FY22 Grant Application

**Mini-Grant**

**Community Arts**

Deadline: Ongoing within two separate grant periods; applications must be received at least 6 weeks prior to project date.

**1st Grant Period:**

Applications must be submitted between May 15th, 2021 and November 15th, 2021 for projects taking place between July 1st, 2021 and December 31st, 2021.

**2nd Grant Period:**

Applications must be submitted between November 15th, 2021 and May 15th, 2022 for projects taking place between January 1st, 2022 and June 30th, 2022.

**PROGRAM GUIDELINES**

In addition to the enclosed guidelines, all Grants must adhere to the West Virginia Commission on the Arts General Guidelines; find them here: <http://www.wvculture.org/arts/grants.html>

**CONTENTS**

Program Snapshot, Instructions, and Application

**PROGRAM CONTACT**

Contact Cedrick Farmer, at Cedrick.L.Farmer@wv.gov or 304-558-0240, extension 155

This is a program of the West Virginia Department of Arts, Culture and History & the West Virginia Commission on the Arts

The Culture Center / 1900 Kanawha Boulevard, East / Charleston, WV 25305-0300

P: 304-558-0240 / TDD: 304-558-3562 / F: 304-558-3560

[www.wvculture.org](http://www.wvculture.org)

We are an AA/EEO and welcome your questions and comments.

All publications and application forms are available in alternative formats upon request. Contact ADA Coordinator at

304-558-0240 (phone) or 304-558-3562 (TDD)

**What is a Community Arts Mini-Grant?**

The Community Arts Mini-Grant program is a funding opportunity of the West Virginia Commission on the Arts (WVCA) that provides direct project support to projects that present artists in performances, workshops, and other projects with a specific arts focus. Examples of fundable projects include but are not limited to: a community mural; a jazz trio performance provided during a community event; or a single-day arts workshop held at a community center or during a community event. True to its name, this Mini-Grant program utilizes an abbreviated application, lower funding ceiling, and limited funding pool. Each year the grant pool is replenished on July 1st and again on December 1st. Awards are made on a first-come first-served basis, and early application is advised.

**Who may apply to this program?**

* Any individual, 501(c)3 organization, municipal or county government agency who wishes to provide arts experiences in the community. PK-12 schools are ineligible to apply to the Community Arts Mini-Grant. PK-12 schools interested in applying for a Mini-Grant must apply through the Arts in Education Mini-Grant program.
* Organizations must be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Organizations currently in the process of obtaining 501(c)(3) status may use a qualifying nonprofit as a fiscal agent for arts related projects.

Individual applicants must be:

* 18 years or older
* a U.S. citizen
* a legal resident of West Virginia

and have:

* resided in West Virginia for at least one year prior to the application deadline
* submitted all final reports in conjunction with previous WVDACH/Arts grants

**What are qualified project activities?**

This grant seeks to support projects that:

* Provide arts experiences to new or underserved audiences.
* Show partnerships in communities to help build an arts infrastructure that will allow for future arts programming growth.
* Clearly fill a need in the community.
* Use the arts in an innovative way to enhance community life.
* In addition, arts learning projects are eligible for funding within these guidelines, but the arts learning must be community-based and not curriculum-based. All curriculum-based projects must apply through an Arts in Education grant program.

**What are some examples of successful project activities?**

* Community choir concerts for public and senior centers featuring local and state artists.
* Community mural project, engaging youth with professional artist as designer and mentor.
* Local juried exhibition featuring community artists and professional jurors.
* A banjo workshop led by a professional artist at a community festival.

**What does this grant NOT fund?**

Grant awards are for specified projects and may not be used toward general operating costs or year-round programming. Individual applicants may not apply for personal stipends or materials not related to a specified project. Other examples of non-eligible expenses are included but not limited to:

* Hospitality costs, administrative fees or overhead costs.
* Materials not directly related to the project or fall beyond the scope of the project.
* Transportation or shipping costs
* Fees associated with attending workshops, conferences, or seminars. All artists attending professional training programs, and organizations providing professional training programs, must apply through the Professional Development grant program.

