STEP 7: Develop an Access Plan

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Guidance on Developing an Access Plan

Compliance with the Section 504 and the stipulations of the ADA should already have been accomplished. The Americans with Disabilities Act became effective January 26, 1992; under Title II, organizations receiving federal funds should have completed an access self-evaluation by January 26, 1993, to determine if their organization is "accessible and usable by" people with disabilities. The ADA stipulated that all Title II entities make structural changes to insure program accessibility by January 26, 1995. All transition plans and records their progress should be kept on file for public viewing.

Remove barriers to **existing facilities** and assure that **all new construction, renovation, and alterations** meet or exceed applicable federal accessibility standards.

Explain the **methods that will be used to make access improvements**. Include information about any necessary fundraising or available sources of funds. **According to the Rehabilitation Act, Section 504, not every program nor every floor needs to be accessible, but enough accessible programs or facilities must be provided so that people with disabilities have an equal opportunity to benefit from the organization's program offerings, 'when viewed in their entirety."** However, the passage of the 1990 Americans with Disabilities Act has made equal access to cultural programs and services a civil right, whether or not federal aid is involved. ADA Title III regulations are more inclusive, extending equal access to places of public accommodation (such as movie theaters, restaurants, galleries and concert halls) operated by groups that do not receive federal funds.

The implementation of an access policy and plans should be incorporated into your cultural organization's overall Long Range Plan. Of course, maintaining and improving accessibility should be considered on a regular long-term basis.

Your Access Plan may serve as partial documentation of your **"good faith" efforts to comply with the ADA** should grievances arise. However, people with disabilities should not have to initiate litigation; what is required is equal access with dignity.

Experience has shown that when access to services, programs, activities and employment are given a high priority it is reflected in an organization's mission statement, policies and guidelines.

Access improvements should strive to go above and beyond the law. While common sense plans must be made to meet minimum access requirements, cultural organizations may be creative in developing new strategies to include the 20% of Americans who have disabilities.

The law, as well as guidance from your Access Advisory Committee, should determine the priorities identified in your access plan. The plan reflects your organization's compliance with the law and methods to integrate people with disabilities into all aspects of your organization.

What a Self Evaluation and Transition Plan Should Do

1) **Identify and review all policy, employment, physical and programmatic barriers that limit access to the organization's facilities, service and programs.** These barriers may be determined by performing the Arts and Humanities Accessibility Checklist and must involve the assistance of individuals with disabilities. **(**See Step 4: Access Advisory Committee and Step 5: Evaluate Your Organization's Accessibility: The Arts and Humanities Accessibility Checklist).

2) **Prioritize access improvements in policy, employment issues, facility, programs and services, with measurable goals and objectives**. Identify readily achievable improvements first and then begin the process of planning for

those requiring more long-range plans that involve extensive design and construction work. The ADA requires that places of public accommodation [e.g., for-profit and non profit theatres, museums, libraries, galleries] remove architectural barriers when they are "readily achievable," and can be accomplished without much difficulty or expense.

3) Develop a timetable with completion dates for steps necessary to achieve full accessibility.

4) **Identify the person(s) responsible for the implementation of the plan.** This person could be your ADA Coordinator or a member of your Access Advisory Committee.

5) **Establish** a time frame and review method for ongoing monitoring and assessment; for example, schedule subsequent accessibility reviews of your organization by your Access Advisory Committee.

6) **A copy of the plan should be available for public inspection.** According to Section 504, arts and humanities agencies and organizations receiving federal funds, must have a copy of the plan available for public inspection.

Establishing Priorities for Your Access Plan

When developing an access plan, a cultural organization should develop its priorities and create a timetable for barrier removal on the basis of the following:

- Whether the improvement or removal of the barrier is readily achievable
- Is a recommended priority area by the Department of Justice
- Incorporates principles of universal design to accommodate a diverse group of users of cultural facilities

Readily Achievable Improvements and Accommodations

Your plans may include readily achievable improvements that address architectural barriers as well as the policies and practices of your cultural organizations. Examples of readily achievable improvements that can be made **immediately, at no cost or inexpensively**, include:

1. Developing and convening an Access Advisory Committee;

2. Adding definitive access language to your policies and guidelines;

3. Providing all agency publications on cued audio tapes or large print upon request;

4. Publicizing the accessibility of your organization's activities and services in print and/or media;

5. Conducting access training for staff and board;

6. Establishing an office policy that requires using accessible facilities for all agency activities;

7. Installing a TTY; training staff to use it; and including the number wherever your organization's other phone numbers are listed;

8. Compiling resource lists of availability and costs of access accommodations in your locality;

9. Recruiting people with disabilities for grant review panels;

10. Lowering display cases and counter tops;

11. Installing large print labeling/signage;

12. Removing fixed seating for wheelchair spaces.

See also: Step 6: "Arts and Humanities Accessibility Checklist" for additional "possible solutions" to access problems, which may be included in your agency's short and/or long term access planning.

