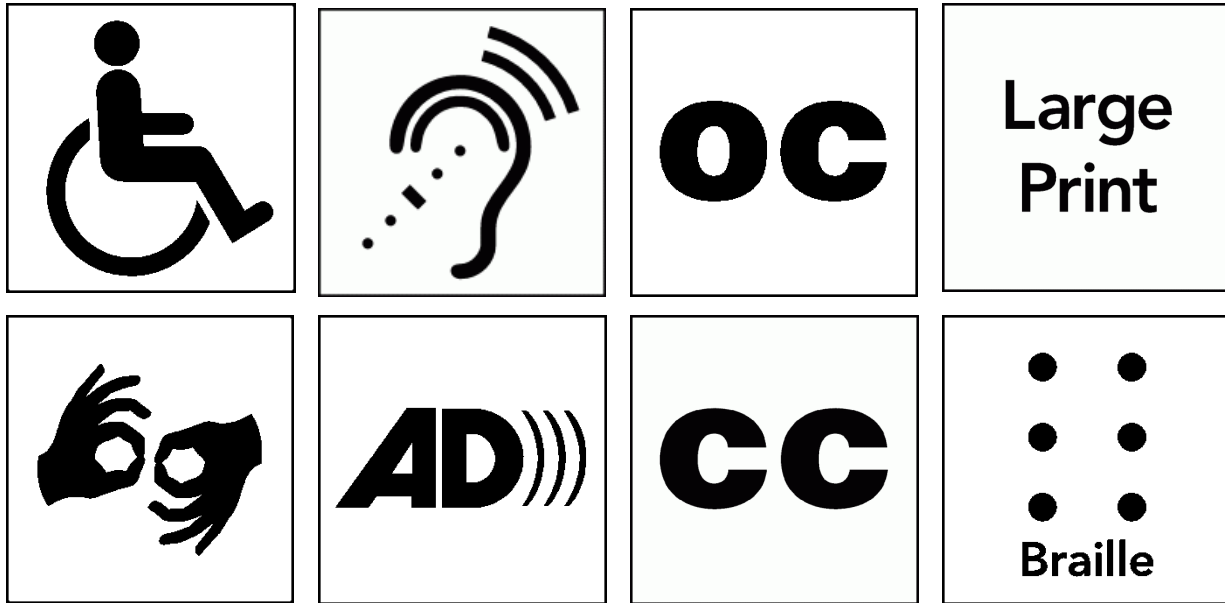


ADA Access Improvement Grants for Metro Arts Organizations

2018 Grant Guidelines & Application



CONTACT:

VSA Minnesota
at Cowles Center for Dance & the Performing Arts
528 Hennepin Avenue, Suite 305
Minneapolis, MN 55403
Phone: 612-332-3888
Fax: 612-305-0132
Email: access@vsamn.org
Website: www.vsamn.org
MN Relay Service, dial 711 or 800-627-3529



To request this information in alternative formats such as Braille, large print, email, or digital file, contact VSA Minnesota.

WHO IS VSA MINNESOTA

VSA Minnesota is a statewide nonprofit 501(c)(3) organization founded in 1986. Its mission is to create a community where people with disabilities can learn through, participate in and access the arts. VSA Minnesota has been part of the national and international network of VSA organizations based in Washington, D.C. through the VSA & Accessibility Office of the John F. Kennedy Center for the Performing Arts.

Programs offered by **VSA Minnesota** include:

Arts in Education programs bring artists with and without disabilities into classrooms and community settings to work with young people with disabilities.

Professional Development opportunities offer training to arts organization staffs, teachers, artists, audio describers, captioners and ASL interpreters.

Cultural Access efforts enable arts organizations to be more accessible to people with disabilities through ADA Access Improvement Grants, Accessible Arts Calendar publicity, building access surveys, ADA Access Plans, and other accessibility assistance.

Arts and Disability Awareness programs include presentations, art exhibits, newsletters, an accessible website, and media contacts.

Grants for Emerging Artists with Disabilities include six annual \$2,000 grants, funded by the **Jerome Foundation**, to help emerging artists create new artistic work.

Opportunities for Artists with Disabilities include exhibits, performances, networking meetings, publicity, and other assistance in developing careers in the arts.

For updates and deadlines on these programs, go to www.vsamn.org.

OTHER ACCESSIBILITY FUNDING & RESOURCES

The **Metropolitan Regional Arts Council (MRAC)** increases access to the arts in the 7-county metropolitan area of Minnesota by providing information, organizational support and grants to nonprofit arts organizations, informal arts groups, community education, and non-arts nonprofit organizations with annual operating expenses under \$400,000, and individual artists in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties. In addition to funding these ADA Access Improvement Grants, MRAC's other grant programs include **Arts Activities Support, Arts Learning, Capital Improvement, Community Arts, Organizational Development, Management Consulting and Training Funds, Next Step Fund** for individual artists, and an annual **Arts Achievement Award**. Contact 651-645-0402, mrac@mrac.org, www.mrac.org or visit 2324 University Ave. W., #114, St. Paul, MN 55114.

Local and regional Americans with Disabilities Act (ADA) resources include:

ADA Minnesota: Cindy Tarshish, 530 Robert Street North, St. Paul, MN 55101, 651-603-2015, 888-630-9793; cindy@mcil-mn.org; www.adaminnesota.org

Great Lakes ADA Center: (Chicago), 800-949-4232 (v/tty), www.adagreatlakes.org

ADA.gov: all Americans with Disabilities Act regulations, www.ada.gov

Metro Center for Independent Living: 651-646-8342, www.mcil-mn.org

Cultural Arts Access listserve: culturalartsaccess-subscribe@yahoogroups.com or <http://www.kennedy-center.org/accessibility/education/lead/home.html> (Kennedy Center)

ADA Access Improvement Grants for Metro Arts Organizations

2018 Grant Guidelines and Application

ADA Access Improvement Grants for Metro Arts Organizations are available in 2018 to Minnesota nonprofit arts organizations in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties with annual budgets under \$5 million. (This excludes Group 1 organizations funded by the Minnesota State Arts Board.)

