



## LOCAL ARTS GRANT 2023 GUIDELINES AND APPLICATION

**Funding Period:** January 1, 2023 – December 31, 2023

**DEADLINE FOR SUBMISSION: Monday, October 24, 2022 at 3:00 pm**

The Hunterdon County Cultural & Heritage Commission is pleased to announce continuation of the Local Arts Program (LAP) grant made possible by, and contingent upon, funding from the New Jersey State Council on the Arts (NJSCA).

The Commission offers LAP funding to Hunterdon County organizations that provide the community with arts programs & events that are artistically excellent, provide public benefit, and are accessible to all individuals. 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 direct 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 by 3:00 pm **Monday, October 24, 2022**. Late or incomplete applications will not be considered. Hardcopy and hand-delivered applications will not be accepted. **Grant Request Amount: minimum \$1,000; maximum \$25,000 for 2023.**

**Submit to:**

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

**Please read the attached guidelines carefully as the Local Arts Grant guidelines and application may have changed.** Applicants are advised to attend a virtual Grant Workshop prior to submitting. If you have any questions in preparing your application, please contact Cultural & Heritage Staff at (908) 237-2010 or [cultural@co.hunterdon.nj.us](mailto:cultural@co.hunterdon.nj.us)

Please visit our website at <http://www.co.hunterdon.nj.us/depts/c&h/c&h.htm>

**This application is available in Large Print upon request.**

## LOCAL ARTS GRANT FY 2023

### 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.

In addition, the applicant must demonstrate that it has:

1. an artistic mission and focus for the organization seeking general operating support;
2. a board of directors responsible for the governance and administration of the organization, its programs, and finances;
3. been in existence and providing public programs or services for at least two years prior to the application;
4. an annual expense budget under \$100,000<sup>1</sup>

#### **TYPES OF GRANTS**

- \$25,000 limit on the amount of funding that may be requested by an applicant.
- \$1,000 is the minimum amount that may be requested by an applicant.
- Applicants may apply in only one category of grants.
- Funding is available for activities conducted within one calendar year (January 1 to December 31) in General Operating Support (GOS) and Arts Project Support (APS).

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<sup>1</sup> Organizations that apply to the NJSCA GOS program, but are not funded, OR who wish to apply before the next 3-year NJSCA grant cycle, may apply to their county agency for GOS in the same grant year, even if their annual expense budget is more than \$100,000. This provision will enable a group denied NJSCA funding to receive funding sooner, rather than waiting three years to apply again to the NJSCA.

- 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 may be up to 40% of the organization's annual expense budget (but are limited to \$25,000).
  - 2) Match requirement is **suspended** for FY2023
  - 3) GOS applicants must submit a copy of their organization's most recent audit / financial statement with their grant application.
- B. **Arts Project Support (APS)** Grants are available to support the costs of an arts-related project of the applicant. Non-arts organizations are invited to apply for arts projects. A project is defined as a public activity or event that occurs once during the year. A project may be a single day or weekend presentation, or a series on one theme occurring within a limited and specific timeframe (12 weeks or less). **No organization may receive Arts Project Support funding for the same project for more than three (3) consecutive years. This category does not support ongoing or multiple programs, or the general operations of an organization.**
- 1) Projects or activities which are normally part of the curriculum or extra-curricular activities of an educational organization are not eligible.
  - 2) Studies, plans, capital projects, etc. are not eligible.
  - 3) Requests can be up to 50% of the project's expenses (but are limited to \$25,000).
  - 4) APS grants for arts organizations: match requirements are **suspended** for FY2023. For organizations whose mission is not the arts, APS grants must be matched two (2) dollars for every one (1) dollar awarded.

#### **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 Monday, June 12, 2023 on a form supplied by the Commission.**
- C. **Submit a Final Report to HCC&HC no later than Monday, December 11, 2023 on a form supplied 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 NJ State Council on the Arts logo, example below, with attached funding statement in all publicity and public information,** (including all advertising, posters, programs, press releases, newsletters, flyers, electronic/ social media, tv and radio spots/ interviews):



Made possible by funds from the Hunterdon County Cultural & Heritage Commission, a partner of the New Jersey State Council on the Arts.

