Arts and Accessibility
Program

2019 Grant Guidelines

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

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 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
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 are below. This list provides examples of 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 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 work being created, but may include assistive technology

**Arts Organization Grant:**
California-based arts organizations may request **up to $5000** to support the inclusion of artists with disabilities in arts programming through provision of
accommodations, 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:

- Provide accommodations for California artists with disabilities to be part of an upcoming project (e.g. ASL interpreter for a deaf choreographer)
- Creating alternative formats for materials such as: large print or Braille, audio description, ASL interpreter, and/or captioning for audience members with disabilities
- Travel, registration fees to attend workshops or trainings in California to learn about accessibility for audience members with disabilities
- Hiring a consultant *(preferably a person with a disability)* to advise or provide training to improve the accessibility of your organization or its programs

**C. Applicant Eligibility:**

**General:**

a. Applicants may only apply for one Arts and Accessibility grant per calendar year (January 1, 2019 – December 30, 2019)

b. 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 distinctively separate projects or activities

Previous Grantees:
  c. 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: 2016, 2017, and 2018
  d. May not apply if previously funded projects have not been successfully completed by the deadline of grant cycle
  e. Must be in good standing with the CAC and NADC (i.e., no final or progress reports or invoices are outstanding or overdue)
  f. May only request support for a new project or activity

Individual Artist Grant Eligibility:
  g. Must identify as an artist with any type of disability
  h. Must be at least 18 years of age or older at the time of application
  i. Must be a California resident

Arts Organization Grant Eligibility:
  j. The applicant organization must be one of the following:
     i. California-based nonprofit arts organization with a history of arts programming for a minimum of three years prior to the time of application
     ii. 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
k. 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.

l. 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 two years prior to the time of application, and have compatible organizational goals to the applicant organization. An applicant using a Fiscal Sponsor must submit the Fiscal Sponsor IRS Form 990 with the application. See additional information on the use of Fiscal Sponsors: http://arts.ca.gov/programs/program_files/shared_files/CAC%20Fiscal%20Sponsor%20Information.pdf

D. Organization Requirements: If an organization is requesting funding to supplement fees for artists/arts workers they must be commensurate with experience and comparable fees for other local skilled workers.

E. Funding Restrictions:
Arts and Accessibility Grants may not be used to support:

Arts Organizations:

m. Hospitality or any food related costs

n. Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
o. Non-arts organizations not involved in arts activities (as applicants)
p. For-profit organizations (as applicants)
q. Fundraising activities or services such as annual campaigns, fundraising events, or grant writing
r. Programs of other state or federal agencies
s. Programs or services intended for private use, or for use by restricted membership
t. Programs or services for children
t. Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions
v. Trusts, endowment funds or investments
w. Capital outlay, including construction; purchase of land, buildings, or equipment other than consumable production materials; or for the elimination of accumulated deficit
x. Out-of-state travel activities. All activities must take place in California
y. Expenses incurred before the start or after the ending date of the grant period
z. Underwriting of ticket costs for a performance or event

We do not support staff time on the proposed activity. Do not request any funding for currently employed staff.

Artist restriction: Students may not apply for funds to complete a college course project.

F. Application Deadline and Project Period:

Applications are available on a rolling basis until funds are used.
All successfully funded projects must be completed no later than December 31, 2019.

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](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 or need assistance with completing the application form.

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;
- Type your name and date on signature page.

How to Submit Completed Application:

- All arts organization proposals must be submitted via email
- Individual Artist Grant Applications submitted via e-mail (Preferably) but we will accept alternative formats.
- To submit by email, send completed application including signature page to: bstoffmacher@mednet.ucla.edu
  
In the subject line: include your name or organization name and Artist or Arts Organization Arts and Accessibility grant.

For example: Beth Stoffmacher Artist Arts and Accessibility grant
H. Budget:

In your application, you will 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 54.5 cents per mile.