The grants are administered by VSA Minnesota for the Metropolitan Regional Arts Council (MRAC), with funds provided by the Arts and Cultural Heritage Fund as appropriated by the Minnesota State Legislature with money from the Legacy Amendment vote of the people of Minnesota on November 4, 2008. Since 2010, with two funding rounds each year, 126 grants have been awarded to 66 arts organizations, totaling \$1,468,000. \$155,000 is available to award by June 2018.

Maximum grant award	\$15,000
Grant Deadline, Round 17:	December 8, 2017
Grant Deadline, Round 18:	May 1, 2018



CONTENTS

PART I – GUIDELINES

VSA Minnesota and other Accessibility Funding	2
Summary and Contents	3
Guidelines to ADA Access Improvement Grants Program	4
• Description and Requirements	4
• Deadlines	5
• Eligibility	5-7
Before You Apply – Technical Assistance and Information Meetings	7
What Happens After You Apply	8
Definitions	8-9
Tips for ADA Access Improvement Grant Applications	10

PART II – GRANT APPLICATION

How to Apply	11
What to Include	11
Application Checklist	16
Application Forms	17-23

PART I – GUIDELINES

ADA Access Improvement Grants for Metro Arts Organizations

Program Description

ADA Access Improvement Grants enable metro nonprofit arts organizations to improve their programs, projects, equipment, or facilities to enhance access to the arts for people with disabilities. Organizations may apply for *one* of these options:

1. **Up to \$15,000** for project activities with potential for **significant or long-term impact** in involving more people with disabilities as participants or patrons in your programs, and that advance the mission of your group.
2. **Up to \$7,500** for shorter-term projects to build audiences from the disability community. *(This option is available only to groups traditionally eligible for funding from the Metro Regional Arts Council – with annual operating expenses under \$400,000.)* While these projects may not meet the “significant or long-term impact” criteria, they may begin a relationship between patrons with disabilities and arts organizations that has been missing because some services essential to appreciating the art haven’t been provided. For instance, program-based accommodations that pertain to only one year’s programming, or other activities for arts groups who do not have their own facility but wish to engage more people with disabilities with proactive, good quality services.

Grant applications must show thorough planning, clearly define project goals, state how the grant money will be spent, explain how the public will learn about new accessibility features and how to participate, and report outcomes that can be measured and evaluated to show if the project successfully makes a difference for people with disabilities.

Program Requirements

- The proposed improvement must have the potential for involving more people with disabilities in your programs.
- Cash Match Requirement: For every \$4 you ask for, you must raise at least \$1 from a source other than this grant (match = 25% of request). For example:

<u>Grant Request:</u>	<u>Cash Match must be at least:</u>
\$400	\$100
\$3,000	\$750
\$10,000	\$2,500
\$15,000	\$3,750

Match sources may include general operating funds, past surpluses, other grants, donations, earned income or revenue you plan to raise specifically for this project. Please indicate which sources are already in-hand, committed or tentative.

- The cash match may **NOT** come from other State of Minnesota government money (MRAC or State Arts Board grant).
- In-kind donations may be identified in your narrative or budget notes, but may **NOT** be used to supply the cash match (see In-kind definition, page 9).
- Your request may not be part of a larger capital campaign unless (A) the total project will be completed within one year of the Start Date, and (B) you receive written approval from VSA Minnesota before applying.
- The organization must have an ADA Access Plan in effect.
- If you have questions on eligible expenses, call VSA Minnesota, 612-332-3888.
- Grantees must give credit for this funding as follows:
“[Grantee name] is a 2018 recipient of an ADA Access Improvement Grant from VSA Minnesota with funds from the Metro Regional Arts Council. This activity is funded, in part, by the Arts and Cultural Heritage Fund as appropriated by the Minnesota State Legislature with money from the Legacy Amendment vote of the people of Minnesota on November 4, 2008.”
- Applicants must project anticipated measurable outcomes and, in a final report, state the actual outcomes achieved.
- A grantee may have only one ADA Access Improvement Grant at one time.
- A previous Arts Access Improvement Grant recipient may submit a 2018 application IF its final report has been submitted and approved by VSA Minnesota. The new grant may not be for the exact same purpose.

ADA Access Improvement Grant 2018 Deadlines

<u>Application Deadline</u>	<u>Panel Review</u>	<u>Award Notification</u>	<u>Earliest Project Start Date</u>
ROUND 17 5 p.m. Friday Dec. 8, 2017	Monday Jan. 22, 2018	Monday Jan. 29, 2018	Thursday Feb. 1, 2018
ROUND 18 5 p.m. Tuesday May 1, 2018	Friday June 1, 2018	Friday June 8, 2018	Friday June 15, 2018

Eligibility

To ensure eligibility, all applicants are encouraged to read these guidelines thoroughly and attend an application informational meeting.

Who and What does this program fund?

