FY2024 Grant Application

Community Arts Project Support

Postmark Deadline: April 1, 2023

For projects occurring July 1, 2023 – June 30, 2024

PROGRAM GUIDELINES

In addition to the enclosed guidelines all grants must adhere to the West Virginia Commission on the Arts General Guidelines; find them here: http://www.wvculture.org/arts/grants.html

CONTENTS

Program Snapshot, Instructions, and Application

PROGRAM CONTACT

Contact Cedrick L. Farmer at Cedrick.L.Farmer@wv.gov or 304-558-0240, extension 155

This is a program of the West Virginia Department of Arts, Culture and History & WV Commission on the Arts
The Culture Center / 1900 Kanawha Boulevard, East / Charleston, WV 25305-0300
P: 304-558-0240 / TDD: 304-558-3562 / F: 304-558-3560
www.wvculture.org

We are an Affirmative Action & Equal Opportunity Employer and welcome your questions and comments.

All publications and application forms are available in alternative formats upon request.
Contact Jennifer Strechay, ADA Coordinator, at
304-558-0240 ext. 152 (phone) or 304-558-3562 (TDD)

What is the purpose of this grant program?

The Community Arts Project Support (CAPS) grant program provides funds for programming that offers arts experiences to the public in West Virginia.

Who may apply to this program?

- West Virginia organizations with arts-related missions registered as a 501 (c) (3)
- An agency of municipal or county government, including county school boards, which serves as the fiscal agent of an arts or history organization

and have

- Been in existence for at least a year
- Submitted all final reports in conjunction with previous WVDACH/WVCA Arts grants
- Are in good standing with the West Virginia Secretary of State's office.

In addition

- Organizations are eligible to receive up to $20,000 per fiscal year for programming costs, unless otherwise stated in the application guidelines. Staffing support is considered separately and is not part of the $20,000 cap.

All applicants must submit

- A completed and typed application
- Copies of fully executed artist contracts
- Artists' resumes or bios
- Documentation of all requested expenses
- Copy of first page of most recent IRS 990
- Marketing plan
- Current long-range plan
- List of current board of directors, including brief bios
- List of key staff, including brief and bios
- Letters of support from partners, collaborators, program beneficiaries
- Letters of verification from sources of matching funds
- Samples of advocacy efforts
- Evaluation tool samples

Who is not eligible?

- A private individual or group, or any for-profit organization

What are some examples of eligible projects?

- Presenting a concert series
- Presenting a traveling exhibition in a local space
- Public art projects
- Hosting a juried exhibition of West Virginia artists
- Documenting a unique West Virginia tradition on film
- Creating new works in dance or theater to share with West Virginia audiences
- Engaging artists in producing existing works of art in theater, dance or music
- Presenting traditional art, music, dance, songs and stories of West Virginia in a performance or exhibition that contribute to the public understanding of West Virginia folk and traditional art.

What can I ask for?

- Up to 50% for artist fees and travel costs for national, regional and in-state groups or individuals, including literary, visual, media and folk and traditional artists. All artist fees require contracts, signed and dated with the date of the service and amount owed. All travel costs not included in artist contracts require documentation of quotes.

Restrictions: Artist contracts $8,000 or more are funded at 33%. Support for avocational groups is limited to 50% of travel costs only pending documentation of two years of public performance history. Projects involving the presentation of a touring West Virginia theater company, dance company or orchestra at a second location for a performance originating in the home community of the touring group (run-out performances) are eligible for support for no more than three run-out performances per fiscal year; assistance for associated travel costs is limited to $4,000 per event.

What can music, theatre and dance groups ask for when producing new works of arts?

- Up to 50% of unique production costs, including guest artist fees, set design, special technical requirements, educational materials, dramaturgy consultation and other similar expenses.

Additional required submissions

- A timeline for completion of new works of music, theatre and dance
- Explanation of special technical requirements for new works of music, theatre and dance

What can music, theatre and dance groups ask for when producing existing works of arts?

- Up to 50% of performance and technical artist fees, including choreographers, directors, music directors, and scenic, costume, lighting, sound and set designers, paid by producing organizations.

Restrictions: Permanent company artists and full-time employees are not eligible.

What financial support does CAPS offer for presenting a visual arts exhibition or performance?

- Up to 50% of artist fees for guest artists, lecturers, performers and curators involved in exhibitions, visual arts programming and artist residencies, including artist fees for the production or presentation of temporary, unsalable artworks such as performance or installation art. Other eligible costs include exhibition rental, one-way shipping, special installation costs, insurance and security.