**What funding amounts are available?**

Applicants may request up to $1000 for eligible expenses. Eligible expenses include artist fees, travel expenses associated with contracted artists, and project materials. Artist fees require contracts, signed and dated with the date of the service and amount owed, submitted with the application. All travel costs and material expenses not included in contracts require documentation in quotes. Awarded funds will be issued as a check and mailed to applicant organizations. All attempts are made to provide grant money prior to the date of the project, but applicant organizations must be prepared to pay the artists’ fees in full at the time of delivery of services.

**Does this grant require a match?**

No, the Community Arts Mini-Grant does not require matching funds.

**Will this grant affect my eligibility for other grant programs?**

Yes, applicants that receive funding through our Mini-Grant programs are not eligible for funds from other WVCA grants in the same fiscal year (July 1st - June 30th). In addition, only one Mini-Grant for a single project or performance will be awarded per applicant, per fiscal year. Applicants are encouraged to use this program as an introduction to WVCA’s other grant programs by building capacity for future projects and programming.

**Does this grant require attachments?**

Yes, you must provide the attachments listed within the Submission Checklist.

**D-U-N-S Number (for organizations only)**

On the cover sheet, please enter your Data Universal Numbering System or D-U-N-S® Number. Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine-digit identification number, for each physical location of your business. D-U-N-S Number assignment is free for all businesses required to register with the US Federal government for contracts or grants. To request your D-U-N-S Number via the web, visit <http://fedgov.dnb.com/webform>. If one does not exist for your business location, it can be created within 1 business day. Individual applicants do not require a D-U-N-S number.

**How will I know if the application is successful?**

If successful, the applicant will receive an award letter and contract to be signed and returned within two weeks of receipt. In addition, awardees must complete the Mini-Grant Final Report found at: <http://www.wvculture.org/arts/grants.html> within 30 days of project conclusion.

**Application Instructions**

* Do not staple or bind materials
* Do not use folders, binders, or notebooks to enclose or separate materials
* Handwritten applications will not be considered
* Form fields are highlighted in gray; fields will automatically expand
* Forms are compatible with Microsoft Word
* Save often!
* Spell Check is not active within the application, proofread outside of the document
* Text is automatically formatted in form fields – applicant cannot alter the font, its size, or color
* Provided copies of original documents must be single sided
* Submit THE ORIGINAL SIGNED application, keep ONE COPY for your files
* Sign all documents in BLUE INK

**Submission Checklist**

Use the Submission Checklist to finalize your package; the Checklist represents an entire Application package, and the order in which the materials should be packaged. **All items are required unless otherwise noted.**

[ ] [ ]  [ ] [ ]  PART I: COVER SHEET

[ ] [ ]  [ ] [ ]  PART II: CERTIFICATION STATEMENT

[ ] [ ]  [ ] [ ]  PART III: PROJECT DESCRIPTION

[ ] [ ]  [ ] [ ]  PART IV: PROJECT BUDGET

[ ] [ ]  [ ] [ ]  ARTIST RESUMES OR BIOS

[ ] [ ]  [ ] [ ]  SIGNED (BY BOTH PARTIES) CONTRACT for each Contracted Artist or Group, COPY ONLY

*Contract must include time, date, service provided, performance fee, travel estimates, and location*

[ ] [ ]  [ ] [ ]  Documentation of Expenses

 **All expenses must be documented as attachments to the application.**

Examples of documentation:

* Invoice from local hardware store
* Screenshot from website, that includes the items price
* Letters of agreement

[ ] [ ]  [ ] [ ]  TAXPAYER ID W-9 FORM available at http://www.irs.gov/pub/irs-pdf/fw9.pdf

*Complete and sign in BLUE ink; provide applicant’s (organization or school)* ***legal name****; address on W-9 form must* ***EXACTLY*** *match address in this grant application. Form is required for payment.*

[ ] [ ]  [ ] [ ]  COPY (not original) OF IRS 501(c)(3) DETERMINATION LETTER, NON-INDIVIDUAL APPLICANTS ONLY.

