

CREATE GLOUCESTERSHIRE

ANNUAL DATA RETURN 2016



This manual will answer the following questions:

- **What** are we asking you to do?
- **Why** is it worth me doing it?
- **How** do I do it?
- **When** do I need to do it by?
- **Where** does my data go?



WHAT ARE WE ASKING YOU TO DO?



We are asking you to fill in an Annual Return Form. Create Gloucestershire designed this with members in 2013. It collects basic data from as many artists and arts and cultural organisation across Glos as possible. Create Gloucestershire can provide help and advice on anything you may be unsure or unclear about. Please email us at hello@creategloucestershire.co.uk

WHY IS IT WORTH ME DOING IT?

Those who fill out the form will:

- Have a set of data which is specific to them but comparable with others in the county.
- Have useful data for planning future work.
- Better evidence for funding bids.

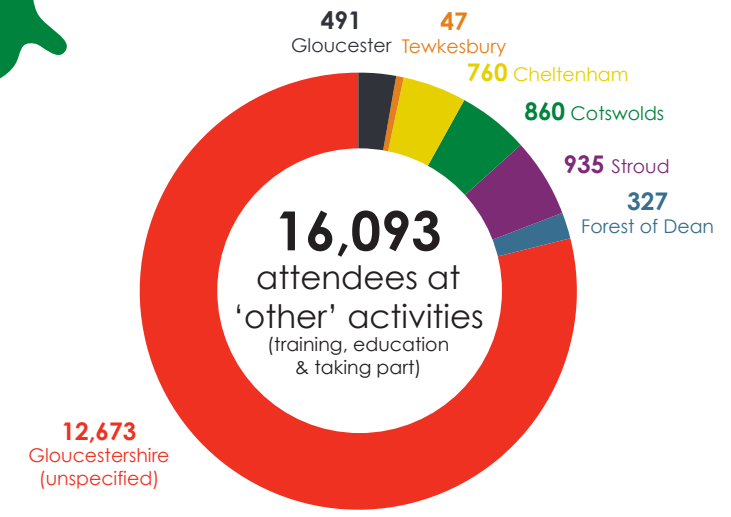
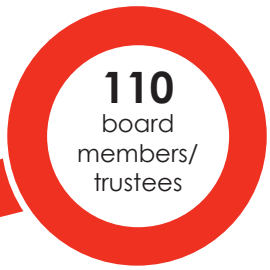
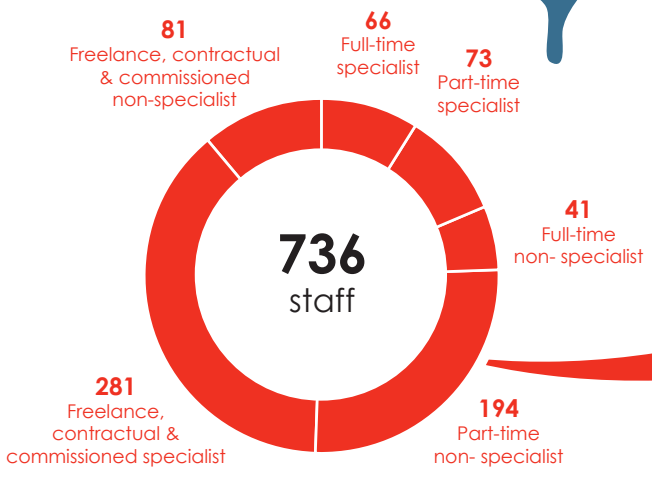
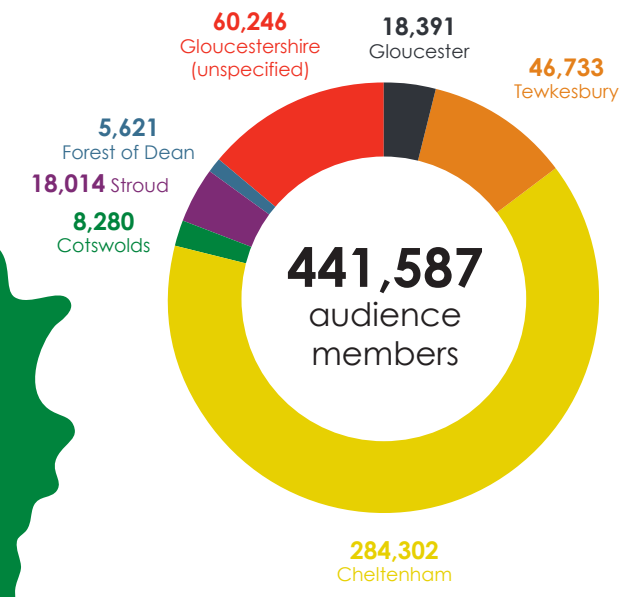
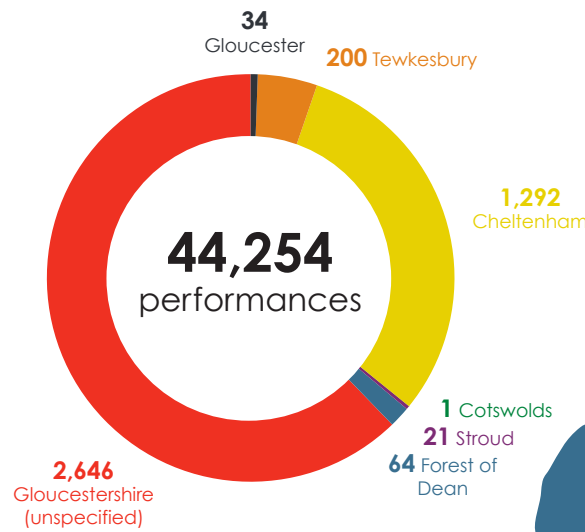
The data we collect enables us collectively to:

