

# FY2024 Grant Application

# Community Arts Project Support



## Organizational Development

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](mailto: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](http://www.wvculture.org)

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

### What is the purpose of this grant program?



All publications and application forms are available in alternative formats upon request.

Contact, ADA Coordinator, at  
304-558-0240 (phone) or 304-558-3562 (TDD)

The

Community Arts Project Support Organizational Development grant program provides funds for

long-range planning, staffing support and community cultural assessments in West Virginia communities.

## **Who may apply to this program?**

- West Virginia organizations with arts-related missions that are 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 one year (more stringent requirements apply in some programs)
- 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.

### **All applicants must submit**

- A complete and typed application
- 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 bios
- Letters of support from partners, collaborators, program beneficiaries
- Letters of verification from sources of matching funds
- Samples of advocacy efforts
- Evaluation tool samples

### **And as applicable**

- Long-Range Planning Checklist and Supplemental Narrative
- Community Connections Supplemental Checklist
- Staffing Support Supplemental Guidelines

## **Who is not eligible?**

- A private individual or group, or any for-profit organization
- Public and private colleges and universities and their correlating foundations

## **What are qualified project activities?**

- Hiring outside consultants and planners to evaluate a nonprofit arts organization's administrative, artistic, programmatic and financial management as well as marketing and fundraising efforts as part of a long-range plan. (Long-Range Planning)
- Salary and benefit costs for nonprofit arts organizations. (Staffing Support)
- Costs associated with assessing a community's cultural needs and resources. (Community Connections)

## **What are ineligible project activities?**

- Programmatic costs
- Operating costs
- Re-Granting Programs
- Projects that take place outside of West Virginia

- 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. All consultant and other professional fees require contracts, signed and dated with the date of the service and amount owed. All travel costs not included in contracts require documentation of quotes. Consultant contracts \$8,000 or more are funded at 33%.
- 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.
- See below for matching requirements specific to Staffing Support.

## What are eligible expenses for Staffing Support?

- 50% of new employee salary and benefits up to \$20,000 for the first year, 40% the second year and 30% the third year. Existing positions are not eligible under this program. Applications are for one year only.

## What else do I need to know about applying for Staffing Support?

- **Organizations seeking salary and benefit costs assistance must be at least three years old, have an annual budget of at least \$25,000, a long-range plan in place that incorporates the need for and responsibilities of staff, and have successfully managed at least one WVCA programming grant in the past three years.**
- The total salary may not exceed 25% of the applicant's annual budget.
- Applicants for Staffing Support must read and review Staffing Support Supplemental Guidelines
- First-year support is available for 11 months for one staff position, beginning August 1 and ending June 30.
- Organizations with paid managers may apply for 50% of the salary for an arts management intern not to exceed \$3,000.
- Applicants must re-apply for second- and third-year funding.
- Volunteer-run arts organizations requesting assistance for one paid arts administrator position, either full- or part-time, must have developed a plan for how the new staff position will fit into the management of the organization and relate to the board of directors.
- Organizations with existing professional staff may request assistance for additional permanent staff position(s) if the organization's long-range plan reflects the need and the current manager/director has been on the job for at least one year.
- Applicants requesting grant assistance must publicly announce the new position(s) and abide by all laws during the hiring process.
- Two or more arts groups in close proximity may apply for a shared position that is NOT a top management position, but may include education or marketing coordinators, and administrative staff, among others.

- Successful applicants receive technical assistance provided by a Staff Support Project Monitor who works to ensure a successful transition from a volunteer-run organization to a professionally staffed organization or to smoothly incorporate additional staff into an organization.

**Additional required documentation:**

- Job description and qualification requirements for new staff position.
- Administrative plan for integrating new position into the organization, including plans for performance evaluations, details about who the new employee will work with and to whom he or she will report.
- List of current programs
- Copy of the applicant's long-range plan, with highlighted sections dealing with the need for increased staff.
- Second and third-year applicants must submit the resume and qualifications of new hire.

## **What are eligible expenses for Long-Range Planning assistance?**

- 50% funding for consultant fees and expenses up to \$10,000.

