



HUNTERDON COUNTY
CULTURAL & HERITAGE
COMMISSION

LOCAL ARTS GRANT 2018 GUIDELINES AND APPLICATION

Funding Period: January 1, 2018 – December 31, 2018

DEADLINE FOR SUBMISSION: Friday, October 27, 2017 at 3:00 pm

The Hunterdon County Cultural & Heritage Commission is pleased to announce continuation of the Local Arts Grant Program made possible by, and is contingent upon, funding from the New Jersey State Council on the Arts (NJSCA). \$45,000 is available for 2018 regrants.

The Commission offers Local Arts Grant funding to Hunterdon County organizations that provide the community with arts events that are artistically excellent, provide public benefit, and are accessible to the public. Applicants must show the ability to complete all reporting necessary in accepting public funds by the deadlines specified, including a grant application for funding, an Agreement for Performance, a brief interim report, and a final report. Organizations already receiving funding from NJSCA are not eligible for a Local Arts Grant. LAP Grant Applicants are not eligible to apply for County Special Project grants.

Applications must be received in the Commission office by 3:00 pm no later than **Friday, October 27, 2017**. Late or incomplete applications will not be considered, nor will faxed or e-mailed applications be accepted.

Mail to:

Cultural & Heritage Commission
County of Hunterdon
PO Box 2900
Flemington, New Jersey 08822-2900

Hand-deliver to:

Cultural & Heritage Commission
County of Hunterdon
314 State Route 12
Building 1, Dept. of Planning (1st floor)
Flemington, NJ

Please read the attached guidelines carefully as the Local Arts Grant guidelines and application have changed. Applicants are advised to attend one or more Grant Workshops prior to submitting. If you have any questions in preparing your application, please contact Carrie Fellows at (908) 237-2010 or cultural@co.hunterdon.nj.us

Guidelines, Applications, and Excel financial forms may be downloaded from <http://co.hunterdon.nj.us/depts/c&h/grantprograms.htm>

This application is available in Large Print upon request.

LOCAL ARTS GRANT FY 2018

LOCAL ARTS GRANT GUIDELINES

APPLICANT QUALIFICATIONS:

All applicants must be:

- A. Incorporated in the state of New Jersey as a non-profit corporation or have filed for incorporation in the state of New Jersey;
- B. Tax-exempt as determined by the Internal Revenue Service in accordance with IRS §605(c) or §501(c)3 or 501(c)4; or be pending tax exempt status (not required for Project grant applications);
- C. Located in Hunterdon County and primarily serving the constituency of Hunterdon County;
- D. In compliance with all pertinent state and federal regulations including, but not limited to, the following:
 - 1) Civil Rights Act of 1964 which bars discrimination based on race, color, national origin, sex and disability; and
 - 2) Fair Labor Standards Act; and
 - 3) Occupational Safety and Health Standards; and
 - 4) Section 504 of the Rehabilitation Act of 1973; and
 - 5) The Americans with Disabilities Act of 1990 (ADA) that requires all providers of public programs and services to ensure that those programs and services can be enjoyed by all citizens, including those with disabilities; and
 - 6) Title IX of the Educational Amendments of 1972; and
 - 7) The Drug-Free Workplace Act of 1988.

TYPES OF GRANTS:

Organizations are encouraged to note that (i) there is no set limit on the amount of funding that may be requested by an applicant, and (ii) awards are in the minimum amount of \$1,000. Applicants may apply in only one category of

grants. Funding is available for activities conducted between January 1 and December 31, 2018 in the following categories:

- A. **General Operating Support (GOS)**
Grants are available to support the overall operations of organizations whose mission is exclusively devoted to the arts.
 - 1) Requests can be up to 40% of the organization's annual expense budget.
 - 2) GOS grants must be matched one dollar for every dollar awarded; 50% of the match must be cash, 50% of the match may be in-kind.
 - 3) GOS applicants must submit a copy of their organization's most recent audit / financial statement with their grant application.
- B. **Project Grants** are available to support the costs of an arts-related project of the applicant that need not be an arts organization. The project, however, must be wholly dedicated to the arts and be a project or program open to the general public. Note that projects or activities which are normally part of the curriculum or extra-curricular activities of an educational organization are not eligible.
 - 1) Requests can be up to 50% of the project's expenses.
 - 2) Project grants must be matched one dollar for every dollar awarded. However, for organizations whose primary purpose is not the arts, Project grants must be matched two (2) dollars for every one (1) dollar awarded. Educational institutions must match the grant request in cash two (2) to one (1). In-kind contributions may not constitute a part of a projected match for educational institutions.

