



COUNTY SPECIAL PROJECT & MINI-GRANT GUIDELINES

Funding Period: March 1 - December 31, 2018
Application Deadline: Monday, February 5, 2018, 3pm

Availability of Funds: June 2018 (or after County Budget is approved)

Final Report Deadline: Monday, January 7, 2019, 3pm

Failure to file a Final Report by the due date may result in the rescission of all or part of the grant award.
No Application or Final Report extensions will be given.

Mailing Address: HCC&HC, PO Box 2900, Flemington, NJ 08822

Mini-Grant Applicants

Up to five grants of \$500 will be awarded.

Special Project Grant guidelines, terms and conditions apply, *with two exceptions:*

- 1) Individuals are not eligible to apply for MiniGrants
- 2) A Final Report must be filed within 30 days of award expenditure

Use Mini-Grant Application and Special Project Final Report forms.

Special Projects, Local Arts Program, and County History Partnership Program Grant applicants are ineligible for Mini-Grants.

Guidelines, Applications, and Final Report Forms may be downloaded from:
www.co.hunterdon.nj.us/depts/c&h

Applications and final reports must be submitted in hard copy. Applications and final reports submitted electronically or via fax will not be accepted.

The HCC&HC office is ADA accessible. To confirm your accessibility needs are met or if you need special accommodations in filing a HCC&HC grant application, call 908-237-2010.

Large
Print

**CALL (908) 237-2010 TO REQUEST
LARGE PRINT APPLICATIONS, GUIDELINES, AND
FINAL REPORT FORMS.**

Introduction

Thank you for your interest in the Hunterdon County's Special Project grant program. The Commission is the organization charged by the county to recommend and administer programs to increase the visibility and impact of local and county history, the arts, culture, goals and traditions of the community. It serves as an advisory agency to the Board of Chosen Freeholders and seeks available government funds to develop and support the arts, historic and cultural programs.

Special Project Grant Policy

Special Project Grants are awarded for discrete, specific programs, projects or activities (not general operating support). Applicants requesting funding under this program are ineligible for other grant programs administered by the Commission (LAP, CHPP) within the same calendar year.

Special Project Grant Award Goals and Objectives

The goals and objectives of the Special Project grant awards include, but are not limited to:

- Developing and supporting accessible programs and projects that promote interest in local history and the arts to a broad range of Hunterdon County residents
- Developing audiences and organizational memberships; removing cultural, economic, geographical, intellectual and physical barriers to participation by all persons in all cultural activities
- Advancing and encouraging self-sufficiency and professional growth of individuals and organizations involved in history, and all facets of the world of art, music and dance
 - Building community collaborations and partnerships
 - Broadening, deepening, and diversifying the audience for arts and history in Hunterdon County

Eligible Applicants

Hunterdon County not-for-profit arts, cultural, historical/preservation organizations, associations, committees, commissions, societies and individuals are invited to apply.

Ineligible Applicants

Ineligible applicants include departments, agencies, boards, commissions and committees of county and/or municipal government; municipal governments; county and branch libraries; and schools. Special Projects Grant applicants are ineligible to apply for a Mini-Grant in the same calendar year, or to apply for any other grant program administered by the HCC&HC (Local Arts Program, County History Partnership Program) in the same calendar year, or if they have an incomplete Special Project Grant more than one year old. Please call the HCC&HC office (908-237-2010) if you wish to discuss your eligibility or proposed project.

Application Review

Awards are highly competitive. Reviewers are selected by the Commission to carefully evaluate each application. These reviewers may come from outside of Hunterdon County. It is essential that the written grant application should present a clear picture of the organization, finances, and program or project for which funding is requested.

Criteria for Judging Applications

- Significance, originality and cultural merit
- Demonstrated financial need
- Prospect for public use or benefit by Hunterdon County residents
- Likelihood of successful completion
- Applicant contribution (**a dollar-for-dollar cash and/or in-kind match is required**)
- Demonstrated commitment to advancing the arts / history in Hunterdon County
- Demonstrated fiscal responsibility
- Applications made by organizations/individuals not in current compliance with the Commission's terms and conditions governing grants will not be considered.

