2020 Arts and Accessibility Program
Arts Organization Grant Guidelines

…to participate is to be alive, to have access is to participate…

A. Application Timelines:

Cycle One:

Application Period: March - April 2020
Award Notification: May 29, 2020
Project End Date: December 30, 2020

Cycle Two:

Application Period: May - July 2020
Award Notification: August 31, 2020
Project End Date: December 30, 2020

Cycle Three:

Application Period: August - October 2020
Award Notification: November 30, 2020
Project End Date: December 30, 2020

Depending on Availability of Funds:

Rolling Application: November 30, 2020

Please note: Applications must be received no later than November 30, 2020 and the project must be completed by December 30, 2020.
B. **Background and Purpose:** Since 2000, the California Arts Council (CAC) and the National Arts and Disability Center (NADC) have partnered to provide the Arts and Accessibility program. The purpose of the Arts and Accessibility program is to support the inclusion of artists and audiences with disabilities into the arts community. Small, but critical grants are made available for the professional development of artists with disabilities and for arts organizations seeking to make their programs accessible to all.

C. **Grant Description:** California-based arts organizations may request **up to $5,000** to support the inclusion of artists and audiences with disabilities in arts programming. Projects must address one or more of the following goals:

- Increased visibility of artists with disabilities;
- Increased physical and programmatic access for audience members and artists with disabilities;
- Increased attendance and enhanced experience for audience members with disabilities

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

- Create accessible materials/website (large print, Braille, becoming section 508 compliant);
- Travel, registration fees to attend workshops in California to learn about accessibility for working with artists/audience members with disabilities;
- Offer access services to participating artists/audience members with disabilities such as: audio description, real time captioning, ASL interpreter, and/or captioning for audience members with disabilities;
- Hire a consultant (**preferably a person with a disability**) to advise or provide training to improve the accessibility of an organization or its programs;
• Provide accommodations for California artists with disabilities to be part of an upcoming project (e.g. ASL interpreter for a deaf choreographer or deaf actor, modifying props or costumes for performers using wheelchairs).

D. General Applicant Eligibility: Applicants may only apply for one Arts and Accessibility grant per calendar year (January 1, 2020 – December 31, 2020). Applicants to this program are not restricted from applying to and receiving funding from other competitive CAC or NADC grant programs for which they may be eligible, as long as those funds support distinctly separate projects or activities.

Previous Grantees:
• Cannot apply if you have received consecutive funding over the last three calendar years. You are not eligible this year if you were awarded a grant in the years: 2017, 2018, and 2019;
• May not apply if previously funded projects have not been successfully completed by the deadline of grant cycle;
• Must be in good standing with the NADC (i.e., no final or progress reports or invoices are outstanding or overdue);
• May only request support for a new project or activity.

E. Grant Eligibility: An organization must be one of the following to apply:
• California-based nonprofit arts organization 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;
• 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;
• Contact Beth Stoffmacher bstoffmacher@mednet.ucla.edu for questions regarding fiscal sponsor.

You are not eligible to apply if you are a:
• State agency;
• Federal agency;
• Non arts organization not involved in arts activities;
• For-profit organizations.

F. You CAN NOT apply to use funding for:
• Salary or benefits for staff or any employees;
• Expenses incurred before the start or after the ending date of the grant period;
• Underwriting of ticket costs for a performance or event;
• Food or beverages;
• 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;
• Programs or services for children;
• 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. All activities must take place in California.

Note: All budgeted salaries or fees for artists/arts workers must be equal
to the salaries or fees paid to other local skilled workers with similar experience.

G. How to Apply: You can download an application from the NADC website at http://www.semel.ucla.edu/nadc/grants

Or request a copy of the application be emailed to you by contacting Beth Stoffmacher bstoffmacher@mednet.ucla.edu

H. How to Submit Completed Application: All grant applications including signature page should be submitted via email to Beth Stoffmacher bstoffmacher@mednet.ucla.edu

I. Application Contents: Use the 2020 Arts Organization Grant Application Form to apply. Answer all questions on the application form.