LOCAL ARTS GRANT RECIPIENT REQUIREMENTS:

All recipients of a Local Arts Grant must comply with the following:

- A. Upon notification of funding, execute an Agreement for Performance prepared by Hunterdon County Cultural & Heritage Commission (HCC&HC).
- B. Submit an Interim Report to HCC&HC no later than June 29, 2018 on a form supplied by the Commission.
- C. Submit a Final Report to HCC&HC no later than December 14, 2018 on a form supplied during the funding year by the Commission.
- D. Notify HCC&HC of any personnel changes in Board or staff (either volunteer or paid) that directly affect the administration of the Local Arts Grant during the funding year.
- E. Include the following statement in all publicity and public information, (including all advertising, posters, programs, press releases, newsletters, flyers, electronic/social media, tv and radio spots/interviews):

"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 funds administered by the Hunterdon County Cultural & Heritage Commission."
- F. Make available to HCC&HC two (2) complimentary tickets in order to allow Local Arts Grant Evaluation Panel members the opportunity to attend the recipient's performances / events. It is the recipient's responsibility to inform the Commission at least five (5) weeks in advance of all performances/events.

EVALUATION CRITERIA:

Applicants are evaluated based upon the following criteria:

- A. Artistic merit and innovation of the applicant, its program and/or special project;
- B. Ability of the applicant's staff (volunteer or professional) and Board to responsibly administer the organization and/or special project within the allotted time and budget;
- C. Demonstration of the applicant's sound financial planning and management of financial resources;
- D. Responsiveness to the needs of the community, including audience to be served;
- E. Outreach efforts to the culturally diverse, special constituency, and young (18 and under) audiences in Hunterdon County, particularly in the past calendar year; and
- F. Efforts to comply with ADA standards (see ADA Compliance section below).

INELIGIBLE REQUESTS:

Local Arts Grants cannot be awarded:

- A. To individual artists;
- B. To those organizations funded by the New Jersey State Council on the Arts or any other County Arts Agency;
- C. To pay administrative salaries (GOS applicants may use funds towards salaries);
- D. For capital improvements, projects or acquisitions, including the purchase of permanent equipment or works of art;
- E. For hospitality costs; refreshments; portajohns; or foreign or out of state travel;
- F. To replace deficits or funds normally budgeted for the requested program or project;
- G. For student publications; for scholarship funds, fellowships, or awards of any type;
- H. For the purpose of sub-granting to another organization; or
- I. For fundraising projects or events, dance or music recitals;

- J. For projects in educational or religious institutions that exclude non-students or non-congregational members;
- K. For projects that are primarily recreational, rehabilitative or therapeutic in nature;
- L. For payment of fees to grant writers;
- M. To organizations receiving funds from the County Special Projects Grant.

ADA COMPLIANCE:

Ensuring that the programming supported by the HCC&HC is available to the widest possible audience is a high priority. This includes access for people with disabilities. Accessibility includes the physical performance / exhibition space (whether owned, rented or free), programming, audience and audience development, marketing, sensitivity training for staff, and printed materials.

All grant applications must include an ADA Accessibility Checklist for compliance with the Americans with Disabilities Act (form available from the HCC&HC office or on the HCC&HC's website).

All printed materials must indicate ADA accessibility, and list all special services your organization provides, accompanied by the appropriate universally accepted symbol(s). If the venue has limited access, or is not completely ADA accessible, provide a phone number a patron may call to inquire about their specific needs and how you might assist them. (See Glossary for more information.)

EVALUATION PROCESS:

- A. All Local Arts Grant applications are reviewed by the Commission's staff for completeness and then forwarded to the HCC&HC's Local Arts Grant Evaluation Panel (Evaluation Panel) for review based upon the criteria stated in these Guidelines. The Evaluation Panel is comprised of independent arts panelists selected for their

experience with various artistic modalities and their knowledge of the workings of non-profit arts organizations. The Commission strives to select panelists with backgrounds that reflect the arts disciplines of the organizations whose applications they are going to review. The HCC&HC staff does not evaluate applications.

- B. The Evaluation Panel meets to review and assign a score to each application based upon how well the applicant meets the criteria stated in these Guidelines. The Evaluation Panel forwards applicant scores to the HCC&HC, which meets to discuss funding ranges and to determine specific award recommendations based upon the funds awarded to the HCC&HC by the New Jersey State Council on the Arts.
- C. The Funding Panel's recommendations are subsequently reviewed and voted upon by the full HCC&HC, and upon its approval, the re-grant awards are incorporated into the HCC&HC's LAP Grant contract with the New Jersey State Council on the Arts. No appeals will be entertained.
- D. All applicants are notified of funding decisions no later than February 2018 or after the HCC&HC's receipt of Performance Agreement from the NJSCA. Successful applicants will enter into a Performance Agreement with the Commission when the grant recipients are notified. The Performance Agreement includes a detailed Publicity Agreement, which grant recipients must promptly execute and return to the HCC&HC.

