



The Arts and Communication Access Program

Grant Guidelines

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

A. Introduction:

The National Arts and Disability Center (NADC), in partnership with Ability Central Philanthropy announces a new grant opportunity, the Arts and Communication Access Program. The NADC will provide project support toward activities that promote communication access to individuals with disabilities in arts programming or audience accommodations. This grant is for California arts organizations, museums, theaters, festivals and exhibits, among others.

B. Application Deadline and Project Period:

Applications are accepted and reviewed on a rolling basis until funds are used through June 30, 2020.

C. Grant Description:

California non-profit arts organizations may request up to \$5000 to support communication access for the inclusion of individuals with disabilities in arts programming or audience accommodations.

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 projects are below. This list is not intended to be

limiting or all-inclusive:

- Closed captioning and ASL Interpreters for deaf or hard of hearing audiences;
- Audio description for live performances;
- Touch materials for an art exhibit;
- Creating alternative formats for materials such as large print or Braille;
- Provide accommodations for California artists with disabilities to be part of an upcoming project (e.g. ASL interpreter for a deaf choreographer);
- ASL interpreted events and tours;
- Assistive listening devices;
- Training on communication access

D. Applicant Eligibility: The applicant must be one of the following:

- California nonprofit arts organization with a history of arts programming for a minimum of three years prior to the time of application;
- Local arts agency with a history of arts programming for a minimum of three years prior to the time of application;
- The applicant must demonstrate proof of non-profit 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

E. Funding Restrictions: Grantees may not be used to support:

- a. Non-arts organizations not involved in arts activities (as applicants);
- b. For-profit organizations (as applicants);
- c. Fundraising activities or services such as annual campaigns, fundraising events, or grant writing;
- d. Programs of other state or federal agencies;
- e. Programs or services intended for private use, or for use by restricted membership;
- f. Programs or services for children;
- g. Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of

these institutions;

- h. Trusts, endowment funds or investments;
- i. Capital outlay, including construction; purchase of land, buildings, or equipment other than consumable production materials;
- j. Expenses incurred before the start or after the ending date of the grant period;
- k. 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

F. How to Apply:

Applications must complete the grant application available

<https://www.semel.ucla.edu/nadc/arts-and-communication-access-grant-program>

G. How to Submit Completed Application:

Proposals must be submitted via email to Beth Stoffmacher at

bstoffmacher@mednet.ucla.edu

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. While there are no required matching funds, applicants should include any in-kind or matching funds they will use for their project.

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

I. Grant Review Process and Review Criteria:

The NADC convenes a review panel to assess applications for eligibility, budget accuracy and appropriateness, clarity and completeness of application. The NADC may contact the applicant if changes or clarification is required. 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.

Applications will be assessed using the following review criteria:

- a. Appropriateness of the proposed activities related to the purpose of this grant;
- b. Appropriateness of the budget for the proposed activities;
- c. How proposed activities will contribute to one or more of the following:
 - i. Increased communication access for audience members and artists with disabilities
 - ii. Increased attendance and/or enhanced event experience for audience members with disabilities
- d. A plan of how you will market and inform others about your event or the activities planned;
- e. Readiness of the organization as evidenced by the application narrative and submitted supporting materials;
- f. 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 the invoice and W9 are

received. From that point, it will take approximately 6-8 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 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 by the National Arts and Disability Center at the University of California Los Angeles and Ability Central Philanthropy.”** In addition, we will provide you with our logos for all relevant printed and electronic materials.

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

The submission of final reports allows the NADC to assess the impact and efficacy of the grants program, to communicate the value of the program to the larger field and is a requirement for all funded artists and arts organizations. 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 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. 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 NADC does not claim ownership, copyrights, royalties, or other claim to artworks produced as a result the grant. The NADC reserve the right to reproduce and use such materials for official, noncommercial purposes, including but not limited to use on the NADC website, social media and print materials.

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