- 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. **High artistic quality** throughout the organization's programs in pursuit of organizational goals that provide/create public benefit and value;
- B. Significant public benefit and **broad accessibility** based on a sound understanding of who is/will be served by the organization that is clear, measured, and documented.
- C. Adequate and **appropriate strategic planning**, including governance, management and human resources as they relate to the organization;
- D. An appropriate **organizational budget** (and if applicable, **project budget**) that includes sufficient resources and appropriate compensation to artists;
- E. Commitment to raising **public awareness**, appreciation, support and advocacy for the arts, artists and arts education through **diversity, equity, inclusion and access** (see ADA Compliance section below).

#### **INELIGIBLE REQUESTS:**

Local Arts Grants cannot be awarded:

- A. To individual artists;
- B. To those organizations funded by the NJSCA or any other County Arts Agency;
- C. To pay administrative salaries for APS grants (GOS applicants may use funds towards salaries);
- D. For capital improvements, projects, project plans or acquisitions, including the purchase of permanent equipment or works of art;
- E. For hospitality costs; refreshments; porta johns; 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.

#### **EVALUATION PROCESS:**

- A. All LAP 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 point scoring system is summarized here:

**Scale: 5 = Excellent, 4=Good, 3=Satisfactory, 2=Needs Improvement, 1=Poor**

LAP Grant Evaluation Criteria	Points possible	Your score
<b>A. High Artistic Quality:</b> Complies with funding guidelines; consistent with artistic goals of organization; quality of credentials and programming	5	
<b>B. Significant Public Benefit &amp; Broad Accessibility:</b> Ability to communicate and engage with public; sound understanding of who is/will be served by the organization that is clear, measured, and documented	5	
<b>C. Adequate &amp; Appropriate Strategic Planning:</b> Demonstrates organization is well-managed; presence of quality leadership; ability to successfully execute programming	5	
<b>D. Organizational Budget:</b> History of fiscal soundness; demonstration of funding needs; realistic projection of budget for organization or project; sufficient resources and appropriate compensation to artists	5	
<b>E. Diversity, Equity, Inclusion &amp; ADA Compliance:</b> Commitment to raising public awareness; efforts to reach culturally diverse groups (i.e. <i>African-American, Hispanic/Latino, Native American/Alaskan Native, Asian/Pacific Islander</i> ), special constituencies ( <i>persons with disabilities, veterans, older adults, gifted and talented, people in hospitals, nursing homes, mental institutions &amp; prisons</i> ), and/or young (18 or under) audiences.	5	
<b>Total points</b>	<b>25</b>	
<b>Average Score (divide Total in above line by 5)</b>		

- C. The Evaluation Panel forwards applicant scores to the HCC&HC. The HCC&HC Commissioners discuss funding ranges and vote on specific award recommendations based upon the funds awarded to the HCC&HC by the NJSCA.
- D. The HCC&H's recommendations are subsequently reviewed and voted upon by the Board of County Commissioners, and upon its approval, the re-grant awards are incorporated into the HCC&HC's LAP Grant contract with the NJSCA. No appeals will be entertained.
- E. All applicants are notified of funding decisions no later than February or after the HCC&HC's receipt of County Commission grant award approval. Successful applicants will enter into an Agreement for Performance with the HCC&HC when the grant recipients are notified. The Agreement for Performance must be promptly executed and returned to the HCC&HC.

## COMPLIANCE AND MONITORING

- A. Re-grantees receiving awards that differ from the amount originally requested must submit a revised budget and calendar (which will be included as part of a grant agreement) before award vouchers can be prepared.
- B. Funding will be disbursed in two payments: an initial 75% payment, and a final payment of 25%.
- 1) The first payment will be forwarded to the recipient after the recipient's signed Performance Agreement, revised budget and voucher have been received by HCC&HC.
  - 2) 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 planned activities or 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 Re-port, a final payment of twenty-five percent (25%) of the award will be made.
  - 3) 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 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 2023  
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 organized in the order and format described below. Please complete and include this checklist with your electronic application. *Do not include Guidelines in your application packet.*

\_\_\_\_ **1. Application**

\_\_\_\_ **2. Narrative** - complete the questions included in the narrative 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 12, 13 & 14 attached)

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 (1/1/2023 through 12/31/2023).