Restrictions: Maximum funding level is $10,000 per exhibit

What financial support does CAPS offer for presenting juried exhibitions?

- Up to 50% of juror fees and travel, prospectus, installation, catalogs involving West Virginia artists only and award monies.

Restrictions: Juried exhibitions must be open statewide and made up of works selected by a minimum of one out-of-state juror. Juried exhibitions also must be announced publicly to all West Virginia artists through a prospectus that provides information necessary to artist participation, including eligibility requirements, names and bios of juror(s) and award amounts. A sample prospectus must be included with the application.

Additional required submissions

- Sample exhibition prospectus

What financial support does CAPS offer for producing media arts projects?

- Up to $10,000 for artist fees, production, post-production (editing) and presenting costs. Priority is given to projects that celebrate West Virginia's artistic resources or document a community culture, ethnic group or artistic asset of the state.

Restrictions: The project must be out of the regular scope of work for the organization and organizations may not request support for current professional staff.

Additional required documentation for production and post-production costs:

- An abstract or outline of the proposed work
- A maximum 10-minute sample of work documenting the professional artistic staff involved in producing the project
- Resumes and background information on the artistic staff

Additional required documentation for presentation costs:

- List of media works to be presented
- Summary of the works to be presented
- Presentation schedule

What if I have more than one project?

You will need to complete an Individual Project Form, Individual Project Budget and Individual Project Narrative for each project. Number those projects 1 of 3, 2 of 3, 3 of 3, etc.

Can I get funding to help pay for project-related accessibility costs?

Yes. Applicants can request up to $500 to help pay sign interpreter fees; captioning; and the rental of assistive listening devices, temporary ramps and Braille materials.

What are ineligible project activities?

- Artist fees for permanent company artists and full-time employees.
- Projects that take place outside of West Virginia
- Performances not available to the general public.
- Programs that have sectarian purposes.
- Expenses incurred before the starting date of the grant funding cycle.

Does this grant require matching funds?

Yes. Applicants are required to provide a minimum 50% cash match for the total project cost. However, applicants from counties identified by the Appalachian Regional Commission as distressed can request 75% of the total project cost with a 25% cash match. Awards are limited to three years at the lower matching cash requirement. The current list of distressed counties includes Boone, Braxton, Calhoun, Clay, Gilmer, Lincoln, Logan, McDowell, Mingo, Roane, Webster, and Wyoming.

Do I have to fill out 2 Community Arts Project Support applications if I want to apply for programming and organizational development support?

No. Simply complete either the Community Arts Project Support application or the Community Arts Project Support Organizational Development application and include separate Individual Project Forms for each request.

Are there any ways to help stretch my dollars?

Yes. Sponsors of touring programs are encouraged to share programming ideas and explore block booking of programs. The West Virginia Arts Presenters wvartspresenters@gmail.com a cooperative service organization that coordinates block booking of touring companies for state colleges, universities and community organizations, offers affordable programming at a lower rate than if you booked the artist yourself. Additional support is available from the Mid Atlantic Arts Foundation through initiatives such as Arts CONNECT, Jazz Touring Network, and Special Presenters. For more information, contact the Arts staff or visit www.midatlanticarts.org

How will our application be evaluated?

A panel consisting of West Virginia Commission on the Arts (WVCA) members and outside experts will review and score eligible applications. Panel recommendations are then approved, amended or rejected by the full WVCA. Your application will be scored and ranked using the following criteria. Each of the five areas receives 1-5 points with 5 points being the highest score for a total of 25 points possible.

1. Budget and Budget Narrative

- Complete, accurate and transparent budget information
- Clearly articulated financial audit and review
- Diversified fundraising with clear commitment of local funds
- Quality and complete budget narrative

2. Programming

- Well-described project with clear connection to WVCA mission and goals
- Artistic merit, inclusion of quality artists in programs and planning
- Artistic vision, mission of organization
- Ability of programming to impact community and fulfill identified needs

3. Target Audiences and Access

- Evidence of efforts to include broad-based, diverse audiences
- Clearly identified target audiences and needs
- Appropriate marketing to achieve maximum outreach
- Incorporates ADA accessibility compliance into program planning

4. Planning, Implementation and Follow-up

Clearly articulated mission statement
Quality long-range plan, adequate planning to ensure success
Evidence of cooperative planning, partnerships with other organizations or individuals
Skilled board that is representative of the community it serves
Clear understanding and practice of arts advocacy
Appropriate number of staff and volunteers with skill level for programmatic success
Effective evaluation tools based on stated goals.