- Incorporated **nonprofit arts groups** located in the Twin Cities seven-county metropolitan area with annualized operating expenses less than \$5 million.
- If incorporated as a nonprofit in Minnesota but without IRS tax-exempt status, you must apply using a nonprofit, tax-exempt organization as a fiscal sponsor (see definition, page 9).
- A **nonprofit non-arts organization** with annualized arts programming expenses may be eligible if:
 - It has independent and sustained arts programs (see definition, page 9), and
 - It can demonstrate clearly that the sustained arts program serves people with disabilities (see definition, page 9) in the community and that the proposed project is primarily intended to increase the participation by people with disabilities in their programs.
 - An “independent and sustained” community arts group that meets other eligibility requirements may use a fiscal sponsor.
 - **A non-arts organization must get written approval** of eligibility from VSA Minnesota before applying.
- Projects to improve facilities with ramps, elevators, lifts, signage, accessible seating that increase accessibility for patrons, staff or artists with disabilities.
- Projects to buy, install and maintain equipment for assistive listening, audio description, captioning, Braille, recorded audio described art gallery tours, etc. (**NOTE:** the Guthrie Theater Access Office loans portable audio description equipment for \$25/year; VSA Minnesota loans a portable caption unit; a number of Braille providers make copies at minimal cost.)
- Projects to buy computer hardware and software with accessibility features for patrons or staff with vision, hearing, tactile or other disabilities.
- Projects to hire American Sign Language interpreters, DeafBlind tactile interpreters, Deaf coaches, audio describers or captioners for performances, meetings, rehearsals and special events. (**NOTE:** the grant is intended to help groups reach, involve, build and maintain an audience that needs these services – not just to pay for these services IF someone shows up.)
- Projects to hire consultants to advise or train the organization on accessibility-related customer service, outreach, advisory committees, website design, etc.
- Projects to pay costs for staff, board, volunteers or the group’s accessibility coordinator (the point person on addressing ADA compliance) to attend conferences that will help the organization address specific accessibility needs.
- Projects to collaborate with artists or groups of individuals with disabilities.
- Projects collaborating with one or more other nonprofits, so long as one group serves as the primary applicant responsible for funds and reporting.

Who and What does this program NOT fund?

- Individuals.
- Applicant groups located outside the seven-county metro area.
- Applicant groups that do not have a board-approved ADA Access Plan.
- Group 1 organizations (budget of \$5 million or higher in FY2018) funded by the Minnesota State Arts Board.
- For-profit organizations.
- Educational institutions or projects (public, private, alternative, charter and home schools) that take place as part of Pre-K–16 general education activities.
- Previous ADA Access Improvement Grant recipients who have not fulfilled final reporting requirements.
- A **nonprofit non-arts organization** with less than a two-year history of arts programs/services.
- Administrative support (paid staff time) for Group 2 organizations (budget of \$830,000 to \$5 million in FY2018) that receive general operating support from the Minnesota State Arts Board. (An ADA Access Improvement Grant may fund other project expenses, however.) (* Budget page 18.)
- Projects to buy land or buildings, build endowments, fund debt reduction or add to cash reserves.
- Projects costs for fund-raising events.
- Projects that engage in political lobbying, serve the religious socialization of participants, or discriminate against persons or groups.

Before You Apply – Technical Assistance

If you have questions or wish for our staff to review part of your application before submission, contact Jon Skaalen, access program coordinator, access@vsamn.org or 612-332-3888.

Application Information Meetings and Workshops

You are invited to attend an **information meeting** about the grant program, as well as accessibility-related **workshops** conducted by VSA Minnesota. You are also invited to contact VSA Minnesota for an individual **appointment** or staff/volunteer **training**. If you need an accommodation (such as an American Sign Language interpreter), please make the request a week before the meeting you wish to attend. Contact VSA Minnesota: 612-332-3888, access@vsamn.org or <http://www.vsamn.org/>.

What Happens After You Apply

- **Eligibility review** – VSA Minnesota staff reviews all applications for eligibility. Errors may reduce the size of your award or make the application ineligible. Late and incomplete applications are ineligible.
- **Panel review meeting** – A peer review panel reviews all eligible applications. In the spirit of the Minnesota Open Meeting Law, the panel meeting is open to the public. Applicants will be notified of the meeting and are welcome to attend to enhance their understanding of the application review process and to hear the panelists' comments directly. The panel's discussion will be audio recorded, and a sound file or edited typed version will be available. For communication accommodations (e.g., ASL interpreter), please contact VSA Minnesota at least a week before the panel meeting, which is conducted in a fragrance-free setting.
- **Open records** – Because the ADA Access Improvement program re-grants public funds, submitted applications are public information. VSA Minnesota will maintain a library of these grant applications and recorded panel discussions, which future applicants may review.
- **Board approval** – The panel submits its recommendations to the VSA Minnesota board of directors, which makes the final decisions on funding.
- **Notification** – Shortly after the panel review and board decision, applicants will be notified by letter and email of the funded applications. News will be posted on the VSA Minnesota and MRAC websites and provided to area media.
- **Feedback** – For insight on your application's review, attend the panel review or get the typed notes or audio recording from the grant program coordinator.
- **Appeal procedure** – The board's funding decisions may be appealed solely on alleged procedural errors. There is no right of appeal based on the size of the grant awarded or on disagreements with the review panel's assessment of your application. Appellants must request an appeal in writing within 30 days of notification of the board decision. For a copy of the appeal process, contact VSA Minnesota at 612-332-3888 or access@vsamn.org.

Definitions

Americans with Disabilities Act (ADA) – a federal law adopted in 1990 that makes access to cultural programs and services for persons with disabilities a civil right. The law and regulations are found at www.ada.gov.