Ineligible Use of Grant Funds

- Administrative costs or general operating expenses, other than for the proposed program or project
- Payment/fees for grant writers
- Hospitality costs
- General administrative salaries/wages/fringe benefits of staff or board members
- Projects that are primarily recreational and do not promote the grant program goals and objectives
- Scholarship funds/awards
- Previous program deficits
- Foreign travel
- Work that is underway or has already taken place
- Construction/capital repairs
- Projects in educational/religious institutions that exclude non-students or non-congregational members

Terms and Conditions Governing Grants

1. All recipients of grants must comply with the following federal regulations:
(Details available on-line, keywords indicated below, or at the library.)
 - Title VI Statute of the 1964 Civil Rights Act;
 - Fair Labor Standards Act;
 - Occupational Safety and Health Standards;
 - Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990;
 - Title IX of the Education Amendments of 1972;
 - Drug-Free Workplace Act of 1988.
2. The Commission reserves the right to monitor and evaluate all funded projects.
3. All grantees receiving over \$2,000 must demonstrate a countywide benefit as a result of the grant.
4. A Final Report must be submitted to the Hunterdon County Cultural & Heritage Commission no later than **3:00 PM January 7, 2019**. Failure to file a Final Report in a timely manner may result in the rescission of all or part of the grant award. See Final Report Requirements below.
5. All funds are subject to audit; the grantee must maintain all financial records, and all substantiating documentation for a three-year period.
6. Grantees shall give the Hunterdon County Cultural & Heritage Commission credit in all publicity; a publicity agreement form must be signed by all grantees prior to release of grant funds. Failure to abide by the publicity agreement may result in grant suspension or termination and the rescission of all or part of the grant award.

Publicity Requirements

1. Credit: The language used when crediting the Hunterdon County Cultural & Heritage Commission should read as follows:

"Funding made possible in part by the Hunterdon County Board of Chosen Freeholders, through funds administered by the Cultural & Heritage Commission."

Grantees shall give credit to the Hunterdon County Cultural & Heritage Commission in all printed materials, releases and announcements of the grantee regarding all activities to which granted funds contribute. This also applies to promotional appearances on television and radio by representatives of the grantee organization. In the case of electronic media, verbal credit must be given at least once during a broadcast to acknowledge the support the grantee has received from the Hunterdon County Cultural & Heritage Commission to its overall operation.

2. **Print Advertising:** Credit must be given to the Hunterdon County Cultural & Heritage Commission in all print advertising that is ten (10) column inches or larger, and broadcast advertising 60 seconds in length or longer. Any advertising, regardless of size or length, placed by a grantee that credits a specific funding source must also acknowledge the Hunterdon County Cultural & Heritage Commission.
3. **Programs:** Programs and/or playbills printed by a grantee must credit the Hunterdon County Cultural & Heritage Commission on the title page in a type size not smaller than 7 pt.
4. **ADA Accessibility Notice and Icon Requirements:**
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 plan to provide assistance. (See Glossary for more information.)

Final Report Requirements

- Grantees must be entirely accountable for the receipt, handling and expenditure of grant funds solely for the purposes specified in the award.
- A comprehensive financial management system is required, as are provisions for a clear audit trail of HCC&HC funds.
- A separate and discrete internal bookkeeping account evidencing all deposits, withdrawals by name and date and all transfers in and out of that account is essential.

