

Organizational Questionnaire (hard-copy mail out version)

Background Information

**What kind of organization are you?
(organizational background information)**

1. Are you an incorporated organization? If yes omit question 2.

Yes

No

2. Are you an unincorporated organization (meaning: an unincorporated business or group or a collective of two or more people that has a specific bank account dedicated to the business, group or collective)?

Yes

No

3. Is your organization a for profit entity? If yes omit questions 4, 5, 6.

Yes

No

4. Is your organization a non-profit society?

Yes

No

5. Is your organization a non-profit company?

Yes

No

6. Is your organization a federally registered charitable organization?

Yes

NEXT...

No

7. Is your organization primarily a service and/or support organization for other cultural organizations?

Yes

No

8. Is your organization a distinct part or section (defined as having dedicated staff, control of budget and/or an independent external advisory committee, board or membership) of a larger parent organization? If no omit questions 9 and 10.

Yes

No

9. If yes to question 8, then what is the name of your parent organization?

10. If yes to question 8, then is your parent organization a non-profit entity?

Yes

No

11. Is your organization a part of any network, coalition, cooperative, association, etc. of organizations? If no omit question 12.

Yes

No

12. If yes to question 11, then what network, coalition, cooperative, association, etc. is your organization a part of? Please specify.

NEXT...

Mandate
(formal organizational mandate information)

13. What is the formally stated mandate of your organization?

14. Has your purpose as an organization changed in the past 10 years? If no omit question 15.

Yes

No

15. If yes to question 14, then how has your purpose as an organization changed?

NEXT...

Arts and Heritage
(area of cultural activity information)

16. Is your organization's primary purpose related to the arts? If no omit question 17.

Yes

No

17. If yes to question 16, then in what disciplinary area is your organization primarily involved in the arts?

Dance

Music

Theatre

Literary Arts

Media Arts

Visual Arts

Multidisciplinary

Other [specify]

18. Is your organization's primary purpose related to the heritage sector? If no omit question 19.

Yes

No

NEXT...

19. If yes to question 18, then what primary area of heritage is your organization involved with?

Artifact Storage and Preservation

Exhibit Development

Public Programming and Interpretation

Architectural Preservation and Restoration

Historical Interpretation and Reenactment

Research

Ethno-cultural Education and Promotion

Event Administration and Coordination

Other (specify)

20. Is your organization's primary purpose related to festivals and/or special events in Edmonton? If no omit question 21.

Yes

No

21. If yes to question 20, then is the primary focus of those festivals and/or special events in the area of arts or heritage?

Arts

Heritage

NEXT...

**Here and There
(history and location information)**

22. Focusing exclusively on your organization's programming and administrative cultural activities, in what year did your organization begin operating in Edmonton?

23. Was your organization originally founded in Edmonton? If yes omit question 24.

Yes

No

24. If no to question 23, then where was your organization originally founded?

25. Focusing exclusively on your organization's programming and administrative cultural activities, presently does your organization operate only in Edmonton? If yes omit question 26.

Yes

No

26. If no to question 25, then where else does your organization operate? If applicable provide country, province, city, town, village.

**Terra Firma
(organizational facilities in Edmonton information)**

27. Does your organization own, lease or rent any facility(s) in Edmonton that is used as the exclusive or primary production or public presentation space for your organization's Edmonton activities? If no go on to question 42.

Yes

No

NEXT...

28. Does your organization own any facility(s) in Edmonton that is used as the exclusive or primary production or public presentation space for your organization's Edmonton activities? If no omit question 29.

Yes

No

29. If yes to 28, then does your organization own one or multiple facilities that is (or are) used as the exclusive or primary production or public presentation space(s) for your organization's Edmonton activities? Please provide the first 3 digits of the postal code corresponding to the street address of each applicable owned facility.

One

Multiple

(first 3 digits of applicable facility(s) postal code)

30. Does your organization long term lease any facility(s) in Edmonton that is used as the exclusive or primary production or public presentation space for your organization's Edmonton activities? If no omit questions 31 and 32.

Yes

No

31. If yes to 30, then does your organization lease one or multiple facility(s) in Edmonton that is (or are) used as the exclusive or primary production or public presentation space(s) for your organization's Edmonton activities? Please provide the first 3 digits of the postal code corresponding to the street address of each applicable leased facility.

One

Multiple

(first 3 digits of applicable facility(s) postal code)

NEXT...

32. Please indicate who your organization leases its facility(s) from? Choose as many as are applicable.

Another non profit organization

The City

The Province

The Federal Government

A for profit entity

A University/College

A private citizen

Other (specify)

33. Does your organization rent (e.g. month to month or project by project) facilities in Edmonton that are used as the exclusive or primary production or public presentation spaces for your organization's Edmonton activities? If no omit questions 34 and 35.