ADA Access Plan – an organization's plan to comply with the Americans with Disabilities Act. In the spirit of that law, VSA Minnesota believes that the receipt of public money obligates grant recipients to ensure that people with disabilities can fully participate in and enjoy arts activities. An ADA Access Plan is one approach to enabling an organization to assess the accessibility of its programs,

services and facilities and to define strategies for improvement. These strategies may include bringing an organization or facility into compliance with the ADA or state or local building codes. Sample ADA Access Plans and other resources for arts organizations are available from VSA Minnesota. An Arts Accessibility Planning Guide and other resources published by MRAC may be downloaded at <http://vsamn.org/arts-organizations/resources-organizations/> or <https://mrac.org/resources/accessibility/>.

Person with a Disability – The ADA definition of disability (available from VSA Minnesota) basically considers a person of any age to have a disability if a physical or mental impairment substantially limits one or more major life activities – such as hearing, seeing, walking, breathing or speaking. People with disabilities have traditionally not had access to the arts for reasons of physical or program access, economics or transportation, and generally do not see their lives, culture or experiences reflected through the arts. Thus, this grant program intends to make the arts more accessible to people who are blind or of low vision, are deaf or hard of hearing, or have mobility impairments, chemical sensitivity, mental illness, or other cognitive and physical disabilities.

A Fiscal Sponsor – a nonprofit, tax-exempt organization that receives grant monies and manages the financial aspects of the project on behalf of a group that does not have tax-exempt status. A fiscal sponsor must be based in Minnesota; it may be an arts or social services organization, school, city or government agency.

In-kind – non-cash donations of goods and services for which your group would otherwise have to pay. You may note in-kind goods and services in your grant application, but may use only CASH expenses for determining cash match amounts. (Free tickets are great, but are not a cash expense.)

An “independent and sustained arts program” in a non-arts, nonprofit organization – has 1) a separate advisory board overseeing the arts programming, 2) a separate arts program Income and Expenses Statement, and 3) ongoing programming with at least a two-year history of arts activities.

Project Start Date – the point at which commitments may be made that set the project in motion (e.g., payment of professional fees, completion of contracts, equipment purchases). ADA Access Improvement Grant funds may not be used for projects to which you have made a financial commitment before the published earliest project start date.

Arts History – If your organization/program has existed for two or more years, show the grant review panel what you’ve done and why these accessibility funds are needed. If you’re newer, convince the panel the arts activities and organization will continue with attention to accessibility needs.

Tips for ADA Access Improvement Grant Applications

- Plan ahead! It takes time to plan a project and write a good application.
- Attend a VSA Minnesota information meeting, make an appointment, call or email to ask questions, receive assistance or have a draft reviewed.
- Listen to or read past grant panel comments, in terms of meeting criteria, etc.
- Learn from past proposals that were well-thought-through and funded.
- Get someone not involved in your project to be a fresh set of eyes to look at your application. Proofread!
- Address the disability aspects of your project in each of the criteria areas.
- What is the need? How did you discover the need? Why did you decide this project is the way to meet that need?
- Be clear where this money is going and that the amounts are reasonable.
- Be sure the project, intended outcomes and long-term impact are clear.
- Don't weaken an application by including things unrelated to its purpose.
- Use "person-first" disability language (person with a disability, not disabled person or the handicapped; person in a wheelchair, not wheelchair-bound).
- Beware of being paternalistic or speaking for persons with disabilities.
- Are you bringing in new people who couldn't participate before, or improving the experience for past patrons with disabilities, or both?
- How will you evaluate the success of the project? Be specific.
- Specify when the project starts and ends.
- If requesting funding for a program, address how you'll sustain this effort after these grant funds are used up – building ongoing costs into the regular budget or other projected ways to maintain your commitment.
- If you were funded before, talk about how successful your previous grant was and how you evaluated that project.
- If your organization had a recent deficit or profit, identify the circumstances.
- If funding web accessibility, show how the improvement will specifically address people with disabilities and not just improve regular marketing.
- If in a lease situation, mention how long the lease is, how you are working with the landlord to make this happen, how that relationship is working, and possibly if the landlord is helping as well.
- If describing physical improvements, provide as much detail as possible.
- If you offer free or reduced-price tickets to people with disabilities, that's great – but your budget cannot pay your organization or the venue for the free tickets. Only CASH expenses are allowable.

PART II – APPLICATION

ADA Access Improvement Grants for Metro Arts Organizations

How to Apply for Funds

Complete this application and mail/deliver to:

VSA Minnesota
528 Hennepin Avenue, Suite 305
Minneapolis, MN 55403

OR, email to:

access@vsamn.org

In the Subject line, indicate:

ADA App: (Your Organization Name)

- Applications must be **RECEIVED** or **POSTMARKED** or **EMAILED** by the deadline:
DEADLINE (Round 17): Friday, December 8, 2017 (if hand-delivered, by 5:00 pm).
DEADLINE (Round 18): Tuesday, May 1, 2018 (if hand-delivered, by 5:00 pm).
 - Your application must include ALL required materials (see checklist, page 16). Incomplete or inaccurate materials may result in an ineligible application or reduced grant request.
 - Applications will be accepted by mail, email or other delivery service, but NOT by fax.
 - Emailed application materials must be in an accessible format: Word, RTF, text, accessible PDF, etc. If you have questions, contact VSA Minnesota: 612-332-3888 or 800-801-3883.
- Applications not received or postmarked by these deadlines will be **INELIGIBLE**.

What to Include

Send one copy of the grant materials in the following format: 8.5 x 11”, a text font equivalent to Times 12-point or larger (15 characters per inch), at least ¾-inch margins, and black ink/toner. These are the only materials the panel will use to evaluate your grant application:

1. Cover Page
2. Narrative
3. Equipment/Service Specifications
4. Project Personnel
5. Board of Directors
6. Project Budget
7. Organizational Income-and-Expense Statement
8. Organization ADA Access Plan (*if it is new or has changed since your last application*)
9. Certification Signatures
10. IRS-Tax-Exempt Status Determination Letter (*if you have not applied before*)
11. RAC Data Collection Form (for statistical reporting only, not for the grant panel)

Application forms in several formats, PDF, Word or RTF, are on www.vsamn.org. You may download and fill out the application form on your computer. If you have applied previously and your Tax-Exempt Letter (#10) and/or ADA Access Plan have not changed, you need not include them.