## **What else do I need to know about applying for Long-Range Planning assistance?**

- Applicants must have professional staff or have been in existence for at least two years.

**Additional required documentation for long-range planning assistance:**

- Completed Long-Range Planning Checklist and Supplemental Narrative.
- Copy of current long-range plan OR a copy of the organization's projected activities for the upcoming year.
- Signed letter of commitment from board of directors and director/president to being involved with developing or updating the organization's long-range plan.
- List of members of a planning committee that should include at least three board members.
- Consultant's proposal, contract and resume.

## **What are eligible expenses for Cultural Planning assistance?**

- **First year:** Up to 50% of consulting fees and administrative costs related to the cultural planning process, including the cost of printing/copying, public meeting notices, surveys, and artist-stipend guidelines, mailing and design fees.
- **Second year:** Up to 50% for funds to support projects that meet the goals outlined in the cultural plan.
- Up to 50% of administrative costs associated with evaluating the first year of community planning, and fall into one of the administrative categories outlined for first-year participants.

## **What else do I need to know about applying for Cultural Planning assistance through the Community Connections program?**

- First-year funding is limited to \$5,000 for coordinating a community cultural planning process and implementing goals outlined in the cultural plan.
- Second-year funding is limited to \$5,000 to continue furthering the goals outlined in the cultural plan.
- Second-year applications should include a copy of the community's cultural plan and an outline of accomplishments to date.
- Projects and expenses to which the funds will be applied must be outlined in the narrative and budget portion of the application.
- Applicants must submit a Community Connections Supplemental Checklist

## **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.

## **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.

## **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?**

All applicants **must** submit a Letter of Intent by December 1; complete the application and submit; 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.**

<b>DEC 1</b>	Letter of Intent Deadline
<b>April 1</b>	Application Deadline
<b>MAY</b>	Panel Review held
<b>JULY</b>	Notification of Award
<b>30 DAYS</b>	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 Director of Arts.
- 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 Division of 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 60 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

## **Submit completed package to:**

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

## 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 Signed 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, AS APPLICABLE

- ☐ Artist/Consultant 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, clippings (limit 3)
- ☐ Evaluation tool samples (limit 3)

### SUPPLEMENTAL ATTACHMENTS FOR LONG-RANGE PLANNING

- ☐ Long-Range Planning Supplemental Narrative
- ☐ Signed letter of commitment from board of directors
- ☐ List of planning committee members
- ☐ Consultant's proposal, contract and resume

### SUPPLEMENTAL ATTACHMENTS FOR STAFFING SUPPORT

- ☐ Administrative plan for integrating new position into the organization
- ☐ Job description and qualification requirements for new position
- ☐ List of current programs
- ☐ Second and third-year applicants must submit the resume and qualifications of new hire.



#### SUPPLEMENTAL ATTACHMENTS FOR CULTURAL PLANNING THROUGH COMMUNITY CONNECTIONS

- ☐ Letters of support outlining the part to be played by each participating partner i
- ☐ Letter from the board of directors acknowledging the time and resource commitment involved in leading the cultural planning process
- ☐ A copy of the organizational plan and/or other documentation indicating ability to complete the project
- ☐ A copy of the consultant's proposal, contract and resume (if selected at time of application).
- ☐ If the consultant has not been selected, a timeline indicating date of submission
- ☐ Letter of support from the local or county government
- ☐ Evaluation plan for this project

#### 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 30 days of deadline.**

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#### Submit completed package to:

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

# COMMUNITY ARTS PROJECT SUPPORT ORGANIZATIONAL DEVELOPMENT

## 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>)  
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**

<input type="checkbox"/> Arts in Education	Amount Requested: _____
<input type="checkbox"/> Professional Development (Org)	Amount Requested: _____
<input type="checkbox"/> Challenge America	Amount Requested: _____
<input type="checkbox"/> 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	\$
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## **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 III: Organizational Operating Budget

