

Springfield Area Arts Council

CITY ARTS

The Americans with Disabilities Act (ADA) Assistance

Fiscal Year 2018

Grant Application

Guidelines and Forms

Springfield Area Arts Council

420 South Sixth Street Springfield, IL 62701

Phone: 217-753-3519 Fax: 217-753-8018

director@springfieldartsco.org

City Arts Program 2017 - 2018

The Americans with Disabilities Act (ADA) Assistance

GUIDELINES

The Americans with Disabilities Act (ADA) of 1991 was the first major new civil rights legislation in years and was enacted to end discrimination against the 43 million Americans with disabilities.

The ADA has affected large and small businesses as well as not-for-profit arts organizations that schedule exhibitions and/or performances in public spaces, in privately-owned theatres, or galleries.

Effective January 26, 1992, the ADA states that “auxiliary aids and services must be provided to individuals with vision or hearing impairments or other individuals with disabilities so that they can have an equal opportunity to participate or benefit, unless an undue burden would result.” and

“Physical barriers in existing facilities must be removed or removal is readily achievable (i.e. easily accomplishable and able to be carried out without much difficulty or expense). If not, alternative methods of providing the services must be offered, if those methods are readily achievable.”

Restated, the ADA requires that “reasonable accommodation” be made for people with disabilities, including “readily achievable” architectural modifications, effective January 26, 1992. “Readily achievable” is defined as any removal of a barrier that doesn’t cost very much and is not difficult to do. The following factors will be considered:

- nature and cost of action needed
- overall financial resources of organization
- number of persons served
- effect on expenses and resources
- impact on operations
- type/nature of operation

The Springfield Area Arts Council believes that arts organizations have a wonderful opportunity to increase arts audiences by providing “reasonable accommodation” of products, services, and equipment in order to reach out and welcome people with disabilities – to make them comfortable as members of our audiences and to provide them with the benefit of the performance or exhibition. We believe the ADA should be viewed as a natural component of our missions as not-for-profit organizations to serve and educate all segments of the public, including minorities, women, and any disadvantaged or underserved group.

Eligible applicant organizations must serve residents of Sangamon and/or Menard counties, be registered as a not-for-profit organization with the Illinois Secretary of State, and have been in existence for at least one year prior to application.

The Springfield Area Arts Council, through its City Arts Grant Program, provides grants to arts organizations that provide accommodation for people with disabilities.

Some of the products, services, and equipment which could be funded are these:

- The hiring of sign language interpreters for the hearing impaired
- Printing of large-print performance programs or exhibition catalogues/flyers

(Generally speaking, however, most arts organizations have copiers that can make large print programs.)

- Raised letter/brailled print programs or wall text cards for performances and exhibitions
The Springfield Center for Independent Living has a software program which produces such items. Costs are estimated to be "minimal to reasonable."
- Non-capital expenditures item, such as theatre aisle strip lighting
- Purchase of Portable Assistive Listening (PAL) or similar devices
If such equipment is already in place, then the need for more units must be proven by demand-exceeding-supply documentation.

- Collapsible, non-motorized wheelchairs

Be aware of service that volunteers could offer if such equipment is provided. For example, does the user of a wheelchair need an attendant after s/he exits a vehicle in order to access the site? And then need assistance once inside the facility? Can you provide such volunteer attendants?

- CD recordings of printed materials for people with visual impairments

If, for example, specially designed tours of tactile exhibits are scheduled or other opportunities can be made available to people with visual impairments, funding will be considered.

Narrative

Limit the Narrative to ONE page, responding to the following items:

- Indicate the nature of your project and need for products, services or equipment. Include project grant request amount.
- Indicate the specific program(s) to be targeted by ADA project. For example, a concert, an exhibit, the entire season, etc.
- Indicate your organization's mission, history, and current arts programming.

Project Period

Projects are to take place between October 1, 2017, and July 31, 2018.

