2020 Arts and Accessibility Program
Artist Grant Guidelines

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

A. Application Cycles:

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 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.

**C. Grant Description:** California artists with disabilities may request up to $3000 to support the advancement of their creative work and careers. Applications are encouraged from artists in all artistic disciplines. Artist grants are for specific projects that contribute directly to their professional artistic goals and development. This grant is intended to support the employment and career of artists with all types of disabilities, including but not limited to artists with a physical disability, visual disability, hard of hearing or deaf, developmental disability, learning disability, mental illness or chronic illness.

**Examples of eligible Individual Artist projects:** This list provides examples of the types of projects we have funded in the past, but a project does not have to be one of the following:

- Preparing work samples, marketing materials or portfolios with a plan to present to the public and/or potential arts employers/venues;
- Studio time for producing a demonstration tape for a composer or musician, a DVD for a choreographer, editorial assistance for a writer to be distributed;
- Advanced training or apprenticeship with a professional or master-level artist;
- Registration fees, travel, and other costs to attend forums/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 a new
body of work to exhibit/perform – must be related to art being created, but may include assistive technology/adapted art making tools (a digital art display and high worktable to create new work; purchase of a sit/stand desk to accommodate mobility issues);

- Paying for an assistant (e.g. an assistant to carry or hang large art pieces, transport artist or their work);
- Purchasing permits and to pay for production and post-production costs for a film such as an editor, color correction, sound, and closed captioning;
- Mentorships;
- Artist residencies

D. **Who Can Apply:** General Applicant Eligibility: Applicants may only apply for one Arts and Accessibility grant per calendar year (January 1st, 2020 – December 31st, 2020). Applicants to this program are allowed to apply and receive 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:**

- Cannot apply if you have received consecutive funding over the last three calendar years. You cannot apply 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 CAC and NADC (i.e., no final or progress reports or invoices are outstanding or overdue);
- May only request support for a [new project or activity](#)
Artist Eligibility:
An artist:
- Must identify as an artist with a disability;
- Must be at least 18 years of age or older at the time of application;
- Must be a California resident.

E. What Can Not Be Applied For: Artists can not apply for funds to complete a college course project.

F. Application Deadline and Project Period: See the 3 grant rounds and their deadlines on page 1. All awarded projects must be completed by December 30, 2020.

G. How to Apply: Applications may be requested as an email attachment or downloaded from the NADC website at http://www.semel.ucla.edu/nadc/grants

Email Beth Stoffmacher bstoffmacher@mednet.ucla.edu if you require the application in an alternative format or need assistance with completing the application form.

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

A signature is required on your submitted application. You may provide the signature page by one of two methods: Email an electronic copy of the signature page with a digital signature; or type your name and date on signature page.

H. Budget:
- You must include or attach to your application a project budget describing the expenses for your proposed project, with specific amounts for each
category; Artists should list materials, supplies, registration fees, California travel, hourly rates for studio/editing time: # hrs. @ $ per hr. as appropriate;

- Provide website or links to where you got your estimate, such as supply costs, workshop registration site, etc.;
- Mileage is reimbursed at 57.5 cents per mile;
- You must provide a budget justification (why do you need what you are asking for) to go with your budget;
- See Sample Budgets in Appendix A below

I. Grant Review Process and Review Criteria: All submitted applications will go through a two-step grant review process. 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 arts organization)) will discuss all applications, make the final selection and funding amount for the awarded grantees.

Applications will be assessed using the following review criteria:

Technical Review:

- California based artist;
- Start and end dates meet the deadlines of the application;
- Completeness and clarity of the application, answering each of the questions directly;
- Signature page and application checklist are completed;
- All proposed activities to be funded will occur within California;
- All activities will be completed by **December 30, 2020**;
- Attached a resume with their application;
- Have not received an Arts and Accessibility grant this calendar year
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 this grant. This grant is intended to support the employment and career of artists with all types of disabilities (physical disability, visual disability, hard of hearing or deaf, developmental disability, learning disability, mental illness or chronic illness);
- How proposed activities will contribute to one or more of the following:
  - Increased professional development for artists with disabilities;
  - Increased visibility of artists with disabilities;
- A plan of how you will market and inform others about your event or the activities planned;
- Readiness of the artist to complete the proposed activity

J. Grant Award and Payment Process: If awarded funding, the grantee will be notified via email. We will request that you submit an invoice and W9 for the amount awarded. *Please note: Payment is not processed until the W9 and invoice are received. From that point, it will take approximately 8-10 weeks for the University to issue a check. Please take this into consideration when planning your project. If you cannot start the project without the grant funds, please adjust your start date to reflect that.*

K. 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 NADC. 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). If you are unable to continue or finish
your project, you will be responsible for returning any unused grant funds.