5. Grant Management/Ability to Complete the Project

Overall preparation and presentation of application
Confidences that applicant can effectively manage public dollars
Evidence of appropriate resources to successfully complete the project

How do I apply to this grant program?

First-time applicants are encouraged to submit a Letter of Intent by December 1. Deadlines represent a postmark deadline. **It is highly suggested that applicants send in a rough draft no later than a month before the application deadline.**

DEC 1	Letter of Intent Deadline
April 1	Application Deadline
MAY	Panel Review held
JULY	Notification of Award
30 DAYS	Grant recipients must submit a Final Report within 30 days of Project End Date

If funded, what are my obligations?

Successful applicants are required to:

- Sign and notarize a contract.
- Spend grant money only in accordance with the approved project; any and all changes require advance written approval from the Community Arts Coordinator.
- Give credit in all publicity, printed materials, programs or press releases to the West Virginia Department of Arts, Culture and History, the West Virginia Commission on the Arts and the National Endowment for the Arts.
- File a Final Report with the West Virginia Department of Arts, Culture and History within 30 days of the Project End Date.

Can I appeal if my application is denied?

Yes**.** Any applicant may appeal a denial by sending a letter to the Director of Arts within **30 days** after receiving a notice of denial. The Director of Arts shall review the letter of appeal and submit it along with a copy of the application to the WVCA for consideration at its next regular meeting.

- The WVCA will consider appeals only if the applicant can document specific examples that demonstrate the application was misrepresented or improperly reviewed.
- If an appeal presents new material or adds new purposes to the project, the request will be treated as a new application that will be reviewed in the next grant cycle.
- The Director of Arts shall notify the applicant within 10 days of the decision of the WVCA.

Application Instructions

- Do not staple or bind materials
- Do not use folders, binders, or notebooks to enclose or separate materials
- Handwritten applications will not be considered
- Form fields are highlighted in gray; fields will automatically expand
- Forms are compatible with Microsoft Word
- Save often!
- Spell Check is not active within the application, proofread outside of the document
- Text is automatically formatted in form fields – applicant cannot alter the font, its size, or color
- Sign the application in BLUE INK
- Submit ONE SINGLE-SIDED COPY of grant packet and all attachments

Submission Checklist

Use the Submission Checklist to finalize your package; the Checklist represents an entire Application package, and the order in which the materials should be packaged.

ALL ITEMS REQUIRED AS APPLICABLE

☐ PART I Application Cover Sheet
☐ PART II Certification Statement
☐ PART III Organization Narrative
☐ PART IV Organizational Operating Budget
☐ PART V Budget Narrative
☐ PART VI Individual Project Form
☐ PART VII Individual Project Budget
☐ PART VIII Individual Project Narrative
☐ PART IX Statement of Compliance – Americans With Disabilities Act
☐ PART X Accessibility Inventory

ATTACHMENTS

☐ Artists' resumes
☐ Contracts or letters of agreement
☐ Current long-range plan
☐ Copy of first page of most recent IRS 990
☐ Marketing plan
☐ List of current board of directors, including brief bios, areas of responsibility and community affiliations
☐ List of key staff (paid or volunteer) with brief bios of each
☐ Letters of support from partners, collaborators, program beneficiaries (limit 5)
☐ Letters of verification from sources of matching funds
☐ Samples of advocacy efforts, including letters (limit 3)
☐ Evaluation tool samples (limit 3)

Missing items:

Missing items lower your score and can keep your request from being competitive. If there are items that cannot be provided by the deadline for unavoidable reasons, there is the opportunity to submit them after the deadline **IF** you provide a cover letter describing the circumstances that prohibit their timely submission and include **the date** on which they will be presented to Arts section staff. **As soon as possible is not acceptable. Materials MUST be received within 45 days of deadline.**

Submit completed package to:

West Virginia Department of Arts, Culture and History
WV Commission on the Arts
The Culture Center
1900 Kanawha Boulevard, East
Charleston, WV 25305-0300

