



**UNION COUNTY**  
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A SERVICE OF THE BOARD  
BOARD OF  
CHOSEN FREEHOLDERS

## ***2017 UNION COUNTY LOCAL ARTS GRANT PROGRAM***

### **Guidelines and Application**

**January 1 - December 31, 2017**

Postmark Deadline for Applications  
Friday, June 17, 2016

**Union County Office of Cultural & Heritage Affairs  
Department of Parks & Recreation**

**633 Pearl Street, Elizabeth, NJ 07202**

**(908) 558-2550 NJ Relay Users 711**

**Fax (908) 352-3513**

**[culturalinfo@ucnj.org](mailto:culturalinfo@ucnj.org)**

**[www.ucnj.org/cultural](http://www.ucnj.org/cultural)**

**Application available in large print upon request.**



NEW JERSEY  
STATE  
COUNCIL  
ON THE  
ARTS

Funding for this program is made available through the  
Local Arts Program of the  
New Jersey State Council on the Arts, Department of State,  
and the Union County Board of Chosen Freeholders



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

Bruce H. Bergen, Chairman  
Sergio Granados, *Vice Chairman*

[www.jerseyarts.com](http://www.jerseyarts.com)

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Alexander Mirabella

Vernell Wright

Alfred J. Faella, County Manager  
James E. Pellettiere, RMC, Clerk of the Board  
Ron Zuber, Director, Department of Parks & Recreation

## 2017 Union County Local Arts Grant Program

### Quick Reference Sheet

Grant Period: January 1 – December 31, 2017

Review Process	Deadlines
Arts Grant Workshop	Thursday, May 19
Draft Deadline	Thursday, June 2
Application Deadline	Friday, June 17
Professional Panel Review	September
Advisory Board Review	October
Successful Applicants' Contract signing	December, date TBA

**Draft Review:** First time applicants are required to submit a draft of the narrative and the budget page. Submit drafts early to allow time for changes. Staff will review drafts up to **Thursday, June 2nd.** A draft may be faxed, mailed, or e-mailed to the address below.

**Deadline:** Submit 1 original and 6 copies of the Grant Application, total 7, to the Office of Cultural and Heritage Affairs **by Friday, June 17<sup>th</sup>.**

#### **Categories, Amount to Request and Cash Match:**

- Two categories of support: Special Project (SP) and General Operating (GOS)
- Organizations may request a maximum of \$5,000 in either category. Amount subject to change based on the Office's state award amount.
- Organizations must provide the following cash match:

Amount Requested	Cash Match Requirements
Special Project	50% cash, 50% in-kind
General Operating Support	100% of the request

Union County Office of Cultural and Heritage Affairs  
633 Pearl Street, Elizabeth, NJ 07202  
908-558-2550 Fax: 908-352-3513 NJ Relay 711  
**E-mail: [culturalinfo@ucnj.org](mailto:culturalinfo@ucnj.org)**

## 2017 Local Arts Program Grant Guidelines

### 2017 UNION COUNTY LOCAL ARTS GRANT PROGRAM January 1- December 31, 2017 Guidelines

#### The Guidelines describe:

- Overview for all grant categories, Pages G2-8
- Evaluation Criteria, Page G-8
- Narrative Questions, Pages N1-3
- Glossary of Financial Terms
- Self-Evaluation Site and Program Accessibility Questionnaire and Glossary

The application is available as a Microsoft Word document in PDF format at [www.ucnj.org/cultural](http://www.ucnj.org/cultural). You may request a writeable version at [culturalinfo@ucnj.org](mailto:culturalinfo@ucnj.org). Remember to name and save this document on your computer. Only hard copies of the completed application may be submitted.

To request clarification of the Guidelines or the Application, please call:  
Kathy Kakaletis, Local Arts Program Coordinator  
908-558-2550  
email: [culturalinfo@ucnj.org](mailto:culturalinfo@ucnj.org)

**DRAFT REVIEW:** New applicants must submit a draft of the narrative and budget pages for review before **Thursday, June 2, 2016**.

Although optional, repeat applicants may submit a draft of the narrative and budget pages for review. If time permits, staff will assist applicants to improve the application during the draft review period. If an application is submitted without a draft, it will be submitted to review panels as it is received.

**DEADLINE:** Submit **one (1) original** and **six (6) copies** (total of 6) of the grant application to the Office of Cultural and Heritage Affairs by **Friday, June 17<sup>th</sup> (postmark date)**. Please mark one application as the "original" and include the signed application form, one copy of documentation of IRS nonprofit status and the completed application checklist. It is requested that each copy be submitted in its own folder.

NOTE: Individual questions will be answered at any time Monday through Friday between 9:00 a.m. and 4:30 p.m.

## GENERAL OVERVIEW

The Union County Board of Chosen Freeholders, through the Cultural and Heritage Programs Advisory Board and its Arts Grant Committee, and the New Jersey State Council on the Arts have made funds available for support of the arts through a State/County Block Grant Partnership for non-profit arts and non-arts organizations located in, and serving the residents of Union County, that demonstrate a high degree of professionalism in producing **arts activities**. The program is

administered by the Union County Office of Cultural and Heritage Affairs (OCHA), Department of Parks and Community Renewal.

All grant programs, including the Union County Local Arts Grant Program are competitive. Therefore, we advise you to submit an application that is complete with the required documentation, support materials and narrative that properly reflects the professionalism of your organization. Due to the great number of grant applications, staff is no longer able to assist applicants to improve their applications beyond the draft review period.

## 2017 Union County Local Arts Program Grant Guidelines

sexual preference or disability. ♦♦

The Union County Local Arts Grant Program operates on a twelve month grant period. All proposals must reflect activity taking place between January 1 - December 31, 2017. ♦♦

### GOALS

The goals of the Union County Local Arts Grant Program are:

- to create public recognition of the value of the arts
- to strengthen local arts organizations, artistically and administratively
- to foster and reward artistic excellence
- to increase the availability of quality arts experiences to the general public
- to increase public accessibility to the arts through compliance with the Americans with Disabilities Act (ADA)
- to broaden, deepen and diversify participation in the arts
- to foster collaborations and partnership building
- to promote expanded public and private support of local arts activities

### ELIGIBILITY

Grants will be awarded to:

- non-profit Union County based organizations whose activities take place in Union County
- organizations that are incorporated in the State of New Jersey for a minimum of two years
- organizations that have tax exempt status from the Internal Revenue Service in accordance with Sections 501(c) 3 or 501(c) 4 or are pending the same
- libraries, schools and units of government

Organizations that do not meet the first three criteria may apply as the Special Project of an “umbrella organization” for one year only.

Grantees under this program must comply with Labor Standards under Section 5(1) of the National Foundation of Arts and Humanities Act of 1965, the Civil Rights Act of 1964, Title IX of the Education

Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 (which addresses accessibility issues); and may not discriminate on the basis of race, color, religion, national origin,

### THREE YEAR GRANT CYCLE

OCHA offers a three year funding cycle to art organizations only. FY 2015 started the latest three year cycle. Organizations were notified of their approval.