- Know what cultural activity is taking place, where and by whom.
- What the gaps might be but also areas of strength.
- This provides a better evidence base for campaigns and funding bids.

On the next page you can see the data from 2015.

Data collected from organisations who completed last years survey show that in Gloucestershire there were:

GLOUCESTERSHIRE



All the data from 2014/15 can be seen on our website - www.creategloucestershire.co.uk

HOW DO I DO IT?

The data collection form is done on-line in Survey Monkey - Follow the link below to begin

www.surveymonkey.co.uk/r/CG_AnnualReturn_201516

- 1 Read this manual to see in advance the questions you will be asked on-line.
- 2 Print out or keep the definitions to hand as you may need these when you fill the survey in.
- 3 Collect your data together. This return is for activity delivered in the financial year 2015/16.
- 4 Fill the data in. You can either do this in one go or in different stages. However once you have submitted the form you cannot alter anything.

IMPORTANT NOTE 1: If you have computer settings which clear cookies and internet history remove these from your settings list otherwise half entered data may be lost.

IMPORTANT NOTE 2: If you undertake any activity with partners or with another organisation/collective/company in the Create Gloucestershire network – for example a production undertaken by one organisation in another partner's venue, or a shared project delivered by two partners in a community setting – you will need to liaise with each other and decide who will report data relating to that activity. Please do not both report the same activity: this will lead to an overstatement of the activity which takes place in the area.

WHEN DO I NEED TO DO IT BY?

DATE	ACTIVITY
End of June	Written guidance and questions published.
Early July	Online system live
Between these dates	Gather your data sources together. Take a look at the questions. If you're not sure about anything, then please contact us.
Friday 29th July	Closing date for submission.
September	Report published
October	Feedback meeting to improve data return for 2016/17

WHERE DOES MY DATA GO?

If you share your data with Create Gloucestershire you and/or your organisation/collective/company will want to know what's going to happen with it.

Create Gloucestershire undertakes that:

1. Individual returns are made available to those who have submitted them, so that they can make use of their own data, as they wish.
2. It will identify in each year who will be analysing data and ensure individual returns are not shared externally or with other members.
3. All data from the returns will be presented only in a collective format. Individual numerical contributions will not be itemised.
4. If examples/case studies are presented through the data, then permission from those organisations will be sought to use these in any publicly available material.
5. If certain elements of data are considered useful for internal planning between Create Gloucestershire partners, all partners will be asked if they are happy to share that information before it is supplied to partners other than the submitting partner (e.g. if you want to map exactly who works in what school).