COMPLIANCE AND MONITORING

- A. Re-grantees receiving awards that differ from the amount originally requested must submit a revised project budget and plan (which will be included as part of a grant agreement) before award vouchers can be prepared.

B. Funding will be disbursed in three payments: an initial 50% payment, and two payments of 25%.

1.) The first payment will be forwarded to the recipient after the recipient's signed Performance Agreement and voucher have been received by HCC&HC.

2.) The second payment will be made sometime in August 2018 pending receipt and acceptance of the grant recipient's Interim Report by the HCC&HC.

3.) The final payment will be made upon receipt and approval of the final report. The Final Report includes a financial statement, attendance figures, and a narrative. The Final Report must show that the project was completed in good form, and include complete documentation (receipts, cancelled checks, etc.) for all organizational or project expenses. After receipt of an acceptable Final Report, a final payment of twenty-five percent (25%) of the award will be made.

4.) The final payment may be withheld or reduced if grant funds are not expended

based on the Performance Agreement. The HCC&HC and NJSCA must be credited in accordance with the credit/publicity guidelines. NOTE: Payments are subject to, and sent out by, the HCC&HC upon receipt of funding from NJSCA.

C. Funding to recipients is based on NJSCA's funding of the HCC&HC. If the actual amount provided to the Commission by NJSCA is less than originally awarded, an across the board formula established by the Funding Panel and approved by the HCC&HC will be implemented.

D. Local Arts Grants are highly competitive. An award for the current year does not guarantee that an organization will continue to be funded in subsequent years, nor does it guarantee that the amount awarded will remain unchanged in subsequent years. Each year, new organizations apply for funding and the amount received from NJSCA changes.

LOCAL ARTS GRANT FY 2018 APPLICATION CHECKLIST

NAME OF APPLICANT: _____

PLEASE READ THE FOLLOWING REQUIREMENTS CAREFULLY AND RESPOND FULLY. Incomplete information or a lack of responsiveness may impact the ability of the Evaluation Panel to adequately evaluate your application.

Checklist - Materials should be submitted in the order and format described below. Please complete and attach this checklist to the front of the original application. *Do not include Guidelines in your application packet.*

_____ **1. Application**.

_____ **2. Narrative** - complete the questions included in the narrative (limit: 3 pages) section. Answer the questions completely, and within your answers, provide a description of how the applicant satisfies each item of the Evaluation Criteria section of the Local Arts Grant Guidelines.

_____ **3. ADA Self-Assessment**

_____ **4. Finance Charts - Income & Expenses** (see pages 10, 11 & 12 attached) & related information
Complete financial information for the applicant for the three years requested. The first column is the *actual* figures from the last completed funding year; the second column refers to the *current* funding year budget; and the third column is the *budgeted* figures for the grant period (1/1/18 through 12/31/18).

GOS APPLICANTS MUST SUBMIT ONE (1) COPY OF THEIR MOST RECENT AUDIT OR FINANCIAL STATEMENT, AND FILL OUT PAGE 10 (and 12 as necessary):

PROJECT SUPPORT APPLICANTS MUST FILL OUT PAGE 10, 11 (and 12 as necessary).

ALL APPLICANTS: you may include a Financial Narrative to briefly explain:

- (a) any significant changes in income or expenses from the last fiscal year;
- (b) any deficit and how the deficit is being addressed;
- (c) how any surplus is to be used, or indicate any organizational policy with respect to a surplus; and
- (d) any other comments/clarifications.

_____ **5. Proposed Calendar of Activities & Events** (see Page 13) - for the grant period (1/1/18 - 12/31/18).

_____ **6. Not-for-Profit Status** - Provide a copy of the applicant's letter from the Internal Revenue Service conferring not-for-profit status (Government organizations excepted; not required for Project grants).

_____ **7. List of Board of Trustees and Officers** – Include names, emails, addresses, and officer positions.

_____ **8. List of Staff** – State if the applicant's staff is paid/ volunteer. Include brief résumés for key personnel.

_____ **9. List of Artists/Actors/Vocalists/Performers/Musicians/Dancers/Directors/Writers, Paid or Unpaid** Include the following information: (a) Artist Name; (b) Discipline; (c) Part/full time; (d) Hours worked during the grant period (1/1/18 thru 12/31/18); and (e) Résumés for key artistic personnel.

