



2018 UNION COUNTY LOCAL ARTS GRANT PROGRAM

FY Jan. 1 – Dec. 31, 2018

APPLICATION INSTRUCTIONS

Postmark Deadline for Applications:
Friday, June 23, 2017

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 • www.ucnj.org/cultural

Application available in large print upon request.



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

Bruce H. Bergen, Chairman
Sergio Granados, Vice Chairman

www.jerseyarts.com

Linda Carter
Angel G. Estrada

Christopher Hudak
Mohamed S. Jalloh
Bette Jane Kowalski

Alexander Mirabella
Vernell Wright

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

2018 Union County Local Arts Grant Program

QUICK REFERENCE SHEET

Grant Period: January 1 – December 31, 2018

REVIEW PROCESS	DEADLINES
Grant Workshop	Thu, May 18
Draft Deadline (new applicants)	Thu, June 8
Final Application Deadline	Fri, June 23
Professional Panel Review	September
Advisory Board Review	October
Successful Applicants Sign Contracts	December

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 8**. A draft may be faxed, mailed, or e-mailed to the address below.

FINAL Deadline: Submit 1 original and 6 copies of the Grant Application (total of 7 copies) to the Office of Cultural and Heritage Affairs, postmarked by **Friday, June 23, 2017**.

Categories, Amount to Request & Cash Match:

- 2 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 Offices state award amount.
- Your organization **must** provide and spend the following cash match:

AMOUNT REQUESTED	CASH MATCH REQUIREMENTS
Special Project	50% (of requested amount) in cash, 50% in-kind
General Operating Support	100% of requested amount

Union County Office of Cultural & Heritage Affairs
 633 Pearl Street, Elizabeth, NJ 07202
 Tel: 908-558-2550 • Fax: 908-352-3513 • NJ Relay 711
E-mail: culturalinfo@ucnj.org

INSTRUCTIONS & GUIDELINES
2018 UNION COUNTY LOCAL ARTS GRANT PROGRAM
FY January 1 – December 31, 2018

These Instructions/Guidelines include:

- Overview of Local Arts Grant program (pages G1–G9)
- Evaluation Criteria (page G10)
- Glossary of Financial Terms
- Narrative Questions (pages N1–N3) & Application
- Self-Evaluation Site & Program Accessibility Questionnaire; ADA Glossary
- Checklist of final application materials

The LAP application (PDF) is available at www.ucnj.org/cultural. Request the writeable MS Word version by emailing culturalinfo@ucnj.org. (Remember to save and name your completed application on your computer.) The FINAL application must be submitted as hard copies ONLY.

To request clarification of the Guidelines or the Application, contact Martha Sturm, Local Arts Program Coordinator, at 908-558-2552 (Monday – Friday, 9:00 a.m. – 4:30 p.m.) or email: culturalinfo@ucnj.org.

DRAFT REVIEW: New applicants must submit a draft of the narrative and budget pages for review by **Thursday, June 8, 2017**. Draft may be submitted via email.

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.

FINAL DEADLINE: Submit **one (1) original** and **six (6) copies** (total of 7) of the grant application to the Office of Cultural & Heritage Affairs by **Friday, June 23, 2017 (postmark date)**. Please submit each copy in its own folder. In a folder marked “original,” submit the original SIGNED (ink) application with one copy of documentation of IRS nonprofit status, completed Application Checklist, and other items listed on Checklist.

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 & Heritage Affairs (OCHA), Department of Parks and Recreation.

All grant programs, including the Union County Local Arts Grant Program are competitive. We advise you to submit an application that is completed with the required documentation, support materials and a narrative reflecting the professionalism of your organization. Due to the large number of grant applications, staff cannot assist applicants to improve their applications beyond the draft review period. This grant program (“LAP”) operates on a 12-month grant period. All proposals must reflect activity taking place between January 1, 2018 and December 31, 2018.

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, sexual preference or disability.

THREE-YEAR GRANT CYCLE

OCHA offers a three-year funding cycle to art organizations only. FY 2018 begins the next three-year cycle (FY2018 – FY2020). Qualifying organizations will be notified of their approval.

Criteria

- Organization must have received funding for five consecutive years (from 2013)
- 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 (FY2018–2020) during which the New Jersey State Council on the Arts provides funding to the County of Union through the Local Arts Program.

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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, 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 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)**, including Technical Assistance

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:** 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.

