



## 2021 COUNTY SPECIAL PROJECT & MINI-GRANTS

**Funding Period: April 1 - December 31, 2021**

**Application Deadline: Monday, February 22, 2021, by 3pm**

Availability of Funds: June 2021 (or after County Budget is approved)

**Funding is TBD but anticipated to remain level for 2021 at \$22,500**

**Final Report Deadline: Monday, January 3, 2022, by 3pm**

### **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.

Grant Forms may be downloaded from: <http://www.co.hunterdon.nj.us/depts/c&h/grants-SPPROJ.htm>

**Submit applications to: [cultural@co.hunterdon.nj.us](mailto:cultural@co.hunterdon.nj.us)  
(12 MB email limit)**

***Late or incomplete applications will not be considered. Hardcopy and hand-delivered applications will NOT be accepted.***

**Large  
Print**

Call (908) 237-2010 to request large print applications, guidelines, and final report forms.

If you need assistance filing a grant application, contact the Commission office at (908) 237-2010.

### **Introduction**

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:

1. Developing and supporting accessible programs and projects that promote interest in local history and the arts to a broad range of Hunterdon County residents
2. Developing audiences and organizational memberships; removing cultural, economic, geographical, intellectual and physical barriers to participation by all persons in all cultural activities
3. 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
4. Building community collaborations and partnerships
5. 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 to carefully evaluate each application. These reviewers may come from outside of Hunterdon County. It is essential that the written grant application present a clear picture of the organization, finances, and program or project for which funding is requested.

### **Evaluation Criteria**

1. **High quality** programs that provide/create public benefit and value
2. Commitment to raising public awareness, appreciation, support and advocacy for the arts, artists, and arts education, **or** history, historians, and history education, through **diversity, equity, inclusion and access** for Hunterdon County residents
3. Significant public benefit and **broad accessibility** based on a sound understanding of who is/ will be served, that is clear, measured, and documented.
4. Demonstrated **fiscal responsibility** and likelihood of successful completion
5. Applicant **contribution** (a dollar-for-dollar cash and/or in-kind match is required)
6. Demonstrated **financial need**

### Ineligible Use of Grant Funds

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

### Terms and Conditions Governing Grants

1. All recipients of grants must be in compliance with all pertinent state and federal regulations including, but not limited to, the following:
  - a) Civil Rights Act of 1964 which bars discrimination based on race, color, national origin, sex and disability; and
  - b) Fair Labor Standards Act; and
  - c) Occupational Safety and Health Standards; and
  - d) Section 504 of the Rehabilitation Act of 1973; and
  - e) 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
  - f) Title IX of the Educational Amendments of 1972; and
  - g) The Drug-Free Workplace Act of 1988.
2. The Commission reserves the right to monitor and evaluate all funded projects.
3. **Funding requests are limited to \$10,000. For organizations with budgets \$10,000 and lower, funding requests are limited to no more than 20% of your annual budget.**
4. All grantees receiving over \$2,000 must demonstrate a countywide benefit as a result of the grant.
5. A Final Report must be submitted to the Hunterdon County Cultural & Heritage Commission no later than **3:00 PM January 3, 2022**. 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.
6. All funds are subject to audit; the grantee must maintain all financial records, and all substantiating documentation for a three-year period.
7. 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 and electronic 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 broadcast 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 or released electronically 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, email, and a name of a person that a patron may contact 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.
- Number of professional artists/presenters/consultants employed.
- Number of members involved (for membership organizations.)
- Number of minority artists/presenters involved; from attendance records estimate the number attending and benefitting: 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 registration/admission “for your grant statistics”)

### **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.

### **Project Extension**

If the project cannot be completed by **December 31, 2021**, the grantee is required to submit a written request for an extension by 3:00pm, **November 16, 2021**. Project extension requests are subject to approval by the

Commission. Provide the reason for the request and the requested extension date. 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 @ **\$.35 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.