Throughout the grant year, keep a record of:

- Cash matches, income, sales, admissions and donations.
- All expenses. Keep all receipts, invoices, and cancelled checks.
- In-Kind matches and donations. Time sheets to record volunteer hours and statements of the value of donated goods and services must be kept updated and on file.
- The date and number of events, performances, exhibitions, fairs, readings, demonstrations, workshops, classes, festivals, rehearsals, pro-active arts activities and meetings.
- Organizational collaborations and community partnerships
- Number of persons attending, participating, and benefiting. Please see P. 12 of the application for attendance categories desired.
- Number of professional artists employed.
- Number of members involved (for membership organizations.)
- Number of minority artists involved; from attendance records estimate the number attending and benefiting: African-American, Hispanic/Latino, Native American/Alaskan, or Asian-American/Pacific Islander heritage.
- Number of out-of-county persons benefiting (ask for zip codes at admission “for your grant statistics”)

Throughout the grant year, keep a copy of:

- Newspaper clippings and online articles/media releases about your event(s) or organization, including date and name of publication
- 2 photographs that document how your organizations activities are benefiting New Jersey, its residents and/or artists. These photographs must be accompanied with approvals and releases that will allow the HCC&HC to publish the images at its discretion. Please take care to provide high quality prints or digital photos (400x600dpi). A release form, which you may photocopy as needed, will be mailed with notification of the grant award amount.
- This information and copies of media coverage will be required in your final report, and needed as support material for future grant applications.

Report Extensions

Failure to file a Final Report in a timely manner may result in the rescission of all or part of the grant. Final Report extensions will not be given. **Final Reports are due by 3:00pm, January 7, 2019.**

Project Extension

If the project cannot be completed by **December 31, 2018**, the grantee is required to submit a written request for an extension by 3:00pm, **November 19, 2018**. Extension requests are subject to approval by the Commission. Provide the reason the extension is requested and the date to which the deadline is requested to be extended. If approved, the Final Report will be due 10 business days after the approved extension date. *This is the only exception to the final report filing deadline.*

GLOSSARY OF TERMS

Capital Expenditures/Purchases: Physical assets / items having a useful life of three (3) years or more and a cost of at least \$3,000. Acquisition or improvement of fixed assets, including the construction of structures and work such as roofing, replacement of gutters, windows, doors; the removal or addition of interior walls, and major landscaping projects; also 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 Expenditure: A cash contribution is something for which you pay. For example, if you mail 1,000 flyers to advertise a lecture series at the bulk postage rate of \$.167 per flyer (a total of \$167), and the cash you use to pay the postage comes from your pocket or your organization's budget, that is a cash contribution toward matching. If your agency's director earns \$20,000 per year and is expected to spend 20 percent of his or her time on your project during the year, you may use 20 percent of that salary (\$4,000) as a cash match. Likewise for an administrative assistant, etc.

In-Kind Contribution: The value of donated goods or services or of waived fees. For example, if the owner of a meeting hall waives his usual rental of \$500 for your conference, that is an in-kind contribution of \$500 toward your match. (However, if your organization actually pays the \$500 rental, that is a cash match.) Finally, if five members of your organization (other than board members) volunteer 25 hours each, you may value that time using the value set by Independent Sector, a coalition of charities, foundations, corporations, and individuals that publishes research important to nonprofit organizations. <https://www.independentsector.org/>

Salary/Wages: A fixed compensation periodically paid to a person for regular work or services; money paid for work or services by the hour, day or week.

Fringe Benefits: Benefits received by employees in addition to their regular pay (the value of paid sick and vacation leave, the employer's contribution to unemployment and workman's compensation, etc. Their combined value is usually shown as a percentage of the employee's annual salary. For the state government, this value is 24 percent of base pay.

Maintenance: Costs of food, lodging, and gratuities for persons carrying out a project away from home (staff research, speakers brought in from a distance, etc.)

Outside Fees / Services – Consultant's Fees and Honoraria: Payments to firms or individuals hired for a specific purpose (a fee paid to a lecturer, editor, conservator, jurist, etc.) Note: Credentials must be provided with application.

Travel/Transportation: Expenses directly related to the travel of an individual or individuals specifically identified with the project. For transportation not connected with travel of personnel, itemize under "Other misc." Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage @ **\$.40 per mile**, allowances on personal vehicles, car rental costs, etc.