COMMUNITY ARTS PROJECT SUPPORT
PART I: Applicant Cover Sheet
COMPLETE ALL FIELDS

Applicant Legal Name (Organization): _____
Applicant Mailing Address: _____
City: _____ State: _____ Zip: _____ County: _____
Telephone: _____ Email: _____
Website: _____
FEIN Number: _____ D-U-N-S Number: (https://fedgov.dnb.com/webform)_____
UEI Number: _____
Date of Incorporation:_____
Senate District: _____
First / Last Name of District Members: _____
House District: _____
First / Last Name of District Members: _____

Name and Title of Contact Person: _____
Contact Email / Contact Phone: _____

Coding: Use the national coding key to code your organization's status, institution and discipline.
Applicant Status: _____ Applicant Institution: _____
Discipline (number and letter): _____

Organization's mission statement: _____

Other WVCA grants the organization has applied for during this year's grant cycle, Check ALL THAT APPLY

☐ Arts in Education Amount Requested: _____
☐ Professional Development (Org) Amount Requested: _____
☐ Challenge America Amount Requested: _____
☐ American Masterpieces Amount Requested: _____

APPLICATION SUMMARY (List the title of each project, date and amount requested)

Project Title	**Date**	**Amount Requested**
		$
		$
		$
		$
Total Grant Amount Requested		$
Total Applicant Matching Cash Funds, including cash, project income and other support		$
Total Project Expenses		$

PART II: Certification Statement

READ, SIGN AND DATE

The person signing the application must have legal authority to obligate the organization and cannot be a recipient of grant funds.

I certify that
1) The information in this application is true and correct to the best of my ability
2) The organization's Board of Directors has approved this project
3) I have the legal authority to obligate the applicant.

Profits made from any project receiving support from the West Virginia Commission on the Arts (WVCA) will be used in support of the arts or artists. I have read and understood the guidelines and will comply with all rules, regulations, laws, terms, and conditions described therein. I agree to allow the WVCA to duplicate any materials submitted with this application for the purposes of selection process, education, and reports to the National Endowment for the Arts.

Name: _____

Title: _____

Email: _____

Signature: _____ DATE: _____

SIGN IN BLUE INK

PART III: Organization Narrative

Submit no more than 5 pages

Organization Name:

1. Briefly describe your organization's history. Include a snapshot of programs from the previous fiscal year.

2. Briefly describe your community, include demographic information on the cultural/ethnic makeup, economy and employment, education level and average age.

Provide an overview of all community arts opportunities and where your organization fits into the picture.

3. Identify your target audience and describe how your programming meets their needs.

4. Briefly describe your organization's measurable goals for FY2023. Provide data comparing past or current fiscal years to the projected fiscal year.

5. What are your organization's strengths and challenges?

6. Describe your programmatic planning and how it connects with your long-range plan goals.

7. Describe your two most successful marketing tools. Give examples of impact on audience development.

8. Describe the two best examples of evaluation data collected in the past year and how you used it in planning. Be sure to include examples of qualitative and quantitative impact on audience.

9. Describe your arts advocacy efforts on a local, state and national level. How do you educate, engage and inform decision-makers about the impact of your programs on your community.

10. Have there been any changes to your history, mission, and goals because of the coronavirus (COVID-19)?

PART IV: Organizational Operating Budget

Organization Name: _____

Fiscal year beginning - ending dates: _____

	FY2022 Actual Figures	FY2023 Budgeted Figures	FY2024 Budgeted Figures
1. Previous Fiscal Year Carry-over	$	$	$
2. Income			
Earned income	$	$	$
Endowment income	$	$	$
Contributed income			
Individuals	$	$	$
Corporations/Foundation	$	$	$
Federal Government	$	$	$
State Government	$	$	$
Local Government	$	$	$
Total Contributed	$	$	$
Total Income	**$**	**$**	**$**
3. Expenses			
Contracted fees and travel expenses	$	$	$
Production/exhibition/service expenses	$	$	$
Administrative expenses	$	$	$
Total Expenses	**$**	**$**	**$**
4. Operating Surplus/(Deficit)	$	$	$
5. Capital Income: Portion of organizational income raised for capital purposes	$	$	$
6. Capital Expenditures	$	$	$
Net Capital Activity	$	$	$

PART V: Organizational Budget Narrative

Organization Name:

1. What role do staff, board officers and committees play in preparing the annual budget?

Describe the process for board oversight and budget monitoring, including a timeline for financial reports.

Describe the process for adopting an adjusted budget.