_____ **10. Completed ADA Accessibility Checklist** (p.19-21)– Must be signed by applicant's board president.

_____ **11. Authorization and Certification page** (see p. 14)– Must be signed by applicant's board president.

_____ **12. Video/Audio Support Materials** – OPTIONAL. Include, if possible, any CD's or DVD's of your performances/ productions. Limit support materials to five items per grant copy.

_____ **13. Grant Application Copies** - Submit one original and an additional five (5) copies of the application and all attachments.

**LOCAL ARTS GRANT FY 2018
NARRATIVE**

Please answer the following questions as fully as possible, not to exceed (3) three pages total for the entire narrative section.

1. Organization

- a. Provide a brief organizational history. Describe what needs your organization fills in the community.
- b. Describe your organization's programs and activities, and any unique characteristics. If you are not an arts organization, provide a brief history of your previous arts programs and activities and tell how they related to your mission.

2. Funding - Describe the objective/purpose for which you seek support.

3. Audience

- a. Is the project/organization targeted for a specific audience?
- b. Describe the audience to be targeted and served, including total projected number of persons and composition.

4. Diversity - What steps will you take to include diverse communities in your audience? (Persons with mental/physical disabilities, children at risk, prisoners, students, minorities, older adults, children, economically disadvantaged people, tourists, artists, etc.)?

5. Marketing - How will you get the word out about your organization/project? Please be specific.

6. Administration

Resumes for key individuals (including staff, outside consultants, performers, or contracted individuals) must be included with support materials.

- a. How is your organization administered/ will it administer the project?
- b. Describe key individuals participating (see Checklist, items #8 and #9).

7. Institutional Collaboration - What other organizations do you partner with, or plan to work with this year? Please describe. (if none, please state your rationale.)

8. Institutional Stability - How are you planning to stay sustainable and in business for the future?

**LOCAL ARTS GRANT FY 2018
ORGANIZATIONAL FINANCE CHART - ALL APPLICANTS (GOS & PROJECT)**

NAME OF APPLICANT: _____

Please complete the following financial chart (fill in ALL blanks with a number or a "0") using the downloadable Excel version.

INCOME – ANNUAL BUDGET	1/01/16 - 12/31/16 Actual Budget	1/01/17 - 12/31/17 Current Budget	1/01/18 - 12/31/18 Projected Budget
A. CONTRIBUTED INCOME			
Corporation Support & Business Support			
Foundation Support			
Government (other than Local Arts Grant Award)			
Memberships, Individual Donations & Other Private Sources			
LOCAL ARTS GRANT AWARD			
B. EARNED INCOME			
Admissions/Subscriptions			
Other (include sales and all investment income to be spent) (Note: itemize on page 12, Section 5A if over 10% of Total Cash Income)			
Contracted Services			
C. TOTAL CASH INCOME			
EXPENSES – ANNUAL BUDGET			
D. PERSONNEL			
Staff Salaries			
Artist Fees			
Technical/Production Personnel Fees			
E. OTHER OPERATING EXPENSES			
Space Rental & Mortgage Payments			
Administrative Expenses (phone, postage, supplies, insurance, marketing, facility maintenance, etc.)			
Technical Production (non-personnel)			
Other (Note: itemize on page 12, Section 5B if over 10% of Total)			
F. TOTAL CASH EXPENSES			
Total Annual (Deficit)/Surplus - (C minus F)			
Accumulated Cash in Reserve/(Deficit)			

An Excel version of this form is available with built-in formulas for your convenience.

Authorized Signature of Board

Date

LOCAL ARTS GRANT FY 2018
FINANCE CHART for PROJECT APPLICANTS (include only figures for the specific project)

NAME OF APPLICANT: _____

Please complete the following financial chart (fill in ALL blanks with a number or a "0") using the downloadable Excel version.

