Collecting demographic information on who is applying to your residency program is one critical step to evaluating your outreach, addressing inequities, and tracking your progress. Many funders require organizations to collect this information, as does the Cultural Data Project (which has been adopted by over 120 foundations in at least 16 U.S. states). This information can also assist you in preferred housing placements and avoiding assumptions.

Categorizations on race/ethnicity and gender are ever-evolving, and we advise organizations review their terminology and policies annually to be sure applications are reflective of a sensitivity to these changes.

HOW TO COLLECT THIS INFORMATION

Some organizations integrate these questions into the contact information being collected; others choose to segregate demographic questions from the main application. If choosing the latter, organizations commonly add a demographic page at the end of an application with a descriptor that the information is for statistical purposes and/or required by funders. It is best practice to include reasoning for and use of the data when requesting this information.

SAMPLE QUESTIONS

AGE
☐ __________________________

This is usually a straightforward question of either one’s age at the time of the application or year born.

RACE / ETHNICITY

This robust option includes people of Arabic descent (unlike the U.S. Census categorization) and allows for both race and ethnicity to be taken into consideration. You can also add a field for people to enter their own designation as well:

Race/Ethnicity – Check all that apply
☐ Black / African / Afro-Caribbean
☐ Asian / South Asian / Pacific Islander
☐ Latinx / Hispanic
☐ Middle Eastern / Arab
☐ Native American
☐ White
☐ __________________________

GENDER

1) Option 1: This is the most inclusive and terminology-neutral option:

Gender: Please tell us how you identify ____________________

2) Option 2: If you prefer a check-box so that you can more easily aggregate data, the following option is also appropriate, though you should include a custom field as well.
Gender
- Male
- Female
- Non-Binary: does not identify exclusively as either male or female
- __________________________

PRONOUNS
So that we may refer to you appropriately, please share your pronouns:
- She / Her / Hers
- He / Him / His
- They / Them / Their
- __________________________

ACCESSIBILITY
It is best practice to provide a full description of the physical and programmatic accessibility of your residency campus for full transparency to potential artist applicants. That said, what is accessible to one person with a disability may be inaccessible to another with the same disability so it is generally recommended to gather information directly from artists themselves. The following is suggested language for an intake form after artists have been selected for a residency stay:

Accessibility Needs
Please briefly describe any requirements (specific equipment, access to artmaking facilities, Personal Care Attendant presence, or other needs you might have during a residency) to allow us to provide seamless access and a positive residency experience.

ADDITIONAL RESOURCES
- Radical Copyeditor: Blog [https://radicalcopyeditor.com/blog/](https://radicalcopyeditor.com/blog/)