The Americans with Disabilities Act Checklist of Readily Achievable Barrier Removal Checklist for Existing Facilities version 2.1 August 1995 is included as part of the Arts and Humanities Accessibility Checklist. It was designed to identify accessibility problems and solutions to assist organizations to plan how to make their facilities more usable by people with disabilities. The checklist is organized according to the priority areas, and provides possible solutions to identified barriers.

Alternatives to Barrier Removal is a fact sheet produced by Adaptive Environments that describes options for places of public accommodation, including cultural organizations when modifications are not readily achievable.

Recommended Priority Areas by the Department of Justice

The Department of Justice's **Title III Technical Assistance Manual** recommends priority areas for the removal of barriers in existing facilities. Because the resources available for barrier removal may not be adequate to remove all existing barriers at any given time, the regulation suggests a way to determine which barriers should be dealt with first. The purpose of these priorities is to facilitate long term business planning and maximize the degree of effective access that will result from any given level of expenditure. These priorities are not mandatory. Public accommodations are free to exercise discretion in determining the effective "mix" of barrier removal measures to undertake in their facilities.

Priority 1:   **Get people in the door.** Enable individuals with disabilities to physically enter your facility**.** "Getting through the door" recognizes that providing physical access to a public facility from public sidewalks, public transportation or public parking is generally preferable to any alternative arrangements in terms of both business efficiency and the dignity of individuals with disabilities. Solutions include installing 1:12 grade ramps, widening entrances and providing accessible parking spaces.

Priority 2:   **Provide access to goods and services.** Provide access to those areas of a place of public accommodation where goods and services are made available to the public. For example, individuals with disabilities should have access to assistance at the front desk, as well as to any other areas that are available to other patrons, such as exhibition areas or dispersed seating in theaters.

Priority 3:   **Provide access to restrooms.** If restrooms are provided for use, they should also be accessible to those with disabilities.

Priority 4:   **Remove any remaining barriers.** The remaining barrier removal efforts address amenities or services provided by the organization or facility.

Universal Design Considerations

[See Part 1: Universal Design] Whereas barrier free design focuses on meeting the federal accessibility standards for inclusion of people with disabilities, the intent of universal design is to simplify life for everyone by making products and environments usable by as many people as possible at little or no extra cost. Following the principles of universal design to create more inclusive and universally accessible environments, cultural facilities would consider the following:
- Site design that is easily accessible from public transit, parking and public pathways.
- Entrances and how they are used for drop off, waiting, ticket purchase or group assembly.
- Spatial organization of facilities so that users can find the event, performance, reading or exhibit as well as restrooms or telephones.
- Signage systems that help support way finding.
- Exhibits and collections made available to the broadest population by (1) providing alternative media, such as Braille, audio description, tactile maps, open and/or closed captions and in other languages; (2) designing exhibits at varying heights, with multi-sensory hands-on experiences for people of varying abilities; (4) creating pathways through exhibits that accommodate wider patterns of use by adults pushing strollers or wheelchairs; and (5) lighting that enables access to

content by eliminating deep shadows. [From: **Universal Design: New York (2001) Center for Inclusive Design and Environmental Access,** School of Architecture and Planning, University at Buffalo, The State University of New York].

Organizing Your Access Plan

Organize the results of the survey or checklist in a chart. For example, the following sample chart has five columns. The first column lists the identified barriers; the second column describes the method for eliminating the barriers; the third denotes the person or department responsible barrier removal; and the fourth is the estimated cost. The fifth column specifies projected start and completion date.

The following is a sample access plan:

Element/Barrier	Methods	Responsible Person/Dept	Estimate	Timeline Start/ Completion
Doors	Replace knobs with lever hardware throughout.	Facilities	$12,400	3/03 -5/04
Women's Restroom—No accessible stall	Combine 2 stalls to create a fully accessible one	Facilities	$2,000	3/03 -3/04
Printed Material does not include information about access	▪ Collect samples from other organizations ▪ Acquire Disability Access Symbols ▪ Consult with Access Committee regarding content and presentation ▪ Work with Graphic Designer to Produce Prototypes	Visitors Services and Accessibility Coordinator	General Operating Budget	2/03 -7/04
Room Signs-No Tactile and Braille	Add compliance room signs at permanent and common use spaces	Facilities	$329 $5 cost for interim solution of plastic self-adhesive labels	2/00 - 3/00

See also: **Americans With Disabilities Act (ADA) Plan Outline** Produced by the New Jersey Arts Council, this outline for ADA plans is intended to help cultural groups develop a complete, well-organized plan and will help standardize all ADA plans in the cultural community.

Best Practices - Long Range Plans with Access Provisions

Long Range Planning: Using Your Access Committee

Using Your Advisory Committee to Create a Long Range Plan: Florida Arts Council Meeting Agenda Questions

Long-range issues to address at February 21, 1995 meeting:

1) What should the composition of the Resolution Procedure Committee be?

2) Should the existing Advisory Committee convene again to evaluate the progress of the Division's efforts?

3) Should the initiatives be recommended to the Florida Arts Council that focus on greater inclusion of persons with disabilities?

