

**UNION COUNTY LOCAL ARTS GRANT PROGRAM
2020 APPLICATION**

FY: January 1, 2020 – December 31, 2020

Read all Guidelines and Narrative Questions before completing this Application. For questions or assistance, email culturalinfo@ucnj.org or call 908-558-2550 (NJ Relay Users 711). Type all information. Hand-written applications are not accepted. Submit one signed original and four copies (total of 5 sets of hard copies) of the completed application by **Monday, July 29, 2019** to: Local Arts Grant, Office of Cultural and Heritage Affairs, 633 Pearl St., Elizabeth, NJ 07202.

I. GENERAL INFORMATION

Organization _____

Address _____

City _____ Zip _____ Federal I.D. # _____

Tel _____ Email(s) _____

U.S. Congressional District _____ N.J. Legislative District _____

Website: _____

APPLICATION SUMMARY**Artistic Discipline** (mark one):

- | | | | | |
|--|---|---------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Choral Music | <input type="checkbox"/> Dance | <input type="checkbox"/> Crafts | <input type="checkbox"/> Instrumental Music | <input type="checkbox"/> Literature |
| <input type="checkbox"/> Film/Media Arts | <input type="checkbox"/> Multi-Disciplinary | <input type="checkbox"/> Theater | <input type="checkbox"/> Musical Theater/Opera | |
| <input type="checkbox"/> Visual Art | <input type="checkbox"/> Folk Arts | <input type="checkbox"/> Other: _____ | | |

Type of Grant Requested:

- ☐ GENERAL OPERATING SUPPORT
☐ SPECIAL PROJECT

Amount Requested: \$ _____*(minimum \$1000 / maximum \$5000)*Have you received previous funding from
the Union County Local Arts Grant Program?☐ **Yes** (most recent year _____) ☐ **No****PROGRAM DESCRIPTION:***Summarize your project in **50 words or less**. Include audiences served.***Program/Project Director:** _____

Mailing Address _____

Daytime Tel _____ Email _____

Person completing application: _____

Daytime Tel _____ Email _____

BUDGET SUMMARY

Complete this section last. Round all figures to the nearest dollar. For GOS, use figures from your projected 2020 Budget - Financial Chart 1. For Special Project, use budget figures from Financial Chart 3 in this application. Figures must match.

- | | |
|---|----------|
| A. AMOUNT REQUESTED FROM UNION COUNTY
\$5,000 max | \$ _____ |
| B. CASH MATCH (SP must be at least 50% of A)
GOS must be 100% cash match | \$ _____ |
| C. CASH TOTAL (A + B) | \$ _____ |
| D. IN-KIND MATCH (Value) | \$ _____ |
| E. TOTAL COST OF PROJECT (C + 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 provide figures below based on grand totals for the year. If your organization received funding last year, use figures from your 2018 Final Report. If you are a new applicant, complete with your best estimates.

No. of Adults in your audience _____	No. of Members involved in project _____
No. Children under 18 in audience _____	No. Professional Artists/performers _____
No. Minority individuals in audience _____	No. Minority Artists/performers _____
No. People w/ Disability in audience _____	No. Volunteers involved in 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 SIGNATURE
(please sign in blue ink)

TITLE

DATE

PRINT NAME

II. NARRATIVE

(Write your narrative. When you assemble hard copies, place narrative to follow this page.)

III. FINANCIAL DATA

ORGANIZATION FINANCIAL BUDGET - INCOME

Please provide your organization's totals for last year, the current year, and the application year.
(GOS applicants may submit their own spreadsheet in lieu of this form.)

INCOME	2018-Actual	2019-Projected	2020-Projected
Earned Income			
Admissions			
Memberships			
Subscriptions			
Contracted Services			
Other (specify)			
Unearned Income Sources			
Corporate or Business Support			
Foundation Support			
Other Private Support			
Government Support			
Federal			
State			
Local			
APPLICANT INCOME (subtotal)			
Grant from Union County Local Arts Program			
TOTAL CASH INCOME			
SUBTRACT TOTAL CASH EXPENSES (from Financial Chart 2)			
Net Surplus/Deficit Cash on Hand - OR - Deficit			

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

FINANCIAL DATA

ORGANIZATION FINANCIAL BUDGET - EXPENSES

Cash Expenses: Do not include depreciation or expenses relating to funds for capital improvements or acquisition. (GOS applicants may submit their own spreadsheet in lieu of this form.)

EXPENSES	2018-Actual	2019-Projected	2020-Projected
Personnel (Staff)			
Administrative			
Other (specify)			
Outside Fees & Services			
Artistic			
Other (specify)			
Operating Expenses			
Printing			
Postage			
Insurance			
Phone / Internet			
Space Rental			
Supplies & Materials (specify)			
Maintenance Costs (specify)			
Rentals (specify)			
Marketing / Publicity / Ads			
Other Expenses (specify)			
TOTAL CASH EXPENSES			

TOTALS MUST AGREE WITH INCOME, YEAR-BY-YEAR.
(Explain if figures do not agree.)