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.

L. Requirements: Final Reports, Documentation and Promotional Materials:

Final Report: The submission of final reports allows the CAC and the NADC to assess the impact 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 be e-mailed to you if you receive an official award letter. Final reports must include a description of the funded project and its outcomes, factors that helped or made completion difficult, documentation showing artwork created/presented, and copies of any promotional materials. Please note: The final report must be submitted within 30 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

M. **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. This includes your application, without your name, which may be posted on our website as a sample.

N. **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.

The 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.

**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.
Appendix A –Sample Budgets

Sample Artist Budget and Justification #1
Request Justification: Resources needed to create a website.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website. Two years of Weebly’s small business option ($25 per month when paid annually - $25/month x 24 months)</td>
<td>$600.00</td>
</tr>
<tr>
<td><strong>Total Grant Request</strong></td>
<td><strong>$1,610.00</strong></td>
</tr>
</tbody>
</table>

Sample Artist Budget and Justification #2
Request Justification: To attend professional development artist workshop.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artist Workshop Registration Fee, 3 days</td>
<td>$995.00</td>
</tr>
<tr>
<td>Mileage (168 miles round trip @ 54.5 cents per mile)</td>
<td>$91.56</td>
</tr>
<tr>
<td>Hotel Accommodations, 3 nights at $125 night plus $38 in taxes</td>
<td>$413.00</td>
</tr>
<tr>
<td><strong>Total Grant Request</strong></td>
<td><strong>$1,499.56</strong></td>
</tr>
</tbody>
</table>

Sample Artist Budget and Justification #3
Request Justification: This funding will be used for materials which include stretched canvases, printable fabric, film, film chemistry, ink cartridges and clear acrylic finish. The work generated will be tactile, touchable art, accessible to
visually impaired and blind audiences. The work will be exhibited in venues such as the Orange County Center for Contemporary Art and the Sharing Visions exhibition at the Southern California College of Optometry at Ketchum University in Southern California.

Kodak Photo - Tex Aqueous Inkjet Fabric (24" X 100' Roll)
$189.95 – Per Roll X 3 = $569.85
HP 85 Cyan Ink Cartridge (c9425a) for HP DesignJet 130 Printers:
$46.62 per cartridge X 2 = $93.24
HP 85 Light Cyan Ink Cartridge (c9428a) for HP Designjet 130:
$56.75 per cartridge X 2 = $113.50
HP 85 Magenta Original Ink Cartridge:
$50.43 per cartridge X 2 = $100.86
HP 85 Ink Cartridge Designjet 130 28ml Yellow:
$54.37 per cartridge X 2 = $108.74
HP C5016A 84 Black Ink Cartridge:
$52.83 per cartridge X 2 = $105.66
Ilford Delta Pro 100 ISO 120 size
$5.49 – Per Roll X 40 = $219.60
Bergger Pancro 400 ISO 120 size
$5.98 – Per Roll X 40 = $239.20
Adox Rodinal Film Developer - 500 ml
$15.99 – Per Bottle X 4 = $63.96
Clayton Odorless Fixer - 1 Gallon
$23.99 – Per Bottle X 2 = $47.98
Formulary Indicator Stop Bath - 1 Quart
$13.99 – Per Bottle x 2 = $27.98
Clayton Archival Wash - 1 Gallon
$42.99 – Per Bottle X 1 = $42.99
Adolux Adostab Sistan Image Stabilizer With Wetting Agent - 1 Liter
$19.99 X 1 = $19.99
Delta Data chemistry container 1 gallon
$8.49 – Per Container X 6 = $50.94
Arista Film Squeegee - 4.7 inch
$13.99 per X 1 = $13.99
MACO Glassine Negative Sleeves for 120 / 4 Strips - 100 pack
$19.99 per X 1 = $19.99
Arteza 24x36" Stretched White Blank Canvas, Pack of 2, Primed, 100% Cotton for Painting and Acrylic Pouring:
$45.99 per pack of two X 12 = $551.88
Arteza 18x24" Stretched White Blank Canvas, Bulk Pack of 4, Primed, 100% Cotton for Painting, Acrylic Pouring:
$30.99 per pack of four X 5 = $154.98
Sargent Art 16x24-Inch Stretched Canvas, 100% Cotton Double Primed:
$12.65 per Canvas X 10 = $126.50

Krylon COVERMAXX Spray Paint, Matte Black, 12 Ounce:
$7.99 per can X 6 = $47.94

Nova Super Gel – Gallon:
$41.00 per gallon container X 4 = $164.00

Total: $2997.21