Make it accessible: Submit application and ADA Access Plan in an accessible, digital format (PDF must be read accessibly by panelists with screen readers). VSA Minnesota will alert you if there is an accessibility issue.

Keep a copy of your entire application for your files.

E-mailers: document proof of when you sent your application materials in case VSA Minnesota doesn't receive it.

1. Cover Page

Complete the attached Cover Page, page 17. This will be the first page of your application. Print or type on the form provided or generate your own form using the same information / format.

About project start date: See definition, page 9, for earliest allowable start dates.

About fiscal sponsors: If your group is not an IRS-tax-exempt organization, you must apply using a fiscal sponsor (see definition, page 9).

About project summary: Be sure to complete this section. In your summary statement, describe your project in **fewer than 75 words**.

2. Narrative

Submit a narrative of up to five pages to familiarize the panel with your group and mission, and mainly to show how your project **specifically improves access for people with disabilities**. Minimize boilerplate “who we are” material. Using the section headings below, focus especially on **Access** and **Project Information**.

The grant review panel will evaluate your project in relation to each of six criteria below. In the first three (Group), give background about your group and its history with accessibility. Try to limit this to two pages so that you have space to cover adequately the next three criteria and make the best case for how your project will improve accessibility for people with disabilities. The latter (Project) will carry more weight in the review panel’s deliberations and scoring.

I. GROUP INFORMATION

- Community Need and Support
- Diversity and Outreach
- Access

II. PROJECT INFORMATION

- Situation (Problem/Opportunity)
- Solution (Project Merit)
- Ability

I. GROUP INFORMATION AND AUDIENCE INVOLVEMENT

Community Need and Support

Introduce your organization to panelists. For instance, you *may* wish to:

- State your group’s mission or primary purpose. When were you founded, why do you exist, and what is your compelling or unique work?
- Describe some of your group’s current program(s) and activities, as evidenced by your organization’s income and expense statement (page 20).
- Describe and quantify the current audience for your programs/services – your community, artists, attendees, participants – especially related to people with special needs.
- State how your audience and community has benefitted from your programs/services and shown their support – attendance, feedback, volunteer time, donation of cash and in-kind.
- Discuss briefly your process of determining what you do in terms of programs, services, facilities, outreach to and input from patrons, etc.

Diversity and Outreach

- How does your group define diversity in your community and audience – disability, racial, ethnic, cultural, gender, economic, and/or age? How have your board, advisory groups, staff or collaborations embraced and reflected some of this diversity?
- In what ways has your outreach thus far succeeded or fallen short in increasing diversity among your current audience?

Access

Accessibility can refer to all the aspects noted in Diversity and Outreach above.

- In what ways has your group provided accessibility for persons with disabilities? For instance, when did your board adopt an ADA Access Plan; have you had an advisory committee of people with disabilities, offered staff/board training on accessibility issues, made your events accessible in different ways or publicized to people with disabilities? Please name your Accessibility Coordinator (page 21) and possibly any relevant experience.
- In what other ways has your group ensured that your activities are accessible to your audience? For example, do you offer reduced-price tickets or pay-what-you-can nights, youth or senior programs, transportation assistance, or participation opportunities for diverse communities? How do you communicate this accessibility?
- What challenges have you identified? (*Or address this next in the Situation section.*)

II. PROJECT INFORMATION

Situation (Problem / Opportunity challenging the organization)

- Describe the underlying situation – problem, opportunity, issue or need – that your project is intending to resolve. Who has been involved in identifying the problem and in determining the priorities or plan for how it should be addressed (e.g., an access committee of staff, board and/or representatives from the disability community)?
- What is compelling about this situation/opportunity? Why is it a priority? What significant long-term impact can you make? And if, for instance, it's a great project but your bathrooms or auditorium are not fully accessible, why are you not fixing them first?

Solution (Quality / Merit of the project)

- **Goals and outcomes** – Describe your project. What are your goals? What outcomes are you trying to achieve? How will this request help you meet those goals and achieve greater accessibility for people with disabilities to your organization? If this project is part of an ongoing or longer-range plan, where does it fit in the plan, and what comes next?
- **Work plan and timeline for your project** – What will you purchase or what improvements will you make with this grant money? What are the specific activities or steps in this project? Who will be involved in this project (e.g., planning, purchasing, installing and end-users)? How long will the project take to complete? If you are proposing accessible programs, how are you planning to pay for those programs after this grant is over? (*see Ability section, too*)
- **Communication** – How, and to whom, will you get the word out about your improved accessibility? One news release is not enough. Plan to copy VSA Minnesota on these efforts.
- **Evaluation** – What measurable outcomes will you track, evaluate and report for this project? How will you evaluate its success? How will you know that people who couldn't attend before will now partake of your organization's arts, or at least be aware of them?

Your project may use two approaches (or variations) in outlining your project costs:

A) State specific items you wish to buy and the bids you have received, as noted below.

- **Bids.** Obtaining several bids will help you and the grant reviewers know that you adequately researched your options. Bids need not be submitted, but it's good to note names of vendors as well as the rationale for selecting the recommended bid.