#### Criteria

- Organization must have received funding for five consecutive years (from 2010)
- Application category may be General Operating Support or Special Project
- Organization must demonstrate consistent high standards of artistry, management and accountability including timeliness in submitting required documents throughout the grant cycle. ♦♦

With three year status, an organization will complete a full application only in the first year of the cycle. This designation carries with it a commitment for funding over the same three year period (FY2015-2017) during which the New Jersey State Council on the Arts provides funding to the County of Union through the Local Arts Program. Funding levels are dependent on the award granted to the County of Union in each fiscal year; grants may be higher or lower than the initial year based on available funds. During each of the following two years, the organization must submit a Letter of Request, budget and project description. Interim and Final Reports are required during each year of the grant cycle.

### AREAS OF SPECIAL INTEREST

The Union County Cultural and Heritage Programs Advisory Board welcomes grant applications that:

- highlight the artistic excellence of New Jersey and contemporary artists
- incorporate diverse programming and artists
- demonstrate efforts to reach underserved communities
- present programs that appeal to families
- promote high quality, lifelong arts education (learning in and through the arts)

#### **Explanation of terms:**

- “Diverse” and “underserved” include minorities, people with special needs, older adults, gifted and talented students, veterans, youth at risk

## 2017 Union County Local Arts Program Grant Guidelines

and people in hospitals, nursing homes, institutions and prisons.

- Broaden (serve more people of the same type of audience), Deepen (serve the same people but in a more frequent or intense manner), and Diversify (to serve new people who are different from those currently participating)
- Partnership/collaborations means working together to expand resources, services and/or audiences

**Note:** As part of its ongoing efforts to make arts programs and services available to the broadest possible audience, the County of Union has available a wireless FM listening system which accommodates up to 12 persons. It can be used as an assistive listening device or for audio description. Organizations wishing to use this equipment for programs must reserve it in advance. Contact OCHA at 908-558-2550. ♦♦

### CATEGORIES OF SUPPORT

An organization may apply in **one** category only: General Operating Support (GOS); OR Special Project (SP) OR Technical Assistance (TA). The maximum grant an organization may request is \$5,000.

Applicants cannot be funded in the same fiscal year by both the Union County Local Arts Grant Program and the New Jersey State Council on the Arts. If you are uncertain where to apply, please call OCHA to discuss your options.

### FUNDING CATEGORIES

**GENERAL OPERATING SUPPORT GRANTS** are open to arts organizations only. Requests cannot exceed twenty per cent (20%) of the organization's annual expense budget, or up to \$5,000. These grants are not project specific. Applicants should discuss the full range of their organization's operations and must demonstrate high standards of artistry and management.

**General Operating Support (GOS) annual budget expenditures include, but are not limited to, the following examples:**

- Salaries

- Consultants
- Professional development
- Printing, postage, telephone, utilities
- Marketing, publicity
- Fundraising and development
- Domestic travel and transportation
- Lease of equipment
- Insurance and audit expenses
- Long range planning or for the organization to comply with the Americans with Disabilities Act (ADA)

**SPECIAL PROJECT (SP)** is open to both arts and non-arts organizations. This category is for a specific project or series. Special Project grants may not be used for general administrative salaries. Funds must be used for expenses related to this project only. Special Projects may include, but are not limited to, the following examples:

- Series of concerts, theatrical performances, visual arts or dance.
- Programs for youth, senior citizens or persons with disabilities
- Poetry readings by New Jersey poets
- Culturally specific work attracting traditional and new audiences
- Enhanced costuming, orchestration, choreography or marketing
- Staff training
- Board development
- Strategic planning
- Marketing and fundraising
- ADA assistive services
- Arts education

**TECHNICAL ASSISTANCE SUPPORT (TA)** one-time consultancies by qualified professionals that will strengthen the administration of arts organizations and the quality of programs they present to the public. Only arts organizations that demonstrate a genuine need for assistance in the areas of administration, marketing, long-range planning, ADA or artistic development may apply. Consultant's detailed Letter of Commitment must be submitted with application. ♦♦

## 2017 Union County Local Arts Program Grant Guidelines

### INELIGIBLE USE OF GRANT FUNDS

The following may not be funded by arts grant funds:

- Capital improvements or capital equipment purchases
- Costs of hospitality (refreshments)
- Previous program deficits
- Fellowships, endowments or scholarships
- Foreign travel
- Projects by religious institutions that do not actively seek a wide general audience
- Projects that serve as a fund raiser ♦♦

### MATCH REQUIREMENTS

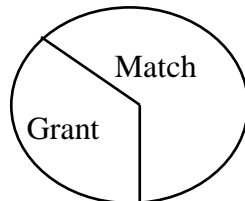
All grants require a **cash** match (the money that an organization is required to commit to the project).

- **General Operating Support Grants** may not exceed 20% of the organization's annual operating budget and are, thereby, matched by the balance of the budget. The match is 100% of the grant.

#### GOS Example

Please note:

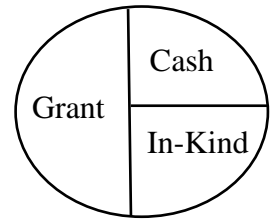
**Art Organizations only**



**Special Project Grants** require a minimum of one-half of the grant matched in cash (may be more). The balance may be matched by in-kind donations, that is, goods and/or services that would otherwise have to be purchased by the organization (e.g., volunteer time, office space, printing, postage). Thus, either cash or a combination of cash and in-kind will provide the full match. The total cost of a project will often exceed twice the grant amount; projects may be “over matched” by cash and/or in-kind expenses. Each organization needs to determine its actual costs prior to determining its grant request and match requirements, whether cash or in-kind.

### Special Project and Technical Assistance Grants Example:

See Special Project or Match Technical Assistance Requirements.



### ADDITIONAL REQUIREMENTS

**Workshops:** Grant recipients are expected to attend at least one technical assistance workshop during the grant year and are encouraged to participate in other workshops offered by the Office. Attendees may be the contact person, an officer, or other board member.

**Cultural Connections:** Information on all funded activities must be sent to the Office for inclusion in the calendar of events as soon as program dates are firm, preferably 3 months in advance of the date of the event. Form is on [www.ucnj.org/cultural](http://www.ucnj.org/cultural).

**Credit Line:** All funded projects must include the following credit line on all printed and publicity materials: **Funding has been made possible in part by the New Jersey State Council on the Arts/Department of State, a Partner Agency of the National Endowment for the Arts, through a grant administered by the Union County Office of Cultural and Heritage Affairs.♦♦**

### REVIEW PROCESS

Staff will review proposals and check for completeness if proposals are submitted within the review period. **New applicants must submit a draft of the narrative and budget page by Thursday, June 4.** Proposals are grouped by discipline and forwarded to professional peer panels which evaluate each application. The Arts Grant Committee of the Cultural and Heritage Programs Advisory Board convenes to review peer panel evaluations and to recommend funding awards to the full Advisory Board.

As available funds are limited, the application process is competitive at both the county and state

## 2017 Union County Local Arts Program Grant Guidelines

levels. Grant awards are based on the number of

applications received by the OCHA and funds available for the LAP grant program. The County receives notification of its grant award from the New Jersey State Council on the Arts in late July. Applicants will be notified of their standing in October. Successful organizations will prepare Revised Budgets as necessary and sign contracts in December 2016 for program activities that will take place during the grant period January 1, 2017 through December 31, 2017. Expenses may not be incurred before the start of the grant period.