[ ] [ ]  [ ] [ ]  ACCESSIBILITY ASSURANCE FORM & INVENTORY, NON-INDIVIDUAL APPLICANTS ONLY

**Submit**

**Send your completed package to:**

West Virginia Department of Arts, Culture and History

The Culture Center

Attention: Cedrick Farmer

1900 Kanawha Boulevard, East

Charleston, WV 25305-0300

**PART I: COVER SHEET**

**Do not write in this space**

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPLETE ALL FIELDS**

**APPLICANT INFORMATION**

Applicant Legal Name (Organization):

Mailing Address:       City:

State:       Zip:       County:

Contact Person:

Telephone (daytime):        Telephone (other):

E-mail address:        Website:

FEIN Number:

D-U-N-S Number:        Date of Incorporation:

**PROJECT INFORMATION**

Project Title:

Total Project Expenses:      Date/Time of Project:

Number of Artists Participating:

Location:

Cost of Admission $

Anticipated Number of Attendees: Youth:       Adults:        Schools:

**Grant amount requested from the West Virginia Commission on the Arts**: $

**Coding:** Use the National Standard Coding Sheet at the end of this document to find the codes for your organization’s status, institution, and discipline, and enter the codes here:

Applicant Status:   Applicant Institution:    Discipline (number and letter):

**Coding**: Use the national coding key to code your project

Type of Activity:     Arts Education (number and letter):

Project Discipline (number and letter):

**For “Populations benefitted by” select all categories that made up 25% or more of the population directly benefitting, excluding broadcast and online programming.**

Populations benefitted by Race:       Populations benefitted by distinct group:

Populations benefitted by Age:

Provide a 50-word or less description of the project suitable for publication:

**Project Summary:** **List budget items and amount requested for funding**; attach additional sheets if needed

|  |  |
| --- | --- |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
| **Total** | $ |

**PART II: CERTIFICATION STATEMENT**

**(Non-Individual Applicants)**

**READ, SIGN IN BLUE INK, AND DATE**

I certify that

1) The information in this application is true and correct to the best of my ability,

2) The organization’s Board of Directors has approved this project,

3) I have the legal authority to obligate the applicant.

Profits made from any project receiving support from the WV Commission on the Arts will be used in support of the arts or artists. I have read and understood the guidelines and will comply with all rules, regulations, laws, terms and conditions described therein. I agree to allow the WVCA to duplicate any materials submitted with this application for the purposes of selection process, education, and reports to the National Endowment for the Arts.

NAME:       TITLE:

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_

USE BLUE INK

**PART II: CERTIFICATION STATEMENT**

**(Individual Applicants)**

**READ, SIGN IN BLUE INK, AND DATE**

I certify that

1) The information in this application is true and correct to the best of my ability
2) I have the legal authority to obligate the applicant.

Profits made from any project receiving support from the West Virginia Commission on the Arts will be used in support of the arts or artists. I have read and understood the guidelines and will comply with all rules, regulations, laws, terms and conditions described therein. I agree to allow the WVCA to duplicate any materials submitted with this application for the purposes of selection process, education, and reports to the National Endowment for the Arts.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SIGN IN BLUE INK

**PART III: PROJECT DESCRIPTION**

**PROVIDE A ONE-PAGE DESCRIPTION OF YOUR PROJECT**

**PART IV: PROJECT BUDGET**

**COMPLETE ALL FIELDS**

Applicant Name:

**INCOME:** Although a cash match is not required, please list all project income (if applicable) in addition to the grant amount requested for this project.

|  |  |  |
| --- | --- | --- |
| *Revenue (may be projected)* |  | Amount |
| Admissions  |       | $      |
| Contracted/Other Revenue |       | $      |
| Other Revenue |      | $ **c**     |
| *Support*  |  |  |
| Corporate/Foundation |      | $      |
| Other Private Support |       | $      |
| *Government (exclude this grant request)* |  |  |
| Federal |       | $      |
| State/Regional |       | $      |
| Local |       | $      |
| *Applicant Cash* |  | $      |
|  | **LINE A: Subtotal** | **$**     |
|  | **LINE B: Grant Amount Requested This grant** | **$**      |
|  | **LINE C: Total Cash Income** | **$**      |