- **Equipment or capital improvement specifications.** If you are purchasing equipment, supplies or services, or making building-related improvements, attach a one-page detailed description of all estimated costs.
- **Training.** If requesting funds to hire one or more consultants whose skills and experience will help you carry out your project, name the consultant(s) and explain how you selected and will use the individual(s) or firm. You may attach a bio of up to one page each.
- **Lease.** If requesting funds to install permanent equipment or make capital improvements to a space or facility you do not own, attach a description of the terms of your lease, addressing such issues as remaining time on your lease, renewal options and the process required to obtain the landlord's approval.

OR

B) Deciding how best to make accessibility improvements can take time, and the process can be valuable. State what you will do or buy and include your process of research, getting bids or advisors, or whatever you are proposing. Use the same points as above, but if you show estimates instead of actual bids, show the value of this process and project. It's your choice.

Ability

Has your group demonstrated ability to carry out a project like this? The panel will find some answers in your narrative thus far. Here you can provide additional useful information to demonstrate that this is a well-planned and budgeted project your group can accomplish. You might touch upon some of the following ideas if they are appropriate and helpful to the panel:

- Who/what was involved in the planning process and decision-making for this project? Did people with disabilities have input with other decision-makers and key personnel?
- How are your staff/volunteers/trainer/consultant qualified for their roles in this project?
- How was (or will be) the process for selecting a vendor or contractor a thoughtful one?
- How is the project budget reasonable and "doable" given your resources, timeframe, etc.?
- What follow-through (and who) will assure the community learns about your improvements and responds? *(or address in Communication and Evaluation sections above)*
- If funding is for a program, how will you sustain the effort after this grant runs out?

3. Equipment/Capital Improvement Specifications

Attach a description (up to one page) of the essential equipment, related supplies and services, or building-related improvements, including estimated costs. (Include ALL the information the panelists need to know.) You may include web links that offer more information.

4. Project Personnel

Attach a list of the key people/groups involved in your project, including any outside consultants. Briefly describe their qualifications for the project. Submit no more than one page of information per person/group.

5. Board of Directors

Attach a one-page list of your board members, indicating their profession, organizational affiliation or area of expertise. If an Advisory Council has been involved in proposing or planning ideas for this project, include a one-page list of those members as well. (Boards and committees are encouraged to be diverse, including persons with disabilities.)

6. Project Budget

Complete the *Project Budget: Expenses* and *Project Budget: Income* forms (pages 18-19) or generate your own form with the same information (up to one page each). Show how your budget reflects costs of items you wrote about in your narrative; if it includes anything not mentioned in the narrative, does a budget note explain it? If this request is part of a larger project, in **EXPENSES** be clear what these grant funds are buying. If you need more space, attach one page with more detailed line-item descriptions. **NOTE:** Check your math!

Matching funds: for every \$4 you request in a grant, you must match or raise \$1 from a source other than this grant (see Guidelines, page 4).

Cash expenses: Project budgets may include only CASH expenses. Free tickets are not a cash expense, so may not be included in project expenses. You may demonstrate you are providing free tickets by showing unrealized income on the Project Income page (10 Tickets x \$0 = \$0).

7. Organizational Income-and-Expense Statement

Submit a one-page annual income-and-expense statement for your most recently completed fiscal year. Complete the form on page 20 or generate your own form with the same information. (In **Other Expenses**, specify accessibility-related expenses you incurred (e.g., ASL interpreters, large print or Braille, staff training, etc.). Use another sheet if necessary. If nothing is indicated, the grant review panel may assume you didn't make it a priority to budget for accessibility costs.

8. ADA Access Plan

A board-approved ADA Access Plan must be in effect at the time of your application. Include a copy (unless it hasn't changed since your last application), and indicate how to find your access policies or plan on your website. Many accessibility tools and sample plans are available. Download info is on page 9, or contact VSA Minnesota, 612-332-3888 or access@vsamn.org.

9. Certification Signatures

Certify that your board of directors supports this application, that it is accurate, and that it will carry out the project as described if funding is awarded. Two signatures are required; one signer must be a board officer. Complete the certification form and submit the original with signatures.

Additional Inclusions

One copy of each of the following materials (10, 11) is required. These materials will not be presented to the review panel.

10. IRS-Tax-Exempt Status Determination Letter

Furnish a copy of your group's IRS-tax-exempt status determination letter (*unless this has not changed since your last application to VSA Minnesota*).

OR

Furnish a letter of agreement with your fiscal sponsor and a copy of your fiscal sponsor's IRS-tax-exempt status determination letter.

11. RAC Data Collection Form

The Metropolitan Regional Arts Council Grant Data Collection Form on pages 22 and 23 may be completed by hand. Unless marked "optional," all information on this form is required. Without it, your application will be incomplete. This information is forwarded by VSA Minnesota to MRAC, which provides the funds for these grants, and is not provided to the review panel.

APPLICATION CHECKLIST

Use the checklist below to assist you in preparing your application. The checklist does **not** need to be submitted as part of your application.

FORMAT

Prepare application materials in the following format:

- Standard 8.5 x 11 page
- A text font equivalent to Times 12-point or larger (15 characters per inch). MRAC Data Collection Form may be completed by hand.
- Margins of ¾-inch or more
- Black ink/toner only

REQUIRED APPLICATION MATERIALS

Submit one copy of each of the following materials, collated in the following order. You may email an application. If mailing a print copy, please use paper clips only – **NO STAPLES!**

- Cover Page form (*page 17*)
- Narrative (*may not exceed five pages*)
- One-page Equipment or Capital Improvement Specifications
- List of Project Personnel/Consultants (*up to one page per person/group*)
- Board of Directors list (*one page only*)
- Project Budget/Expenses form (*page 18, one page only; specify what this grant covers*)
- Project Budget/Income form (*page 19, one page only*)
 - Project Budget explanation (*if necessary, one page only*)
- Organizational Income-and-Expense Statement form (*page 20, one page only*)
- Signed ADA Access Plan information and Certification Signatures form (*page 21*)
- ADA Access Plan (*unless it hasn't changed since your last application*)
- Copy of letter from IRS documenting your group's tax-exempt status OR letter of agreement with fiscal sponsor AND a copy of fiscal sponsor's tax-exempt letter (*unless it hasn't changed since your last application; format requirements do not apply*)
- RAC Data Collection form (*pages 22-23*)

Review your project budget carefully. Errors may significantly reduce the amount of your grant request. Please check your math.