Yes

No

34. If yes to 33, then, on an annual basis, does your organization consistently rent one specific facility, that is used as the exclusive or primary production or public presentation space for your organization's Edmonton activities, or a variety of such facilities? Please provide the first 3 digits of the postal code corresponding to the street address of each applicable rented facility.

One

Multiple

(first 3 digits of applicable facility(s) postal code)

NEXT...

35. Please indicate who your organization rents its facility(s) from? Choose as many as are applicable.

Another non profit organization

The City

The Province

The Federal Government

A for profit entity

A University/College

A private citizen

Other (specify)

36. How many days per year (on average) does your organization rent facilities for production or public presentation in Edmonton?

37. How would you describe the type of production or public presentation spaces used by your organization in Edmonton? Choose as many as you feel are applicable.

Small Multipurpose Facility

Large Multipurpose Facility

Auditorium

Live theatre

Cinema

NEXT...

Gallery Space

Audio Visual Production/Display Space

Museum Space

Designated Heritage Site

Other (specify)

38. Does your organization ever rent or lend its owned, leased or rented production or public presentation Edmonton facility(s) to other cultural organizations? If no omit question 39.

Yes

No

39. If yes to question 38, then how many days per year (on average) do other cultural organizations have the use of Edmonton facility(s) owned, leased or rented by your organization?

40. Has your organization ever moved or re-located its Edmonton facility(s)? If no omit question 41.

Yes

No

41. If yes to question 40, then what was the main motivational factor for the most recent move or re-location?

Mortgage Problems

Rent/Lease Rate

Insurance Problems

NEXT...

Size of Facility

Zoning Problem

Access Problem (i.e., remote area)

Problematic Relationship with Immediate Community

Other (specify)

**Power to the People
(human resources information)**

42. How many permanent fulltime paid staff does your organization have (in Edmonton)?

43. How many permanent part time paid staff does your organization have (in Edmonton)?

44. On average, how many temporary/contract paid staff, who are not professional arts or heritage practitioners, does your organization employ annually (in Edmonton)?

45. On average, how many professional arts and/or heritage practitioners does your organization contract annually (in Edmonton)?

46. Does your organization have a formal volunteer recruitment program (in Edmonton)?

Yes

No

NEXT...

47. How many active volunteers does your organization have on an annual basis (in Edmonton)? If zero go on to question 54.

48. Does your organization have a formal volunteer recognition program (in Edmonton)?

Yes

No

49. How does your organization recruit volunteers (in Edmonton)?

50. Does your organization have a paid volunteer coordinator (in Edmonton)?

Yes

No

51. Are volunteers essential to your work as an organization (in Edmonton)?

Yes

No

52. Using a 1 to 7 scale (where 1 = unimportant and 7 = very important) please indicate how important volunteers are, to your organization's Edmonton operations, in performing the following tasks:

Fundraising

Unimportant 1 2 3 4 5 6 7 Very Important

Administration (including marketing)

Unimportant 1 2 3 4 5 6 7 Very Important

Programming and Production

Unimportant 1 2 3 4 5 6 7 Very Important

Governance

NEXT...

Unimportant 1 2 3 4 5 6 7 Very Important

Advocacy

Unimportant 1 2 3 4 5 6 7 Very Important

53. Using a 1 to 7 scale (where 1 = agree and 7 = disagree) please indicate if you agree or disagree with the following statements:

Volunteers are well utilized by our organization (in Edmonton).

Agree 1 2 3 4 5 6 7 Disagree

People generally feel fulfilled as a result of volunteering to support our organization (in Edmonton).

Agree 1 2 3 4 5 6 7 Disagree

54. Do you think that volunteers will be readily available to your organization (in Edmonton) in the future? If no please specify why.

Yes

No

(specify why)

Shaping the Future
(relationship with the education sector information)

55. Is your organization allied/affiliated with any educational program(s) and/or institution(s) that directly support your work or purpose as an arts and/or heritage organization in Edmonton? If no go on to question 61.

Yes

No

56. If yes to question 55, then what program(s) and/or institution(s) are you allied/affiliated with?

NEXT...

57. If yes to question 55, then how are you allied/affiliated with the educational program(s) and/or institution(s)?

58. Is your organization officially empowered to grant any formal educational accreditation (i.e., trade tickets, certificates, diplomas, degrees, etc.)? If no omit question 59.

Yes

No

59. If yes to question 58, then please indicate what official accreditation your organization has the power to grant?

60. Does your organization produce special educational events, open only to students (kindergarten to grade 12), as direct participants and/or patrons?

Yes

No

The Money
(financial--operational--information)

61. What was your organization's total annual operating budget in its last fiscal year?

Under \$50,000.00

\$50,000.00 -- \$99,999.99

\$100,000.00 -- \$249,999.99

\$250,000.00 -- \$499,999.99

\$500,000.00 -- \$999,999.99

NEXT...