UNIVERSAL ACCESSIBILITY SYMBOLS



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.

It is highly recommended that your organization considers completing the “ADA Self-Assessment Survey and Planning Tool.”

<https://njtheatrealliance.org/accessibility/self-assessment> .

BALANCE SHEET SAMPLE

**THE XYZ ORGANIZATION
PO BOX 1111
FLEMINGTON, NJ 08822**

**BALANCE SHEET
Fiscal Year Ending June 30, 2017**

CURRENT ASSETS

Cash	\$20,000.00	
Accounts Receivable	<u>1,200.00</u>	
Total Current Assets		\$21,200.00

CURRENT LIABILITIES

Accounts Payable	\$ 1,000.00	
Scholarship Fund	500.00	
Prepaid tickets, 2016/17 fundraiser	700.00	
Prepaid donations, 2016/17 season	4,000.00	
Funds reserved for 1 st summer concert and expanded 2016/17 concert season	<u>15,000.00</u>	
Total Current Liabilities		\$21,200.00

FINANCIAL STATEMENT SAMPLE

THE XYZ ORGANIZATION
PO BOX 1111
FLEMINGTON, NJ 08822

FINANCIAL STATEMENT SAMPLE
Fiscal Year Ending June 30, 2017

RECEIVABLES

Fundraiser	\$ 5,000.00	
Donations	3,500.00	
Advertisements	1,500.00	
Grants	3,000.00	
Season subscriptions	5,000.00	
Ticket sales	5,000.00	
Interest	<u>150.00</u>	
Total Income	\$23,150.00	\$23,150.00

PAYABLES

Music	\$ 1,500.00	
Musicians	10,500.00	
Dues	500.00	
Printing	1,150.00	
Postage	800.00	
Publicity	500.00	
Rent	1,200.00	
Fundraiser expense	1,000.00	
Misc. other	<u>250.00</u>	
Subtotal – Payables	\$17,400.00	\$17,400.00

Expenses paid after close of season:

Taping	\$ 125.00	
Conductor fee	1,200.00	
Printing	50.00	
Music	200.00	
Rent	<u>300.00</u>	
Subtotal - Payables	\$ 1,875.00	<u>\$1,875.00</u>

Total Expenses	<u>\$19,275.00</u>	<u>\$19,275.00</u>
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BALANCE		<u>\$3,875.00</u>
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MINI-GRANT APPLICATION 2018

Application Deadline: Monday, February 5, 2018 3:00 PM

Hunterdon County Cultural & Heritage Commission will award up to 5 MiniGrants of \$500 each to non-governmental organizations. To request funding, please see the Special Project and MiniGrant Guidelines before completing this form.

Organization _____

Address _____

Contact Person/Title _____

Phone _____ **Cell Phone** _____

Email _____

Amount requested \$ _____

Purpose for funding request: (If applicable, identify intended population to be reached.)

How will achievement be measured?

Agreement Statement - MiniGrant

Applicant Name: _____

Please read and sign the following:

- As the applicant, I certify that the governing board of the applying agency (if applicable) has authorized this application.
- I realize that if this grant request is approved, I will be responsible for the successful completion of the project or activity as outlined in this application.
- Within thirty (30) days of expenditure of funds, I am obligated to submit a report on the expenditures and results of the project to the Hunterdon County Cultural & Heritage Commission.
- The Commission has the right to check on the progress of this project at any time.
- I further agree to make available to the Commission for a period of three years following the expenditure of grant funds any and all financial records pertaining to those expenditures.
- 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 agree that all printed project materials, releases and announcements shall include the statement:

"FUNDING HAS BEEN MADE POSSIBLE IN PART BY THE HUNTERDON COUNTY BOARD OF CHOSEN FREEHOLDERS, THROUGH FUNDS ADMINISTERED BY THE CULTURAL & HERITAGE COMMISSION."

I further agree to use this credit statement on a prominently displayed sign at a public program, or, in the case of electronic media, give verbal credit at least once during a broadcast.

