you complete your Profile's review. Please respond to the CDP Help Desk to discuss their suggestions.*

5. After speaking with the CDP Help Desk, you may wish to 'un-submit' your Data Profile to make any of the suggested changes.

*Data Profile status will be **"Under Revision"** as you revise your Data Profile.*

6. Complete your revisions and re-submit your Data Profile.

*The Help Desk will then mark your Data Profile as **"Review Complete"** with a gold star ★.*

Your organization has now successfully completed the review process and will need to generate and submit the MCC Funder Report from the Massachusetts CDP.

7. On My CDP, go to the Funder Reports section, select your most recent fiscal year for the report and click "GO".

Click on the PDF link below the Massachusetts Cultural Council to generate the Funder Report and save the PDF to your computer. This report will pull in three years of consecutive data.

8. Before submitting it to the MCC, review your Funder Report.

If you need to make changes to your data, call the CDP Help Desk for assistance.

9. Email the MCC Funder Report to the address provided by MCC. **Your MCC CDP requirement is now complete.**

For Cultural Investment Portfolio: Your organization must complete the Review Process and submit a Funder Report no later than two months after your data was initially Submitted (Box 2).

For Cultural Facilities Fund: Your organization must complete the Review Process and submit a Funder Report by the final application deadline.

Color Coding:

- Data Entry
- Review Process
- Funder Report Submission

Massachusetts CDP Help Desk: 1-877-MASSCDP or help@massculturaldata.org