INELIGIBLE USE OF GRANT FUNDS

The following may not be funded by arts grant funds:

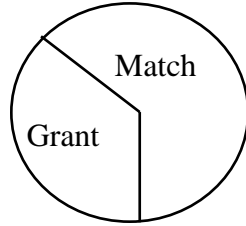
- Capital improvements or capital equipment purchases
 - Costs of hospitality (refreshments)
 - Previous program deficits
 - Fellowships, endowments or scholarships
 - Foreign travel
 - Projects by religious institutions that do not actively seek a wide general audience
 - Projects that serve as a fundraiser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

All grants require a cash match (the level of money an organization is required to commit to and spend on 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 cash match is 100% of the grant amount.**

Example of GOS grant:

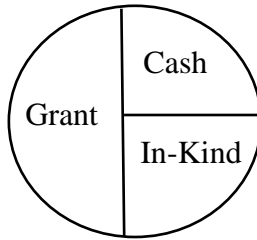


(Note: art organizations only)

SPECIAL PROJECT GRANTS require a minimum of **one-half of the grant amount (50%) 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.

Example of Special Project grant:



ADDITIONAL REQUIREMENTS

Workshop Attendance: 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.

Union County Cultural Events Calendar: Information on all grant-funded activities must be sent to the Office for inclusion in the calendar of events as soon as program dates are firm, at least one month in advance of the event date. Email your information to our office. The Events calendar appears online at <http://ucnj.org/parks-recreation/cultural-heritage-affairs/event-calendar/>

Funding Credit Line: All funded projects must include the following credit text displayed 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 June 8, 2017.** Proposals are grouped by discipline and forwarded to professional peer panels which evaluate each application. The Arts Grant Committee of the Cultural & 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 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 2017 for program activities that will take place during the grant period January 1, 2018 through December 31, 2018. 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 & REPORTING

Documentation of all grant and cash-match expenditures is required at the conclusion of the grant cycle. **“Paid” itemized receipts, cancelled checks or Quicken-type accounting system reports must 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 (75%) will be paid after the grant contract has been signed. An **Interim Report**, form provided and available at www.ucnj/cultural, will be required by **July 10, 2018**. At the discretion of OCHA, additional Interim Reports may be required. A **Final Report**, form provided and available at www.ucnj/cultural, **must be submitted by December 10, 2018**. 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 that 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 (2) 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 FY 2018 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 2017, so evaluators may have an opportunity to observe their work.

PROGRAM & 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 benefits 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.

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 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 planning to present the same project must explain why it should be funded again.
- Reference your support material in your narrative. This allows you to call the panel’s attention to important details of your program or organization, and stay within the 5-page limit. The Timeline can be support material, separate from 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.
- Proofreading 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 resulting from your own familiarity with the process. (cont’d >)

- 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.
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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 or NJ Theatre Alliance, at 973-731-6582. ext. 15; or 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, including Technical Assistance applicants, must also complete Financial Chart 3. (GOS do not complete this.)
- Non-arts organizations may choose to submit their own organizational budget. Include one copy with the original application packet.
- It is not necessary to include a figure on every line of the budget. Include only applicable information.
- Staff time may not be used as cash match without advance permission of OCHA. Such time may be counted as in-kind match.
- Printing and postage for flyers and other project-specific marketing tools that promote funded activities qualify as eligible expenses. However, costs of newsletters that contain small articles about funded projects may not be used as cash match.
- Operating Expenses (listings of postage, phone, office supplies, etc.) should reflect expenses pertaining to the project only, and should be justified in the financial narrative.
- Maintenance costs are usually in-kind, unless they refer to overtime charged directly to the funded project.
- Specify In-Kind items in detail, particularly donated/discounted artist fees.

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 coverage
- Current media list
- CD or DVD (for music applications)

Optional support material:

- Photos or videos of recent similar programs (provide one set, and place in the folder with “original” application)
- CD or DVD
- Other (specify in your narrative), such as website
- Assessment / evaluation tools
- 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 what the artists you hire do (e.g. link, DVD, thorough 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, including its neatness and thoroughness; and by accurate budget calculations.

- *Accurate budget calculations are important; be sure to check your math.*
- *Timeliness of all reports will be considered.*
- *Proofreading catches errors.*

COMMUNITY OUTREACH & 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.

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

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.

Assemble and submit your completed application in this order:

1. Signed Checklist. Include one copy with the full application labelled "original." Please do not staple to it to the rest of the application.
2. Signed Application Forms, Narrative, Budget Forms. Staple each set together at upper left.
3. Required Support Material
4. 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

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.*



NARRATIVE QUESTIONS

Development of the Narrative:

- *Narrative must be typed. Answer all questions, and furnish all information required.*
- *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 page, and number pages at upper right. Staple at upper left.*
- *Arts organizations: write about your total operation. Non-arts organizations: describe only the structure and activities relevant to your arts activities, indicating the relationship of the arts to your mission.*

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

- *Special Project: 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. For SP, it 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.

2018 Union County Local Arts Grant Program • NARRATIVE QUESTIONS

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 5-page limit. 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

2018 Union County Local Arts Grant Program • NARRATIVE QUESTIONS

your community. Describe any plans to 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.