\$1,000,000.00 -- \$4,999,999.99

\$5,000,000.00 +

62. What percentage of that annual revenue came from your organization's Edmonton operations?

63. What percentage of that annual revenue came from the federal government?

64. What percentage of that annual revenue came from the provincial (Alberta) government?

65. What percentage of that annual income came from the municipal (Edmonton) government?

66. What percentage of that annual revenue came from net revenue generated from casinos, bingos and raffles (total of all casinos, bingos and raffles revenue combined).

67. On the whole, do you consider your organization's Edmonton operations to be financially stable in the immediate term (3 to 5 years)? If yes omit question 68.

Yes

No

NEXT...

68. If no to question 67, then why not? Specify.

69. Does your organization hold any endowments or cash reserves? If no omit question 70.

Yes

No

70. If yes to question 69, then what is the main designated purpose for that revenue?

Contingency Fund

To Support Programs

Capital Projects

Savings for Special Projects (e.g. tours)

Other (specify)

NEXT...

Organizational Values

Does it Matter?

(perception of importance of specific cultural activities information)

71. Using a 1 to 7 scale (where 1 = unimportant and 7 = very important) please indicate how important the following are to the primary purpose of your organization's Edmonton operations:

The presentation of work by professional artists

Unimportant 1 2 3 4 5 6 7 Very Important

The presentation of work by professional heritage practitioners

Unimportant 1 2 3 4 5 6 7 Very Important

The development of artists and other arts practitioners through education

Unimportant 1 2 3 4 5 6 7 Very Important

The development of heritage practitioners through education

Unimportant 1 2 3 4 5 6 7 Very Important

The development of artists and other arts practitioners through supporting professional development of their careers

Unimportant 1 2 3 4 5 6 7 Very Important

The development of heritage practitioners through supporting professional development of their careers

Unimportant 1 2 3 4 5 6 7 Very Important

The development of new works of art

Unimportant 1 2 3 4 5 6 7 Very Important

The presentation and advancement of amateur arts practices

Unimportant 1 2 3 4 5 6 7 Very Important

The presentation and advancement of amateur heritage practices

Unimportant 1 2 3 4 5 6 7 Very Important

The preservation of tangible and intangible heritage

Unimportant 1 2 3 4 5 6 7 Very Important

NEXT...

What do you Think?
(opinion on specific issues information)

72. Using a 1 to 7 scale (where 1 = disagree and 7 = agree) please indicate if you agree or disagree with the following:

Currently there is ample administrative space, in Edmonton and the region, necessary for the activities of our organization

Disagree 1 2 3 4 5 6 7 Agree

Currently there is ample production and presentation space, in Edmonton and the region, necessary for the activities of our organization

Disagree 1 2 3 4 5 6 7 Agree

Currently the cost of administrative space, in Edmonton and the region, necessary for the activities of our organization is affordable

Disagree 1 2 3 4 5 6 7 Agree

Currently the cost of production and presentation space, in Edmonton and the region, necessary for the activities of our organization is affordable

Disagree 1 2 3 4 5 6 7 Agree

73. Using a 1 to 7 scale (where 1 = disagree and 7 = agree) please indicate if you agree or disagree with the following statement:

In the next 5 years there will be ample administrative and production and presentation space, in Edmonton and the region, necessary for the activities of our organization

Disagree 1 2 3 4 5 6 7 Agree

74. If you answered 4 or above on question 73, then omit this question. If you answered 3 or below on question 73, then what are the factors that influenced your response?

Competition with Other Types of Organizations

Gentrification

Zoning Changes

Insurance Issues

Size and/or Capacity of Available Facilities and Spaces

Relationships with Surrounding Communities

NEXT...

Parking and Accessibility

Other (specify)

75. Using a 1 to 7 scale (where 1 = disagree and 7 = agree) please indicate if you agree or disagree with the following statement:

In the next 5 years the cost of administrative and production and presentation space, in Edmonton and the region, necessary for the activities of our organization will be affordable

Disagree 1 2 3 4 5 6 7 Agree

76. Once analyzed, one way in which the results of this survey will be made available to the general public will be through the use of a purpose built website. If applicable, do you give your consent to having your organization's website(s) linked with this purpose built website?

Yes

Please list all websites you wish to have linked

No

Not Applicable

77. Do you have any objections to having any of your open-ended responses and or comments quoted (in part or in whole), anonymously, in any report or publication associated with this survey?

Yes
(I object to that)

No
(I have no objection to that)

NEXT...

78. Comments:

Demographics
(designated respondent information)
*(required)

*Organization's Full Name:

*Respondent's Last Name:

*Respondent's First Name:

*Respondent's Job Title (within the above named organization):

Respondent's Telephone Number(s)
(provide only number(s) attached to the above named organization):

*Office Number(s):

Office Fax(s):

*Respondent's email address(es)
(provide only address(es) attached to the above named organization):

End of Questionnaire
Thank You