Proposals are evaluated on artistic excellence, administrative capacity, public benefit, accessibility and prior funding history, if applicable. Special consideration may be given to those who address the Areas of Special Interest. ♦♦

### APPEALS PROCESS

Appeals to the Union County Local Arts Grant Program will be entertained only if an applicant can *specifically demonstrate* that an application was misinterpreted or misunderstood during the evaluation process. The amount of an award will not be grounds for an appeal, and the appeal must be made only on the basis of the information contained in the initial application. OCHA staff will clarify the appeals procedure for any applicant requiring further information. Applicants may submit a written appeal up to thirty days past the date of the OCHA letter of the recommended award. ♦♦

### GRANT PAYMENTS AND REPORTING

Documentation of all grant and match expenses is required at the conclusion of the grant cycle. "Paid" receipts, cancelled checks or Quicken-type accounting programs may be submitted as documentation of expenses. In-kind donations may be documented by time record sheets for volunteer hours and statements of the value of donated goods and services. Whether used for "match" purposes or not, in-kind donations must be listed and explained in all grant categories.

The grant will be paid in two installments. Seventy-five percent will be paid after the grant contract has been signed. An **Interim Report**, form provided and available at [www.ucnj.org/cultural](http://www.ucnj.org/cultural), will be required by

Friday, July 7, 2017. At the discretion of OCHA,

additional Interim Reports may be required. A **Final Report**, form provided and available at [www.ucnj.org/cultural](http://www.ucnj.org/cultural), **must be submitted by Friday, December 8, 2017**. Please note that the final payment is a reimbursement of funds already expended and documented in the final report. If you will require an extension, you must submit a written request at least two weeks prior to this date.

The final report must show that the project was completed in good form and must document that the grant award and cash match were spent on the project. After the Final Report is accepted, the final payment of 25% of the award will be made. Non-compliance with these terms will affect both current and future funding. ♦♦

### ON-SITE EVALUATION

All applicants shall furnish two complimentary tickets (or a publicity announcement of a free event) to the Union County Office of Cultural and Heritage Affairs in advance of any programs using Union County Local Arts Grant funds. Please note on the envelope "Attention FY2017 Evaluations". These tickets shall be used for evaluation purposes by members of the Advisory Board or staff. First-time applicants are encouraged to request an on-site evaluation for any programs presented between August and December 2016 so evaluators may have an opportunity to observe their work. ♦♦

### PROGRAM AND FINANCIAL NARRATIVE

The Narrative is the heart of the application. It is your opportunity to communicate to the panelists the context, goals, plans, process, public impact and benefit of your organization, program or project and to explain your budget items.

In order to prepare a successful grant narrative it is essential to clarify both your goals and how to measure your success at achieving them.

The time to think about evaluation is at the inception of the program, not at its end. Use of attendance records and evaluation forms are strategies of planning as well as methods of compiling data for the required Final Report. Examples of assessment and evaluation tools are helpful to readers.



## 2017 Union County Local Arts Program Grant Guidelines

The process of selecting a project and submitting a grant application provides an excellent occasion for self-assessment; it presents an opportunity for your Board to re-evaluate your organization's current focus, direction and program needs. ♦♦

### HOW TO PREPARE THE NARRATIVE

Read the Guidelines and Application form completely before answering questions. Follow directions carefully. Keep in mind the goals of the Union County Local Arts Grant Program, Areas of Special Interest and Evaluation Criteria (see the attached Criteria sheet which is used by panelists).

- Be specific, detailed and concise in your Program Narrative answers. Do not assume the reviewers are familiar with your organization.
- Past recipients who plan to present the same project must explain why this project should be funded again.
- Reference your support material in your narrative. This will allow you to call the panel's attention to important details of your program or organization and keep within the 5 page limit. The Timeline can be support material and not part of the narrative.
- The Financial Narrative gives you the opportunity to describe the major line items listed on the budget pages. Be sure your expenses are based on research; do not guess.
- Proof Reading by others is strongly recommended. If possible, two people should read your proposal. One member of the organization will be able to check for information and typing errors; an outsider's review may reveal omissions in the Narrative resulting from your own familiarity with the process.
- Accessibility The Americans with Disabilities Act (ADA), Section 504, signed into Federal law in 1990, requires that all public programs and services be made accessible to all people, regardless of an individual's physical or developmental challenges. It is applicable to all providers of public programs, whether you own the site, rent it or use donated space. Increasing physical accessibility, providing

assistive services (such as large type, hearing devices, sign language interpreters) and sensitizing your members can facilitate full participation in your project by people with disabilities. Costs of assistive services may be funded through the grant.

### ADA CHECKLIST

- All applicants must complete the enclosed "Re-grantee Self-Evaluation Site and Program Accessibility Questionnaire" for submission with their grant application.
- GOS applicants may submit an ADA plan in lieu of the ADA Evaluation form.

Applicants who do not submit this form will not be considered for funding. ADA workshops are presented during the grant year. All regrantee organizations are required to send at least one Board Member to a minimum of one ADA workshop.

Contact Cultural Access Network of NJ  
[www.culturalaccessnetwork.org](http://www.culturalaccessnetwork.org) or NJ Theatre Alliance, 973-731-6582 x 15  
[rcarr@njtheatrealliance.org](mailto:rcarr@njtheatrealliance.org) for detailed guidance. ♦♦

### HOW TO PREPARE THE BUDGET CHARTS

All applicants should pay particular attention to the budget. Income and expenses for special projects should match, producing a balanced budget. If not, explain any differences in your narrative. Be sure that the financial narrative refers to the line items on the budget page and explains their use. The budget page tells your project's story in numbers; the narrative in words. Be sure they are in alignment; that is, the dollar amounts cited in the narrative are the same as those on the budget page.

- GOS applicants and all arts organizations must complete Financial Charts 1 and 2.
- Special Project and Technical Assistance applicants must also complete Financial Chart 3 (GOS do not complete).
- Non-arts organizations may choose to submit their own organizational budget. Include one copy with the original application packet.



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- Planning documents: e.g. strategic/long

range plan; marketing plan; fundraising plan, ADA Plan

Your application packet should communicate your organization's capabilities by demonstrating:

Artistic excellence may be demonstrated by support material about what you do or by what the artists you hire do -- audio or visual tapes and complete artistic bios/reviews. Be clear about the degree of professionalism of the artists involved in your program.

Administrative capacity is demonstrated by the organization of your proposal, its neatness, completeness and accurate budget calculations.

- Accurate budget calculations are important; be sure to check your addition.
- Timeliness of all reports will be considered.
- Proof reading catches errors.

Community outreach and participation is demonstrated by presenting artists and/or art forms that are different than your usual programs and by utilizing media that reaches specific populations.♦♦

## SUPPORT MATERIAL

Materials that provide evidence of your successful presentation of the types of projects described in your proposal are an integral part of the evaluation process. Support materials for your organization or projected artists should be no more than two/three years old or you should explain what has happened in the interim. Reference your support material in your narrative.

