A. Background and Purpose:
Since 2000, the California Arts Council (CAC) and the National Arts and Disability Center (NADC) have partnered to provide small but critical grants to artists with disabilities, and to arts organizations seeking to make their programs accessible for all.

The purpose of the Arts and Accessibility program is to enhance opportunities for participation in the arts by people with disabilities throughout California.

B. Grant Descriptions:

Individual Artist Grant
California artists with disabilities may up to $1,500 for opportunities to advance their creative work careers.

Applications are encouraged from artists in all artistic disciplines. Artist grants are for specific projects that contribute directly to their professional goals and development.

Examples of eligible Individual Artist projects are below. This list provides some examples of what artists might apply for, but artists can apply for other ideas as long as they meet eligibility requirements:

- Registration fees, travel, and other costs to attend workshops, conferences, and seminars in California only;
- Travel to exhibit, showcase or perform work in California only;
- Purchase of supplies or materials to assist in the completion of work;
- Preparing work samples, marketing materials or portfolios;
• Studio time for producing a demonstration tape for a composer or musician, a DVD for a choreographer, editorial assistance for a writer;
• Advanced training or apprenticeship with a professional or master-level artist.

**Arts Organization Grant**
California-based arts organizations may request up to $2,000 to support the hiring or involvement of artists with disabilities in arts events, and/or to increase the attendance and enhance the experience for audiences with disabilities.

*Please note: Applications must be received at least 30 days prior to a proposed event.* This requirement is to ensure adequate time for promoting an event to the target community.

Examples of eligible Arts Organization projects are below. This list is not intended to be limiting or all-inclusive:

• Services and supports to hire California artists with disabilities;
• Increased access for audience members with disabilities to enjoy the full experience by creating alternative formats for materials such as: large print or Braille, audio description, ASL interpreter, and/or captioning;
• Attendance at meetings, workshops, trainings that address accessibility;
• Hiring a consultant to advise or provide training to improve the accessibility of your organization or its programs.

**C. Applicant Eligibility:**

**General**

• Applicants may only apply for one Arts and Accessibility grant per calendar year (January – December);
• Applicants to this program are not restricted from applying to and receiving funding from other competitive CAC grant programs for which they may be eligible, as long as those funds support distinctly separate projects or activities.

**Previous Grantees**
• May not apply if you have received consecutive funding over the last three calendar years (i.e., if awarded a grant in 2014, 2015, and 2016 you are not eligible in 2017);
• May not apply if previously funded projects have not been successfully completed;
• Must be in good standing with CAC and NADC (i.e., no outstanding final reports are due);
• May only request support for a new project or activity.

**Individual Artist Grant**
• Must identify as an artist with disability;
• Must be 18 years of age or older at the time of application;
• Must be a California resident.

**Arts Organization Grant**
• The applicant organization must be one of the following:
  o California-based nonprofit arts organization with a history of arts programming for a minimum of three years prior to the time of application.
  o Local arts agency or unit of government with a history of arts programming for a minimum of three years prior to the time of application.
• The applicant must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code, or must be a unit of government.
• An applicant without nonprofit status may use a California-based fiscal sponsor that has nonprofit status, 501(c)(3), and which will provide the fiscal and administrative services needed to complete the grant. If a grant is awarded, the fiscal sponsor becomes the legal contractor. The fiscal sponsor must also demonstrate consistent arts programming in California for a minimum of three years prior to the time of application, and have compatible organizational goals to the applicant organization. A fiscally sponsored applicant organization must have a history of arts programming for a minimum of three years prior to the time of application.

**D. Funding Restrictions:**
Arts and Accessibility Grants may not be:
• Used for food or hospitality costs
• Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
• Non-arts organizations not involved in arts activities (as applicants)
• For-profit organizations (as applicants)
• Fundraising activities or services such as annual campaigns, fundraising events, or grant writing
• Programs of other state or federal agencies
• Programs or services intended for private use, or for use by restricted membership
• Projects with religious purposes
• Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions
• Trusts, endowment funds or investments
• Capital outlay, including construction; purchase of land, buildings, or equipment other than consumable production materials; or for the elimination of accumulated deficit
• Out-of-state travel activities
• Expenses incurred before the start or after the ending date of the grant
• Underwriting of ticket costs for a performance or event.