SUBMITTING APPLICATIONS / DEADLINES

Applications must be RECEIVED or POSTMARKED by the deadline:

DEADLINE (Round 17): Friday, December 8, 2017 (if hand-delivered, by 5:00 pm).

DEADLINE (Round 18): Tuesday, May 1, 2018 (if hand-delivered, by 5:00 pm).

EMAIL: You may email application materials to:

access@vsamn.org

In the Subject line, indicate: **ADA App: (Your Organization Name)**

Emailed materials must be in accessible attachments that VSA Minnesota and grant panelists can open and read: Word, RTF, text, PDF, etc. (If we can't open or copy from your PDF, we'll ask for a word-processed version.) Keep your own email record to prove when it was sent in case VSA Minnesota doesn't receive it. To confirm, call 612-332-3888 or email access@vsamn.org.

MAIL/DELIVERY: You may mail or deliver application materials to:

VSA Minnesota, 528 Hennepin Ave., Suite 305, Minneapolis, MN 55403.

Applications are NOT accepted by Fax.

Applications received after the deadline are INELIGIBLE and will not be reviewed.

COVER PAGE

2018 ADA ACCESS IMPROVEMENT GRANT from VSA Minnesota

Amount of Request:	
Total Project Cost:	
Project Start Date:	
Project End Date:	
We are applying for: <i>(Check)</i>	<input type="checkbox"/> up to \$15,000 for a project with long-term access impact
	<input type="checkbox"/> up to \$7,500 for a project with shorter-term access impact
Applicant Group:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Email:	
Website:	
County	
MN House District # http://pollfinder.sos.state.mn.us or call 651-215-1440 ext. 1.	
Project Contact:	
Phone:	
Fax:	
Email:	
Fiscal Sponsor: <i>If your group is not using a fiscal sponsor, delete this section</i>	
Address:	
City, State, Zip:	
Contact Person	
Phone:	
Email:	
Project Summary: Describe your project in FEWER THAN 75 WORDS.	

PROJECT BUDGET – EXPENSES

2018 ADA ACCESS IMPROVEMENT GRANT

(* If part of a larger project, indicate in Explanatory Notes which items this grant pays for.)

Applicant Group: _____

Estimated Expenses	Amount	Explanatory Notes*
1. Equipment		
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
2. Capital improvements		
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
3. Supplies		
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
4. Personnel <i>(Include title and rate of pay or equivalent. * Group 2 applicants see page 7)</i>		
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
5. Other expenses		
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
6. TOTAL EXPENSES	\$ _____	

Complete this form or generate your own form with the same information in the same format.

PROJECT BUDGET – INCOME

2018 ADA ACCESS IMPROVEMENT GRANT

Applicant Group: _____

Estimated Income	Cash Amount	Explanatory Notes
------------------	-------------	-------------------

1. Earned Income

_____	_____
_____	_____
_____	_____
Subtotal Earned Income	\$ _____

2. Grants and Contributions

*(Indicate secured funds with an *. Place ADA Access Improvement request on Line 6.)*

a. Individual Contributions

_____	_____
_____	_____

b. Foundations and corporations

_____	_____
_____	_____

c. Government

_____	_____
_____	_____

d. Other (explain)

_____	_____
_____	_____

Subtotal Grants and Contributions	\$ _____
--	----------

3. Other

_____	_____
_____	_____

Subtotal Other	\$ _____
-----------------------	----------

4. In-Kind *(for information only; not to be included for cash match budget)*

_____	_____
_____	_____

Subtotal In-Kind	(\$ _____)
-------------------------	------------

5. Add Subtotals 1, 2, 3 (NOT 4)	\$ _____
---	----------

6. ADA Access Improvement Request	\$ _____
--	----------

7. TOTAL INCOME <i>(Add lines 5 & 6)</i>	\$ _____
---	----------

**** Must be equal to Line 6, Total Expenses, on page 18. ****

Complete this form or generate your own form with the same information in the same format.

ORGANIZATIONAL INCOME-AND-EXPENSE STATEMENT

Arts groups: provide actual income and expenses for your most recently completed 12-month fiscal year. **Non-arts groups:** provide only actual income and expenses from arts programming in your most recently completed 12-month year.

Applicant Group: _____

Financial statement for the fiscal year beginning _____ ending _____

INCOME

Support (contributors) Amount

Individual contributions _____

Foundations/corporations _____

Government grants _____

Other (specify) _____

Revenue

Earned income
(List major sources such as
admissions, sales and fees)

Other (specify) _____

TOTAL INCOME \$ _____

EXPENSES

Amount

Employee salaries & wages _____

Employee benefits &
payroll taxes _____

Independent contractor,
consultant & professional fees _____

Supplies _____

Printing and copying _____

Postage & shipping _____

Rent, utilities, equipment _____

Transportation _____

Other (include **access-related costs**)

TOTAL EXPENSES \$ _____

Income less expenses \$ _____

Please describe the circumstances surrounding a substantial year-end surplus or deficit:

If you already have an income-and-expense statement that contains this information on one page, you may submit it in its original form.