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 are requested for payment to two musicians at \$100 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 +20% or -20% from one year to the next on any line.

Technical Assistance Narrative:

Answer sections 1 and 4, and provide the following:

- Describe in detail the kind of organizational technical assistance needed and to be furnished.
- 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)

**UNION COUNTY LOCAL ARTS GRANT PROGRAM
2018 APPLICATION**

January 1, 2018 – December 31, 2018

Read all Guidelines and Narrative Questions before completing the Application. A PDF version is available at www.ucnj.org/cultural. Email culturalinfo@ucnj.org for the writeable MS Word version. Type all information. Hand-written applications will not be accepted. Submit one signed original and six copies (total of 7 hard copies) of the completed application by **Friday, June 23, 2017 (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)

I. GENERAL INFORMATION

Organization _____

Address _____

City, Zip _____ Federal I.D. # _____

Phone () _____ Fax () _____ Email _____

U.S. Congressional District _____

N. J. Legislative District _____ Website 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

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 () _____ Email _____

Person completing application: _____

Daytime Phone () _____ E-mail _____

BUDGET SUMMARY

Complete this section last. For GOS, give figures from your projected organizational budget for 2018; 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 **at least** 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 TITLE DATE
(sign in blue ink)

PRINT OR TYPE NAME

II. NARRATIVE

Insert your Narrative following this page.

Applicant: _____

**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, 2018 – December 31, 2018). 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	2016/Actual	2017/Projected	2018/Projected
Earned Income			
Admissions			
Memberships			
Subscriptions			
Contracted Services			
Other (list)			
Unearned Income Sources			
Corporate/Business Support			
Foundation Support			
Other Private Support			
Government Support			
Federal			
State			
Local			
APPLICANT INCOME (subtotal)			
Grant received/requested from Union County Arts Grant Program			
Surplus from FY2017 LAP Grant			
TOTAL CASH INCOME			
LESS TOTAL CASH EXPENSES (from Financial Chart 2)			
Net Surplus/Deficit Cash on Hand OR (Deficit) Circle one			

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	2016/Actual	2017/Projected	2018/Projected
Personnel (Staff)			
Administrative			
Other			
List			
Outside Fees & Services			
Artistic			
Other			
List			
Operating Expenses			
Printing			
Postage			
Insurance			
Telephone			
Space Rental			
Supplies and Materials			
List			
Maintenance Costs			
Specify			
Rentals			
Specify			
Marketing			
Advertising			
Other			
List			
Other Expenses			
List			
TOTAL CASH EXPENSES			

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

Applicant: _____

2018 SPECIAL PROJECT BUDGET
January 1, 2018 – December 31, 2018
GOS Applicants do not complete.

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

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 or services having a documentable cash value. Include donated space, administrative, maintenance, secretarial staff time and other volunteer time.

Nature of Contribution	Cash Value
_____	_____
_____	_____
_____	_____
Total In-Kind Contributions	\$ _____

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 2016/2017.

IV. SUPPORT MATERIAL

List (on a separate page) the required and optional support materials submitted with this application.

To help our 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 2018 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:

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:

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:

Grievance Procedure

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

Comments:

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:

<i>Offers now</i>	<i>Plans to offer</i>	
<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:

<i>Offers now</i>	<i>Plans to offer</i>	
<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:

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:

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.

<i>ADA compliant</i>	<i>Planned</i>	
<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:

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 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 – Providing printed materials in formats such as CD, DVD, or audio guide headset, 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.

2018 Union County Local Arts Grant Program

APPLICATION CHECKLIST

Submit a total of (7) Application packets and support materials.

Mark one (1) packet as “**original**.” Include one copy of following inside “original” packet:

- Completed checklist
- Most recent completed annual budget
- Application with original signatures
- Completed ADA Self-Evaluation
- Proof of IRS non-profit status
- DVD or CD (for performing arts groups)

EVERY APPLICATION PACKET MUST INCLUDE:

- General Information & Application Summary
- Project Description (*50 words or less*)
- Budget Summary
- Audiences & Outreach Summary
- Signed Authorization
- Narrative that fully answers each of these 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 Budget, 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**
 - ___ 1. Artist/consultant resumes
 - ___ 2. Staff/volunteer resumes
 - ___ 3. Board list
 - ___ 4. Media list
 - ___ 5. Sample brochures/flyers/press coverage

Optional Support Materials Include one copy inside “**original**” application packet:

- ADA Plan
- Samples of evaluation/assessment tools/planning documents
- DVD/CD
- Other _____

Signature _____
Person completing application *Daytime tel*

Name/Organization _____

.....

Received by UCOCHA _____
Staff Member *Date*