J. Budget:

A budget must include:

- All expenses for your proposed project/activity;
- A budget justification that provides an estimate of all costs;
- There are no required matching funds. However, applicants should include any matching funds (cash) or in-kind (resources, services) for the project.

Sample Budget and Justification: Arts Organization

Example 1:

Budget Justification: Accommodations for deaf and hearing-impaired audience members.

We will hire two tri-lingual (English/Spanish/ASL) interpreters to provide ASL interpretation at one performance of [name omitted] and one performance of
The hourly rate for ASL interpreter is average for our area. In addition, we will design and purchase a large projection header so that we can offer captioning in both English and Spanish at all the performances of [name omitted].

ASL interpreters, *Performance Title 1*

($120/hour X 2 hours X 2 interpreters): $480

ASL interpreters, *Performance Title 2*

Performance ($120/hour X 4 hours X 2 interpreters): $960

Caption header (materials and construction): $1,500

Printing promotional materials for ASL interpreted performances: $500

Projection setup and operation for captioning: $1,500

**Total Grant Request:** $5,000

**K. Grant Review Process and Review Criteria:** All submitted applications will go through a two-step grant review process: 1) Technical Review; and 2) Content Review. The NADC Arts Specialist will conduct a technical review to determine all required information has been submitted and that the application meets our grant guidelines. A team of reviewers NADC staff and external panelists (artist with a disability and/or arts organization) will discuss all applications, make the final selection and funding amount for the awarded grantees.

*Please note:* Preference will be given to **new** applicants. Applications will be assessed using the following review criteria:

**Technical Review:**

- California based arts organization;
- Start and end dates meet the deadlines of the application;
- Completeness and clarity of the application, answering each of the questions on the Application Form directly;
- Signature page and application checklist are completed;
• All proposed activities to be funded will occur within California;
• Arts organizations have not received an Arts and Accessibility grant this calendar year;
• Arts organizations are in good standing with the NADC and CAC

**Evaluation Criteria:** The review panel will consider the following when deciding on whether or not to fund your project:
• Your proposal meets the purpose of the grant program to support the inclusion of artists and audiences with disabilities into the arts community;
• The proposed activities will contribute to one or more of the following:
  o Increased visibility of artists with disabilities;
  o Increased physical and programmatic access for audience members and artists with disabilities;
  o Increased attendance and enhanced event experience for audience members with disabilities;
• Marketing plan for how you will inform the public about the accessibility of your event/activities/project;
• Reasonableness of budget to achieve project;
• Readiness of the organization to complete the proposed activity (capability, experience, resources)

**L. Grant Award and Payment Process:** If awarded funding, the grantee will be notified via email. See A. Application Timeline for dates.

Once notified, we will request an invoice and W9 for the amount of the grant. **Please note:** The timeline for processing your grant award does not start until we receive your invoice and W9. Once we receive your invoice and W9, it will take approximately **8-10 weeks** for the University to issue a check.
Please take this into consideration when applying for a grant. If you do not have the resources to support the activity or project until paid, please adjust your start dates.

M. Grantee Responsibilities: The grantee will be responsible for the proper management of grant funds. The grant recipient must use the grant funds only for the expenses listed in their application. Any significant revisions such as a change in timeline or project activities must receive prior approval from the NADC. If you have to cancel your event/program, you are responsible for returning any unused grant funds.

N. Acknowledgement of Funders: 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 the 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.

O. Final Reports: By accepting this award you will be responsible for completing a narrative final report describing your project and its impact on the inclusion of artists and/or audiences with disabilities. Details will be provided in the award letter. This report will be due 30 days after the completion of the project.

P. 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 and educational purposes, including but not limited to use on CAC or NADC websites, social media and print materials. Your application may be posted on the NADC
website as an example but will not contain any identifying information.

**Staff Assistance:** NADC Arts Specialist, Beth Stoffmacher
bstoffmacher@mednet.ucla.edu is available to offer guidance, clarification, and general technical assistance in preparing your proposal.