ADA ACCESS PLAN

Applicant Group: _____

- Our group's ADA Access Plan was approved by our board of directors on (month/year): _____.
- We will email a copy of our ADA Access Plan to access@vsamn.org by the application deadline (Word, RTF, text or accessible PDF attachment).
- Our ADA Access Plan has not changed since our last application to VSA.

Our ADA Accessibility Coordinator is: _____.

Contact phone & email: _____.

Our Accessibility information can be found: on our website, in our printed information, at our front desk, or : _____.

CERTIFICATION SIGNATURES

We, the undersigned, certify that our board of directors/ advisory committee supports the project as described in this application and that all information in the attached application is true and correct to the best of our knowledge. Further, we resolve to carry out the project as it is described if funding is awarded by VSA Minnesota.

Two signatures from members of your group are required. One signer must be a board officer or advisory committee member. You must submit original signatures with your application.

PRINT name of board officer

PRINT name of board member or staff

SIGN: board officer signature

SIGN: board member or staff signature

board officer title

board member or staff title

date signed

date signed

Metropolitan Regional Arts Council Grant Data Collection Form

TO THE APPLICANT: Please take a moment to fill out the data collection form. This information is compiled for the Minnesota State Arts Board by the 11 Regional Arts Councils and is used to present a statistical picture of arts applicants in the Minnesota. The review panel does not see this form nor use this information to evaluate your application.

All applicants must complete this form. If your group is using a fiscal sponsor, please complete the form as it pertains to the **applicant group**, not the fiscal sponsor.

Organization Name: _____

SPECIAL CHARACTERISTICS (*Optional*): Select one code that best represents **50% or more** of your staff or board or membership.

- | | |
|---|---|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> White |
| <input type="checkbox"/> Other (describe) _____ | |

Additional Characteristics (*Optional*): Also mark these items if they apply.

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Disability | <input type="checkbox"/> Older Adult (60+) |
| <input type="checkbox"/> Veteran | |

STATUS: Select the one code that best describes the legal status of your group or organization:

- | | |
|-----------------------------|---------------------------|
| 02 Organization - Nonprofit | 07 Government - County |
| 04 Government - Federal | 08 Government - Municipal |
| 05 Government - State | 09 Government - Tribal |
| 06 Government - Regional | 99 None of the above |

INSTITUTION: Select the one code that best describes your group or organization:

- | | | |
|---------------------------------|----------------------------------|--------------------------------|
| 03 Performing Group | 16 Arts Council/Agency | 37 Parks & Recreation |
| 05 Performing Group - Community | 17 Arts Service Organization | 42 Media - Periodical |
| 06 Performing Group - Youth | 20 School - Parent/Teacher Assn | 43 Media - Daily Newspaper |
| 07 Performance Facility | 25 Community Education | 44 Media - Weekly Newspaper |
| 08 Museum - Art | 27 Library | 45 Media - Radio |
| 09 Museum - Other | 28 Historical Society/Commission | 46 Media - Television |
| 10 Gallery/Exhibition Space | 29 Humanities Council/Agency | 47 Cultural Series Org. |
| 11 Cinema | 32 Community Service Org. | 48 School of the Arts |
| 12 Independent Press | 33 Correctional Facility | 49 Arts Camp/Institute |
| 13 Literary Magazine | 34 Health Care Facility | 50 Social Service Organization |
| 14 Fair/Festival | 35 Religious Organization | 99 None of the above |
| 15 Arts Center | 36 Seniors Center | |

DISCIPLINE: Select one code that best describes your group or organization's primary area of interest in the arts:

- | | | |
|------------------------------------|---|--|
| 01 Dance – general | 05 Visual Arts – general | 09 Media Arts - general |
| 01A ballet | 05A experimental | 09A film |
| 01B ethnic/jazz/folk-inspired | 05B graphics (includes drawing, cartooning, printmaking, book arts) | 09B audio |
| 01C modern | 05D painting | 09C video |
| 02 Music – general | 05F sculpture | 09D technology/experimental |
| 02A band | | 09E screenwriting |
| 02B chamber | 06 Design Arts – general | 10 Literature - general |
| 02C choral | 06A architecture | 10A fiction |
| 02D new/experimental/electronic | 06B fashion | 10B nonfiction |
| 02E ethnic/folk-inspired | 06D industrial | 10C playwriting/scriptwriting |
| 02F jazz | 06E interior | 10D poetry |
| 02G popular | 06F landscape architecture | |
| 02H solo/recital | 06G urban/metropolitan | 11 Interdisciplinary (includes performance art and collaborations) |
| 02I orchestral | 07 Crafts – general | 12 Folklife/Traditional Arts |
| 03 Opera/Musical Theater – general | 07A clay (includes ceramics) | 12A dance |
| 03A opera | 07B fiber (includes basketry) | 12B music |
| 03B musical theater | 07C glass | 12C crafts and visual arts |
| 04 Theater – general | 07D leather | 12D oral traditions |
| 04A theater, in general | 07E metal | |
| 04B mime | 07F paper | 13 Humanities |
| 04C puppetry | 07G plastic | 14 Multidisciplinary |
| 04D theater for youth | 07H wood | 15 Non-arts/Non-humanities |
| 04E storytelling | 07I mixed media | |
| 10C playwriting/scriptwriting | 08 Photography (includes holography) | |

ORGANIZATION ACTIVITY INFORMATION

_____ **Adult Audience Benefiting.** Record the number of adult audience members, excluding employees or paid performers, expected to benefit directly from your group's activities **this year**. Do not double-count repeat attendees.

_____ **Children/Youth Benefiting.** Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from your group's activities **this year**. Do not double-count repeat attendees.