### Required support material:

- Complete resumes of artists, consultants, staff, key volunteers
- ADA Self-Evaluation Site and Program Accessibility Questionnaire
- Samples of programs, brochures, press clippings
- Current media list
- Audio or video cassette; DVD; CD (music applications only)

### Optional support material:

- Photographs/slides of recent similar programs, one set only in "original" application packet
- Cued audio or video cassette
- Other (specify in your narrative)
- Assessment / evaluation tools

## EVALUATION CRITERIA

Each application will be evaluated using the following standards:

### Artistic Merit

- Excellence of artists as demonstrated by support material and resumes
- Activities that further the applicant's artistic goals and objectives
- Programming that stretches the participant's artistic potential

### Administrative Ability

- Submits a clear, complete, concise narrative
- Exhibits sound management and realistic plan for executing the project
- Demonstrates ability to identify and deliver the program effectively
- Promotes greater public awareness of the importance of the arts
- Demonstrates effective marketing efforts to widely promote organization and activities
- Demonstrates methods of assessment and evaluation of program

## 2017 Union County Local Arts Program Grant Guidelines

### Financial Management

- Demonstrates fiscal responsibility
- Presents a realistic budget
- Shows diverse funding sources

### Public Participation

- Responsive to needs of the community
- Demonstrates efforts to broaden, deepen and diversify arts participation
- Demonstrates an effort to involve individuals of different ethnic backgrounds at the artistic, administrative and volunteer levels
- Collaborates with other group(s) to expand impact

### Accessibility

- Completed the Self-Evaluation Site and Program Accessibility Questionnaire
- Addresses accessibility issues in compliance with the Americans with Disabilities Act

Panelists will also consider the following:

### Addresses the Area(s) of Special Interest

- Uses New Jersey artists and/or personnel
- Promotes involvement of and benefit to diverse and underserved communities
- Appeals to families
- Supports arts education

### Submitted additional support material:

- Assessment/evaluation tools
- Planning documents such as a long range plan, marketing plan, fundraising plan

GOS applicants are encouraged to submit a long range or strategic plan if they have one. ♦♦

**Please return the completed application in the following order:**

- Signed Checklist. Include one copy with the application marked “original”. Please do not staple to it to the rest of the application.
- Signed Application Forms, Narrative, Budget Forms; staple all together in the upper left corner.
- Required Support Material.
- Optional Support Material.

# GLOSSARY

## BUDGET EXPENSE DEFINITIONS

**Personnel-Administrative-** Payments for salaries, wages, and benefits including payroll taxes specifically identified with the project/organization, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fundraisers; clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers, and other front-of-the-house and box office personnel.

**Personnel-Artistic** – Payments for salaries, wages, and benefits specifically identified with the project/organization, for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video, artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

**Personnel-Technical/Production-** Payments for salaries, wages, and benefits, specifically identified with the project/organization, for technical management and staff, such as technical directors; wardrobe, lighting, and sound crew; stage managers, stagehands; video and film technicians, exhibit preparatory and installers.

**Outside Artistic Fees & Services** – Payments to firms or persons for the services of individuals who are not normally considered employees of “Applicant”, but consultants or the employees of other organizations, whose services are specifically identified with the project/organization. Include artistic directors, directors, conductors, curators, dance masters,

composers, choreographers, designers, video artists, folklorists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc., serving in non-employee/non-staff capacities.

**Outside Fees & Services** – Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of “Applicant”, but consultants or the employees of other organizations whose services are specifically identified with the project/organization.

**Capital Expenditures** – *Payments for facility maintenance and repairs, the purchase of permanent equipment, or acquisition of appreciable goods.*

**Space Rental** – Payments specifically identified with the project/organization for rental of office, rehearsal, theatre, hall, gallery, and other such spaces.

**Travel** – All costs of travel directly related to the travel of an individual or individuals and specifically identified with the project/organization. For transportation not connected with the travel of personnel, see “Remaining Operating Expenses”. Include fares, hotel, and other lodging expenses, food, taxes, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping or hauling expenses, see “Remaining Operating Expenses.”

**Marketing** – All costs for marketing/publicity/promotion specifically identified with the project/organization. Do not include

payments to individuals or firms which belong under “Personnel,” or “Outside Fees & Services.” Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fund-raising expenses, see “Remaining Operating Expenses.”

**Remaining Operating Expenses** – All expenses not entered in other categories and specifically identified with the project/organization. Include scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, public purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping, and hauling expenses not entered under “Travel,” and fundraising expenses.

**In-Kind Contributions** – The value of materials or services specifically identified with the project/organization which are provided to “Applicant” by volunteers or outsider parties at no cash cost to “Applicant.”

*For the purposes of this application, do not include depreciation as an expense*

## GLOSSARY

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### BUDGET REVENUE DEFINITIONS

**Admissions** – Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc., for events attributable or prorated to the project/organization.

**Contracted Services Revenue** – Revenue derived from fees earned through sale of service (other than this grant request). Include sale of workshops, etc. to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc. Include foreign government support.

**Other Revenue-** Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

**Corporate Support** – Cash support derived from contributions given for this project/organization (other than this grant request) by businesses, and corporations, and corporate foundations, or a proportionate share of each contribution allocated to this project/organization.

**Foundation Support** – Cash support derived from grants given for this project/organization (other than this grant request) by private foundations, or a proportionate share of such grants allocated to this project/organization.

**Other Private Support** – Cash support derived from cash donations given for this project/organization or proportionate share of general donations allocated to this project/organization. Do not include corporate, foundation, or government contributions and grants.

include gross proceeds from fund-raising events.

**Government Support-Federal** – Cash support derived from grants or appropriations given for this project/organization (other than this grant request) by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to this project/organization.

**Government support – State/Regional** – Cash support derived from grants or appropriations given for this project/organization (other than this grant request) by agencies of the state government and/or multi-state consortia of state agencies, or a proportionate share of such grants or appropriations allocated to this project/organization.

**Government Support – Local** – Cash support derived from grants or appropriations given for this project/organization (other than this grant request) by city, county, in-state regional, and other local government agencies, or a proportionate share of such grants or appropriations allocated to this project/organization.

**Applicant Cash** – Funds from “Applicant’s” present and/or anticipated resources that “Applicant” plans to provide to proposed project/organization *which are neither earned nor received during the grant period.*



## 2017 Union County Local Arts Grant Program Narrative

### NARRATIVE QUESTIONS

#### Development of the Narrative:

- All answers must be typed.
- Compose a concise narrative up to **five** (5) pages, single spaced in 12-point type.
- Use the boldface words in each question as the section heading.
- Put organization's name at the top of each sheet and number pages in the upper right corner. Staple at left hand corner.
- Arts organizations should write about your total operation. Non-arts organizations should describe only the structure and activities relevant to your arts activities indicating the relationship of the arts to your mission.

#### Questions to be answered:

**Reminder:** Answer the questions with attention to the grant category you've selected:

- Special Project and Technical Asst: Answer with specific reference to your proposed project.
- GOS: Answer with general reference to the full complement of your programs, services, staff, planning and evaluation and volunteers.

#### 1. DESCRIBE YOUR ORGANIZATIONAL BACKGROUND

**A.** State your organization's **Mission, Major Goals and Objectives**. Include a **brief history** of the organization including the year it was founded, if known.