PROJECT INCOME	1/01/16 12/31/16 Actual Budget	1/01/17 12/31/17 Current Budget	1/01/18 12/31/18 Projected Budget
A. CONTRIBUTED INCOME			
Corporation Support & Business Support			
Foundation Support			
Government (other than Local Arts Grant Award)			
Memberships, Individual Donations & Other Private Sources			
LOCAL ARTS GRANT AWARD			
B. EARNED INCOME			
Admissions/Subscriptions			
Other (include sales and all investment income to be spent) (Note: itemize on page 12, Section 5A if over 10% of Total Cash Income)			
Contracted Services			
C. TOTAL CASH INCOME			
PROJECT EXPENSES			
D. PERSONNEL			
Staff Salaries			
Artist Fees			
Technical/Production Personnel Fees			
E. OTHER OPERATING EXPENSES			
Space Rental & Mortgage Payments			
Administrative Expenses (phone, postage, supplies, insurance, marketing, facility maintenance, etc.)			
Technical Production (non-personnel)			
Other (Note: itemize on page 12, Section 5B if over 10% of Total)			
F. TOTAL CASH EXPENSES			
Total Annual (Deficit)/Surplus - (C minus F)			
Accumulated Cash in Reserve/(Deficit)			

An Excel version of this form is available with built-in formulas for your convenience.

 Authorized Signature of Board

 Date

LOCAL ARTS GRANT FY 2018

NAME OF APPLICANT: _____

ORGANIZATION GENERAL OPERATING Finance Chart – Grant Period Jan. 1, 2018–December 31, 2018

Section 5A: ITEMIZED OTHER EARNED INCOME	
TOTAL OTHER EARNED INCOME	

Section 5B: ITEMIZED OTHER OPERATING EXPENSES	
TOTAL OTHER OPERATING EXPENSES	

PROJECT SUPPORT Finance Chart – Grant Period January 1, 2018 – December 31, 2018

Section 5A: ITEMIZED OTHER EARNED INCOME	
TOTAL OTHER EARNED INCOME	

Section 5B: ITEMIZED OTHER OPERATING EXPENSES	
TOTAL OTHER OPERATING EXPENSES	

**LOCAL ARTS GRANT FY 2018
PROPOSED CALENDAR OF ACTIVITIES & EVENTS
JANUARY 1, 2018 to DECEMBER 31, 2018**

NAME OF APPLICANT: _____

CONTACT PERSON FOR TICKETS: _____

CONTACT DAYTIME PHONE #: _____

CONTACT E-MAIL ADDRESS: _____

The applicant should make two (2) complimentary tickets for each activity available for the Hunterdon County Cultural & Heritage Commission for this purpose. **NOTE** that, in lieu of sending tickets to the Commission as in past years, tickets may be left at the box office/sign in area for each activity.

Please indicate (a) date of event; (b) type of event (e.g. concert, play, dance); and (c) location of event. The Commission understands that the applicant may not have made final selections or have firm dates for its activities. If that is the case, indicate the date/month ranges and generic titles (November-Fall Concert-Frenchtown, for example). If the applicant is applying for a Project Grant, list only activities and events pertinent to the Project. It is the applicant's responsibility to inform the Commission of all upcoming events/performances at least **five (5) weeks** in advance, as well as any changes to this *Proposed Calendar*.

Date(s)

Event

Location (town)

**LOCAL ARTS GRANT FY 2018
AUTHORIZATION AND CERTIFICATION OF ACCURACY AND TRUTHFULNESS:**

I understand that the preceding thirteen pages and the Attachments indicated on the application checklist constitute this application, which, should I be granted an award, will become an addendum to a grant agreement which I will be required to enter into with the Hunterdon County Cultural & Heritage Commission prior to release of grant funds.

I certify by virtue of my signature that all statements and financial information provided in this application are true and correct to the best of my knowledge, that all proposed expenditures and matching funds are a fair representation of our intended budget, and I hereby release the Board of Chosen Freeholders of the County of Hunterdon and the Hunterdon County Cultural & Heritage Commission, their 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 Hunterdon County Local Arts Grant Program will be used exclusively for the purpose set forth in this application, and that I will notify the Hunterdon County Cultural & Heritage Commission immediately in the event my organization receives funding directly from the New Jersey State Council on the Arts during the same grant period.

I understand and agree that the financial and programmatic records, supporting documents, statistical records and all other records pertinent to the grant must be retained for a period of three years.

I understand and agree that submission of an application signifies intention to comply with Title VI of the Civil Rights Act of 1964 (PL 88-352), with Fair 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, Drug-Free Workplace Act of 1988 and Occupational Safety and Health Standards.

Chief Administrative Officer's Signature

Date

Print Name & Title

**Return Complete Original Application and Required Attachments PLUS 5 Copies
(See Guidelines for complete details.)**

Mail to:

HCC&HC, PO Box 2900, Flemington, NJ 08822-2900

Hand-deliver to: The HCC&HC office is located at the Route 12 County Complex, Building #1, Suite 140, Flemington. Call 908-237-2010 to verify that the office is open.