**EXPENSES:** List expenses for entire project. Total cash income & total project expenses should be equal.

|  |  |  |
| --- | --- | --- |
| Personnel: your staff, administrative, artistic, and technical |  | $      |
| Outside Professional Services: Artistic Fees and Services |  |  |
|       | $      |  |
|       | $      |  |
|       | $      |  |
|  | Total | $      |

|  |
| --- |
| Travel and Hotel Costs |
|       | $      |
| Materials |  |  |
|       |  | $      |
| Other Fees & Services |  |  |
|      |  | $      |
| Marketing |  |  |
|      |  | $      |
| Space Rental |  |  |
|      |  | $      |
| Remaining Operating Expenses |  | $     |
|  **LINE D: Total Project Expenses** *Lines C and D must be equal* | $      |

**DOES THE AMERICANS WITH DISABILITIES ACT APPLY TO US?**

**Yes.** The Americans with Disabilities Act (ADA) requires cultural organizations to make their programs, services and activities, including employment, accessible to qualified persons with disabilities. ADA is based on Section 504 of the Rehabilitation Act of 1973 as amended, which mandates nondiscrimination by federal grantees; however, ADA is more comprehensive in its scope. **ADA applies whether or not an arts organization receives federal funds.**

* ADA Title I, 42 U.S.C. Sec. 12111 et seq. mandates equal opportunity in employment. As of July 26, 1994, employers with 15 or more employees are covered. The U.S. Equal Employment Opportunity Commission issued rules, 29 CFR Part 1630, and administers Title I.
* ADA Title II, 42 U.S.C. Sec. 12131 et seq. requires all state and local governmental arts and humanities entities make all programs, services and activities, including employment, accessible. There are requirements for self-evaluation, transition plans, grievance procedures and an ADA Coordinator.
* ADA Title III, 42 U.S.C. Sec. 12181et seq. mandates museums, galleries, theaters and all other places of public accommodation remove architectural barriers that are readily achievable and otherwise ensure nondiscrimination in their programs, services and activities. The U.S. Department of Justice issued rule, 28 CFR Parts 35 and 36 and administers Title II and III. There are no exemptions based on the number of employees, physical size, or budget. SOURCE:<https://www.arts.gov/sites/default/files/Intro.pdf>
* Claiming undue burden or fundamental alteration does not relieve a public entity/accommodation of all obligations to provide access to people with disabilities. Even if an entity is not able to undertake a particular measure to provide access, it must find other modifications that are feasible or readily achievable to ensure that it does not discriminate against individuals with disabilities in programs, services, or activities.

For complete ADA regulations, standards and guidelines contact the U.S. Department of Justice ADA Information hotline at 800-514-0301 (voice) or 800-514-0383 (TTY) or visit the Department of Justice ADA information website at www.ada.gov.

**Mid-Atlantic ADA Center**
401 North Washington Street, Suite 450
Rockville, MD 20850
Toll Free: 800-949-4232 V/TTY (DC, DE, MD, PA, VA, WV)
Local: 301-217-0124 V/TTY
Fax: 301-251-3762

<http://www.adainfo.org/>

*You may call the toll free number at any time, state your question, and a representative will return your call. This is a great resource for ADA questions specific to your project or organization! Their website serves as a hub of information.*

**Cultural Facilities & ADA Coordinator**

WV Department of Arts, Culture and History

1900 Kanawha Blvd E

Charleston, WV 25305

 (304) 558-0220

**STATEMENT OF COMPLIANCE - AMERICANS WITH DISABILITIES ACT**

**GRANT APPLICANT MUST READ, SIGN, AND DATE**

Applicant/Organization Name:

Physical Address of Applicant Facility:

If different from Applicant Facility above, list all location(s) in which the project will take place; attach a separate page if needed:

The West Virginia Commission on the Arts asks applicants to describe efforts to improve programmatic and physical access in its organization as a means to evaluate the degree to which it is proactively working on these issues. The WVCA is not in the position to determine whether an applicant is in compliance with any state and federal laws governing this subject. A WVCA grant should not be interpreted as an opinion on that organization’s compliance with its legal obligations. Each organization is responsible for complying with all applicable laws, rules, and regulations. **All organizations that are not in full compliance must complete the Transition Plan available at** [http://www.wvculture.org/arts/grants/ADA/ADATransitionPlan.pdf.](http://www.wvculture.org/arts/grants/ADA/ADATransitionPlan.pdf)

Contact the Accessibility Coordinator at (304) 558-0240 with any questions.