Applicant: _____

FY2020
Financial Chart 3**2020 SPECIAL PROJECT BUDGET**

January 1, 2020 – December 31, 2020

GOS Applicants do not complete this.**PROJECT EXPENSES**Grant
Request
AMatching
Cash
BCategory
Cash Total
CMatching
In-Kind
D

Personnel (Staff)				
Administrative	N / A	N / A	N / A	
Other (specify)	N / A	N / A	N / A	
Outside Fees & Services				
Artistic				
Other (specify)				
Operating Expenses				
Printing				
Postage				
Insurance				
Phone/Internet				
Space Rental				
Supplies/Materials (specify)				
Maintenance (specify)				
Rentals (specify)				
Marketing /Publicity /Ads				
Other Costs (specify)				
TOTAL EXPENSES	A	B	C	D

It is not necessary to include a figure in each field. Fill in where applicable.

(C = Total Cost of Project)

PROJECT INCOME CASH (COLUMN B): This is where your cash match (column B) comes from. 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 \$ _____

IN-KIND CONTRIBUTIONS:

All applicants: complete **even if you are not using In-Kind as part of your match requirement.**
In-kind contributions are donated goods or services having a documentable cash value. Be specific and include donated space or printing, maintenance, administrative hours or volunteer hours.

List / Describe Contributions**Cash Value**

_____	_____
_____	_____
_____	_____

Total In-Kind Contributions

\$ _____

Additional Information

- If you currently receive (or have previously received) grant funds from any other NJ County Arts Agency, name the county and year(s)? _____
- It is strongly suggested that each re-grantee attends at least one OCHA technical assistance workshop within the grant year. Please list the workshop(s) and person(s) who attended in 2018.

IV. SUPPORT MATERIAL

On a separate page, list the support materials (required and optional) you are submitting.

V. OTHER

What type of workshops or other services would you like the Union County Office of Cultural and Heritage Affairs to offer grantees?

FY 2020 UNION COUNTY LOCAL ARTS GRANT PROGRAM

ADA QUESTIONNAIRE **SELF-EVALUATION: SITE & PROGRAM ACCESSIBILITY**

Organization: _____

Person Completing Questionnaire: _____ Tel: _____

Complete this form annually to reflect revisions. Your Board should be familiar with the plan and review it annually. This Questionnaire covers only basic accessibility under the ADA. To better understand your organization's full obligations under the law, a comprehensive self-assessment is recommended. For more information, visit Cultural Access Network Project: www.njtheatrealliance.org/ada-planning.

ADA Planning

Has your organization conducted a self-assessment or contracted a professional assessment of its facilities and programs? ☐ yes (year _____) ☐ no

Does your organization have a formal ADA Plan? ☐ yes (year _____) ☐ no

Comments or challenges (*optional*):

Organizational Policies & Practices

Check if yes

- ☐ Do you have a board-approved policy statement regarding ADA compliance?
- ☐ Have you assigned (or plan to assign) an ADA coordinator?
- ☐ Have you established (or plan to establish or share) an ADA advisory board?
- ☐ Do you conduct or plan to conduct sensitivity training for staff, board, and/or volunteers?
- ☐ Do you provide adequate support if claiming "undue burden?"

Comments or challenges (*optional*):

Employment Issues

Check if yes

- ☐ Organizational employment non-discrimination policy statement includes people with disabilities
- ☐ Do you have a plan to provide reasonable accommodations for meetings and/or interviews if your current administrative office is not accessible?
- ☐ Have or plan to have job descriptions for staff or volunteers outlining essential and marginal functions?
- ☐ Proactive in hiring people with disabilities?

Comments or challenges (*optional*):

Grievance Procedure

Check if yes

- ☐ Do you have a reasonable grievance procedure, approved by organization's board, providing specific steps to be taken?

Comments or challenges (*optional*):

Programming

An adequate plan should discuss the services and/or programs listed below that apply to your grant-funded activities. If your organization currently does not provide or offer a service "upon request," it should outline a reasonable timeframe to do so, outline a reasonable accommodation, or explain why such service does not apply.

Programs and services for patrons with hearing disabilities:

Offered now Plan to offer

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

Offered now Plan to offer

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Audio-described performances, audio-descriptive service, or guided tour |
| <input type="checkbox"/> | <input type="checkbox"/> | Sensory seminars in conjunction with an 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 (such as programs, signage, exhibit or display signage) |
| <input type="checkbox"/> | <input type="checkbox"/> | Audio-guides about exhibit or other program |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

If you offer any programming specifically tailored to people with disabilities, please describe:

Comments or challenges (*optional*):

Effective Communications: Publications, Marketing/Outreach, Website

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

Check if yes

- ☐ Is your website designed to be accessible to people with disabilities, or do you plan to build basic accessibility features into the website?