While there are no required matching funds, applicants should include any in-kind or matching funds they will use in their budget. Arts organizations are expected to have a line item for access accommodations for individuals with disabilities.
Sample Budget and Justification: Individual Artist

1. Request Justification: Resources needed to start a website, and tools needed to make new collection of work.

Website Hosting + Server Monthly Payment for year $5.68/Month = 2 Year span $136.32
Foredom 2230, SR motor, Jewelers Kit $287.30
Torch Hose + Tank +Gauge $342.90
Torch + Heads $228.60
Soldering Station + Soldering Block $104.80
Sterling Silver Sheet 6x4 Inches $93.94
5 Feet 7 inches of Sterling Silver 12 gauge wire $42.27
Work Holder $19.75
Tumbler Kit $150.00
Stone Setting Burs $69.75
925 Steel Stamp $23.50

Total Grant Request: $1499.13

2. Request Justification: To attend professional development artist workshop.

Artist Workshop Registration Fee, 3 days $995.00
Mileage (168 miles round trip @ 54.5 cents per mile) $91.56
Hotel Accommodations, 3 nights at $125 night plus $38 in taxes $413.00

Total Grant Request: $1,499.56
Note: Keep your receipts. You may be asked to provide verification for travel related expenses and any supplies costs.

**Sample Budget and Justification:**

**Arts Organization**

1. Request justification: Accommodations for deaf performer and audience members

   ASL Interpreter/Actor (name removed): $180 per performance X 5 performances (3 nights of show, 1 dress rehearsal, 1 cast only rehearsal) = $900

   ASL Interpreter/Actor (name removed) $180 per performance X 5 performances (3 nights of show, 1 dress rehearsal, 1 cast only rehearsal) = $900

   Traditional ASL Interpreter (name removed) $175 per performance X 4 performances (3 nights of show, 1 dress rehearsal) = $700

   **Total Grant Request:** $2500
2. 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, 25 large print @ $20 each $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
I. **Grant Review Process and Review Criteria:**

NADC convenes a review panel to assess applications for eligibility, budget accuracy and appropriateness, clarity and completeness of application, and how well the project and funding request matches the goal of advancing careers of artists or enhancing audience experience. The NADC may contact the applicant if changes or clarification are required. CAC staff may be consulted for additional review.

Applications are reviewed on a rolling basis. The typical review period takes up to 3 weeks at which time you will be notified by the NADC.

*Please note:*

a. Preference will be given to new applicants

Applications will be assessed using the following review criteria:

**Individual Artist:**

b. Completeness and clarity of the application, answering each of the questions directly

c. 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)

d. The budget matches the proposed activities

e. How the proposed activities will contribute to your (the artist) professional development and or career as an artist

f. An updated resume that shows the history of your artistic activities
Arts Organization:

g. Appropriateness of the proposed activities related to the purpose of this grant. **California-based arts organizations may request support for the inclusion of artists with disabilities in arts programming and/or to increase the attendance and enhance the experience for audiences with disabilities**

h. Appropriateness of the budget for the proposed activities

i. How proposed activities will contribute to one or more of the following:
   i. Increased professional development for artists with disabilities
   ii. Increased representation of artists with disabilities
   iii. Increased physical and programmatic access for audience members and artists with disabilities
   iv. Increased attendance and/or enhanced event experience for audience members with disabilities

j. Relationship to and impact of proposed activities on organizational programming

k. A plan of how you will market and inform others about your event or the activities planned

l. Readiness of the organization as evidenced by the application narrative and submitted supporting materials

m. Completeness and clarity of the application

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 an invoice is 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).

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 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 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:

1. Event, program or activity flyers and brochures
2. Press releases
3. Evidence of media coverage, such as articles or reviews in newspapers/magazines
4. Event, program or activity images (photographs)
5. 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
6. If the above is not available, a URL to learn more about the final product or project outcome

The NADC has multiple ways to promote your work and any upcoming shows through Facebook and a list serv. Please send promotional materials to Beth Stoffmacher at bstoffmacher@mednet.ucla.edu to promote through NADC networks.

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.

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.

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
O. 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