2. What methods were used to determine expenses? Please check those that apply.

- ☐ Flat funding using current budget figures
- ☐ Increases based upon anticipated inflation
- ☐ Special Resources for special projects
- ☐ Zero-based budgeting representing a thorough reconsideration of previous expense planning
- ☐ Reduction in parts or overall spending

Additional comments

3. Describe the relationship between strategic planning (mission, goals and objectives), program selection and fundraising activities in preparing your budget.

4. Describe relative weight of expenses in total budget for the following: administration and personnel costs, fixed overhead expenses for facilities/plant operation, and programming costs.

Separately describe capital purchase expenses for real property, construction, renovation and durable equipment.

5. Describe the earned and unearned income resources available to your organization.

6. Describe the strategies in place to manage cash flow problems.

Describe any endowment or board restricted contingency fund, including funds currently available in these instruments.

7. Explain plans for eliminating any surplus or deficit from your operating budget. If your surplus line from one fiscal year does not equal your carryover line for the next fiscal year, describe the reallocation of these funds.

8. Explain any elements of your budget that require clarification. Fluctuations of more than 15% in any budget line item should be explained here.

PART VI: Individual Project Form

Complete one form for each project.

Do not write in this space
Application #: _____
PRN: _____

Organization Name: _____ Project # _____ of _____

Project Title: _____ Project Location: _____

Start Date (When work commences for the project):_____ Event Date:_____ End Date: _____

Enter the number of individuals engaged in person, excluding broadcast and online programming.

Artists directly involved: _____ Adults engaged in person: _____ Youth engaged in person: _____

Open to the Public (Yes/No): _____ Ticket Prices: _____

Will you be using federal funds to match this grant? ☐ Yes ☐ No

---

Coding: Use the national coding key to code your project

Type of Activity: _____

Arts Education (number and letter): _____ Project Discipline (number and letter): _____

For "Populations benefitted by" select all categories that made up 25% or more of the population directly benefitting, excluding broadcast and online programming.

Populations benefitted by race: _____ Populations benefitted by distinct group: _____

Populations benefitted by age: _____

Provide a 50-word or less description of the project suitable for publication:

_____

Project Summary: **List budget items and amount requested for funding**; attach additional sheets if needed

	$
	$
	$
	$
	$
	$
Total	$

PART VII: Individual Project Budget

Complete one form for each project.

Project # _____ of _____ Organization Name: _____

Income: Income: In-kind and donated services may not be used as matching funds. Submit documentation of outside support with application. List sources applied to but not yet confirmed as 'pending'.

Revenue (may be projected)		Amount
Admission/Fees/Tuition		$
Contracted Services		$
Other Revenue		$
Support		
Corporate		$
Foundation		$
Other Private		$
Government (exclude this grant request)		
Federal		$
State/Regional		$
Local		$
Applicant Cash		$
	Total Matching Funds Line A	**$**
	Grant Amount Requested Line B	**$**
	Total Cash Income Line C	**$**

Expenses:

Personnel: Applicant's administrative, artistic, and technical staff assigned to this project		$
Outside Professional Services: Contracted Artist/Professional Fees		
	$	
	$	
	$	
	Total	$
Travel Costs		
		$
Shipping		
		$
Other Fees & Services		
		$
Marketing		
		$
Space Rental		
		$
Remaining Operating Expenses		$
Total Project Expenses Line D Lines C and D must be equal		$

PART VIII: Individual Project Narrative - SUBMIT NO MORE THAN 5 PAGES

Answer all questions concisely and thoroughly. Complete one for each project.

Project # _____ of _____ Organization Name: _____

1. **Summarize the project activity.**

2. **Describe the measurable goals of the project. Describe what you want the project to accomplish; for example – audience development, create new partnerships, increase awareness of cultural diversity, etc.**

3. **Describe how the project fulfills your organizations' mission and assists in long-term stability or growth.**

4. **Describe the value or benefits to the public provided by this project.**

5. **Describe how you will measure/evaluate this project's effectiveness in accomplishing the goals you have identified. Provide sample evaluation tools.**

6. **Are you partnering with another organization? Explain each organization's role in the project. Attach letters of support from any partners.**

7. **Identify the guest artists, consultants, or other experts on the project. Describe the responsibilities of each. For those individuals for whom you are requesting fee support, include a resume and a fully executed contract in the attachment section.**

DOES THE AMERICANS WITH DISABILITIES ACT APPLY TO US?