In lieu of the former workshops, all agencies who are first-time applicants in this category are required to schedule an appointment to discuss application details in order to be eligible for funding. Please call 217-753-3519 to schedule.

The Springfield Area Arts Council offers ADA Assistance as a component of the City Arts Program. The Arts Council should be credited on all promotional materials with the following statement: "This project is funded in part by a grant from the Springfield Area Arts Council and the City of Springfield."

Review Procedure

A City Arts Panel representing the community, arts organizations and city government will review all applications and recommend the amounts to be awarded as grants. The Board of Directors of the Springfield Area Arts Council will ratify the Panel's recommendations. Applicant organizations will be informed of the decision of the Panel and Board after September 14, 2017.

Application Deadline

Tuesday, August 1, 2017

Hand-delivered by 5:00 PM to the
Springfield Area Arts Council office
(Hoogland Center for the Arts, basement)

OR

Postmarked on or before August 1, 2017

Springfield Area Arts Council

420 South Sixth Street Springfield IL 62701
217-753-3519 FAX: 217-753-8018 director@springfieldartsco.org

CITY ARTS GRANT PROGRAM 2017 - 2018

The Americans with Disabilities Act (ADA) Assistance Application

_____ Check here if applying to the City Arts Grant Program *for the first time*.

Name of Applicant Organization	Year Founded	Year Incorporated	FY Year End (Month)
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Address of Organization (Street or PO Box)	Phone (office)	City Ward #
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City	Zip code	E-mail (organization)
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Official to whom notification should be sent	Title
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Project Director	Home or Office Phone	Cell Phone
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Address	City	Zip	E-mail
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Estimated number of artists providing services specifically identified with this project _____

Estimated number of adults who will benefit from this project _____

Estimated number of youth (under 18) who will benefit from this project: _____

SUMMARY OF PROJECT BUDGET

- | | | |
|----|---|----------|
| A. | Grant Amount Requested (same as # 1 on project budget) | \$ _____ |
| B. | Total Anticipated Cash Income (same as # 4) | \$ _____ |
| C. | Total Anticipated Cash Expenses (same as # 9) | \$ _____ |
| D. | Total In-Kind Contribution (same as # 10) | \$ _____ |

STATEMENT OF ASSURANCES: The applicant organization agrees that all figures, facts and representations in this application are true and correct to the best of its knowledge and belief. It further agrees that activities and services will be administered under the supervision of the organization and the funds received will be expended solely on the described project.

Signature of official of applicant organization Date

Signature of person completing this application Date

Typed name and title of official of applicant organization

Typed name and title of person completing this application

Submit to the Springfield Area Arts Council, 420 South Sixth Street, Springfield, IL 62701 by August 1, 2017.

director@springfieldartscsco.org

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City Arts Grant 2017 – 2018

Application Cover Page

The Americans with Disabilities Act (ADA)

Application Deadline: Monday, August 1, 2017

Hand-delivered by 5:00 PM to the
Springfield Area Arts Council office
(Hoogland Center for the Arts, basement)

OR

Postmarked by August 1, 2017

Organization _____

1. Please submit one (1) "original signature" set that includes the following:

_____ Application Form (signed with blue ink)

_____ Narrative Proposal

_____ Project Budget

_____ The organization's current Illinois not-for-profit status
(annual report to Secretary of State or copy of canceled check to the Secretary of State
or on-line proof from www.CyberDriveIllinois.com, NOT the 501(c)(3) Tax Exempt
Form or the 990 Form to the Attorney General)

_____ A current list of your Board of Directors with mailing addresses

_____ Your FY17 Operating Budget, FY16 year-end statement, and the proposed FY18
Operating Budget

2. _____ Five (5) copies of the Application Form, Narrative Proposal, and Project Budget

_____ met and discussed the Grant details on _____.
Name _____ Date _____

Jon Austin, Executive Director, SAAC

6/2017

► PLEASE ATTACH THIS PAGE TO YOUR "ORIGINAL SIGNATURE" SET ◀