**GOS applicants must electronically submit (1) copy of their most recent audit or financial statement, AND complete an organizational budget.**

**ARTS PROJECT SUPPORT applicants must complete an organizational budget AND an arts project support budget.**

**OPTIONAL: Financial Narrative to explain deficit, surplus, or major changes.**

\_\_\_\_ **5. Proposed Calendar of Activities & Events**- for the grant period (1/1/2023 - 12/31/2023).

\_\_\_\_ **6. Not-for-Profit Status** – (IRS Determination Letter) Provide a copy of the applicant’s letter from the Internal Revenue Service conferring not-for-profit status (Not required for Arts Project grants or Government organizations)

\_\_\_\_ **7. List of Board of Trustees and Officers**

\_\_\_\_ **8. List of Staff**

\_\_\_\_ **9. List of Artists, Paid or Unpaid**

\_\_\_\_ **10. Artist Resumes** for key artistic personnel

\_\_\_\_ **11. Completed ADA Accessibility Checklist** – Must be signed by applicant’s board president.

\_\_\_\_ **12. Authorization and Certification page** – Must be signed by applicant’s board president.

\_\_\_\_ **13. Support Materials** – Optional. Include any web links to your performances/ productions, and other support materials (articles, programs). Limit support materials to five attached items via email.

\_\_\_\_ **14. Grant Application** - 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.

**LOCAL ARTS GRANT FY 2023**

**APPLICATION**

**GENERAL INFORMATION:**

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if different  
from above): \_\_\_\_\_

WEB ADDRESS: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

CONTACT E-MAIL ADDRESS: \_\_\_\_\_

CONTACT OFFICIAL TITLE: \_\_\_\_\_

NJ LEGISLATIVE DISTRICT #: \_\_\_\_\_

CONGRESSIONAL DIST. #: \_\_\_\_\_

FEDERAL ID #: \_\_\_\_\_

**TYPE OF GRANT REQUESTED (check one):**

General Operating Support \_\_\_\_\_ Project Support \_\_\_\_\_

Grant Request Amount (**minimum \$1,000/ maximum \$25,000**) \$ \_\_\_\_\_

Cash Match Amount \$ \_\_\_\_\_ In-Kind Match Amount \$ \_\_\_\_\_

Do you receive or are you applying for funding from another County Arts Agency or New Jersey State Council  
on the Arts? Yes \_\_\_\_\_ No \_\_\_\_\_

**PURPOSE OF FUNDING:**

This statement is limited to approximately 50 words or 300 characters. It will be used in press releases and for other public inquiries. It should contain the basic "who, what, where, and when" information.





## LOCAL ARTS GRANT FY 2023

### NARRATIVE

Please answer the following questions as fully as possible. GOS: not to exceed (5) five pages total for the entire narrative section; Project not to exceed (3) three pages total for the entire narrative section. Include your organization's name in the header.

**Insert the narrative pages in place of this page.**

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 describe how they related to your mission.
  
2. Funding - Describe the objective/purpose for which you seek support. Does the funding request support your mission?
  
3. Audience/ Public Benefit
  - 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.
  - c. How will you measure and document public benefit?
  
4. Diversity - Describe how you include and meet the needs of diverse audiences. How do you identify and engage new communities? (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.)
  
5. Marketing - How will you get the word out about your organization/project? Please be specific.
  
6. Administration - *Qualifications for key individuals (including staff, outside consultants, performers, or contracted individuals) must be included with support materials. Please limit resumes/CVs to one page per person for staff, individual or group performers or contracted individuals (see Checklist, #7-9. If appropriate, consolidate to several per page.)*
  - a. How is your organization administered/ will it administer the project?
  - b. Describe key individuals participating & their qualifications (see above).
  
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? Does your organization have a succession plan for key leadership positions?

## LOCAL ARTS GRANT AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

Ensuring that the programming supported by this grant is available to the widest possible audience is the highest priority, including access for people with disabilities. Accessibility includes the physical performance/exhibition space (whether owned, rented/leased or free/borrowed), programming accommodations for various types of disabilities, audience marketing, personnel training, administration, policies, hiring and audition practices, and printed materials. Types of disabilities include neurological, physical/mobility, speech, learning, psychiatric, hearing, visual, and intellectual.

All grant applications must include the completed Facility & Project Accessibility Checklist found below (see also the **ADA Guidelines/Glossary** at the end of this packet) for compliance with the Americans with Disabilities Act.