Yes. The Americans with Disabilities Act (ADA) requires cultural organizations to make their programs, services and activities, including employment, accessible to qualified persons with disabilities. ADA is based on Section 504 of the Rehabilitation Act of 1973 as amended, which mandates nondiscrimination by federal grantees; however, ADA is more comprehensive in its scope. **ADA applies whether or not an arts organization receives federal funds.**

- ADA Title I, 42 U.S.C. Sec. 12111 et seq. mandates equal opportunity in employment. As of July 26, 1994, employers with 15 or more employees are covered. The U.S. Equal Employment Opportunity Commission issued rules, 29 CFR Part 1630, and administers Title I.
- ADA Title II, 42 U.S.C. Sec. 12131 et seq. requires all state and local governmental arts and humanities entities make all programs, services and activities, including employment, accessible. There are requirements for self-evaluation, transition plans, grievance procedures and an ADA Coordinator.
- ADA Title III, 42 U.S.C. Sec. 12181et seq. mandates museums, galleries, theaters and all other places of public accommodation remove architectural barriers that are readily achievable and otherwise ensure nondiscrimination in their programs, services and activities. The U.S. Department of Justice issued rule, 28 CFR Parts 35 and 36 and administers Title II and III. There are no exemptions based on the number of employees, physical size, or budget.
- Claiming undue burden or fundamental alteration does not relieve a public entity/accommodation of all obligations to provide access to people with disabilities. Even if an entity is not able to undertake a particular measure to provide access, it must find other modifications that are feasible or readily achievable to ensure that it does not discriminate against individuals with disabilities in programs, services, or activities.

For complete ADA regulations, standards and guidelines contact the U.S. Department of Justice ADA Information hotline at 800-514-0301 (voice) or 800-514-0383 (TTY) or visit the Department of Justice ADA information website at www.ada.gov.

Cultural Facilities & ADA Coordinator
WV Department of Arts, Culture & History
1900 Kanawha Blvd E
Charleston, WV 25305
(304) 558-0240

Mid-Atlantic ADA Center
401 North Washington Street, Suite 450
Rockville, MD 20850
Toll Free: 800-949-4232 V/TTY (DC, DE, MD, PA, VA, WV)
Local: 301-217-0124 V/TTY
Fax: 301-251-3762
HYPERLINK "http://www.adainfo.org/"
http://www.adainfo.org/
You may call the toll free number at any time, state your question, and a representative will return your call. This is a great resource for ADA questions specific to your project or organization! Their website serves as a hub of information.

PART IX: STATEMENT OF COMPLIANCE - AMERICANS WITH DISABILITIES ACT

GRANT APPLICANT MUST READ, SIGN, AND DATE

Applicant/Organization Name: _____
Physical Address of Applicant Facility:_____

If different from Applicant Facility above, list all location(s) in which the project will take place; attach a separate page if needed:

_____

The West Virginia Commission on the Arts asks applicants to describe efforts to improve programmatic and physical access in its organization as a means to evaluate the degree to which it is proactively working on these issues. The WVCA is not in the position to determine whether an applicant is in compliance with any state and federal laws governing this subject. A WVCA grant should not be interpreted as an opinion on that organization's compliance with its legal obligations. Each organization is responsible for complying with all applicable laws, rules, and regulations. **All organizations that are not in full compliance must complete the Transition Plan available at: http://www.wvculture.org/arts/grants/ADA/ADATransitionPlan.pdf.**

Contact the Accessibility Coordinator at (304) 558-0240 with any questions.

☐ APPLICANT PROJECT ONLY TAKES PLACE AT APPLICANT FACILITY LISTED ABOVE AND APPLICANT FACILITY AND PROGRAMMING ARE IN FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. **Applicants who are in full compliance do not need to complete and attach the Transition Plan.**

☐ APPLICANT PROJECT TAKES PLACE AT APPLICANT FACILITY AND OTHER LOCATIONS LISTED ABOVE; ALL PROJECT FACILITIES AND PRESENTED PROGRAMS IN ASSOCIATION WITH THE PROJECT ARE IN FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. **Applicant acknowledges that ADA applies to each location in which the project is held. Applicants whose project takes place within another location, even schools, is an equal partner in providing ADA compliance.**

☐ APPLICANT PROJECT AND/OR FACILITY IN WHICH PROJECT TAKES PLACE IS NOT IN FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA) AND WE HAVE COMPLETED AND ATTACHED THE TRANSITION PLAN.

OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT
Name: _____
Title: _____
Phone: _____

Signature: _____ Date: _____

ACCESSIBILITY INVENTORY

READ AND COMPLETE

Applicant/Organization Name:	_____
Organization Website Address:	_____

The West Virginia Commission on the Arts is proud to award financial support that will serve all people, and by serving WV's communities, you are serving individuals with disabilities! The following 10 questions apply to the applicant and project for which funding is being sought. Answer questions 8, 9, and 10 in one page or less. **Resources that may assist can be found at the Kennedy Center's accessibility site: http://education.kennedy-center.org/education/accessibility/lead/resources.html.**

1. ORGANIZATION ESSENTIALS

Staff member assigned to address accessibility:
Title and Email:

☐ Yes ☐ No Organization has a Board approved statement that addresses accessibility and ADA compliance.
Provide organization statement here; include date of adoption:

☐ Yes ☐ No Organization has an organizational employment non-discrimination policy statement, which includes people with disabilities.
Provide statement here; If no, explain your organization's process and timeline for adopting a non-discrimination policy:

☐ Yes ☐ No The organization has an Emergency Preparedness Plan that includes provisions for patrons with disabilities.

☐ Yes ☐ No The organization has an ongoing accessibility Advisory Committee.
State number of members and briefly discuss how members were selected and whether membership includes people with disabilities:

☐ Yes ☐ No Organization offers sensitivity training to staff, board, and/or volunteers on an annual basis.
Briefly discuss sensitivity training schedule and training content: What topics were covered; who conducts the training sessions; what qualifications does trainer offer; and how often do trainings take place?

2. EMPLOYMENT BARRIER REMOVAL

☐ Yes ☐ No ☐ NA Organization offers employment forms in alternate formats or offers assistance in filling out employment forms.

☐ Yes ☐ No ☐ NA Organization is proactive in hiring artists/staff/volunteers with disabilities.

3. ORGANIZATION OFFERS THE FOLLOWING ACCOMMODATIONS DAILY AS REQUIRED BY LAW:

☐ Yes ☐ No ☐ NA Admits service animals

☐ Yes ☐ No ☐ NA Appropriate number of required assistive listening system provided in

assembly areas, seating areas, and/or for guided tours or lectures

☐ Yes ☐ No ☐ NA Seating area(s) of facility, including auditorium, has the correct number of wheelchair and companion seats

ORGANIZATION OFFERS THE FOLLOWING ACCOMMODATIONS UPON REQUEST:

☐ Yes ☐ No ☐ NA Advance copies of scripts or synopses

☐ Yes ☐ No ☐ NA Audio described performances or guided tours

☐ Yes ☐ No ☐ NA Sign language interpretation of performances, guided tours, or lectures

☐ Yes ☐ No ☐ NA Braille materials (programs, exhibit or display signage, and/or other materials)

☐ Yes ☐ No ☐ NA Open/closed captioning at performances, lectures, tours, workshops, or for film/video

☐ Yes ☐ No ☐ NA Large print materials (event brochures, programs, signage, exhibit or display signage, and/or other materials)

4. ORGANIZATION WEBSITE

☐ Yes ☐ No ☐ NA Organization has an accessible website providing basic accessibility features: high contrast, adjustable type size, alternate text for images, plain text option, etc.

☐ Yes ☐ No ☐ NA Organization has an accessibility section on the website that lists accessible programs and services to patrons.

5. ONLINE TICKET SALES

☐ Yes ☐ No ☐ NA Organization offers ticket sales on its website or through an online ticketing service.

ONLINE TICKET SALES ARE NOT REQUIRED BY ADA, BUT IF UTILIZED, ANSWER THE FOLLOWING

☐ Yes ☐ No ☐ NA If yes, organization offers seating diagram or chart showing location of accessible seating for ticket sales on its website or through an online ticketing service (if offered, required by law)

☐ Yes ☐ No ☐ NA If yes, organization offers tickets in all price ranges to people with disabilities and up to three companions requesting accessible seating; (if offered, required by law)

6. INFORMATION & MARKETING

☐ Yes ☐ No ☐ NA Brochures and other marketing materials list appropriate international access symbols and a statement regarding accessibility policies

☐ Yes ☐ No ☐ NA Brochures and other marketing materials are available or offered in alternate formats (e.g. large print/Braille/electronic media).

☐ Yes ☐ No ☐ NA Organization has reasonable advance notification policy for patrons interested in utilizing its programs and services (e.g. sign interpretation, large print programs, etc.).

☐ Yes ☐ No ☐ NA Organization facility utilizes ADA compliant signage (compliant signage would include Braille, correct type size, high contrast design elements, correct mounting and height).