Project Director Name/Title _____

Signature _____ Date _____

Organization Representative _____

Signature _____ Date _____

Mailing Address:

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

Hand Delivery Location:

Cultural & Heritage Commission Office
314 State Route 12
Rt. 12 County Complex, Bldg. 1, Suite 140
Flemington, NJ 08822-2900
Ph: (908) 237-2010

Directions to Office: The Cultural and Heritage Commission is located in the Hunterdon County Planning Board Suite, at the Rt. 12 County Complex, Bldg. 1, Suite 140, Flemington, NJ.



COUNTY SPECIAL PROJECT GRANT APPLICATION

Funding Period: **March 1, 2018 - December 31, 2018**

Application Deadline: February 5, 2018, 3pm

Please do not use report covers or binders. File or pocket folders, mailing envelopes & binder clips accepted.

Submit **one original and five copies**, six (6) sets total, IN THIS ORDER:

- Checklist
- Narrative
- Complete Application (please do not include a copy of the guidelines in your submission)
- Itemized Budget
- Budget Narrative (if applicable)
- Agreement Statement
- Balance Sheet
- Latest Financial Statement/Audit Report (samples provided) (Not required for individuals or new organizations requesting seed money)
- Proof of Tax Exempt Status (not required for individuals)
- ADA Checklist
- Resumes/brief biographies of key staff/board members* and paid outside professionals.
*Program brochures from previous events are not acceptable substitutes for resumes or bios.

Submit one set of **no more than 5 items** of Support Materials per application packet

- Support materials may include:** most recent past program brochures, posters/flyers, CD/DVDs, press clippings, advertisements, and press releases that best illustrate your history of excellence. Materials should demonstrate the types and quality of recently presented programs, events and noteworthy accomplishments. NO BINDERS or oversized (more than 8.5" X 11") materials will be accepted.

Mail To:

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

Hand Deliver To:

Hunterdon County Planning Department
Route 12 County Complex,
314 State Route 12, Building #1, Suite 140,
Flemington, NJ

Directions:

From the North: Take Route 31 south to the Route 202/31 Circle in Flemington. Proceed west on Route 12 to the third traffic circle. Continue west on Route 12 towards Frenchtown approximately 1.7 miles. Turn left into the Hunterdon County Complex. Building #1 is the first building on the right.

From the South: Take Route 202 south from Somerville to the Route 202/31 Circle in Flemington. Proceed west on Route 12 to the third traffic circle. Continue west on Route 12 towards Frenchtown approximately 1.7 miles. Turn left into the Hunterdon County Complex. Building #1 is the first building on the right.

Please read the entire form before beginning. Answer ALL questions completely.

Applications must be computer-generated or typed. If you generate your own form, it must contain the same information, in the same order as the Commission's application form. Please do not re-number the application pages. Failure to comply with guidelines in any way will result in pro forma rejection. Application submissions will not be accepted electronically or via fax.

Name of organization applying for the Special Project Grant:

Address _____

Mailing Address (if different from above) _____

City _____ State _____ Zip _____ - _____

Website _____

Contact Person Name and Title _____

Contact's E-mail Address _____

Contact's Phone (_____) _____ - _____ Cell Phone (_____) _____ - _____

Has this organization or individual made previous application? Yes___ No___

If so, please complete the following for the previous five-year period:

<u>Year</u>	<u>Amount of Request</u>	<u>Award Received</u>
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I am applying for a grant in the amount of: \$ _____ Match \$ _____

Title of your project or program to be funded by this grant:

Concisely describe your project or program to be funded by this grant:

1. Attach a one page (maximum) narrative that describes your organization.

2. How does your project or activity relate to the primary goals and objectives of the Commission? (See Pages 1 and 2 of Guidelines.) What planning has taken place to date? Are there any special qualifications you have that would benefit implementation?

