

ACCESSIBILITY GRANT

Information and Instructions

The Delaware Division of the Arts awards grants on a bi-monthly basis for special accessibility initiatives implemented by Delaware-based, nonprofit arts organizations. Accessibility grants of up to \$2,500 are available to enhance an organization's capacity to accommodate individuals and groups with special needs.

Accessibility grants may fund equipment rental costs (not purchase) and contractual services that will address the needs of people with visual, hearing, and physical challenges. Examples of services can include, but are not limited to:

- Renting audio captioning equipment or hearing assistive devices
- Renting wheelchairs or other devices to assist people with limited physical mobility
- Printing an exhibition catalog in Braille
- Producing special print signage to support visual arts exhibits
- Hiring a sign language interpreter for a performance
- Hiring an accessibility consultant to design an exhibition to accommodate special needs populations

Note: Organizations will be eligible to receive only one grant award in this category per calendar year.

Additional grants are available in the Arts Stabilization grant category to support structural renovations that address accessibility needs in existing buildings owned by the arts organization.

Eligibility

To be eligible to apply for an Accessibility Grant, applicants must:

1. Have the promotion, presentation, production, and/or teaching of the arts as their primary purpose as outlined in their charter, incorporation papers, bylaws, and IRS nonprofit determination letter.
2. Have a stable, functioning board of directors that meets at least quarterly.
3. Be based and chartered in Delaware as a nonprofit organization; exempt from federal income tax under Section 501(c)(3) or 501(c)(4) or 509(a) of the Internal Revenue Code; and eligible to receive donations allowable as charitable contributions under Section 170(c) of the Internal Revenue Code of 1954.

New arts organizations must successfully complete the Division of the Arts ST-ARTUP program for emerging arts organizations before applying for Accessibility or other arts organization grants. For details on ST-ARTUP, visit www.artsdel.org/grants/artsorggrants

Please note the following restrictions:

- The Division will not accept applications through fiscal agents.
- No individual may compile or submit an application on behalf of an organization if that individual is a member or relative of a member of the Delaware State Arts Council or Division staff.

Receipt of state and federal grants carries with it certain obligations and responsibilities. The Division of the Arts retains the right to withhold funding if a grantee is found not to be in compliance with state and/or federal obligations. Review the information contained in the following documents: *Delaware Division of the Arts Grantee Responsibilities*, and *National Endowment for the Arts Requirements for Subgrant Recipients*. These documents explain the obligations of Division grantees. Both reports can be downloaded at www.artsdel.org/grants/artsorggrants.

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Evaluation Criteria for Accessibility Grants

The following criteria are used to evaluate Accessibility Grant applications:

- Staff or board's capacity to implement the accessibility project as it relates to the mission of their arts organization
- Organization's plan and capacity to target and attract people with disabilities to its programs
- Evidence that the project's outcome will result in opportunities for people with disabilities to have increased access to diverse and quality arts programs
- Financial feasibility and need as demonstrated in the submitted budget
- Organization's history of administrative competence and successful programming

Matching Funds and Funding Caps

No match is required. However, organizations that can provide some level of cash match may receive a more favorable review. Accessibility grant awards are capped at \$2,500.

Application Deadline and Filing

Accessibility grant applications must be **received** in the Division office no later than 4:30 p.m. on the **first Monday of February, April, June, August, October, or December**.

Projects should begin no earlier than six weeks after the application deadline. Organizations will be eligible to receive only one grant award in this category per calendar year.

The *Accessibility Grant* application form may be downloaded in either Microsoft Word or PDF format from the Division web site at www.artsdel.org/grants/artsorggrants.

Grant Review Process

Division staff members, in conjunction with the Division Director, review Accessibility Grant applications. The Director then makes final decisions on funding.

Funding decisions may be appealed only on the basis of procedural error or impropriety. Appeals of grant decisions must be submitted in writing to the Division Director within 30 days of notification. Appropriate appeals will be forwarded to the State Arts Council for consideration. For details on the appeals process, download *Division Grant Review Process* at www.artsdel.org/grants

Notification of Grant Awards

Applicants will be notified in writing of the decision of the grant review committee within four weeks of the application submission.

Final Evaluation Report

A final evaluation report is due within 60 days following the end date of the project. Final payment (15%) of the grant is withheld by the Division until receipt of the final report. Failure to submit this form may preclude future Division funding.

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Accessibility Grant Application Procedure

Applicants are required to submit **one (1) original and one (1) copy** of the grant application. Be sure that the application contains the required signatures and that you include two copies of all required attachments. Submit materials in the following order:

1. Accessibility Grant Application form

Complete the *Accessibility Grant Application* form www.artsdel.org/grants/artsorggrants. Be sure the application form is signed by an authorizing official to indicate agreement with all legal and technical requirements as set forth in these guidelines.

2. Accessibility Grant Narrative

The narrative **must**:

- have 1" margins
- use a Times new Roman or Arial 10-point font or larger
- be double-spaced
- be no more than 2 numbered pages long
- be copied double-sided

The narrative **must** include all of the following:

- A description of the project, including the staff or board members involved in implementation
- An explanation of how this project will affect the organization's ability to carry out its mission and how people with disabilities will have increased access to the organization's arts programs
- A description of plans to attract participants or audience

3. Budget

Outline the project's expenses, income, and in-kind contributions. Include under the "Income" heading the amount requested from the Division and, if applicable, any anticipated donations, earned income (such as admission fees), and/or contributions from the applicant organization's operating budget that will be applied to the project. In-kind contributions represent the donation of goods or services to the project and should also be included. Budgets should be balanced with anticipated cash income equaling anticipated cash expenses.

4. Supplemental Materials (required)

- A letter of intent or contract from the service provider verifying availability and fees
- Descriptive information about the service provider, such as a resume or promotional materials
- Two professional estimates for rental of equipment or purchase of services