7. PHYSICAL ACCESS

☐ Yes ☐ No ☐ NA ADA compliant parking

☐ Yes ☐ No ☐ NA Accessible route from public transportation to the facility.
☐ Yes ☐ No ☐ NA Accessible route from parking to primary accessible entrance.
☐ Yes ☐ No ☐ NA ADA compliant doors to entrance, bathrooms, assembly areas, gallery and display areas
☐ Yes ☐ No ☐ NA Multi-level facility has an elevator or interior ramps at level or floor changes.
☐ Yes ☐ No ☐ NA Restrooms (or unisex bathroom) used by the public are ADA compliant.
☐ Yes ☐ No ☐ NA ADA compliant box office window/information desk.
☐ Yes ☐ No ☐ NA ADA compliant concession stand/gift shop.
☐ Yes ☐ No ☐ NA ADA compliant performance/dressing room/artist space.

8. **A mother and her two children would like to come to your event taking place at your facility. One child, age 6, has a hearing impairment and utilizes American Sign Language (ASL), the other child, age 12, is a youth on the autism spectrum. The mother calls your organization three weeks prior to the event and asks how you will help her and her family best experience this event. Describe how your organization has planned for and will handle this situation, include all staff roles.**

9. **A husband and wife arrive at your event with two friends. The husband uses a wheelchair, and his wife and friends do not. Your event is free and tickets were not needed to attend, rather seating was advertised as first-come first served. They arrive on-time, as do many others, and it seems that your event will be full. Describe how your organization has planned for and will handle this situation; include all staff roles.**

10. **A community organization serving children with special needs that may include mobility, visual, hearing, speech, learning, and/or developmental disabilities would like to tour your facility and/or take part in a special event. The organization first learned about your facility/event through a press release in the local newspaper, then looked for accessibility information about your facility/event on-line, and finally called your organization to learn more and reserve a date/time. What information will the organization find in the newspaper article, on-line, and what information will be given when they call regarding accessibility? How will you help each child who participates in this experience feel as though they have equal access to information, and are included and welcome?**

NATIONAL STANDARD CODING SHEET

Applicant Status

01 Individual
02 Organization - Non-Profit
03 Organization - Profit
04 Government - Federal
05 Government - State
06 Government - Regional
07 Government - County
08 Government - Municipal
09 Government - Tribal
99 None of the Above

Type of Activity

01 Acquisition
02 Audience Services
03 Fellowships
04 Artwork Creation
05 Concert/Performance/Reading
06 Exhibition
07 Facility Construction/Maintenance
08 Fair/Festival
09 Identification/Documentation
10 Organization Establishment
11 Operating Support
12 Arts Instruction
13 Marketing
14 Professional Support - Administrative
15 Professional Support - Artistic
16 Recording/Filming/Taping
17 Publication
18 Repair/Restoration/Conservation
19 Research/Planning
20 School Residency
21 Other Residency
22 Seminar/Conference
23 Equipment Acquisition
24 Distribution of Art
25 Apprenticeship
26 Regranting
27 Translation
28 Writing About Art
29 Professional Development/Training
30 Student Assessment
31 Curriculum Development/Implementation
32 Stabilization/Endowment/Challenge
33 Building Public Awareness
34 Technical Assistance
35 Web Site/Internet Development
36 Broadcasting
37 Public Art/Percent for Art
99 None of the Above

Applicant Ins

01 Individual Ar
02 Individual No
03 Performing G
04 Performing G
05 Performing G
06 Performing G
07 Performance
08 Art Museum
09 Other Museur
10 Gallery/Exhib
11 Cinema
12 Independent
13 Literary Mag
14 Fair/Festival
15 Arts Center
16 Arts Council/
17 Arts Service
18 Union/Profes
19 School Distri
20 Parent-Teach
21 Elementary S
22 Middle Schoo
23 Secondary Sc
24 Vocational/T
25 Other School
26 College/Univ
27 Library
28 Historical Soc
29 Humanities C
30 Foundation
31 Corporation
32 Community S
33 Correctional I
34 Health Care F
35 Religious Org
36 Seniors' Cent
37 Parks and Rec
38 Government -
39 Government -
40 Government -
41 Government -
42 Media - Perio
43 Media - Daily
44 Media - Week
45 Media - Radi
46 Media - TV
47 Cultural Serie
48 School of the
49 Arts Camp/In
50 Social Servic
51 Child Care Pr
99 None of the A