 

**The Arts and Communication Access**

# Grant Application

**APPLICANT INFORMATION: - *PLEASE TYPE***

If you need assistance in completing a typed version of this application please email Beth

Stoffmacher [bstoffmacher@mednet.ucla](mailto:bstoffmacher@mednet.ucla).edu so she can assist you.

Legal Name of Applicant Organization:

Address:

City:

State:

Zip Code:

Federal EIN Number (XX-XXXXXXX):

Main Phone:

Website:

Applicant Contact Name and Title:

Applicant Contact Phone:

Applicant Contact Email:

**How did you find out about this grants opportunity?**

**All applicants must be California.** Please Check the appropriate box to indicate your organizational type below.

Nonprofit arts organization

Local arts agency or unit of government

## Grant Request Amount (Request up to $5,000):

**Project Dates:** Applications must be received at least **30** days prior to a proposed event. Projects must be completed by ***June 30th, 2020.***

**\*\*Please note, the check will take 6-8 weeks for UCLA to process. If you need the funding to start your project, please make sure to adjust your start and end dates accordingly.**

Start Date (MM/DD/YYYY):

End Date (MM/DD/YYYY):

## PROJECT NARRATIVE:

1. Please provide a brief project description summarizing the overall project and its related activities (up to 150 words). Your project description must indicate how your organization will provide communication access for individuals with disabilities.
2. Please provide specific details about services, supports or other activities for which you are requesting funds. Thoroughly explain how your request will address one or more of the **program goals** above. If requesting support for a specific event or activity, please include the name, date, and location.
3. Explain how your request for communication access fits into the programmatic activities of your season. How will the support assist you in offering something new?

## ACCESSIBILITY PROVISIONS:

Check each applicable box to indicate the extent that your organization currently provides the following accessibility support:

Provide annual and/or frequent staff training on accessibility

Have designated staff responsible for accessibility oversight

Have one or more persons with a disability on staff

Have one or more persons with a disability serving on the Board/Advisory Committee

Maintain an organization-wide access policy

Maintain accessible facilities, if applicable

Maintain an accessible website

Maintain an Access Committee of the Board, having people with disabilities serving as advisors

Include accessibility accommodations as a budget line item

Include access information/accommodations on all publicity and marketing materials with appropriate disability access symbols

## BUDGET AND BUDGET JUSTIFICATION:

A detailed budget and explanation is required. Refer to **Section H** in the Grant Guidelines for a sample budget for Arts Organizations. Include a) any matching funds or in-kind support and b) a line item for appropriate communication access. Submit a budget page with your application or use the space below.

## ORGANIZATIONAL CAPACITY:

1. Please provide an overall description of your organization. Include your mission, communities you serve, and relevant arts-related activities produced within the last 5 years. Attach an additional page, if necessary.
2. Please describe your organization’s previous experience with artists and audiences with disabilities:
3. Has your organization previously hired artists with disabilities? If so, please describe the kinds of opportunities that were offered through this programming.
4. Does your organization currently provide services and support for audience members with disabilities? If yes, please provide a detailed description of the types of services and/or support.
5. Please indicate if this is the first time your organization is working with

an artist with a disability, or the first time in providing communication access to your program(s).

Yes

No

If you have not hired artists with a disability or provided communication access what has prevented you from doing so?

## INFORMATION DISSEMINATION:

Please describe how you will provide information to the public or potential participants about your program's accessibility and the availability of services.

**Supporting Materials:** Attach to your application no more than 4 supporting materials confirming details of the proposed project. This may include program descriptions, brochures, flyers, or other information about the proposed project or your activities.

## STAFF ASSISTANCE AND PROPOSAL SUBMISSION:

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

## Staff Contact:

Beth Stoffmacher, NADC Arts Specialist [bstoffmacher@mednet.ucla.edu](mailto:bstoffmacher@mednet.ucla.edu)

## To Submit Your Application:

All proposals must include the Application Checklist on the final page of this application and all requested support materials.

***Applications must be received at least 30 days prior to a proposed event.***

All proposals must be submitted by email using the official Grant Application and signed by an authorized representative of the Applicant Organization.

* + **To submit by email**, address to: [bstoffmacher@mednet.ucla.edu](mailto:bstoffmacher@mednet.ucla.edu)

***A signature is required on your submitted application***. If you will not be submitting your complete application by standard postal mail, you may provide the signature page by emailing an electronic copy of the signature page with an electronic or digital signature to [bstoffmacher@mednet.ucla.edu](mailto:bstoffmacher@mednet.ucla.edu)

## ARTS ORGANIZATION APPLICATION CHECKLIST AND SIGNATURE:

Check boxes below and submit this signed page with your application

Our organization meets all eligibility requirements as per the Grant Guidelines

Our organization is not a school, college or university

All proposed activities to be funded will occur within California

All activities will be completed by June 30th, 2020

Supporting materials pertaining to the proposed project are attached

## SIGNATURE:

If awarded, our organization agrees to the following in relation to the funded project and activities: 1) publicize and market information regarding communication access; 2) use the NADC and Ability Central Philanthropy logos on all relevant printed and electronic materials; 3) include the following language on all printed and electronic materials: “*This activity is funded in part by the National Arts and Disability Center at the University of California Los Angeles and Ability Central Philanthropy*”; and 4) provide verbal credit when discussing the project and activities supported by this grant.

I, the undersigned, certify that I am an authorized organizational representative with the knowledge of the matters contained herein, and that I hold the legal authority to obligate the organization, with the approval of the organization’s board of directors or other governing body.

Furthermore, I certify that the information contained in this application is true and accurate to the best of my knowledge. I have kept a copy of this application for our organizational records.

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Signature\* Date

\* An electronic or digital signature may be used.