**3. Have you applied for funds from the State or Federal government for this project?
Yes_____. No_____. If so, to whom? Please state the status of the application
(approved/funding amount; pending decision; declined).**

4. Have you investigated the possibility of receiving matching funds from your local government body, local individuals, organizations or agency in the event that the Commission approves this request? If so, what was the result?

5. List individuals or organizations that have pledged or given cash or in-kind support to your project:

NAME	TYPE OF SUPPORT	AMOUNT/VALUE
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6. Please provide a complete list of all your organization’s officers and board members/trustees:

NAME	TITLE	PHONE #	EMAIL
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7. Estimate the number of Hunterdon County residents who would be directly involved in the project for which funding is requested (members, volunteers, artists, paid professionals):

- _____ Adults
- _____ Adults with disabilities (not included in Adults total)
- _____ Senior Citizens
- _____ Senior Citizens (not included in Senior Citizen total)
- _____ Children
- _____ Children with disabilities (not included in Children total)

8. Estimate the number of Hunterdon County residents who would benefit from this project (program/performance attendees, persons reached by broadcast, persons seeing public art or visiting an exhibition produced during the project, etc.):

- _____ Adults
- _____ Adults with disabilities (not included in Adults total)
- _____ Senior Citizens
- _____ Senior Citizens (not included in Senior Citizens total)
- _____ Children
- _____ Children with disabilities (not included in Children total)

9. If grant funds are needed to cover only a portion of your project or activity, specify what portion.

Name of Applicant: _____

10. Please read and sign the following:

Agreement Statement

I realize that if this grant request is approved, I will be responsible for the successful completion of the project or activity as outlined in this application; at the end of the grant cycle, I am obligated to submit a report on the expenditures and results of the project to the Hunterdon County Cultural & Heritage Commission (HCC&HC); and that the Commission has the right to check on the progress of this project at any time.

I further agree to make available to the Commission for a period of three years following the end of the grant cycle any and all financial records pertaining to the expenditure of Commission grant funds.

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 will not hold the HCC&HC or County of Hunterdon responsible for the actions of others for legal matters ensuing from all aspects of the grant process.

I agree that all publicity requirements shall be met.

Project Contact Name & Title _____

Signature _____ Date _____

Board Representative Name & Title _____

Signature _____ Date _____

Name of Applicant: _____

Please use the Excel version of this form, available here:
<http://www.co.hunterdon.nj.us/depts/c&h/grantprograms.htm>

COUNTY SPECIAL PROJECTS GRANT - FY2018 ITEMIZED BUDGET

Include Matching Funds in shaded columns

Category of Expenditure	Grant Funds Requested	Cash Matching Funds	In-Kind Matching Funds	Total of Matching Funds	Category Total (add each line item l - r)
A. Salaries/Wages*	N. A.				
B. Fringe Benefits*	N. A.				
C. Outside Fees/Services Consultants/Honoraria*					
D. Travel:					
a. Maintenance					
b. Transportation					
E. Typesetting					
F. Printing					
G. Telephone					
H. Office Supplies					
I. Postage					
J. Photography/ Photocopying					
K. Rental of Space/Venue					
L. Rental of Equipment					
M. Capital Expenditures/ Purchases	N. A.				
N. Other misc. (Itemize items such as advertising, costumes, concessions, costume maintenance, sets, props, royalties, payroll fees, etc.)					
1					
2					
3					
4					
COLUMN TOTALS					

- * Describe outside fees/services (c) on back of this page if more space is needed.
- * Credentials must be provided for all consultants and persons receiving honoraria.
- * Consult Page 3 of Guidelines for ineligible use of grant funds.

PROJECT CHECKLIST FOR ACCESSIBILITY (ADA)

To be completed and submitted by County Special Project 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://njtheatrealliance.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 & Guidelines

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

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

ADA Project Checklist & Guidelines

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 Hunterdon County Cultural & Heritage Commission, 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

ADA Project Checklist & Guidelines

ADA 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 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.

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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.

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.

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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.