For more information and resources about ADA compliance and self-assessment, visit  
<https://njtheatrealliance.org/ada-planning>

**SELF-EVALUATION AND PLAN FOR COMPLIANCE WITH THE ADA:** *Applicants are required to remove barriers to their programs that prevent full inclusion of persons with disabilities.*

1. What steps have you taken in the last year to assure that persons with disabilities are among those you serve or those who access your programming?
  
  
  
  
  
  
  
  
  
2. Examine the barriers (physical or other) that exist within your organization and/or your performance sites. Present a strategy to remove those barriers and include a timeline for implementation.  
*Examples: Make available large print programs, provide a sign language interpreter for a specific performance date or upon receiving advance notification, and so on.*

# FACILITY & PROJECT ACCESSIBILITY CHECKLIST

*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 requirements. 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/resources/self-assessment> *If you have completed the self-assessment, please attach a copy to your application in lieu of the Checklist.*

**Organization Name:**

**Phone #:**

**Name of Person Completing the survey:**

## Governance & Employment

Please circle your answer:

- |     |    |  |
|-----|----|--|
| Yes | No | Does your organization have a Board adopted ADA Plan?  |
| Yes | No | Does your organization have an ADA Advisory Committee?   |
| Yes | No | 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?                                    |
| Yes | No | Does your organization have a procedure for addressing grievances or complaints regarding accessibility for people with disabilities?  |
| Yes | No | Does your organization budget for ADA Compliance, if so, how much? _____<br><i>(Note: You may use NJSCA funds for access accommodations costs, except those related to facility renovation/construction or purchase of equipment.)</i> |

What has your organization done in the past year to educate the organization's officers, board, and staff about access?

**Programs & Marketing**

- Yes      No      Does your organization include accessibility information on its website?
- Yes      No      Does your organization utilize accessibility symbols in its publications?
- Yes      No      Does your organization market to individuals with disabilities?
- Yes      No      Does your organization caption video presentations?
- Yes      No      Does your organization offer digital exhibits or virtual programs for inaccessible areas?
- Yes      No      If your organization presents programs at a facility that you do not own, do you have the venue fill out an accessibility survey?

What does your organization plan to do in the coming year to involve and accommodate individuals with disabilities in your programming?

**Addressing Specific Needs**

Using the chart below, check all accommodations that apply to your organization:

Accommodation	Provide accommodation upon request	Have provided this service before	Not Applicable
Advanced copies of scripts, program synopsis, etc.			
Assistive Listening System			
Audio Description			
Braille Publications			
Companion			
Large Print Publications			
Open Captioning			
Publications on Audio/Digital			
Sign Interpretation			
Space for Service Animals			
Tactile Exhibits			
Other:			

Yes      No      Is your site barrier free (accessible to individuals with mobility concerns)?

If not, how do you provide reasonable accommodations?

How do you convey program content for individuals with learning and developmental disabilities, autism, mental illness, and brain injuries?

How do you adapt program content for individuals with visual impairments or blindness?

How do you adapt programs and exhibits for individuals with hearing impairments or deafness?

**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.

- |     |    |   |
|-----|----|---|
| Yes | No | Are the facilities used accessible to people with disabilities?   |
| Yes | No | Has your organization or a qualified architect conducted a comprehensive survey of the facility(ies)?   |
| Yes | No | Does your organization market to individuals with disabilities?   |
| Yes | No | Does your organization caption video presentations?   |
| Yes | No | If your facility is currently not accessible, do you have other reasonable accommodations and an adequate ADA plan to make the facility accessible in a reasonable timeframe? |
| Yes | No | Does your organization caption video presentations?   |