E. Application Deadline and Project Period:
• Applications are available on a rolling basis;
• Arts organization applicants must be received 30 days prior to the event;
• All successfully funded projects must be completed no later than December 30th, 2017.

F. How to Apply:
All proposals must be submitted via e-mail or standard postal mail using the official Individual Artist Grant Application or Arts Organization Grant Application, and signed by the artist or authorized representative from the applying arts organization. Include all requested support materials.

To submit by email, address to: bstoffmacher@mednet.ucla.edu
To submit by standard postal mail, address to:

Attn: Beth Stoffmacher, Arts Specialist
National Arts and Disability Center, Semel Institute
760 Westwood Plaza, Ste. 58-219
Los Angeles, CA 90095-1759

A signature is required on your submitted application. If will not be submitting your complete application by standard mail, you may provide the signature page by one of two methods:

- **Email** an electronic copy of the signature page with a digital signature;
- **Fax** the signature page *only* to Attn: Beth Stoffmacher at (310) 794-1143.

Applications may be requested as an email attachment or downloaded from the NADC website at [http://www.semel.ucla.edu/nadc/grants](http://www.semel.ucla.edu/nadc/grants).

Applications are available in both PDF and Microsoft Word format. Please email Beth Stoffmacher bstoffmacher@mednet.ucla.edu if you require the application in an alternative format.

**G. Budget:**
In your application, you must provide a brief justification for your funding request. You will also include or attach to your application a project budget describing the expenses for your proposed project, with specific amounts for each category (materials, supplies, registration fees, California travel, editing and studio time hourly rate: # hrs. @ $ per hr.) Mileage is reimbursed at 54 cents per mile.

For Arts Organizations: While there are no required matching funds, applicants should include any in-kind or matching funds they will use in their budget. As appropriate, there should be a line item for access accommodations for individuals with disabilities.

**Sample Budget and Justification:**
**Individual Artist**

Request Justification: To attend professional development artist workshop.
Artist Workshop Registration, $330 day x 3 days $995
Mileage (240 miles round trip @ 54 cents per mile) $130
Hotel Accommodations, $125 x 3 nights $375

**Total Grant Request:** $1,500

**Sample Budget and Justification:**
**Arts Organization**

Request Justification: Accommodations for audience members who are deaf, blind or visually impaired.

**INCOME:**
CAC Arts and Accessibility $2,000

**Total Grant Request:** $2,000

**Match/In-kind:**
Private Donation $500
ABC Company (in-kind supplies and printing) $500
XYZ Foundation $1,000

Subtotal: $2,000

**Total Income:** $4,000

**EXPENSES:**
**Total Request:**
ASL Interpreters (20 hours of interpretations @ $50 per hour) $1,000
Audio-Description (audio description fee for one performance) $500
Program brochures, large print $500

Subtotal: $2,000

**Match/In-kind:**
ASL Interpreters (30 hrs of interpretations @ $50 per hr) $1,500
Audio-Description (audio description fee for one performance) $500

Subtotal: $2,000

**Total Expenses:** $4,000
H. Grant Review Process and Review Criteria:
NADC staff reviews applications for eligibility, budget accuracy, clarity and completeness, and may contact the applicant if changes or clarification are required. CAC staff may be consulted for additional review.

Please note:
- Applications are reviewed on a rolling basis;
- Preference will be given to new applicants.

Applications will be assessed using the following review criteria:

Individual Artist
- Appropriateness of the proposed activities related to the purpose of this grant;
- Appropriateness of the budget for the proposed activities;
- How proposed activities will contribute to the professional development of the artist;
- Readiness of the artist as evidenced by the application narrative and submitted artist resume;
- Completeness and clarity of the application.