## COUNTY SPECIAL PROJECT GRANT GUIDELINES AND APPLICATION 2021

- 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> .**

**SPECIAL PROJECT GRANT TIMELINE**

**Monday, February 22, 2021:** Grant Applications due

**March/April 2021:** Grant review panel sessions convened

**May/June 2021:** County Budget Accepted

**May/June 2021:** Grants Announced at Freeholder meeting

**June 2021:** Grant Contracts, Revised Budgets due

**January 3, 2022: Final Reports due**

Payment will occur approximately 30 days after successful completion  
of contract and payment vouchers

**BALANCE SHEET SAMPLE**

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

**BALANCE SHEET  
Fiscal Year Ending June 30, 2021**

**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, 2020 fundraiser	700.00	
Prepaid donations, 2020 season	4,000.00	
Funds reserved for 1 <sup>st</sup> summer concert and expanded 2020 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, 2021**

**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>	
<b>Total Income</b>	<b>\$23,150.00</b>	<b>\$23,150.00</b>

**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>	
<b>Subtotal – Payables</b>	<b>\$17,400.00</b>	<b>\$17,400.00</b>

**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>	
<b>Subtotal - Payables</b>	<b>\$ 1,875.00</b>	<b><u>\$1,875.00</u></b>

<b>Total Expenses</b>	<b><u>\$19,275.00</u></b>	<b><u>\$19,275.00</u></b>
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<b>BALANCE</b>		<b><u>\$3,875.00</u></b>
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**MINI-GRANT APPLICATION 2021**

**Application Deadline: Monday, February 22, 2021 by 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. Please ensure plans are feasible under COVID-19 restrictions)

**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 and electronic 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 \_\_\_\_\_

**Return Signed and Complete Application and Required Attachments ELECTRONICALLY**

**Submit to: [cultural@co.hunterdon.nj.us](mailto:cultural@co.hunterdon.nj.us)**

# COUNTY SPECIAL PROJECT GRANT APPLICATION

**Funding Period: April 1, 2021 - December 31, 2021**

**Application Deadline: Monday, February 22, 2021, by 3pm**

Submit electronically ONLY to [cultural@co.hunterdon.nj.us](mailto:cultural@co.hunterdon.nj.us). Submissions should be no larger than 12MB per email. Mailed or delivered hardcopies will NOT be accepted.

Submit **electronically**, organized **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 **no more than 5 items** of Support Materials

- Support materials may include digital copies of:** most recent past program brochures, posters/flyers, press clippings, video/media clips, website links, advertisements, and media releases that best illustrate your history of excellence. Materials should demonstrate the types and quality of recently presented programs, events and noteworthy accomplishments.

Return **Signed** and **Complete** Application and Required Attachments **ELECTRONICALLY**

Submit to: [cultural@co.hunterdon.nj.us](mailto:cultural@co.hunterdon.nj.us)

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

Applications must be computer-generated or typed. Please do not generate your own form or repaginate it. Failure to comply with guidelines in any way will result in pro forma rejection. Application submissions will not be accepted in hardcopy 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 applied for this grant previously? Yes\_\_\_ No\_\_\_

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

<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?
3. Have you applied for funds from any other agencies, or 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. Why is this project important? Demonstrate how it meets a need in the community and how the community will benefit.
5. How will the project be executed under possible COVID-19 restrictions?
6. Describe the primary audience for your project. How will you include and meet the needs of diverse audiences? (Diversity includes important and interrelated dimensions of identity such as race, ethnicity, gender, gender identity and expression, socio-economic status, nationality, citizenship, religion, sexual orientation, ability, and age.) Include strategies you have used with success in the past.

7. 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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8. Please provide a complete list of all your organization's officers and board members/trustees:

NAME	TITLE	PHONE #	EMAIL
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9. 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)

10. Estimate the number of Hunterdon County residents who would benefit from this project indirectly (program/performance attendees, persons reached by broadcast or virtually, 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)

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



**Application Budget Directions:**

Please use the downloadable Excel version of the budget form.

**Grant Funds**

- Income section: include the full award requested in the *Grant Award* fields.
- Expense section: Show how the entire amount requested will be expended in the “Grant Funds” column.

**Matching Funds**

- Grantees should match the funding requested on at least a 1:1 basis.
- The match may consist of all cash, or a mix of cash and in-kind contributions.

**Income and Expense Budgets should “foot”**

- Income and Expense budgets should “foot”: your annual income should equal your annual expenditure.
- If your budget shows a deficit or a profit, you should describe why there is a difference between income and expenditure in a Budget Narrative (attach after the budget page), and how it will be resolved.
- Several organizations have investments and/or reserve cash; these are typically used to resolve deficits (and may exist for that purpose).
- Any areas you feel would benefit from further explanation, please include in a separate page titled “Budget Narrative” attached to your budget.
- If you need assistance with your application budget, please contact C&H staff at (908)-237-2010.

**\$\$ Please insert Excel Budget pages for EXPENSE and INCOME here, omitting this page \$\$**

Name of Applicant: \_\_\_\_\_

12. 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 \_\_\_\_\_

## 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.

## **ADA Project Checklist & Guidelines**

**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.

## **ADA Project Checklist & Guidelines**

**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.