 [ ] [ ]  [ ] [ ]  APPLICANT PROJECT ONLY TAKES PLACE AT APPLICANT FACILITY LISTED ABOVE AND APPLICANT FACILITY AND PROGRAMMING ARE IN FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. **Applicants who are in full compliance do not need to complete and attach the Transition Plan.**

 [ ] [ ]  [ ] [ ]  APPLICANT PROJECT TAKES PLACE AT APPLICANT FACILITY AND OTHER LOCATIONS LISTED ABOVE; ALL PROJECT FACILITIES AND PRESENTED PROGRAMS IN ASSOCIATION WITH PROJECT ARE IN FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. **Applicant acknowledges that ADA applies to each location in which the project is held. An applicant whose project takes place within another location, even schools, is an equal partner in providing ADA compliance.**

[ ] [ ]  [ ] [ ]  APPLICANT PROJECT AND/OR FACILITY IN WHICH PROJECT TAKES PLACE IS NOT IN FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA) AND WE HAVE COMPLETED AND ATTACHED THE TRANSITION PLAN.

OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT

Name:

Title:

Phone:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**ACCESSIBILITY INVENTORY**

**READ AND COMPLETE**

Applicant/Organization Name:

Organization Website Address:

**The West Virginia Commission on the Arts is proud to award financial support that will serve all people, and by serving WV’s communities, you are serving individuals with disabilities!** The following 10 questions apply to the applicant and project for which funding is being sought. Answer questions 8, 9, and 10 in one page or less. **Resources that may assist can be found at the Kennedy Center’s accessibility site:** <http://education.kennedy-center.org/education/accessibility/lead/resources.html>**.**

1. **ORGANIZATION ESSENTIALS**

**Staff member assigned to address accessibility:**

**Title and Email:**

[ ] [ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No Organization has a Board approved statement that addresses accessibility and ADA compliance.

**Provide organization statement here; include date of adoption:**

[ ]  [ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No Organization has an organizational employment non-discrimination policy statement, which includes people with disabilities.

**Provide statement here; If no, explain your organization's process and timeline for adopting a non-discrimination policy:**

[ ] [ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No The organization has an Emergency Preparedness Plan that includes provisions for patrons with disabilities.

[ ] [ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No The organization has an ongoing accessibility Advisory Committee.

**State number of members and briefly discuss how members were selected and whether membership includes people with disabilities**:

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No Organization offers sensitivity training to staff, board, and/or volunteers on an annual basis.

**Briefly discuss sensitivity training schedule and training content: What topics were covered; who conducts the training sessions; what qualifications does trainer offer; and how often do trainings take place?**

1. **EMPLOYMENT BARRIER REMOVAL**

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Organization offers employment forms in alternate formats or offers assistance in filling out employment forms.

[ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Organization is proactive in hiring artists/staff/volunteers with

disabilities.

1. **ORGANIZATION OFFERS THE FOLLOWING ACCOMMODATIONS DAILY AS REQUIRED BY LAW:**

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Admits service animals

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Appropriate number of required assistive listening system provided in

 assembly areas, seating areas, and/or for guided tours or lectures

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Seating area(s) of facility, including auditorium, has the correct

number of wheelchair and companion seats

**ORGANIZATION OFFERS THE FOLLOWING ACCOMMODATIONS UPON REQUEST:**

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Advance copies of scripts or synopses

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Audio described performances or guided tours

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Sign language interpretation of performances, guided tours, or lectures

[ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Braille materials (programs, exhibit or display signage, and/or other materials)

[ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Open/closed captioning at performances, lectures, tours, workshops, or for film/video

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Large print materials (event brochures, programs, signage, exhibit or display signage, and/or other materials)

1. **ORGANIZATION WEBSITE**

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Organization has an accessible website providing basic accessibility features: high contrast, adjustable type size, alternate text for images, plain text option, etc.

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Organization has an accessibility section on the website that lists accessible programs and services to patrons.