Organization Name: \_\_\_\_\_

Fiscal year beginning - ending dates: \_\_\_\_\_

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

## **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

	\$
	\$
	\$
	\$
	\$
	\$



	<b>Total</b>	\$
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## 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		\$
	<b>Total Matching Funds Line A</b>	\$
	<b>Grant Amount Requested Line B</b>	\$
	<b>Total Cash Income Line C</b>	\$

### Expenses:

Personnel: Applicant's administrative, artistic, and technical staff assigned to this project	\$
Outside Professional Services: Contracted Artist/Professional Fees	
	\$
	\$
	\$
	<i>Total</i> \$
Travel Costs	
	\$
Shipping	
	\$
Other Fees & Services	
	\$
Marketing	
	\$
Space Rental	
	\$
Remaining Operating Expenses	\$
<b>Total Project Expenses Line D</b> 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.

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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 each 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. 12181 et 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](http://www.ada.gov).

**Cultural Facilities & ADA Coordinator**  
WV Department of Arts, Culture & History  
1900 Kanawha Blvd E  
Charleston, WV 25305  
(304) 558-0220 Ext. 725

**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 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, are 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: \_\_\_\_\_

# PART X: 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

## National Endowment for the Arts 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 Institution

- 01 Individual Artist
- 02 Individual Non-Artist
- 03 Performing Group
- 04 Performing Group - College/University
- 05 Performing Group - Community
- 06 Performing Group - Youth
- 07 Performance Facility
- 08 Art Museum
- 09 Other Museum
- 10 Gallery/Exhibit Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 Parent-Teacher Organization
- 21 Elementary School
- 22 Middle School
- 23 Secondary School
- 24 Vocational/Technical School
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society
- 29 Humanities Council
- 30 Foundation
- 31 Corporation
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - TV
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the Above

### Disciplines (Applicant & Project; & optional sub-disciplines)

- 01 Dance
  - A Ballet
  - B Ethnic/Jazz
  - C Modern
- 02 Music
  - A Band
  - B Chamber
  - C Choral
  - D New
  - E Ethnic
  - F Jazz
  - G Popular
  - H Solo/Recital
  - I Orchestral
- 03 Opera/Musical Theatre
  - A Opera
  - B Musical Theatre
- 04 Theatre
  - A General
  - B Mime
  - D Puppet
  - E Theatre for Young Audiences
  - F Storytelling
- 05 Visual Arts
  - A Experimental
  - B Graphics
  - D Painting
  - F Sculpture
- 06 Design Arts
  - A Architecture
  - B Fashion
  - C Graphic
  - D Industrial
  - E Interior
  - F Landscape Architecture
  - G Urban/Metropolitan
- 07 Crafts
  - A Clay
  - B Fiber
  - C Glass
  - D Leather
  - E Metal
  - F Paper
  - G Plastic
  - H Wood
  - I Mixed Media
- 08 Photography
- 09 Media Arts
  - A Film
  - B Audio
  - C Video
  - D Technology/Experimental
- 10 Literature
  - A Fiction
  - B Non-Fiction
  - C Playwriting
  - D Poetry

### Disciplines (Continued)

- 11 Interdisciplinary
- 12 Folklife/Traditional Arts
  - A Folk/Traditional Dance
  - B Folk/Traditional Music
  - C Folk/Traditional Crafts & Visual Arts
  - D Oral Traditions (include folk/traditional storytelling)
- 13 Humanities
- 14 Multidisciplinary
- 15 Non-Arts/Non-Humanities

### Arts Education

- 01 50% or more of funded activities are arts education
- 02 Less than 50% of funded activities are arts education
- 99 None of this project involves arts education

### Population Benefited by Age

- 01 Children/Youth (0-18 years)
- 02 Young Adults (19-24 years)
- 03 Adults (25-64 years)
- 04 Older Adults (65+ years)
- 09 No single age group listed above made up more than 25% of the population directly benefitted.

### Population Benefited by Distinct Groups

- D Individuals with Disabilities
- I Individuals in Institutions
- P Individuals below the Poverty line
- E Individuals with limited English proficiency
- M Military veterans/Active duty personnel
- Y Youth at risk
- G No single distinct group listed above made up more than 25% of the population directly benefitted