**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?

yes  no

*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:*

x \_\_\_\_\_

x \_\_\_\_\_

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Office*

\_\_\_\_\_  
*Date*

**LOCAL ARTS GRANT FY 2023  
ORGANIZATIONAL FINANCE CHART - ALL APPLICANTS (GOS & APS)**

NAME OF APPLICANT: \_\_\_\_\_

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

INCOME - ANNUAL BUDGET	1/1/21-12/31/21 Actual Budget	1/1/22-12/31/22 Current Budget	1/1/23-12/31/23 Projected Budget
<b>A. CONTRIBUTED INCOME</b>			
Corporation Support & Business Support			
Foundation Support			
Government (other than Local Arts Grant Award)	-	-	-
Memberships, Individual Donations & Other Private Sources	-	-	
LOCAL ARTS GRANT REQUEST <i>(include <b>actual</b> award in actual &amp; current columns; <b>request</b> in projected column)</i>			
<b>B. EARNED INCOME</b>			
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			
<b>C. TOTAL CASH INCOME</b>			
<b>EXPENSES - ANNUAL BUDGET</b>			
<b>D. PERSONNEL</b>			
Staff Salaries		-	
Artist Fees			
Technical/Production Personnel Fees	-	-	
<b>E. OTHER OPERATING EXPENSES</b>			
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 Cash Expenses)			
<b>F. TOTAL CASH EXPENSES</b>			
Total Annual (Deficit)/Surplus = (C minus F)			
Accumulated Cash in Reserve/(Deficit)			

Please download and complete the PDF version of this form which includes formulas for your convenience.

\_\_\_\_\_  
Authorized Signature of Board

\_\_\_\_\_  
Date



**LOCAL ARTS GRANT FY 2023**  
**FINANCE CHART for *ARTS PROJECT SUPPORT* (include only figures for the specific project)**

NAME OF APPLICANT: \_\_\_\_\_

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

<b>ARTS PROJECT INCOME</b>	<b>1/1 - 12/31/2023 LAP regrant funds</b>	<b>1/1 - 12/31/2023 All Other funds</b>	<b>1/1 - 12/31/2023 Total Projected Budget</b>
<b>A. CONTRIBUTED INCOME</b>			
Corporation Support & Business Support			
Foundation Support			
Government (other than Local Arts Grant Award)		-	-
Memberships, Individual Donations & Other Private Sources			
LOCAL ARTS GRANT REQUEST ( <i>autofills from Organizational Budget</i> )		-	
<b>B. EARNED INCOME</b>			
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			
<b>C. TOTAL CASH INCOME</b>			
<b>ARTS PROJECT EXPENSES</b>			
<b>D. PERSONNEL</b>			
Staff Salaries			
Artist Fees			
Technical/Production Personnel Fees			
<b>E. OTHER OPERATING EXPENSES</b>			
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 Cash Expenses)			
<b>F. TOTAL CASH EXPENSES</b>			
Total Annual (Deficit)/Surplus = (C minus F)	-	-	-
Accumulated Cash in Reserve/(Deficit)			

Please download and complete the PDF version of this form which includes formulas for your convenience.

\_\_\_\_\_  
 Authorized Signature of Board

\_\_\_\_\_  
 Date

LOCAL ARTS GRANT FY 2023

NAME OF APPLICANT: \_\_\_\_\_

**ORGANIZATION GENERAL OPERATING Finance Chart – Grant Period Jan. 1, 2023–December 31, 2023**

Section 5A: ITEMIZED OTHER EARNED INCOME	
<b>TOTAL OTHER EARNED INCOME</b>	

Section 5B: ITEMIZED OTHER OPERATING EXPENSES	
<b>TOTAL OTHER OPERATING EXPENSES</b>	

**ARTS PROJECT SUPPORT Finance Chart – Grant Period January 1, 2023 – December 31, 2023**

Section 5A: ITEMIZED OTHER EARNED INCOME	
<b>TOTAL OTHER EARNED INCOME</b>	

Section 5B: ITEMIZED OTHER OPERATING EXPENSES	
<b>TOTAL OTHER OPERATING EXPENSES</b>	

## LOCAL ARTS GRANT FY 2023 APPLICATION BUDGET INSTRUCTIONS

### Grant Funds

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

Budget columns should “foot” or agree: income and expenditures should be equal. If you have reserve cash or are carrying a deficit, please show this on the “Organization Cash” or “Other” line of your income form. Indicate any deficit by enclosing the figure in parentheses (00).

Any areas you feel would benefit from further explanation, please include in a separate page titled “Revised Budget Narrative” attached to your revised budget.

### Matching Funds

- For the 2023 grant cycle, a match is NOT required for arts organizations, but an effort to match a portion of your request through cash or in-kind funds demonstrates organizational and community support.