   For example, what can the Division of Cultural Affairs do to encourage participation by persons with disabilities in programs such as:

   - Capitol Complex Exhibition Program/ Arts in State Building Program
   - Individual Artist Fellowship Program
   - Arts in Education/ Artist Directory
   - Grant Review Panels
   - Marketing and Promotion of DCA programs

4) Should the Division of Cultural Affairs periodically schedule Access Education workshops for grantees and DCA staff? (How often?)

Strategic Planning and Establishing Access Goals

Ohio Arts Council's Long Range Plans including Access Objectives/Strategies

Goal I: **Provide Support for the Arts**
Strategy 2: Revise the grants making process
- Success Indicators – Increase in audience and/or more positive audiences survey responses FY 1999 –9,835; FY 2000 – 867, 671

Strategy 3: Examine the grants making process for procedural efficiencies
- On-site reports used to guarantee compliance with ADA

Strategy 4: Create reference directories of services, venues, comparable organizations, types of artists, consultants and arts educators
- Increased accessibility to more constituents via technology

Goal IV: Improve Constituent Capacity Building
Strategy 6: Ensures that constituents are building diverse audiences. Create seminars that focus on building art relationships among ethnic, regional, economic and people with disabilities

Organization's profile should reflect community demographics. Programs should be accessible in accordance with the Americans with Disabilities Act

- Persons with disabilities appointed to all support for organizations panels
- ADA compliance questions on all applications
- BDA meetings with statewide advisory committees (Artists with Disabilities Network Ohio)
- # of applications checking ADA full compliance

Goal VI: Impact the Future of the Arts
Strategy 1: Continue to impact arts and cultural organizations in policy and cultural development
- OAC monitors progress of arts and cultural organizations to include minority artists and artists with disabilities in programming and operations;
- Increase in the number of minority artists and artists with disabilities;
- Included on boards, staff and programming committees;

- Arts and cultural organizations include minority artists and artists with disabilities in planning structure;
- OAC will disseminate information through technical assistance workshops that assist artists, arts and cultural organizations in the implementation of ADA legislation;
- All OAC grantees will comply with ADA rules;
- Arts organizations will develop more programs with the artists with disabilities;
- Organization's long range planning processes include strategies (steps) for including artists with disabilities;
- ADA workshops part of fall 1998 regional workshops;
- Organizations complete an ADA self-assessment and submit to OAC;
- Organizations conduct sensitivity workshops for board and staff;
- Increase in the number of people with disabilities on staff and board;
- Demonstrated participation by artists with disabilities in arts programs.

The Idaho Commission on the Arts Five Year Fiscal Plan 2003 – 2007

Goal 4

PROVIDE UNDERSERVED CONSTITUENTS GREATER ARTS ACCESS AND OPPORTUNITY FOR PARITICPATION

Objective 1:   Stimulate the exchange of information and learning among artist, arts organizations, and constituents in more communities.

Objective 2:   Act as principle convener, facilitator, and information resource for the arts in Idaho.

Objective 3:   Support the continuation of cultural and artistic traditions rooted in Idaho's ethnic, occupational, and cultural communities.

Objective 4:   Develop new audience for the arts.

The newly adopted long range plan, Goal 4, Objective1, Benchmark 4, is a plan for developing an ADA/504 Steering Committee and comprehensive agency accessibility plan. Timeline will begin in November 2003 for project adoption July 2006.

South Dakota's Long Range Plan
Fiscal Years 2002- 2004

The following is excerpted from the long-range plan Goal 6: Remove Barriers to Accessibility. Accessed January 4, 2004 from http://www.artscouncil.sd.gov/about/plan09-11.pdf

e. Assist South Dakota artists and arts organizations to be cognizant of the legal requirements and ways to comply with the Americans with Disabilities Act (ADA).

FY2002	FY2003	FY2004
Distribute explanatory and "how to" ADA publications to subgrantees.	Distribute explanatory and "how to" ADA publications to subgrantees.	Assess grantee ADA compliance as part of updating of SDAC plan.
Promote disability awareness to organizations and artists at Statewide Arts Conferences.	Evaluate and plan for similar training at future conferences.	Promote disability awareness to organizations and artists at Statewide Arts Conference. Evaluate as part of long-range planning.
Encourage technical assistance for grantees not in compliance.	Encourage technical assistance for grantees not in compliance.	Evaluate compliance as part of long-range planning.
Seek additional artists with disabilities for inclusion on the Touring Arts and AIS rosters.	Seek additional artists with disabilities for inclusion on the Touring Arts and AIS rosters.	Seek additional artists with disabilities for inclusion on the Touring Arts and AIS rosters.
Explore future programming possibilities with Very Special Arts (VSA).	Implement programming.	Evaluate programming as part of long-range planning.
Continue the criteria for accessibility and service to underserved communities in SDAC's grant-making process.	Help connect arts organizations to information, training, consulting, and resources to make and implement accessibility plans.	Evaluate local accessibility as part of long-range planning.

