

(This is not the actual application; use for planning purposes only)

This document provides the data fields, narrative questions, and general format of our online grant application. Use this sample to organize your information before completing and submitting the online application. **This document cannot be submitted as an application.** Apply online at <https://sdac.gosmart.org>.

Staff will consider and do our best to accommodate the needs of all applicants. If you need support with an online application, contact Kate Vandel as soon as possible. (605-773-5925 or kathryn.vandel@state.sd.us)

Read ALL the guidelines prior to applying for ANY SDAC grant. Applicants that **do not** meet the eligibility requirements **are not reviewed**. Contact SDAC staff with questions. GRANT GUIDELINES [[linked here](#)].

Program Description

Project Grants to organizations and individuals support opportunities for public engagement with, and access to, the arts. They support the creation of art, arts learning at all stages of life, and integration of the arts into community life, but are not limited to these examples.

- Organizations – Grants up to \$5,000 or 50% of projected expenses, whichever is less.
- Artists – Grants up to \$2,000 or 50% of projected expenses, whichever is less.

Project Grants require a 1:1 cash match: whether to organizations or artists, Project Grants may cover up to half of the total eligible cash expenses and require at least a 1:1 cash match. Projected income must EQUAL projected eligible cash expenses in all cases.

Eligible Organizations

- South Dakota-based* nonprofit, tax-exempt organizations**
- Units of state or local government
- Federally recognized tribal governments

All **ORGANIZATIONS** must have a Unique Entity Identifier (UEI) from the System for Award Management (SAM) to apply. Should a grant be made, organizations must maintain an active SAM registration throughout the grant cycle (**July 1, 2024 – June 30, 2025**). The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. [<https://sam.gov/content/duns-uei>]

***South Dakota-based:** Organizations **must be** physically located in the state of South Dakota or within the borders of the state's nine federally recognized Tribal reservations and be registered and in good standing with the South Dakota Secretary of State's Office. [<https://sosenterprise.sd.gov/BusinessServices/Business/FilingSearch.aspx>]

****Nonprofit, tax exempt:** Organizations **must have** tax-exempt status under section **501(c)(3) of the Internal Revenue Code**. [<https://apps.irs.gov/app/eos/>]

Eligible Artists

- Applicant must reside in South Dakota or within the borders of the state's nine federally recognized Tribal reservations for at least one year prior to the start of the grant (**July 1, 2024**) and remain a resident through the end of the grant (**June 30, 2025**).

Ineligible (CANNOT APPLY)

- Artists and organizations **cannot** seek funding for the same project.
- Artists cannot apply in more than one grant category.
- Organizations **cannot** seek funding to match an existing/upcoming SDAC grant (e.g., Touring Arts and/or Artists in Schools and Communities) nor any other grants from federal sources.
- Current Arts Challenge and/or Statewide Services Grant recipients.
- Anyone pursuing high school diplomas, graduate, undergraduate, or professional degrees.
- Currently serving South Dakota Arts Council board members and staff cannot apply for an **Artist Project Grant**.

This document cannot be submitted as an application. Application available online at <https://sdac.gosmart.org>.

How to apply

Staff will consider and do our best to accommodate the needs of all applicants. If you need support with an online application, contact Kate Vandel as soon as possible. (605-773-5925 or kathryn.vandel@state.sd.us)

Read ALL the guidelines prior to applying for ANY SDAC grant. Incomplete applications are not reviewed.

DEADLINE: March 1, 2024, at 11:59 pm Central. Late applications are not accepted.

Applications must be submitted **ONLINE** at <https://sdac.gosmart.org/>.

DRAFT REVIEW DEADLINE: February 13, 2024, at 11:59 pm Central.

SDAC will review a draft proposal and provide feedback; we request that applicants submit their draft two weeks prior to the submission deadline.

Applicant Checklist

Required for your application:

- [Organizations Only]** UEI number (Unique Entity ID)
- Projected outcomes, budgeted expenses and income, and budget summary (included in this sample)
- Narrative responses
- Résumé/biography for the people/artists involved in the project – 2 pages maximum
- Work samples – 10 samples maximum
- Support materials – 10 materials maximum
- W-9 – Submit a W-9 at the time of application. We **ONLY ACCEPT** the State of South Dakota’s W-9 [link provided at the time of application]. We provide a **SAMPLE COPY** and instructions for completing the W-9 [[linked here](#)].