Applications must be RECEIVED (not postmarked) by 3:00 p.m. Friday, October 27, 2017.

Late proposals will not be considered.

RECORDS RETENTION

The financial and programmatic records, supporting documents, statistical records and all other records pertinent to the grant must be retained for a period of three years.

IMPORTANT DATES

August 2017	County notified of NJSCA LAP Grant award.
September 2017	Grant applications are available on-line, and at the HCC&HC office.
October 27, 2017	Grant applications <u>must be received</u> (not postmarked) at the HCC&HC by 3:00 PM. Applications will <u>not</u> be accepted by FAX or e-mail.
November, 2017	Grant Review Panel meets to review applications and interview applicants.
December 2017	Grant Review Panel recommendations are submitted for full Commission approval of awards.
January 2018	Commission recommends awards to Board of Chosen Freeholders for consideration and Resolution. Re-grantees are notified of exact award amount. Awards are made public. <u>Re-grantees sign and return Agreement for Performance, including a Publicity Agreement</u> , mailed to re-grantees with grant award notification. Included with the Publicity Agreement will be mechanicals for use on all printed materials giving credit for funding to NJSCA/HCC&HC and a Publicity Release Form you may photocopy as needed.
December 2017/January 2018	Vouchers are sent to re-grantees to <u>sign and return</u> to HCC&HC.
February/March 2018*	First payment (50% of total award) is released to re-grantees.
June 29, 2018	Interim Reports due from re-grantees.
August/September, 2018	Interim payment (25% of total award) is released to re-grantees after acceptance of the Interim Report.
December 14, 2018	Final Reports <u>must be received</u> (not postmarked) at the HCC&HC by 3:00 PM. Final Reports will <u>not</u> be accepted by FAX or e-mail.
February/March 2019*	Final payment (25% of total award) is released to re-grantees after approval of the Final Report. The Hunterdon County Cultural & Heritage Commission may request additional or corrected information before accepting a Final Report and releasing the final payment. Project grant recipients may file a Final Report as soon as their projects are completed, if prior to December 14, 2018, provided all contracts have been executed in good order.

***PLEASE NOTE** As the County of Hunterdon has no control over when the State of New Jersey processes payments, these dates are subject to change.

GLOSSARY OF TERMS

ADMISSIONS - Funds generated through the sale of tickets or other admission.

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 and will be used towards general operating or project costs or to underwrite overall budget.

AUTHORIZING OFFICIAL - Person with authority to legally obligate applicant.

CAPITAL EXPENSES - Capital expenses (acquisition or improvement of fixed assets, including the construction of structures and work such as roofing, replacement of gutters, windows, doors, and the removal or addition of interior walls, and major landscaping projects; and purchases of equipment having a life expectancy of greater than three years) may be used as part of your match, however, grant funds cannot be used for capital purchases.

CASH MATCH – see Matching Requirements.

CONTACT PERSON - Person to contact for additional information about the application; the person with immediate responsibility for the project.

CONTRACTED SERVICES INCOME - Services sold to another organization for their fund-raising purposes are included in this category.

CORPORATE SUPPORT - Cash support from corporations.

EMERGING ARTS ORGANIZATIONS - Organizations in the initial stages of development, having a newly incorporated body; a limited, if any professional staff that is paid; a limited budget; limited programs and activities/services; no long-range plans; unproven in fiscal and managerial worth; and an undeveloped board and staff.

FOUNDATION SUPPORT - Cash support from grants/donations by private foundations.

GOVERNMENT SUPPORT - Funds received from a governmental agency (excluding this grant request). Identified as "L" for local (HCC&HC Special Projects awards are to be included in this category), "S" for State, and "F" for Federal.

IN-KIND CONTRIBUTIONS - Value of materials or services (for Project applicant contribution(s), must be specifically identified with the project) provided to applicant by volunteers or outside parties at no cash cost to applicant. Materials or services should be valued at "market value" or "market rate." See Matching Requirements.

MARKETING - Costs for marketing/publicity/promotion specifically identified within the request. Do not include payments to individuals or firms that belong under "Personnel" or "Other Fees and Services." Include costs of newspaper, radio, and television advertising; printing and mailing brochures; fliers and posters; and space rental when directly connected to promotion, publicity or advertising.

MATCHING REQUIREMENTS, ALL CATEGORIES - The amount requested for GOS Re-grants must be matched equally by the applicant from any outside sources, such as ticket sales, other grants, donations, fundraisers or memberships, etc. 50% of the match must be in cash; 50% of the match may be "in-kind". Example: An applicant requesting \$5,000 must match the awarded funds with its own \$5,000; 50% of the applicant's match (\$2,500) may be "in-kind" goods or services, while the other 50% of the applicant's match must be cash. The total value of the request is \$10,000, of which \$7,500 will be cash. See guidelines for details.