Planning for Accessibility Awareness and Training

Illinois Arts Council Policies and Procedures (2003)

The IAC is engaged in developing strategies that will improve the level of awareness and understanding of accessibility issues. In the next year the staff will research the feasibility of:

- Holding bi-annual meetings with program directors to provide a forum so that all staff is aware of accessibility-related projects supported by the IAC and can evaluate the success and challenges of those projects;

- Enhancing grants writing workshops to include a section on accessibility, to assure that each applicant is aware that accessibility is an agency priority, and;

- Providing an Accessibility Checklist in every grant application for organizations that outlines the basic requirements for accessibility.

Future Projects and Initiatives

In order to learn how other state art agencies have addressed these issues, the IAC ADA Coordinator will:

- Send a survey to a number of other State ADA Coordinators who attended the recent NASAA conference in Detroit.

- Develop a comprehensive communication and public awareness plan to support arts and accessibility;

- Provide an Accessibility update outlining IAC ADA related policy and procedure changes at the next statewide arts conference convened by the Illinois Arts Council and the Illinois Arts Alliance to be held in May 2003.

- Institute a best practice column on the IAC Web site to publicize examples of high quality, creative accessibility programs as a learning source for all our constituents.

- Explore the opportunity for creating a statewide network of artists and organizations that are concerned with accessibility issues.

Montana Arts Council
FY2001-2006 Strategic Plan:
"A blueprint to launch the 21st century"

ARTS EDUCATION OBJECTIVE 2:
Improve The Arts Skills of the Teachers and the Teaching Skills of the Artists

Strategy B: Training Institute

Short-Term Tactics 2001-2002

Present a training institute with Very Special Arts Montana in 2001 and 2005 to prepare artists to teach people with disabilities and disability specialists to use the arts.

Accomplishments 2001-2002

- Very Special Arts artist training workshops presented for Artists in the Schools and Community Program
- VSA colleagues in western U.S. begin to produce training materials Montana now uses

Strategies for Implementing and Promoting Partnerships

Illinois Arts Council (2003)

Other State Agency Cooperative Efforts

The IAC works closely with other state agencies whose mandate is to serve people with disabilities.

- This year, IAC grant programs were included in information packets distributed at the Illinois Department of Aging's annual conference.

- In 2003 the ADA Coordinator will give a presentation on IAC grants and accessibility opportunities at the Illinois Department of Aging's Annual Conference.

- The IAC ADA Coordinator is currently in discussions about initiating a joint statewide project with the Illinois Department of Human Services, the Bureau on Accessibility and Workplace Safety and the Chicago and Illinois chapters of Very Special Arts to showcase the artwork of artists with disabilities. The project will also provide information on the IAC grant programs, particularly the employment opportunities offered by the Youth Employment Program.

- Institute a best practice column on the IAC Web site to publicize examples of high quality, creative accessibility programs as a learning source for all our constituents.

- Explore the opportunity for creating a statewide network of artists and organizations that are concerned with accessibility issues.

Publications about Services and Accommodations for People with Disabilities

The following may assist you in planning for accommodations for people with disabilities.

Accommodating Patrons with Disabilities:
A Survey of Ticket and Accommodation Policies for Performance Venues,
Theaters and Sports Arenas by Jennifer K. Skulski, Ray Bloomer and Jeffrey Chait
Published in 2002 by the National Center on Accessibility, this report publishes the results of a survey conducted in partnership with John F. Kennedy Center for the Performing Arts, the ADA/504 Coordinators for the Arts and the Indiana Institute for Community and Disability that identified policies and procedures common to accommodating patrons with disabilities in performance venues and sports arenas. It also identified exemplary practices and issues without clear guidance or solutions.

Assistive Listening Devices for People with Hearing Loss: A Guide for Performing Arts Settings
This is a practical guide published by the John F. Kennedy Center for the Performing Arts on providing access to theatre goers who are hard of hearing. It describes assistive listening devices, considerations when purchasing equipment, storage and maintenance, as well as a list of vendors.

Design for Accessibility: A Cultural Administrator's Handbook, **Chapter 1, Planning with Inclusion as the Goal**
See discussion of objectives and strategies for planning and additional resources.

Design for Accessibility: A Cultural Administrator's Handbook, **Chapter 5, Effective Communication and Program Access**
This chapter looks at auxiliary aids and services that provide effective communication and make programs inclusive to everyone.

Design for Accessibility: A Cultural Administrator's Handbook, **Chapter 6, Accessibility in Arts and Humanities Activities**
Reviews services and accommodations provided in cultural facilities and programs.

Resource Directory for Developing an Access Plan

Intitute for Human Centered Design
Boston, MA
Phone: (617) 695-1225
Email: info@HumanCenteredDesign.org
Description: Institute for Human Centered Design promotes accessibility as well as universal design through education programs, technical assistance, training, consulting, publications and design advocacy. Its mission is to promote, facilitate and advocate for international adoption of policies and designs that enable every individual, regardless of disability or age, to participate fully in all aspects of society.

Association of Science -Technology Centers Incorporated
Washington, DC 20005-6310
Phone: (202) 783-7200
Email: info@astc.org
Description: Association of Science and Technology Centers Incorporated (ASTC) is a membership organization of science centers and museums dedicated to furthering the public understanding of science. ASTC has an extensive online resource center on accessible practices.