**B. Governance** - Describe organization's board of directors, officers, trustees and volunteers. Who is legally responsible for the group's operations? Who manages day to day operations?

**C.** Describe your **Membership** and the **people you serve or impact**. Include the number served and their demographics including ages, ethnicity, etc.

#### 2. PROJECT/PROGRAMS

For GOS, the project equals overall programs and services. SP is the specific program/event.

**A. WHAT** is the project? How does it relate to the organization's mission? Is it new or ongoing programming? Explain how this grant funding will make a difference or enhance the project.

- Describe the **artistic goals, objectives** and **artistic quality** of your programs/project.
- Describe the **benefits** to both your organization and the public. Point out how this program or project fulfills one or more of the **Areas of Special Interest** noted on page G3.
- For arts education projects, indicate discipline involved, grade levels, special groups (special education, honors, etc.) Give a realistic estimate of the numbers who will benefit. Arts education projects that tie into the core-curriculum standards should list the specific core-curriculum standard number.

## 2017 Union County Local Arts Grant Program Narrative

**B. WHO** will be responsible for the project both artistically and administratively? Include up-to-date **resumes** of **artists**, **consultants** and **key staff/volunteer** positions.

- Name the **people** (and provide their titles) who will oversee the project and assist in its implementation. Provide a clear statement of the responsibilities of each. Describe duties of Board Members who are involved in the project.
- Name the **artists** and their disciplines. Indicate if they are under consideration or have already been selected. Are they professional artists? Are they from New Jersey? Are they being paid? What will they do?
- Briefly describe any **partnerships/ collaborations** with other arts or non-arts organizations with who you are or plan to be involved. Identify the partners and each one's major contributions to the project.
- For **consultants**, indicate whether they have been selected or are under consideration. What do you expect them to accomplish? Include a proposal if you have one.

**C. WHY** and **HOW WAS** the project selected?

- Describe the **process** by which you determined that the project meets the interests or needs of the community or will help sustain the organization. Describe how the artists/consultants were selected.
- If there is a **selection committee**, name its members and their credentials.

**D. WHERE, WHEN** and **HOW MANY?**

- Give the **location of site(s)** of planned programs and established dates.
- How many **performances** or activities will take place?
- Quantify your **projected audiences**. On what basis did you determine this number?

**E.** Describe your **methods of evaluation**; how you will determine successes and challenges and whether you met your goals? Briefly describe any assessment tools that are used to track results of the project. Please be specific and include samples of surveys, questionnaires, etc.

**F.** Include a **monthly timeline** for the program or project which clearly indicates the major steps and when they will occur from planning to evaluation. This may be done on a separate sheet, which does not count toward your five pages. If so, provide a Section Heading "F" in your narrative and indicate that the timeline follows the narrative on a separate sheet.

### 3. **PUBLIC PARTICIPATION**

**A.** Describe the **demographics** of your current audience. See definitions in Question 1.

**B.** Discuss your organization's **marketing and/or public relation plans** to broaden (serve more of the same people) and deepen (serve the same or fewer people but in a more frequent or intense manner) your audience. What additional strategies will you use to diversify (serve people different from those currently participating).

**C.** Discuss how this program and/or your organization does the following; be specific about your strategies: Promotes the value of the arts and builds participation in the arts in your community. Describe any plans to

## 2017 Union County Local Arts Grant Program Narrative

develop broad-based community interest to raise awareness of, and support for, the arts through education and advocacy.

### 4. **ACCESSIBILITY- ADA COMPLIANCE**

- Describe how your organization **complies** with the Americans with Disabilities Act.
- **Complete** the Self-Evaluation Site and Program **Accessibility Questionnaire**. Applications will not be accepted without a submitted, completed ADA Questionnaire.
- Include **one copy of your ADA plan** if you have one. If you do not have a written plan, explain your future plans in this area.
- GOS applicants may submit an ADA plan in lieu of questionnaire.

**Note:** For more information, contact Cultural Access Network of NJ, c/o NJ Theatre Alliance, (973) 540-0515 Ext.15  
[rcarr@njtheatrealliance.org](mailto:rcarr@njtheatrealliance.org).

For your information: The Office has a wireless FM listening system which accommodates up to 12 persons which may be borrowed. Call the office for details.

### 5. **FINANCIAL NARRATIVE**

**A.** Explain how this **funding** will help make the program happen.

- Explain why these funds are **needed** and **how they will be spent**. This information must relate to the figures presented in the budget. Describe in words the major line items listed on the budget pages.
- Tell **who is being paid how much for what service**. For example, artistic fees of \$600.00 are requested for

payment to two musicians at \$100.00 per artist per concert for three events.

- Be sure to explain if anyone hired under this grant is accepting less than their normal fee. The balance between this special rate and their normal fee is an **in-kind** donation.

**B.** Since it is important not to rely only on this grant, list **other source(s)** from which you have received or anticipate receiving funding.

**C.** Arts organizations must explain any **major changes** in any line items in the Annual Budget, Financial Charts 1 and 2. A major change is defined as + or – 20% from one year to the next on any line.

### **Technical Assistance (TA) Narrative:**

Answer questions one and four and complete the following:

- Describe in detail what kind of organizational Technical Assistance is needed.
- Describe specific problems or challenges to explain your request for assistance.
- How did you locate the consultant: recommended by board member, colleague or other.
- Are there other funding sources for this technical assistance?
- Support material must include:  
Consultant's resume  
Consultant's project proposal and fee  
Project timeline  
Deliverables – describe the form in which the consultant will provide the results of the project



Applicant: \_\_\_\_\_

FY2017

**UNION COUNTY LOCAL ARTS GRANT PROGRAM  
2017 APPLICATION**

January 1, 2017 - December 31, 2017

Read both the Guidelines and Narrative Questions before completing the Application. A PDF version is available at [www.ucnj.org/cultural](http://www.ucnj.org/cultural). Contact [culturalinfo@ucnj.org](mailto:culturalinfo@ucnj.org) for a writeable version. Type all information; hand-written applications will not be accepted. Submit one original and six copies (total 7 hard copies) of the completed application by **Friday, June 17, 2016 (postmark deadline)** to: Union County Local Arts Grant Program, Office of Cultural and Heritage Affairs, 633 Pearl Street, Elizabeth, NJ, 07202. 908-558-2550; NJ Relay Users 711; [culturalinfo@ucnj.org](mailto:culturalinfo@ucnj.org).