GLOSSARY OF TERMS, continued

MINORITY - Refers to the following racial and ethnic categories: American Indian, Alaskan Native, Asian or Pacific Islander, Black (not of Hispanic origin), Hispanic or Latino. (See "Special Constituency.")

NEW SOURCES OF MONEY - Individuals, corporations, foundations, etc. that have not previously contributed to your organization.

OFFICE/OPERATING EXPENSES - Non-salary office expenses not entered in other categories and specifically identified with the project, including: scripts/scores, sets/props, equipment rental, lumber/nails, utilities, telephone/telegraph/internet access, storage, postage, photographic supplies, reproduction/Xerox, publication purchases, interest charges, insurance, fund-raising, trucking, shipping / hauling not entered under "Travel."

OUTSIDE FEES/SERVICES: ARTISTIC - Payment 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. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film-makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

OUTSIDE FEES/SERVICES: OTHER - Payment to firms or persons for non-artistic services or 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.

PERSONNEL: ADMINISTRATIVE - Salaries, wages, fees, and benefits (for Projects, specifically identified with the Project) for executive and supervisory administrative staff, fund-raisers; 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 - Salaries and wages (for Projects, specifically identified with the Project) for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film-makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc.

PERSONNEL: TECHNICAL/PRODUCTION - Payments for salaries and wages (for Projects, specifically identified with the Project), for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage-hands, video and film technicians, expert preparers and installers.

PERSONS WITH DISABILITIES - Persons who have visual, hearing, mobility or learning disabilities or life-threatening illnesses.

PRIVATE SUPPORT - Cash support from the general public, memberships and small businesses.

RENTALS - Anything that the organization rents for its arts programming: lights, sound system, space, etc.

SALES - Money generated by selling goods or services.

SPACE RENTAL - Payments specifically identified with the project for rental of office, rehearsal, theatre, hall, gallery, and other such spaces.

SPECIAL CONSTITUENCY - Persons with disabilities, senior citizens, children, rural populations, persons confined to residential care facilities, economically disadvantaged, and minority populations.

GLOSSARY OF TERMS, continued

TRAVEL/TRANSPORTATION – (current County mileage allowance is \$.40 per mile) Expenses directly related to the travel of an individual or individuals specifically identified with the project. For transportation not connected with travel of personnel, see “Remaining Operating Expenses.” Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage at the current rate, allowances on personal vehicles, car rental costs, etc.

UNIVERSAL ACCESSIBILITY SYMBOLS

It is highly recommended that your organization consult the “*ADA Self-Assessment Survey and Planning Tool*” available from <https://njtheatrealliance.org/cultural-access-network-project>



This symbol means the organization complies with all the following architectural features:

- Accessible private parking or valet service (Parking situations vary tremendously. At minimum, an organization has to have the required ratio of disabled-designated parking spaces in a privately controlled lot.)
- An accessible route from the parking area to the accessible building entrance
- An accessible entrance to the primary function
- An accessible bathroom
- Provisions for wheelchair seating



This symbol means the organization has an Assistive Listening System (either Infrared, FM, or Induction Loop) in its assembly area.



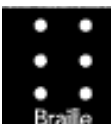
This symbol means the organization offers sign-interpretation for select performances. In some cases, sign interpretation will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers open or closed captioning for select performances. Please note: In some cases, captioning will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers audio description for select performances. Please note: In some cases, audio description will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers Braille programs. Please note: in some cases, Braille materials will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers Large Print programs. Please note: In some cases, Large Print materials will only be provided if requested within a designated period of time prior to the event.

**New Jersey State Council on the Arts
PROJECT CHECKLIST FOR ACCESSIBILITY (ADA)**

To be completed and submitted by Local Arts Program applicants. Evidence of information contrary to what is presented on this Checklist could result in rescission of any grant award. See Guidelines/Glossary for further information.

This checklist covers only very basic accessibility issues and ADA (Americans with Disabilities Act) requirements for this project. A comprehensive self-assessment is recommended for an organization to better understand its full obligations under the law. A self-assessment survey tool has been developed by the Cultural Access Network of NJ, a joint project of the NJ Theatre Alliance and the NJ State Council on the Arts. You may download a copy at: <https://nitheatrealiance.org/accessibility/self-assessment> .