Requested for your application:

- Brief “Accessibility Checklist” [We provide a copy of the checklist. SEE APPENDIX A]
- Letters of support from key partners or audience you will serve – 4 pages maximum

General Instructions

As you work through the application, click the “SAVE WORK” button at the bottom of each page of the application before proceeding. You can return to and continue working through the application at any time.

Contact SDAC staff to ask questions and discuss potential applications (605-773-5925). Staff are available Monday through Friday between 8 am and 5 pm Central Time. (staff list [linked here](#))

The Grant Applicant Portal includes sample applications, narrative templates, and planning materials. [linked here](#)].

SAMPLE APPLICATION

Organizational and individual Project Grant applicants are required to answer the following questions.

NARRATIVE – RELEVANCE

Think about what your project aims to achieve and how it relates to your mission, record of work, audience, community, and/or constituency.

*When evaluating your project's **relevance**, panels assess how well the project aligns to your mission, record of work, audience, community, and/or constituency. (10 points possible)*

What do you want to do/what is the proposed project/work? (1000 characters maximum) *(Must be typed in the space provided. 1000 characters maximum.)*

How is this project an opportunity for the public to engage with and/or access the arts? (2500 characters maximum.) *(Must be typed in the space provided. 2500 characters maximum.)*

(Include any planned outreach activities, except those directly related to K-12 education. We will ask you to include specific details/plans for K-12 education in a question to follow.)
(2500 characters maximum)

What do you hope your audience will learn/take away from your project? (1000 characters maximum) *(Must be typed in the space provided. 1000 characters maximum.)*

Is this project accessible for individuals with disabilities, including but not limited to individuals who are deaf, hard of hearing, deaf-blind, have difficulty speaking, have a physical disability, visual disability, developmental disability, learning disability, mental illness, or chronic illness?

Yes

No

If no, explain how you intend to improve access in the upcoming year. (1000 characters maximum) *(Must be typed in the space provided. 1000 characters maximum.)*

Submit a COMPLETED SDAC Accessibility checklist [link provided at the time of application].
(Requested, not required) *[We provide a copy of the checklist, SEE APPENDIX A]*

When (anticipated dates) and where (locations) will the project take place? (250 characters maximum) *(Must be typed in the space provided. 250 characters maximum.)*

*NOTE: This grant cycle supports activities, events, programs, or projects planned to take place **July 1, 2024 – June 30, 2025**. If your proposal falls outside the upcoming grant cycle, you are **NOT ELIGIBLE** to apply. **Applicants that do not meet the eligibility requirements will not be reviewed.***

PROJECT SUMMARY: Distill your responses above down to one sentence. SDAC staff use your project summary for our annual list of grantees (posted online) and Annual Report to the Legislature. (250 characters maximum) *(Must be typed in the space provided. 250 characters maximum.)*

SAMPLE APPLICATION

Organizational and individual Project Grant applicants are required to answer the following questions.

NARRATIVE – IMPACT

Think about what will make this a successful project and how you plan to forecast, measure, and report your results.

Think about who your audience is and what you want them to take away from your project. How will they know about your project, and why will they want to be a part of it?

When evaluating **impact**, panelists are looking for how you define and plan to measure the success of the project. Panelists assess your ability to forecast, measure, and report on expected and actual outcomes. (10 points possible)

Explain the most important outcome or result you hope to achieve with your project. (Must be typed in the space provided. 1000 characters maximum.)

[We provide a common list of goals at the end of this document. It may be helpful to refer to this list and identify what resonates with you. What feels most important? SEE APPENDIX B]
(1000 characters maximum)

How will you evaluate the project and measure success? (Must be typed in the space provided. 1000 characters maximum.)
(1000 characters maximum)

Who is the intended audience? Why do you plan to target this audience? Include any details that you could not address in PROJECTED OUTCOMES (next section of the application). (Must be typed in the space provided. 1000 characters maximum.)