Disability and Business Technical Assistance Centers
Description: Funded by the National Institute on Disability and Rehabilitation Research under the U.S. Department of Education, each of the regional Disability and Business Technical Assistance Centers has a toll-free hotline staffed by specialists who can answer specific questions on the ADA. Private businesses, individuals, schools and local or county governments can call for advice and information on what is required, who is covered and how to work through a disability-related question in employment, architectural access, public services and other areas. Callers also may order materials from the center's extensive library of ADA and disability-related publications. Provided free or at low cost, these materials include the full regulations, technical assistance manuals, architectural guidelines, easy-to-read fact sheets and summaries, advice on how to make different types of businesses accessible to the public, and consultation on employment issues, such as reasonable accommodation. Go to Web site to attain information and phone numbers of the applicable regional center.

Disability Rights Education and Defense Fund
Disability Rights Education & Defense Fund
Berkeley, CA 94703
Phone: (510) 644-2555
Email: info@dredf.org
Description: Disability Rights Education and Defense Fund (DREDF) is a national law and policy center dedicated to protecting and advancing the civil rights of people with disabilities through legislation, litigation, advocacy, technical assistance, and education and training of attorneys, advocates, persons with disabilities and parents of children with disabilities.

Job Accommodation Network
Morgantown, WV
Phone: (800) 526-7234
Email: jan@jan.icdi.wvu.edu
Description: The Job Accommodation Network (JAN) is a free consulting service
that provides information about job accommodations, the Americans with Disabilities Act
(ADA) and the employability of people with disabilities.

John F. Kennedy Center for the Performing Arts
Accessibility Office
Washington, DC
Phone: (202) 416-8727
Email: access@kennedy-center.org
Description: The Kennedy Center Accessibility Office supports the inclusion of people
with disabilities in all aspects of the performing and cultural arts. The staff are available
to provide technical assistance via phone or email on issues specific to making the
cultural arts accessible; provide referrals to resources on a national, regional and state
level; and conduct training. In addition, the Accessibility Office makes available "Tip
Sheets" on a variety of topics such as "Captioning/CART in Live Theater", "Formatting
Large Print", "Accommodating Patrons with Ventilators and Oxygen Tanks", and more.
Annually the Kennedy Center host the ADA/504 Coordinator and Accessibility
Managers in the Cultural Arts Conference, which provides training on legal issues,
universal design, programmatic access and employment.

National Center on Accessibility
Indiana University Research Park
Bloomington, IN
Phone: (812) 856-4422
Email: nca@indiana.edu
Description: National Center on Accessibility (NCA) is an organization committed to
the full participation in parks, recreation and tourism by people with disabilities. The
NCA staff provides technical assistance, education and research on accessibility issues
to the parks, recreation and tourism industries throughout the United States. NCA is a
program of Indiana University's Department of Recreation and Park Administration in
cooperation with the US National Park Service, Office on Accessibility.

National Endowment for the Arts
Office of Accessibility
Washington, DC 20506
Phone: (202) 682-5532
Email: levyk@arts.gov
Description: This office assists the Arts Endowment and its grantees in making
programs more available to people with disabilities, older adults, veterans, and people
living in institutions. NEA provides a variety of technical assistance and materials

including how-to-checklists, and the Community Development Block Grant report on how to apply for federal funds to make public or private buildings accessible.

Financial Considerations

Quite often, arts organizations have the perception that access incurs great expense. Quite often this is incorrect.

> **Example:** Many accommodations for disabled people are not costly. Based on many years of operating experience, and after serving tens of thousands of actual workplace accommodation cases, the Job Accommodation Network, a service of the Office of Disability Employment Policy, US Dept of Labor has discovered that:
> 1. 71% cost less than $500;
> 2. 20% of accommodations cost nothing.

> **Example**: For new construction, studies show that access considerations cost less than one-half of 1% of total construction. For existing buildings the cost can be minimized with proper design assistance.

Financial considerations for access accommodations and/or improvements should be given a high priority with each arts organization and with state legislatures.

> **Example**: Your state legislators and/or city council may have discretionary funds, or the power to procure funds, that your organization may target for major access initiatives.

> **Example**: Grant guidelines may include statements informing applicants that planning and providing for program and architectural accessibility are given high priority when determining grant awards.

Your access policy should be reflected in the your organization's budget, for example, in the appropriate budget lines of capital improvements, personnel requirements, fees and services or accommodations for participants. If the accommodations are not feasible in the next budget cycle, then a multi-year plan for how they will be funded should be developed and included.

Grant-making organizations should be prepared to enforce financial commitment to access by including a budget line item in applications and guidelines, for example, by stating that the cost of program accommodations for people with various disabilities (e.g., audio description, sign language interpreters, cassette recordings of printing materials or large print labeling) are generally eligible project expenses.

Accommodations/improvements should be researched and budgeted in the early planning stage of any undertaking. Funds should be earmarked in advance in order to provide services and/or make improvements.