1. **ONLINE TICKET SALES**

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Organization offers ticket sales on its website or through an online ticketing service.

**ONLINE TICKET SALES ARE NOT REQUIRED BY ADA, BUT IF UTILIZED, ANSWER THE FOLLOWING:**

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA If yes, organization offers seating diagram or chart showing location of accessible seating for ticket sales on its website or through an online ticketing service (if offered, required by law)

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA If yes, organization offers tickets in all price ranges to people with disabilities and up to three companions requesting accessible seating; (if offered, required by law)

1. **INFORMATION & MARKETING**

[ ] [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Brochures and other marketing materials list appropriate

international access symbols and a statement regarding accessibility policies

[ ] [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Brochures and other marketing materials are available or offered in alternate formats (e.g. large print/Braille/electronic media).

[ ] [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Organization has reasonable advance notification policy for patrons interested in utilizing its programs and services (e.g. sign interpretation, large print programs, etc.).

[ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Organization facility utilizes ADA compliant signage (compliant signage would include Braille, correct type size, high contrast design elements, correct mounting and height).

1. **PHYSICAL ACCESS**

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA ADA compliant parking

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Accessible route from public transportation to the facility.

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Accessible route from parking to primary accessible entrance.

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA ADA compliant doors to entrance, bathrooms, assembly areas, gallery and display areas

[ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Multi-level facility has an elevator or interior ramps at level or floor changes.

[ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA Restrooms (or unisex bathroom) used by the public are ADA compliant.

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA ADA compliant box office window/information desk.

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA ADA compliant concession stand/gift shop.

[ ]  [ ]  [ ] Yes [ ]  [ ] [ ] No [ ]  [ ] [ ] NA ADA compliant performance/dressing room/artist space.

1. A mother and her two children would like to come to your event taking place at your facility. One child, age 6, has a hearing impairment and utilizes American Sign Language (ASL), the other child, age 12, is a youth on the autism spectrum. The mother calls your organization three weeks prior to the event and asks how you will help her and her family best experience this event. Describe how your organization has planned for and will handle this situation, include all staff roles.

1. A husband and wife arrive at your event with two friends. The husband uses a wheelchair, and his wife and friends do not. Your event is free and tickets were not needed to attend, rather seating was advertised as first-come first served. They arrive on-time, as do many others, and it seems that your event will be full. Describe how your organization has planned for and will handle this situation; include all staff roles.

1. A community organization serving children with special needs that may include mobility, visual, hearing, speech, learning, and/or developmental disabilities would like to tour your facility and/or take part in a special event. The organization first learned about your facility/event through a press release in the local newspaper, then looked for accessibility information about your facility/event on-line, and finally called your organization to learn more and reserve a date/time. What information will the organization find in the newspaper article, on-line, and what information will be given when they call regarding accessibility? How will you help each child who participates in this experience feel as though they have equal access to information, and are included and welcome?