(cont'd)

- ☐ Are your printed publications available or offered in alternate format (e.g. large print /braille /digital)?
- ☐ Do your brochures or other marketing materials include appropriate international access symbols and/or include a statement regarding accessibility policies?
- ☐ Does your organization have a reasonable advance notification policy (approx. 2 weeks) for patrons interested in utilizing special services? (e.g. sign interpretation, large print, audio description, etc.)
- ☐ Does your organization use an ADA advisory board or similar body to reach patrons with disabilities?
- ☐ Organization utilizes or plans to develop a marketing approach to reach people with disabilities?
- ☐ Organization has collaborated or consulted organizations or public agencies that specifically serve people with disabilities to present or develop programming?
- ☐ On your press list, do you reach organizations of / for people with disabilities?
- ☐ Do your press releases include information about physical accessibility and/or accessible programming?
- ☐ Do you specifically market to people with disabilities or to organizations that represent them?

To consult about reaching people with disabilities, or about accessible programming, call the Union County Office for Persons with Disabilities & Special Needs at 908-527-4781.

Comments or challenges (*optional*):

Facility Accessibility

An adequate plan demonstrates that the facilities where an organization provides its programs are ADA-compliant, outlines reasonable accommodations, indicates there is a sound plan in place to make the facilities fully accessible or to find alternate space, or may demonstrate exemption from certain elements.

Check if yes

- ☐ Is there an accessible route from public transportation to your facility?
- ☐ ADA-compliant parking?
- ☐ Accessible route from parking to primary accessible entrance?
- ☐ ADA-compliant doors to entrance, bathrooms, assembly areas, and display areas?
- ☐ Multi-level facility has elevator or interior ramps at level changes?
- ☐ Restrooms (or all-gender bathroom) used by the public are ADA-compliant?
- ☐ Seating area has adequate number of designated wheelchair locations on level surfaces?
- ☐ ADA-compliant signage?
- ☐ ADA-compliant box office window?
- ☐ ADA-compliant concession stand?
- ☐ ADA-compliant performance / artist space?
- ☐ Does your front-of-house staff know that service animals cannot be denied access?
- ☐ Touring organizations only: Do you provide a letter of agreement or ADA checklist to the manager of venue(s) where programming will take place?

Comments or challenges (*optional*):

ADA GLOSSARY

Americans with Disabilities Act (ADA) – Federal law requiring 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 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 NJSCA 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 ramping of a few steps, installation of grab bars, and arranging an exhibit to allow wheelchair access. Organizations are not 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. For example, if a box office window cannot be lowered to accommodate persons using a wheelchair, an organization can establish a policy that a staff person comes out of the box office. If access to an upstairs gallery cannot occur without the installation of an elevator, a video of the exhibit can be shown on the main level. 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 where projects/events 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 at no cost, it is responsible for the venue in which it chooses to hold an 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 restrooms, box office, concession stands, etc.

Will provide without prior 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.

Will provide upon advance request – Stating that your organization will provide an accommodation upon *advance 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 time frame. Advance notice must be reasonable and based on actual time needed to arrange an accommodation, and should generally not exceed two weeks.

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, covering all aspects of accessibility, has been developed by the Cultural Access Network (www.njtheatrealliance.org/ada-planning).

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 device, sign interpretation, website, etc.

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 reasonable cost.

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

Audio Description – Used for theatre performances and films, but with application in other disciplines, such as dance or museum tours, it enables people with vision loss to listen to a narrator describe visual actions and elements via a headset, sometimes via a pre-recorded description. An audio-described theatre performance would generally be determined in advance 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 stenographer types the dialogue of a theatre performance or lecture, while text of that dialogue appears on a digital screen.

Closed Captioning [CC] – The visual display (as text) of audio on a screen makes audio content accessible to people who are deaf or hard of hearing. It can be used for social media, websites, music, theatre and more, to display spoken dialogue and also to describe sound effects or background music. Closed captioning can be pre-recorded, and can be turned on or off by the user.

Tactile Exhibits – Exhibits that include texturally interpreted models of artworks or other means of interpreting the visual impact of a work of art for people who are 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. Various sources provide Braille translation services.

Large Print – Printed matter that displays text in 16- to 18-point font size or larger.

Audio – Providing content or information in formats such as audio recording or documents with OCR (Optical Character Recognition), to be heard by persons with vision loss. This is also helpful in providing directions or providing information for a gallery or museum tour.

Sensory-Friendly Performances – Specially designed or modified for people who have sensory-input disorders, autism, or other developmental or cognitive disabilities.

Sensitivity Training – It is important that staff and/or volunteers receive information or training on how to appropriately and respectfully interact with people who have various kinds of disabilities.

Grievance Procedure – A board-approved procedure that explains how a patron should file a complaint. The procedure should also clearly identify the criteria for judgment and the time-frame for negotiating differences between your organization and the complainant. For municipal agencies, this procedure has, in all likelihood, already been established, however it is recommended that organizations consider having a 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.

Accessible Website – It is important that your website be accessible to people with disabilities. Many resources offer information on Web Accessibility and accessible web design, such as W3C WAI: <https://www.w3.org/WAI/fundamentals/accessibility-intro/> Because the ADA does not specifically mention websites, it does not outline standards for how organizations should make their websites accessible. However, the DOJ frequently cites recommendations given by the Bureau of Internet Accessibility <https://www.boia.org/>

APPLICATION CHECKLIST

YOUR “ORIGINAL” PACKET (ONLY) MUST INCLUDE:

- Office use only: Received by UC OCHA _____
Staff Member *Date*