Throughout the checklist reference is made to sections of the self-assessment survey tool, where applicants can find very specific, helpful information about the various issues addressed in this checklist, such as the full facility guidelines, information on programmatic accommodations, sample non-discrimination policies, methods for training personnel, and sample grievance procedures. Most issues of compliance, such as adopting a non-discrimination policy or grievance procedure, or providing sensitivity training to personnel can be quickly and easily accomplished with the resources provided in the self-assessment survey tool.

Organization Name:

Project Description:

Facilities: Your organization is legally responsible for the facility in which you choose to present your project, regardless of whether you own it, rent it, or use it rent-free. **(SEE NJ ARTS ACCESS SELF-ASSESSMENT SURVEY – FACILITIES SECTION)**

The facility(ies) we will use for this project is accessible to people with disabilities. We can assure this because:

- Our organization conducted a comprehensive survey of the facility(ies)
 - A qualified architect or other professional conducted a comprehensive survey of the facility(ies)
 - We have received a completed physical assessment from the venue we are renting/borrowing, which indicates the site is accessible
 - Other – explain: _____
-

ADA Project Checklist – page 2

The facility(ies) we will use for this project is not currently accessible, however we/the rented venue offer the following reasonable accommodations and we/the rented venue have an adequate ADA plan to make the facility accessible in a reasonable timeframe.

Describe accommodations:

Programmatic Accommodations/Marketing:

Our organization will convey in all materials promoting the event that we will provide the following programmatic accommodations (see Glossary for information on accommodations below). **(SEE ALSO SELF-ASSESSMENT SURVEY – EFFECTIVE COMMUNICATION AND PROGRAMS & SERVICES SECTIONS.):**

Accommodation	Check if you will provide accommodation or service without prior request	Check if you will provide accommodation upon request. If so, include length of advance notice required	Note "NA" if not applicable for this type of project or artform
Assistive Listening System	<input type="checkbox"/>	<input type="checkbox"/>	
Sign Interpretation	<input type="checkbox"/>	<input type="checkbox"/>	
Audio Description	<input type="checkbox"/>	<input type="checkbox"/>	
Open captioning	<input type="checkbox"/>	<input type="checkbox"/>	
Tactile exhibits	<input type="checkbox"/>	<input type="checkbox"/>	
Braille publications	<input type="checkbox"/>	<input type="checkbox"/>	
Large Print publications	<input type="checkbox"/>	<input type="checkbox"/>	
Publications on audio cassette	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	

Has your organization budgeted to provide for programmatic and service access accommodations for this project? *(Note: You may use NJSCA funds for cost of accommodations, except those related to facility renovation/construction or purchase of equipment.)*

yes no. If no, please explain why budgeting is not required.

Employment:

Does your organization have a board-approved policy that states it will not discriminate against potential staff, volunteers, artists or others due to a disability in the engagement for services

(SEE SELF-ASSESSMENT SURVEY – MANAGEMENT PRACTICES SECTION/EMPLOYMENT).

yes no

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Sensitivity Training:

Have/will key project personnel having contact with the public in conjunction with this project been/be provided with appropriate information/training in disability awareness and service to audiences with disabilities? **(SEE NJ ARTS ACCESS SELF-ASSESSMENT SURVEY – MANAGEMENT PRACTICES SECTION/ POLICIES.)**

yes no

Grievance Procedure:

Our organization has a procedure for addressing grievances or complaints in regard to accessibility for people with disabilities. **(SEE SELF-ASSESSMENT SURVEY – MANAGEMENT PRACTICES SECTION/GRIEVANCE PROCEDURE AND APPENDIX FOR SAMPLE GRIEVANCE PROCEDURES.)**

Name/Title of your organization’s designated Access Coordinator:

We certify to that to the best of our knowledge the information provided on this checklist is true and accurate. We understand that in accepting any grant funds from the New Jersey State Council on the Arts our organization must be in full compliance with all pertinent federal and state laws and regulations including the Americans with Disabilities Act and, if accepting a grant including federal funds, Section 504 of the Rehabilitation Act of 1973.

Authorizing Official’s Signature

Board Representative’s Signature

Print name

Print name

Title

Date

Office

Date

GUIDELINES/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 of NJ, a joint project of the NJ Theatre Alliance and the NJ State Council on the Arts. You may download a copy at this address: <https://njtheatrealliance.org/accessibility/self-assessment> .

ADA Project Checklist – page 5

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 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.

ADA Project Checklist – page 6

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

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

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

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

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

Grievance Procedure – A board-approved procedure that clearly identifies how a patron should file a complaint. The procedure should also clearly identify the criteria for judgement 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.