Arts Organization
- Appropriateness of the proposed activities related to the purpose of this grant;
- Appropriateness of the budget for the proposed activities;
- How proposed activities will contribute to one or more of the following:
  - Increased professional development for artists with disabilities;
  - Increased hiring of artists with disabilities;
  - Increased physical and programmatic access for audience members and artists with disabilities;
  - Increased attendance and/or enhanced event experience for audience members with disabilities;
- Relationship to and impact of proposed activities on organizational programming;
- A plan of how you will market and inform others about your event or the activities planned;
- Readiness of the organization as evidenced by the application
narrative and submitted supporting materials;
• Completeness and clarity of the application.

I. Grant Award and Payment Process:
If awarded funding, the grantee will be notified via email. We will request that you submit an invoice for the amount awarded.

Please note: Payment is not processed until an invoice is received. From that point, it will take approximately 6-10 weeks for the University to issue a check.

J. Grantee Responsibilities:
The grant recipient must use the grant funds only for the expenses listed in their application. Any significant revisions to the project must be submitted in writing and approved in advance by the National Arts and Disability Center. The grantee will be responsible for the proper management of grant funds, the completion of the project prior to the end of the Arts and Accessibility project period, and the submission of a final report (see below).

You will be required to add the following line of acknowledgement in all programs, emails, postcards, and publicity related to the project: “This activity is supported in part by the California Arts Council, a state agency and National Arts and Disability Center at the University of California Los Angeles.” In addition, we will provide you with a copy of the California Arts Council and National Arts and Disability Center logos for all relevant printed and electronic materials.

K. Final Reports, Documentation and Promotional Materials:
The submission of final reports allows the California Arts Council and the National Arts and Disability Center to assess the impact and efficacy of the Arts and Accessibility program, to communicate the value of the program to the larger field, and is a requirement for all funded artists and arts organizations.

Complete final reporting guidelines will follow the distribution of official award letters. Final reports must include a description of the funded project and its outcomes, factors that facilitated or hindered completion, documentation showing artwork created/presented, and copies of any promotional materials.
Please note: The final report must be submitted within 60 days of the completion of the project.

Documentation and Promotional Materials:
Grantees are required to provide documentation and promotional materials at the completion of the funded project. These materials may be used by the CAC and the NADC in educational and promotional communications in our ongoing efforts to reach additional artists with disabilities. These materials should be submitted along with your final report and will not be returned.

Examples of documentation and promotional materials include:
- Event, program or activity flyers and brochures;
- Press releases;
- Evidence of media coverage, such as articles or reviews in newspapers/magazines;
- Event, program or activity images (photographs);
- A copy of the final product (if possible) such as a CD of visual images created, excerpt from literary works, and/or a DVD of performance;
- If the above is not available, a URL to learn more about the final product or project outcome.

L. Ownership, Copyrights, Royalties, Credit:
The CAC and NADC do not claim ownership, copyrights, royalties, or other claim to artworks produced as a result of a CAC/NADC grant. The CAC and NADC reserve the right to reproduce and use such materials for official, noncommercial purposes, including but not limited to use on CAC or NADC websites, social media and print materials.

M. Additional Information:
The mission of the CAC is to advance California through the arts and creativity. CAC maintains an ongoing and unwavering commitment to making its services and programs open and accessible to all persons, with and without disabilities, and strives to ensure that all people have the ability to participate in the arts with ease and dignity.

www.arts.ca.gov

NADC is a program of the Tarjan Center at the University of California, Los Angeles (UCLA). Its mission is to promote the full inclusion of audiences
and artists with disabilities into all facets of the arts community.

www.semel.ucla.edu/nadc

N. Staff Assistance:
NADC staff is available to offer guidance, clarification, and general technical assistance in preparing your proposal.

Contact: Beth Stoffmacher, Arts Specialist
bstoffmacher@mednet.ucla.edu
(310) 825-5054