**I. GENERAL INFORMATION**

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, Zip \_\_\_\_\_ Federal I.D. # \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_ E-mail \_\_\_\_\_

U.S. Congressional District \_\_\_\_\_

N. J. Legislative District \_\_\_\_\_ Web-site address \_\_\_\_\_

**APPLICATION SUMMARY**

**Artistic Discipline** (Please circle one):

Choral Music	Dance	Crafts	Instrumental Music	Literature
Media Arts	Multi-Disciplinary		Musical Theater/Opera	Theater
Visual Arts	Folk Arts	Other:	_____	

**Type of Grant Requested:**

- [   ] GENERAL OPERATING SUPPORT  
[   ] SPECIAL PROJECT  
[   ] TECHNICAL ASSISTANCE

**Amount Requested:** \$ \_\_\_\_\_  
\$1,000 minimum; round to nearest dollar.

Have you received previous funding from the  
Union County Local Arts Grant Program?  
Yes    No    Most recent year \_\_\_\_\_

**PROGRAM DESCRIPTION:** IN NO MORE THAN 50 WORDS, SUMMARIZE YOUR PROJECT.  
INCLUDE AUDIENCES SERVED.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Program/Project Director:** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_ E-mail \_\_\_\_\_

**Person completing application:** \_\_\_\_\_

Daytime Phone (    ) \_\_\_\_\_ E-mail \_\_\_\_\_

**BUDGET SUMMARY**

**Complete this section last.** For GOS, give figures from your projected organizational budget for 2016; for SP give special project budget figures. NOTE: These figures come from the rest of the application and must agree with it. All figures should be rounded to the nearest dollar.

A.	AMOUNT REQUESTED FROM UNION COUNTY Up to \$5,000; GOS cannot exceed 20% of C	\$	_____
B.	CASH MATCH (SP must be <b>at least</b> 50% of A) GOS must be 100% cash match	\$	_____
C.	CASH TOTAL	\$	_____
D.	IN-KIND MATCH	\$	_____
E.	TOTAL COST OF PROJECT (A + B + D)	\$	_____

**AUDIENCES AND OUTREACH SUMMARY**

The New Jersey State Council on the Arts and the National Endowment for the Arts are interested in the relationship of public funds to your organization and public audiences. Please complete the information below. If your organization has received funding in the past, take the information from your final report. If you are a new applicant, complete with your best estimates.

Number of adults in your audience _____	Children under 18 in audience _____
Minority individuals _____	Persons with disabilities _____
Number of members involved in your project _____	
Professional artists/performers _____	Minority Artists/performers _____
Number of volunteers involved with your project _____	

**AUTHORIZATION**

I understand that these pages and attachments constitute part of this application. I certify that all statements in this application are true to the best of my knowledge; and I hereby release the Board of Chosen Freeholders of the County of Union, its employees, and agents from any liability and/or responsibility concerning any submission of materials to the program. I further certify that any funds received under the Union County Local Arts Grant Program will be used exclusively for the purpose set forth in this application. I understand and agree that submission of an application signifies intention to comply with Title VII of the Civil Rights Act of 1964 (PL 88-352), with Labor Standards under Section 5 (1) of the National Foundation on the Arts and Humanities Act of 1965 (PL 185-209), Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER'S SIGNATURE  
(sign in Blue Ink)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT OR TYPE NAME

**II. NARRATIVE**

*Insert your Narrative following this page.*

### III. FINANCIAL DATA

#### ORGANIZATION FINANCIAL BUDGET - INCOME

Please give your organization's total budget for last year, this year, and the year in which you plan to use funds from this grant (January 1, 2017 – December 31, 2017). Non-Arts Organizations may prefer to use their own forms. If submitting your own forms, please include one copy only with the original application packet. (Audit is not necessary)

INCOME	2015/Actual	2016/Projected	2017/Projected
<b>Earned Income</b>			
Admissions			
Memberships			
Subscriptions			
Contracted Services			
Other (list)			
<b>Unearned Income Sources</b>			
Corporate/Business Support			
Foundation Support			
Other Private Support			
<b>Government Support</b>			
Federal			
State			
Local			
<b>APPLICANT INCOME (subtotal)</b>			
Grant received/requested from Union County Arts Grant Program			
Surplus from FY2016 LAP Grant			
<b>TOTAL CASH INCOME</b>			
LESS TOTAL CASH EXPENSES (from Financial Chart 2)			
<b>Net Surplus/Deficit</b>			
<b>Cash on Hand OR (Deficit)</b>			
<b>Circle one</b>			

Explain any major changes (plus or minus 20%) to any line item in your Financial Narrative.

## Financial Chart 2

**FINANCIAL DATA**  
**ORGANIZATION FINANCIAL BUDGET - EXPENSES**

**Cash Expenses:** Do not include depreciation or expenses relating to funds for capital improvements or acquisition. Non-arts organizations may prefer to use their own forms and if so, submit one copy only with the original application packet.

EXPENSES	2015/Actual	2016/Projected	2017/Projected
<b>Personnel (Staff)</b>			
Administrative			
Other			
List			
<b>Outside Fees &amp; Services</b>			
Artistic			
Other			
List			
<b>Operating Expenses</b>			
Printing			
Postage			
Insurance			
Telephone			
Space Rental			
Supplies and Materials			
List			
Maintenance Costs			
Specify			
Rentals			
Specify			
<b>Marketing</b>			
Advertising			
Other			
List			
<b>Other Expenses</b>			
List			
<b>TOTAL CASH EXPENSES</b>			

TOTALS MUST AGREE WITH INCOME, YEAR-BY-YEAR  
OR EXPLAIN.

Applicant: \_\_\_\_\_

FY2017  
Financial Chart 3

**2017 SPECIAL PROJECT BUDGET**  
January 1, 2017 – December 31, 2017  
**GOS Applicants do not complete.**

<b>PROJECT EXPENSES</b>	Grant Request <b>A</b>	Matching Cash <b>B</b>	Category Cash Total <b>C</b>	Matching In-Kind <b>D</b>
<b>Personnel (Staff)</b>				
Administrative	-0-	-0-	-0-	
Other List				
<b>Outside Fees &amp; Services</b>				
Artistic				
Other, list				
<b>Operating Expenses</b>				
Printing				
Postage				
Insurance				
Telephone				
Space Rental				
Supplies and Materials List				
Maintenance Costs Specify				
Rentals Specify				
<b>Marketing/Publicity</b>				
Other, list				
<b>Other Expenses</b>				
List				
<b>TOTAL EXPENSES</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>

It is not necessary to have a figure on each line. Fill in where applicable.

(C= Total cost of Project)

**PROJECT INCOME CASH (COLUMN B):** This is where your cash match (column B) comes from. Your Project Income must *at least* equal Column B and may include funds from anticipated admissions, donations, memberships, registrations, other grants, your budget or other cash sources.

SOURCES: \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Total \$ \_\_\_\_\_

Applicant: \_\_\_\_\_

**IN-KIND CONTRIBUTIONS:** All applicants please complete **whether or not you are using In-Kind to provide the match.** These are donated goods and services, which have a documentable cash value. Include donated space, administrative, maintenance, secretarial staff time and other volunteer time.

Nature of Contribution	Cash Value
_____	_____
_____	_____
_____	_____
<b>Total In-Kind Contributions</b>	<b>\$ _____</b>

**Additional Information**

- Are you currently or did you in the past receive grant funds from any other NJ County Arts Agency. If so, which county and what year(s)? \_\_\_\_\_
- It is strongly suggested that a re-grantee attend a minimum of one Union County Office of Cultural and Heritage Affairs technical assistance workshop within the grant year. Please list the workshop(s) and person who attended during 2015/2016.

