



## BRIEF ACCESSIBILITY CHECKLIST

Federally funded projects must be accessible to people with disabilities. NEA requires applicants to consider physical and programmatic accessibility as an integral part of each project's planning and budgeting process. Applicants may include the cost of access accommodations as part of their project's budget, including sign interpreters, and audio describers. Applicants may also consider conducting programs in accessible venues other than their own organization in order to meet accessibility requirements.

The information below is a user-friendly tool for your confidential use to assist you in making your organization and project inclusive and available to everyone. The checklist includes links to a wide variety of resources. If you are a grantee of the NEA, this checklist is not a substitute for completing the NEA's Section 504 Self-evaluation Workbook, available at <http://www.arts.gov/about/Civil.html>.

We recommend you first review the NEA's [Step-by-Step Guide to Accessible Cultural Programs and Organizations](#) and the [Design for Accessibility: A Cultural Administrator's Handbook](#).

### Project's Physical Access

- Ground-level entry, ramped access, and/or elevators to the venue
- Signage at inaccessible entrances with directions to accessible entrances
- Integrated and dispersed wheelchair seating in assembly areas
- Wheelchair-accessible box office, stage, and dressing rooms
- Wheelchair-accessible display cases, exhibit areas, and counters
- Wheelchair-accessible restrooms, including accessible sinks, water fountains, and soap & paper dispensers
- Wheelchair-accessible toilet stall, including a 60" diameter or T- turn clear floor space, free of the door swing
- Accessible emergency exits and audio/visual emergency alarms
- Designated accessible parking spaces with adjoining curb cuts, and an accessible route from parking to the venue entrance

## Organization and Project's Communication Access

- [Organization has a designated staff member who is responsible for overseeing accessibility and Section 504/ADA compliance](#)
- [Organization has a stated policy or mission statement regarding accessibility](#)
- [Organization has an Access Committee that includes people with various disabilities to advise on access issues](#)
- [Sign language interpretation](#)
- Scripts and text of verbal presentations
- [Assistive listening system](#)
- [Open or Closed captioning](#) of audio visuals
- [Audio description](#) of visual art, media, performances, or other presentations
- Print materials in alternate formats, including Braille, computer disk, and large print
- [Large-print labeling with high contrast](#)
- [Accessible Website](#) (including alt tags & captioned audio)
- [Tactile tours](#)
- TDD, telephone/typewriter
- Access information/accommodations with [appropriate disability symbols](#) are included in all publicity about the project (i.e., press release, program, media, e-mail)

If you would like to discuss your responses to this checklist or have any accessibility questions, please contact:

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