### Income and Expense Budgets should “foot”

- Income and Expense budgets should “foot”, or match: 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, 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).
- If you need assistance with your application budget, please contact C&H staff at 908.237.2010

### FINANCIAL NARRATIVE

(OPTIONAL but recommended to explain changes/ deficits/ surplus)

Please provide additional information as needed to help the review panel gain a full understanding of your income and expenses. **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.

**LOCAL ARTS GRANT FY 2023**  
**PROPOSED CALENDAR OF ACTIVITIES & EVENTS**  
**JANUARY 1, 2023 to DECEMBER 31, 2023**

**NAME OF APPLICANT:**

**CONTACT PERSON FOR TICKETS:**

**CONTACT DAYTIME PHONE #:**

**CONTACT E-MAIL ADDRESS:**

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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 2023  
APPLICATION**

**LIST OF STAFF, PAID OR VOLUNTEER (insert as Checklist Item 8)**

**Name:**

**Paid/Volunteer**

**Brief Resume (limit to 2 paragraphs)**

**Name:**

**Paid/Volunteer**

**Brief Resume (limit to 2 paragraphs)**

**(SAMPLE FORMAT) List of Artists: Actors, Vocalists, Performers, Musicians, Dancers, Writers, Directors, paid or unpaid (Insert as Checklist Item 9)**

<b>Hours worked during grant period</b>						
<b>Part or Full time</b>						
<b>Discipline</b>						
<b>State of residence</b>						
<b>Artist Name</b>						

**LOCAL ARTS GRANT FY 2023  
APPLICATION**

**Brief Resume, Artists**

**Name:**

**Paid/Volunteer**

**Brief Resume (limit to 2 paragraphs)**

**Name:**

**Paid/Volunteer**

**Brief Resume (limit to 2 paragraphs)**



LOCAL ARTS GRANT FY 2023  
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.

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Chief Administrative Officer's Signature

Date \_\_\_\_\_

Print Name & Title

**Return Complete Application and Required Attachments ELECTRONICALLY**

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

**Applications must be RECEIVED by 3:00 p.m. Monday, October 24, 2022.**

*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**

<b>July 2022</b>	County notified of NJSCA LAP Grant award.
<b>August 2022</b>	Grant applications are available via email and online.
<b>September 2022</b>	Grant workshop will be held virtually.
<b>October 24, 2022</b>	<b>Grant applications <u>must be received electronically</u> by 3:00 PM. <u>Hardcopy applications will not be accepted.</u></b>
<b>Nov./Dec. 2022</b>	Grant Review Panel meets to review applications.
<b>January/February 2023</b>	Cultural & Heritage Commission (HCC&HC) recommends awards to Board of County Commissioners (BOCC). Upon BOCC approval, <b>Re-grantees are notified of exact award amount.</b> Awards are made public. <u>Re-grantees sign and return Agreement for Performance &amp; revised budget, including a Publicity Agreement</u> , emailed to re-grantees with grant award notification. Included with the Publicity Agreement will be logos for use on all printed materials giving credit for funding to NJSCA/HCC&HC.
<b>February/March 2023</b>	Vouchers are sent to re-grantees to <u>sign and return</u> to HCC&HC.
<b>February/March 2023*</b>	<b>First payment (75% of total award) is released to re-grantees.</b>
<b>June 12, 2023</b>	<b>Interim Reports due from re-grantees: <u>must be received electronically</u> by 3:00 PM</b>
<b>December 11, 2023</b>	<b>Final Reports due from re-grantees: <u>must be received electronically</u> by 3:00 PM</b>
<b>February/March 2024*</b>	<b>Final payment (25% of total award) is released to re-grantees after approval of the Final Report.</b> 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 11, 2023, 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.

**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.

**DIVERSITY** – 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.

**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** - Matching requirements have been suspended for the FY2022 grant round. However, an effort to match a portion of your funding request through cash or in-kind funds demonstrates organizational and community support.

#### **GLOSSARY OF TERMS, continued**

**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, filmmakers, 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, stagehands, 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 BIPOC populations. See DIVERSITY.

**TRAVEL/TRANSPORTATION** – (**current County mileage allowance is \$.35 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 **The New Jersey Theatre Alliance Cultural Access Network Project**: <https://njtheatrealliance.org/accessibility/self-assessment>



- 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.

#### 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.

**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.

**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.