\_\_\_\_\_  
\_\_\_\_\_

**IV. SUPPORT MATERIAL**

**List on a separate sheet of paper** the required and optional support materials submitted with this application.

To help the Office serve you better, describe the types of workshops or other services you would like the Union County Office of Cultural and Heritage Affairs to offer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FY 2017 UNION COUNTY LOCAL ARTS GRANT PROGRAM  
SELF-EVALUATION SITE AND PROGRAM ACCESSIBILITY QUESTIONNAIRE**

Organization: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_ Day Phone: \_\_\_\_\_

This checklist should be completed each year to reflect any revisions to your plan. Your Board should be familiar with the plan and review it annually. This Questionnaire covers only basic accessibility under the ADA. A comprehensive self-assessment is recommended for an organization to better understand its full obligations under the law. Evaluate sections that only apply to your organization. A self-assessment survey tool has been developed by the Cultural Access Network of New Jersey and is available on its website, <http://culturalaccessnetwork.org> or by calling 973-731-6582, ext 15.

Has the organization conducted a self-assessment or contracted a professional assessment of its facilities and programs? ☐ yes ☐ no

Comments:

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**Organizational Policies and Practices**

- ☐ has a board-approved policy statement regarding ADA compliance
- ☐ has assigned or plans to assign an ADA coordinator
- ☐ has established or plans to establish or share an ADA advisory board
- ☐ offers or plans to offer sensitivity training to staff, board, and/or volunteers
- ☐ provides adequate support if claiming "undue burden"

Comments:

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**Employment Issues**

An adequate plan should, at minimum, demonstrate the organization:

- ☐ has an organizational employment non-discrimination policy statement which includes people with disabilities
- ☐ has a plan to provide reasonable accommodations for meetings and/or employee interviews if its current administrative office is not accessible
- ☐ has or plans to have job descriptions for staff and volunteer positions that outline essential and marginal functions
- ☐ is proactive in hiring people with disabilities

Comments:

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**Grievance Procedure**

☐ An adequate plan must include a reasonable grievance procedure with specific steps and be approved by the organization's board

Comments:

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**Programmatic Issues**

An adequate plan should discuss the services and/or programs listed below that apply to the organization's art form(s). If an organization currently does not provide or offer a service "upon request", it must outline a reasonable timeframe to do so, outline a reasonable accommodation, or it should be clear why the service does not apply to the organization.

**Programs and services for patrons with hearing disabilities:**

*Offers now*      *Plans to offer*

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Assistive listening system provided in assembly areas, seating areas, and/or for guided tours or lectures |
| <input type="checkbox"/> | <input type="checkbox"/> | Sign language interpretation of performances, guided tours, or lecture                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Open/closed captioning at performances, lectures, tours, workshops, or for film/video                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Advance copies of scripts or synopses   |
| <input type="checkbox"/> | <input type="checkbox"/> | High volume tape tours  |
| <input type="checkbox"/> | <input type="checkbox"/> | Printed self-guided tours   |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____  |

**Programs and services for patrons with visual disabilities:**

*Offers now*      *Plans to offer*

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Audio described performances or guided tours  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sensory seminars in conjunction with a event or exhibition                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Braille materials (programs, exhibit or display signage, and/or other materials)              |
| <input type="checkbox"/> | <input type="checkbox"/> | Large print materials (programs, signage, exhibit or display signage, and/or other materials) |
| <input type="checkbox"/> | <input type="checkbox"/> | Audio tape cassettes of exhibits or other programs  |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____  |

Comments:

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**Effective Communications (Publications, Marketing/Outreach, Website)**

An adequate plan should at minimum demonstrate the organization understands basic practices of how to reach out to patrons with disabilities and reasonably address the following:

- ☐ brochures and other marketing materials available or offered in alternate formats (e.g. large print/Braille/electronic media)
- ☐ brochures and other marketing materials list appropriate international access symbols and/or include a statement regarding accessibility policies
- ☐ organization has reasonable advance notification policy for patrons interested in utilizing its special programs and services (e.g. sign interpretation, large print programs, etc.)
- ☐ organization has reviewed or plans to review its website and has or plans to incorporate basic accessibility features

**Effective Communications****(Publications, Marketing/Outreach, Website), continued**

- ☐ organization utilizes its ADA advisory board or similar representation to reach patrons with disabilities
- ☐ the organization has developed or is planning to develop a targeted marketing approach to reach out to patrons with disabilities

Comments:

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**Facility Accessibility**

An adequate plan should demonstrate the facility(s) in which an organization provides its programs is/are ADA compliant, outline a reasonable accommodation, indicate there is a sound plan in place to make the facility(s) fully accessible or to find alternate space, or demonstrate they are exempt from certain elements.

*ADA compliant*      *Planned*

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Accessible route from public transportation to the facility  |
| <input type="checkbox"/> | <input type="checkbox"/> | ADA compliant parking  |
| <input type="checkbox"/> | <input type="checkbox"/> | Accessible route from parking to primary accessible entrance   |
| <input type="checkbox"/> | <input type="checkbox"/> | ADA compliant doors to entrance, bathrooms, assembly areas, gallery and display areas  |
| <input type="checkbox"/> | <input type="checkbox"/> | Multi-level facility has an elevator or interior ramps at level changes  |
| <input type="checkbox"/> | <input type="checkbox"/> | Restrooms (or unisex bathroom) used by the public are ADA compliant  |
| <input type="checkbox"/> | <input type="checkbox"/> | Seating area of facility has adequate number of wheelchair locations on level areas  |
| <input type="checkbox"/> | <input type="checkbox"/> | ADA compliant public phones  |
| <input type="checkbox"/> | <input type="checkbox"/> | ADA compliant signage  |
| <input type="checkbox"/> | <input type="checkbox"/> | ADA compliant box office window/information desk   |
| <input type="checkbox"/> | <input type="checkbox"/> | ADA compliant concession stand   |
| <input type="checkbox"/> | <input type="checkbox"/> | ADA compliant performance/artist space   |
| <input type="checkbox"/> | <input type="checkbox"/> | For touring organizations only: provides a letter of agreement or ADA checklist to the landlord or manager of the venue in which programming will take place |

Comments:

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## **Americans with Disabilities Act (ADA) Self-Evaluation Questionnaire**

### **GLOSSARY**

**Americans with Disabilities Act (ADA)** – This federal civil rights law was signed in 1990 and requires all providers of public programs and services to make their offerings equally accessible to all people regardless of any individual's physical or mental disability. Providers of public programs must remove any architectural barriers where it is "readily achievable" and otherwise ensure nondiscrimination in their programs, services and activities. Even if an organization does not apply for or receive Council or other public funding, it is responsible for accessibility under the ADA. Any organization that accepts funding from a governmental agency must comply with the ADA Law as a Title II entity, which has more stringent guidelines requiring self-evaluation, transition plans, grievance procedures and an ADA coordinator.

**Readily Achievable** – This term pertains to barrier removal requirements for existing facilities and means "able to be carried out without much difficulty or expense." Examples include simple ramping of a few steps, installation of grab bars, lowering of telephones, and rearranging an exhibit to allow for wheelchair access. Organizations would not be required to retrofit their facilities to install elevators unless such installation is readily achievable. However, organizations are expected to offer "reasonable accommodations" to overcome barriers that are not readily achievable. For example, if a box office window cannot be lowered to accommodate a person using a wheelchair, an organization can establish a policy that a service manager could come out of the box office to complete a transaction using a clipboard as a convenient writing surface. If access to an upstairs gallery cannot occur without the installation of an elevator, a videotape of the exhibit can be shown on the main level. Please be aware that if challenged an organization must provide adequate proof that barrier removal cannot be accomplished structurally or within their fiscal capacity.