(1000 characters maximum) NOTE: If you plan to serve a "general audience," explain what that looks like for your community. Provide current demographics for your community so the reviewer will better understand your audience.

Discuss your plans for promoting the project. How will your intended audience know about the project? (Must be typed in the space provided. 1000 characters maximum.)
(1000 characters maximum)

SAMPLE APPLICATION

Organizational and individual Project Grant applicants are required to answer the following questions.

PROJECTED OUTCOMES

Note regarding "Amount Requested": Project Grants may cover up to half of the total eligible cash expenses and require at least a 1:1 cash match. *Organizations can request no more than \$5000, Artists no more than \$2000.*

The South Dakota Arts Council is required to collect specific information from all grant applicant for the purpose of reporting to the National Endowment for the Arts (NEA). We ask you to identify the type of work you will do and include audience projections (who will benefit). The Projected Outcomes Guide includes definitions to aid applicants in responding [[linked here](#)].

Select the project discipline. *Choose at least one of the options*

Select the activity type. *Choose at least one of the options*

Select the percentage of funded activities that are arts education. *Choose at least one of the options*

Enter the total number of adults engaged in person. *Estimate your audience*

Enter the total number of children/youth engaged in person. *Estimate your audience*

Enter the number of artists that are directly involved. *Estimate your audience*

Select all races/ethnicities that make up the population, 25% or more, that benefit from the award. *Choose at least one of the options*

Select all age ranges that make up the population, 25% or more, that benefit from the award. *Choose at least one of the options*

Select all distinct groups that make up the population, 25% or more, that benefit from the award. *Choose at least one of the options*

Amount Requested *Organizations can request no more than \$5000. Artists can request no more than \$2000. Amount Requested CANNOT EXCEED 50% of projected eligible cash expenses.*

SAMPLE APPLICATION

Organizational and individual Project Grant applicants are required to answer the following questions.

NARRATIVE – 3. FEASIBILITY

When evaluating **feasibility**, panelists evaluate the applicant's demonstrated ability to carry out the project based on the appropriateness of the budget, the resources involved, and the personnel. (10 points possible)

BUDGET EXPLANATION

Have you planned your **project budget** and thought about how much you will need from SDAC?

How will you spend grant funding? Clarify any expense/income items that may raise questions in your budget sections. (1000 characters maximum)
(Must be typed in the space provided. 1000 characters maximum.)

Are you paying artists/partners fairly for work they do for you? Describe how artists will be supported through payment of fees, services, or other appropriate benefits. (1000 characters maximum)
(Must be typed in the space provided. 1000 characters maximum.)

KEY PEOPLE

Are you working with partners or other organizations to deliver your project? Working with other people or organizations can be an important part of managing your project. If you need to do this, have you thought about who they are and how they will be involved?

Include details about any artists involved in the project. Who are your partners, and how will they be involved? (1000 characters maximum)
(Must be typed in the space provided. 1000 characters maximum.)

Upload letters of support from key partners representing the community or audience you will serve. (Upload a single document. 4 pages maximum.) (Requested, not required)

Upload record of work/biography for the people/artists involved in the project. (Upload a single document. 2 pages maximum.)

SAMPLE APPLICATION

Organizational and individual Project Grant applicants are required to include all project-related expenses.

BUDGET – EXPENSES

Eligible costs related to your grant proposal; paid during grant period (July 1, 2024 – June 30, 2025). **Require a 1:1 cash match:** whether to organizations or artists, Project Grants may cover up to half of the total eligible cash expenses and require at least a 1:1 cash match. Projected income must EQUAL projected eligible cash expenses in all cases. (Refer to Appendix B, page 12 GRANT GUIDELINES [\[linked here\]](#).)