When seeking financial support for access accommodations or improvements, or when encouraging grantees to do so, stress that access has positive economic benefits, and serves the community at large by expanding programs to include people with disabilities or who are older. For example, structural access makes the environment safer and more comfortable for everyone: when given a choice between steps and a ramp, 80% of people without disabilities choose to use the ramp.

Funding Access Compliance through Grants Programs

Many regional, state and local arts service organizations are demonstrating their commitment to access by providing their grant recipients with financial assistance specifically intended for increasing access.

California Arts Council

...to participate is to be alive,
to have access is to participate...

The California Arts Council

In Collaboration with the National Arts and Disability Center at UCLA

Announces a New Funding Opportunity:

The California Arts Council's
Art and Technical Assistance Program

2003-2004 Guidelines

PURPOSE

The purpose of the California Arts Council Arts and Accessibility Technical Assistance Program is to enhance opportunities for participation in the arts by people with disabilities.

FUNDING GUIDELINES

The California Arts Council and National Arts and Disability Center will make available grants up to $500 for professional development and/or technical assistance activities. The funded activities are to support efforts in making programs and services accessible to people with disabilities.

The activities and requests could include, but are not limited to:

* Leasing or renting of ramps, or assistive listening devices.

* Hiring of sign language interpreters.

* Audio description services and devices.

* Creating alternative formats for materials such as: large print brochures, Braille, printed materials, cassette tapes, and/or captioning.

* Professional development for artists and staff to attend conferences that focus on issues of the arts and accessibility.

* Organizing a local meeting bringing together interested grantees and community members to discuss the Americans with Disabilities Act and/or to address specific access needs within the arts community.

ELIGIBILITY

Organizations and individuals in California eligible to apply.

FUNDING RESTRICTIONS

There are limited funds available for this program. The CAC does not fund capital expenditures or purchasing of equipment.

NUMBER OF APPLICATIONS

You may apply up to two times a year.

PROGRAM PROPOSAL 2003-2004

Please submit a formal typewritten proposal of no more than three pages that includes the following:

1. Name.

2. Organization (include address, telephone, e-mail and fax).

3. Tax ID or Social Security Number.

4. Date (s) of activity.

5. Budget for the proposed activity including any in-kind or matching funds used.

6. Brief description of the development activity, program, or service.

7. Describe how you will provide information to the public or potential participants about your program's accessibility. This should include how you will use verbal or written descriptions, or logos that describe services in promotional materials and in all forms of advertising, brochures, mailings, display ads, posters, press releases or telephone recordings.

8. Describe how activity relates to overall accessibility plan of your organization.

9. Amount of request from the CAC up to $500.

10. Title and signature of the applicant.

11. Date.

REVIEW PROCESS

Applications will be accepted on a rolling basis. As soon as the application is received it will be reviewed. Notification will be made no more than 1 month after received.

REQUIREMENTS

Awardees will be expected to submit a 1 page final report and when applicable, a copy of all publicity materials used announcing the availability of the accommodation service provided.

West Virginia Commission on the Arts/West Virginia Division of Culture and History

Funding for Accessibility:

Cultural Facilities Capital Resources Grant funds acquisition of real property, durable equipment, renovation or construction including alteration needed in order to comply with Section 504 of the 1974 Rehabilitation Act and the 1990 Americans with Disabilities Act.

Fast Track ADA and Emergency Grants
The amount of $100,000 will be reserved from the previous fiscal year's accumulated funds for the purpose of responding to smaller renovation and construction projects to comply with Section 504 of the Federal Rehabilitation Act and the Americans with Disabilities Act (ADA) and regulations concerning access to public buildings for people with disabilities, and to answer emergency needs when damage to arts and history museum infra-structure or sudden failure of equipment may result in harm to arts and history collections and public safety.

Arts Accessibility Technical Assistance Funding
Technical Assistance Funding is available but must but must accompany a programmatic funding grant application. Activities and requests could include: Leasing or renting of ramps, or assistive listening equipment, hiring a sign language interpreter, audio description services, or creating alternative formats for materials such as large print brochures, Braille, or cassette tapes. Funding level up to $500 of eligible items with 50% matching funds.

New Hampshire State Council on the Arts

Cultural Facility Project Grant
FY 2005 Grant Guidelines

These grants may be used for the construction, renovation, maintenance, and purchase of major equipment needs of cultural facilities. Eligible equipment includes items that provide long-term, necessary enhancements to the physical plant being used for the organization's arts programming. At least two estimates for these costs must be obtained.

Facilities must meet minimum standards for architecturally barrier-free entry before organizations may apply for a Cultural Facility Grant for any need other than to assist them in meeting those standards.

Priority will be given to applications accompanied by a facility plan of at least three years in scope, including immediate and long-term building maintenance needs and a budget projecting expenses and sources of revenue dedicated to meeting those needs. (The State Arts Council considers applications for the costs of assembling this plan appropriate.)

Maximum Grant Request
Requests may be made for $1,000 - $8,000.

Required Match
At a minimum, grants must be matched with one dollar in cash and/or in-kind goods and services for each dollar requested.

Sample Projects

- Cultural Facilities Planning: A rural arts organization wants to renovate an old mill complex into a performing arts space. It could hire an architect to create conceptual drawings to be used for fund-raising.