**APPLICANT STATUS**

**01** Individual

**02** Organization – Nonprofit

**03** Organization – Profit

**04** Government – Federal

**05** Government – State

**06** Government – Regional

**07** Government – County

**08** Government – Municipal

**09** Government – Tribal

**99** None of the above

**TYPE OF ACTIVITY**

**01** Acquisition

**02** Audience Services

**03** Fellowships

**04** Artwork Creation

**05** Concert/Performance/Reading

**06** Exhibition

**07** Facility Construction/Maintenance

**08** Fair/Festival

**09** Identification/Documentation

**10** Organization Establishment

**11** Operating Support

**12** Arts Instruction

**13** Marketing

**14** Professional Support – Admin.

**15** Professional Support - Artistic

**16** Recording/Filming/Taping

**17** Publication

**18** Repair/Restoration/Conservation

**19** Research/Planning

**20** School Residency

**21** Other Residency

**22** Seminar/Conference

**23** Equipment Acquisition

**24** Distribution of Art

**25** Apprenticeship

**26** Re-granting

**27** Translation

**28** Writing about Art

**29** Professional Development/Training

**30** Student Assessment

**31** Curriculum Development/Implementation

**32** Stabilization/Endowment/Challenge

**33** Building Public Awareness

**34** Technical Assistance

**35** Website/Internet Development

**36** Broadcasting

**37** Public Art/Percent for Art

**99** None of the Above

**APPLICANT INSTITUTION**

**01** Individual Artist

**02** Individual Non-Artist

**03** Performing Group

**04** Performing Group - College/University

**05** Performing Group - Community

**06** Performing Group - Youth

**07** Performance Facility

**08** Art Museum

**09** Other Museum

**10** Gallery/Exhibit Space

**11** Cinema

**12** Independent Press

**13** Literary Magazine

**14** Fair/Festival

**15** Arts Center

**16** Arts Council/Agency

**17** Arts Service Organization

**18** Union/Professional Association

**19** School District

**20** Parent-Teacher Organization

**21** Elementary School

**22** Middle School

**23** Secondary School

**24** Vocational/Technical School

**25** Other School

**26** College/University

**27** Library

**28** Historical Society

**29** Humanities Council

**30** Foundation

**31** Corporation

**32** Community Service Organization

**33** Correctional Institution

**34** Health Care Facility

**35** Religious Organization

**36** Senior Center

**37** Parks and Recreation

**38** Government - Executive

**39** Government - Judicial

**40** Government – Legislative (House)

**41** Government – Legislative (Senate)

**42** Media - Periodical

**43** Media – Daily Newspaper

**44** Media – Weekly Newspaper

**45** Media - Radio

**46** Media - TV

**47** Cultural Series Organization

**48** School of the Arts

**49** Arts Camp/Institute

**50** Social Service Organization

**51** Child Care Provider

**99** None of the Above

**DISCIPLINES (Applicant & Project)**

**01** Dance

1. Ballet
2. Ethnic/Jazz
3. Modern

 **02** Music

1. Band
2. Chamber
3. Choral
4. New
5. Ethnic
6. Jazz
7. Popular
8. Solo/Recital
9. Orchestral

**03** Opera/Musical Theater

1. Opera
2. Musical Theater

**04** Theater

1. General
2. Mime
3. Puppet
4. Theater for Young Audiences
5. Storytelling

**05** Visual Arts

1. Experimental
2. Graphics
3. Painting
4. Sculpture

**06** Design Arts

1. Architecture
2. Fashion
3. Graphic
4. Industrial
5. Interior
6. Landscape Architecture
7. Urban/Metropolitan

**07** Crafts

1. Clay
2. Fiber
3. Glass
4. Leather
5. Metal
6. Paper
7. Plastic
8. Wood
9. Mixed Media

**08** Photography

1. Media Arts
2. Film
3. Audio
4. Video
5. Technology/Experimental

**09** Media Arts

1. Film
2. Audio
3. Video
4. Technology/Experimental

**10** Literature

1. Fiction
2. Nonfiction
3. Playwriting
4. Poetry

**11** Interdisciplinary

**12** Folk Life/Traditional Arts

1. Folk/Traditional Dance
2. Folk/Traditional Music
3. Folk/Traditional Crafts & Visual Arts
4. Oral Traditions/Storytelling

**13** Humanities

**14** Multidisciplinary

**15** Non-Arts/Non-Humanities

**NEA PRIMARY STRATEGIC OUTCOME**

1. Creation
2. Engagement
3. Learning
4. Livability
5. Understanding

**ARTS EDUCATION**

**01** 50% or more of funded activities are arts education

**02** Less than 50% of funded activities are arts education

**99** None of this project involves arts education

**POPULATIONS BENEFFITED BY RACE**

**A** Asian

**B** African American

**H** Hispanic/Latino

**N** American Indian/Alaska Native

**P** Native Hawaiian/Pacific Islander

**W** White

**G** No single race listed made up more than 25% of the population served

**POPULATIONS BENEFFITED BY AGE**

**01** Children/Youth (0-18 years)

**02** Young Adults (19-24 years)

**03** Older Adults (65+ years)

**99** None of the above

**POPULATIONS BENEFFITED BY DISTINCT GROUPS**

**D** Individuals with Disabilities

**I** Individuals in Institutions

**P** Individuals below the poverty line

**E** Individuals with limited English proficiency

**M** Military veterans/Active duty personnel

**Y** Youth at risk

**G** None of the above