**Accessible facility** – The physical location in which the project/event will take place has been assessed to assure that it is accessible to persons with any type of disability. Whether an organization owns, rents or uses a space for free, it is responsible for the venue in which it chooses to hold the event. To be accessible, there may be no barriers that would preclude reasonable access from the point of getting from parking or public transportation, into the venue and to the space where the event takes place, including all ancillary services that any visitor would expect to have access to such as rest rooms, box office, concession stands, etc.

**Facility survey** – A survey tool that enables an organization to conduct a self-assessment of a facility prior to deciding to use it for an event. A comprehensive self-assessment survey tool, that covers all aspects of accessibility, has been developed by the Cultural Access Network and can be obtained from the Council's website at [www.njartscouncil.org](http://www.njartscouncil.org) or by calling the Council at 609-292-6130.

**ADA Plan** –An organization’s plan that outlines goals and specific steps to be taken to address barriers that may exist and provide accommodations to make their facilities and programs accessible to people with disabilities under the legal standards of the Americans with Disabilities Act. The plan should lay out the organization’s ADA goals and priorities and the specific steps to be taken to accomplish them on a detailed timeline, with assignment of responsibility and consideration of costs necessary to implement each goal. It should include attention to facilities, programmatic access, marketing, employment, and sensitivity awareness, and include identification of the access committee, ADA coordinator, and outline the grievance procedure.

**Programmatic Access/Accommodations** – Services that permit program content to be accessible by a person with a disability, e.g. large print, assistive listening devices, sign interpretation, etc. (see definitions of services).

**Will provide without prior request/Will provide upon advanced request** – Stating that your organization will provide a programmatic accommodation without prior request indicates the service will be available at the event without a patron making an advance request and that this availability is noted in all materials promoting the event. Stating that your organization will provide an accommodation upon advanced request indicates that this provision is outlined in all materials promoting the event, including the amount of advance notice required and that the service or accommodation will be provided if a patron contacts you within the specified timeframe. Advance notice must be reasonable and based on the real time needed to arrange for an accommodation and should generally not exceed two weeks.

**Assistive Listening System** – An ASL is an infrared or FM system that amplifies sound and sends it to receiver headsets worn by audience members with a hearing disability. Systems can be rented or purchased at a reasonable price and many systems are portable.

**Sign Interpretation** – Spoken words translated into American Sign Language/Signed English by a qualified interpreter, used mostly for theatre, gallery talks, and lectures, that would accommodate an individual with hearing loss who uses Sign Language. A sign interpreted theatre performance would generally be determined in advanced and marketed as such to enable the necessary preparation.

**Audio Description** – Used mostly in theatre but with application in other disciplines, such as dance or museum tours, it enables someone with vision loss to “see” what is happening on stage through a narrator who describes the action over a headset through a system such as that used for assistive listening. This service is often preceded by a sensory seminar, whereby a patron planning to use the service would arrive before a performance and be given a sensory tour of the stage set, key props, and costumes. An audio-described theatre performance would generally be determined in advanced and marketed as such to enable the necessary preparation.

**Open captioning** – This service benefits patrons with profound hearing loss who do not fully benefit from assistive listening systems or American Sign Language. In real time captioning a court stenographer types the dialogue of a theatre performance or lecture so that they appear on a large digital screen.

**Tactile exhibits** – Exhibits that include texturally interpreted models of artworks or other means of interpreting the visual impact of a work of art for someone who is blind.

**Braille** – Printed material distributed in conjunction with an event in the raised dot system called Braille (Grade II) used by people who are blind. There are various sources that provide Braille translation services.

**Large Print** – Offering whatever printed materials are available in conjunction with an event in a version that is in 16-18 point font or larger. This version can be simple and need only include the basic information related to the event. Many organizations are able to provide large print format by enlarging their publications on a photocopying machine.

**Audio cassette** – Providing printed materials on an audio cassette to enable persons with a vision loss to have access to the information. This is especially helpful in providing directions to a location or providing information for a gallery or museum tour.

**Sensitivity Training** –Because many people do not know someone with a disability and are often uncomfortable and errors in interaction could lead to a grievance, it is important that staff or volunteers that will have direct contact with the public receive information or training on how to appropriately and respectfully interact with people with different kinds of disabilities.

**Grievance Procedure** – A board-approved procedure that clearly identifies how a patron should file a complaint. The procedure should also clearly identify the criteria for judgment and the timeframe for negotiating differences between the organization and the complainant. For governmental agencies, this procedure has, in all likelihood, already been established for the state, county or municipal agencies, although it is recommended that agencies consider having an agency/project specific procedure.

**Access Coordinator** – The individual within your organization (staff member, board member, volunteer) among whose responsibilities is monitoring the organization's compliance with ADA and being an organizational resource for access information.

## APPLICATION CHECKLIST

**Submit a total of (7) Applications and Support Materials. Mark one (1) packet as “original” and include one copy of each of the following:**

- |   |   |
|---|---|
| <input type="checkbox"/> Completed Checklist                      | <input type="checkbox"/> Most recent completed annual budget    |
| <input type="checkbox"/> Application with the original signatures | <input type="checkbox"/> Completed ADA Self-Evaluation          |
| <input type="checkbox"/> Proof of IRS non-profit status           | <input type="checkbox"/> DVD, CD, tape (Performing Arts groups) |

**ALL PACKETS MUST INCLUDE:**

- [ ] General Information and Application Summary
- [ ] Project Description (in 50 words or less)
- [ ] Budget Summary
- [ ] Audiences and Outreach Summary
- [ ] Signed Authorization
- [ ] Complete answers to all of the Narrative questions
  - ☐ 1. Organizational Background
  - ☐ 2. Project/Programs
  - ☐ 3. Public Participation
  - ☐ 4. Accessibility/ADA Compliance
  - ☐ 5. Financial Narrative
- [ ] Organization Financial Budget, Income, Financial Chart 1
- [ ] Organization Finance Budge, Expenses, Financial Chart 2
- [ ] Special Project Budget, Financial Chart 3 (GOS Applicants do not complete.)
- [ ] In-Kind Contributions, Financial Chart 4 (All Applicants)

## Required Support Materials

- [ ] Artist/Consultant resumes
- [ ] Staff/Volunteer resumes
- [ ] Board List
- [ ] Sample brochures/flyers/press clippings
- [ ] Media List

**Optional Support Materials:** Include one copy with the “original” application packet.

- ☐ ADA Plan  
☐ Samples of evaluation/assessment tools/planning documents  
☐ DVD, CD, Video/Audio Cassette  
☐ Other

Signature \_\_\_\_\_

Person Completing the Application \_\_\_\_\_ Daytime Phone \_\_\_\_\_

## Organization

Received by UCOCHA \_\_\_\_\_  
Staff Member \_\_\_\_\_ Date \_\_\_\_\_

**This form will be signed and returned to you.**