- Cultural Facilities Capital Projects: A crafts center with a fully accessible ground floor exhibition space, but with classrooms located on the second floor, wants to install an elevator for people with mobility impairments. It may apply for help in the costs of labor or building materials.

Funding Criteria
The following criteria are used by reviewers to rate applications:

- Cultural significance of facility.

- Uniqueness in geographic area.

- Architectural significance of building.

- Past and probable future use as a cultural facility.

- Usefulness of building for arts activities.

- Documentation of ongoing, regular arts activities.

Quality of Project

- Evidence that project is part of a larger facility maintenance or expansion plan.

- Appropriateness and long term benefits of specific project proposed.

- Impact on the users of facility (the number and characteristics of individuals).

- Realistic budget and timetable for project.

- Qualifications of the persons who will be directing and implementing the project.

Degree of Accessibility

- Evidence of ADA compliance.

- Evidence of community involvement in facility planning.

- Evidence of inclusive programming policies, e.g., outreach activities, affordable admissions, culturally diverse programming, benefits to NH artists.

- Evidence of audience development planning.

- Efforts to educate audiences and broaden their appreciation for the arts.

Administrative Capacity

- Stable organizational history.

- Commitment of the board and project director to complete the project.

- Relationship of project to long-range plan.

- Demonstrated effort to solicit donated or discounted equipment/services.

- Clarity of proposal.

Pennsylvania Council on the Arts---
Accessibility Division Overview (2001)

Division Description
The Accessibility in the Arts in Pennsylvania for Individuals with Disabilities Division is a partnership between the Pennsylvania Council for the Arts and VSA Arts, and international nonprofit organization dedicated to artistic excellence and providing lifelong learning opportunities for children and adults with disabilities.

Division Goal
To create opportunities for individuals with disabilities to more fully participate in the cultural life of Pennsylvania.

Number of Applications:
Only one application per applicant may be submitted to this Division.

Eligibility
Organizations must be nonprofit, tax-exempt corporations providing arts programming and/or arts services in Pennsylvania.

Organizations must be incorporated in and conduct business in the Commonwealth of Pennsylvania in order to apply for support.

Unincorporated groups (and in some instances individuals) must apply to the PCA through a nonprofit organization that acts as a fiscal sponsor.

All proposed activities and services must be held in Pennsylvania. All projects should makes arts programs, materials, and other events accessible to individuals with disabilities and/or they should encourage the artistic participation of artists with disabilities. Priority is placed on projects that show evidence of an ongoing commitment to accessibility for individuals with disabilities.

Guidance to Applicants
These awards are unlikely to support a project, program, or the staff of an organization that has as its primary purpose therapy, recreation, or amelioration of social problems. However, an award may support the use of artists of professional caliber in such an organization, project, or program. Artist with credentials and experience in therapy, recreation, or social service are not automatically excluded from participation or support, but evidence of their professional credentials, as artists will be a critical part of the PCA's evaluation of any application for support.

Matching Requirements:
PCA awards must be matched on a dollar for dollar basis, In-kind goods and services may not be used to match PCA funds.

Review Criteria

Applications are reviewed by an advisory panel from the arts and disabilities communities. The recommendations of the panel are presented to the PCA and VSA Arts representatives for final review and action.

The following three weighted criteria are used to review an application:

Quality of Artistic Product/Process or Service (40 points)
- Evidence that the project will have artistic merit.

Availability of the Arts (40 points)
- Potential to increase or improve outreach to individuals with disabilities that otherwise would not be reached or that are limited in their opportunities to participate in the arts.
- Participation of individuals with disabilities in the planning, implementation, and evaluation of the project.

Management (20 points)
- Clarify of the project.
- Appropriate budget for the project.
- Evidence of commitment from applicant to accessibility to the arts for individuals with disabilities beyond the project as evidenced by past efforts or future plans.
- Qualifications of key people in the project.
- Ability to carry out the project through evidence of organizational stability and fiscal responsibility.

Creative Financing Alternatives: Identifying Resources

While access accommodations should be a high priority, financial resources are often limited. Providing for agency and grantee accessibility may not require as much money as it does education and creative planning.

Solicit financial support from foundations, corporations, local businesses or service organizations stressing the positive marketing strategy that making access improvements benefits the community at large by expanding your programs and services to include people with disabilities and who are older, rather than simply providing for accessible capital improvements. When submitting a proposal to one of these groups, assume the potential funder knows nothing about arts access; the concept will have to be thoroughly explained. Your efforts will most likely be successful if these organizations already support arts activities and/or disability-related agencies.

> **Example**:   **A successful and effective method to involve funders is to invite a representative to serve on your access advisory committee.** In addition to providing financial support, these

businesses may provide valuable guidance and help establish networks to other parts of their industry and/or constituency.

Example: **Businesses, foundations and service groups should benefit from their contributions to increasing access.** Visibility should be assured by giving organizations credit in publications such as playbills, newsletters, brochures and training materials; in signage at events; in media releases; or by inviting an officer from one of these groups to serve as a keynote speaker or panel chair.

Example: **Solicit donations for a specific access need.** For example, you might approach a local business or service organization with a funding proposal for an assistive listening system in your theater, in exchange for a credit line in all of your playbills and publications. Oftentimes, a $500 - $1000 contribution will make a needed access improvement possible. Suggested contacts include:

1. Your local Chamber of Commerce or other business associations;

2. Local radio or television stations; and

3. Your local Kiwanis, Rotary, Lions, or Women's Club.

Develop non-traditional partnerships with local government agencies to accomplish access improvements or implement access initiatives. For example, city bonds might be pursued to install a curb cut; barrier removal projects may be planned to coincide with other scheduled capital improvements planned by local governments; joint funding collaborations could be developed with agencies such as your State Department of Health or Department of Social Services.

Example: **State Vocational Rehabilitation Agencies may provide funds to hire and/or on-the-job training for workers with disabilities**; or your local or state government, private industry council or Chamber of Commerce may provide assistance through the Job Training Partnership Act.

Work in partnership with other organizations to locate financial support for access initiatives, ensure access compliance, etc. Numerous organizations, such as those serving the disability community or representing people with disabilities, will provide free or low-cost services, thus avoiding costs incurred by hiring an access consultant. For example, your local Independent Living Center, Easter Seals or Foundation for the Blind, may:

1. Perform site evaluations and/or review access plans.

2.   Provide videos, brochures, pamphlets, flyers or reprints free or at very low cost.

3.   Provide speakers who are knowledgeable in accessibility.

4.   Offer guidance on selecting designers who have access expertise.

5.   Offer guidance on where to buy equipment and the associated costs.

6.   Assists in developing access-training workshops.

7.   Help co-sponsor events.

Actively pursue in-kind contributions to avoid costly fees, for example, free meeting or workshop spaces at an accessible site; donations of airfare or accessible transportation; or the donation of printing services.

>   **Example**: **Many state libraries produce print materials in Braille and/or arrange volunteer readers for audio cassette taping** at low or no cost; requests should be made several weeks in advance.

>   **Example**: **Your local school for people who are deaf or visually impaired may close-caption or Braille materials material for a reasonable fee.**
>
>   The **Louisiana Division of the Arts** has a working arrangement with the Louisiana School for the Deaf and the Louisiana School for the Visually Impaired (only a few blocks from the Division offices), to produce documents in accessible media for applicants, grantees, or panelist with special needs. The Louisiana Division of the Art is located near both the Louisiana School for the Deaf and The Louisiana School for the Visually Impaired in Baton Rouge, thus they are able to accommodate requests for such materials on relatively short notice. They are able to provide Braille version of program guidelines to a prospective applicant within several days of the request.

>   **Example**: **In exchange for donated meals, your organization might offer the contributor a service,** such as an access training session.

Cooperate with other arts and non-arts organizations in your area to establish equipment loaner programs or coordinate bulk purchases of equipment, such as audio description headsets or TTY's (TDD's).

Community Development Block Grants

Community Development Block Grant (CDBG) funds are available through your state and city government to remove architectural barriers in **both public and private** buildings, to make arts programs and activities more accessible to people who are disabled or older. Arts organizations and others have used these non-matching funds from the U.S. Department of Housing and Urban Development (HUD) to install elevators, ramps, assistive listening systems, removable seats, accessible restrooms and curb cuts.

HUD distributes CDBG funds directly to states in two programs, for entitlement and non entitlement areas. The entitlement program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. Recipients of CDBG entitlement funds include cities with more than 50,000 or more people or urban counties with a population of at least 200,000. Non entitlement areas receive state CDBG Program award grants for local government to carry out development activities. Annually each State develops funding priorities and criteria for selecting projects in a Consolidated Plan.

HUD's Fiscal Year 2003 CDBG budget was **4.7 billion.** Many organizations such as schools, courthouses, and senior centers have used CDBG funds for access improvements. Funds are granted for appropriate projects through an application process. Your **state contact** (can put you in touch with the office that manages your local funds).

See also: **Community Block Development Grants Programs** for a description of the CDBG programs at HUD.

NEA's Report on Community Development Block Grants is an updated version of the last report that the NEA developed to help encourage and assist arts organizations in obtaining federal financial assistance from the U.S. Department of Housing and Urban Development (HUD) for structural and programmatic improvements that make arts programs and activities more accessible to disabled people.

Tax Incentives for Improving Accessibility for People with Disabilities

There are two tax incentives available to businesses to help cover ADA-related eligible access expenditures. The first is a *tax credit* established under Section 44 of the Internal Revenue Code that can be used for architectural adaptations, equipment acquisitions, and services such as sign language interpreters. The second is a *tax deduction* established under Section 190 of the Internal Revenue Code that can be used for architectural or transportation. These two incentives can be used in combination with one another if the expenditures qualify under both.

See also: **Tax Incentives Packet Available on the Americans with Disabilities Act**
Produced by the Department of Justice, this packet provides information about tax incentives for small businesses and businesses of any size to offset some of the costs for improving accessibility for customers or employees with disabilities.