A. Personnel	Cash Expenses	In-Kind Contributions	Number of Personnel (Section A only)
Administrative Staff			
Artistic Staff			
Outside Artistic Fees/Services			
Other Outside Fees and Services			

B. Remaining Operating Expenses	Cash Expenses	In-Kind Contributions
Project/work related supplies and equipment (Please specify)		
(Please specify)		

C. Facilities Costs	Cash Expenses	In-Kind Contributions
Space Rental		
Utilities (e.g., electric, phone, gas bills)		

D. Marketing	Cash Expenses	In-Kind Contributions
Marketing		

E. Travel	Cash Expenses	In-Kind Contributions
Mileage		
Lodging		
Meals		
Other (*Explain in your BUDGET EXPLANATION)		

F. Total Cash Expense	G. Total In-Kind Contributions	Number of Personnel (Section A only)

Indirect costs (facilities and administration): Organizations must identify and report “Overhead and Administrative Costs” as a line item under “B. Remaining Operating Expenses.” Applicants cannot use “Overhead and Administrative Costs” as part of their match. Applicants should calculate actual indirect costs associated with the proposal and not simply use a percentage of their project budget. Be sure that you are not “double dipping,” costs must be consistently charged as either indirect or direct costs, not charged as both. Grantees must be able to easily document the specific expenses that fit within this line item on their final report.

SAMPLE APPLICATION

Organizational and individual Project Grant applicants are required to include all project-related income.

BUDGET – INCOME

Revenue related to your grant proposal; acquired during the grant period (July 1, 2024 – June 30, 2025). **Require a 1:1 cash match:** whether to organizations or artists, Project Grants may cover up to half of the total eligible cash expenses and require at least a 1:1 cash match. **Projected income must EQUAL projected eligible cash expenses in all cases.** (Refer to Appendix B, page 12 GRANT GUIDELINES [\[linked here\]](#).)

Income

A. Earned Income

Admissions

Contracted Services Revenue

Other Earned Income (Please specify below)

Income

B. Contributed Income (Cash Support)

Corporate

Foundation

Other/Private

Income

C. Amount requested from the SDAC (*REQUIRED)

Must match your "Amount Requested" on the PROJECTED OUTCOMES page.
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Income

D. Government Support

City/County Support

Regional/State

Federal (Not SDAC Funds)

Income

E. Applicant Cash

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F. Total Income

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Indirect costs (facilities and administration): Organizations must identify and report "Overhead and Administrative Costs" as a line item under "B. Remaining Operating Expenses." Applicants cannot use "Overhead and Administrative Costs" as part of their match. Applicants should calculate actual indirect costs associated with the proposal and not simply use a percentage of their project budget. Be sure that you are not "double dipping," costs must be consistently charged as either indirect or direct costs, not charged as both. Grantees must be able to easily document the specific expenses that fit within this line item on their final report.

SAMPLE APPLICATION

BUDGET – SUMMARY

Please record the dollar amounts you included on the **BUDGET – EXPENSES** and **BUDGET – INCOME** forms.
 (Refer to Appendix B, page 12 GRANT GUIDELINES [[linked here](#)].)

Fiscal Year

Operating Income (*not required, enter 0*)
 Operating Expense (*not required, enter 0*)

	Previous	Current	Upcoming
Operating Income	0	0	0
Operating Expense	0	0	0

Project Expenses (from BUDGET – EXPENSES form)

Total Artistic Fees (= [Cash Expense] Artistic Staff + Outside Artistic Fees/Services)

Total expense for this project (= F. Total Cash Expense)

Total in-kind for this project (= G. Total In-Kind Contributions)

Sources of Project Cash Income (from BUDGET – INCOME form)

A. Earned income (= A. Total Earned Income)

B. Contributed income (= B. Total Contributed Income (Cash Support))

C. State arts agency income (= C. Amount requested from the SDAC)

D. Local government income (= D. Total Government Support)

E. Other income (include applicant cash) (= E. Applicant Cash)

F. Total project cash income (**MUST MATCH F. Total Income**)

Sources of Project Cash Expenses (Actual Cash Expenses) (from BUDGET – EXPENSES form)

A. Artistic Fees (= A. Total Personnel)

B. Production Costs (= B. Total Remaining Operating)

C. Space Rental (= C. Total Facilities Costs)

D. Marketing (= D. Marketing)

E. Other Expenses (= E. Total Travel)

F. Total project cash expense (**MUST MATCH F. Total Expense**)

SAMPLE APPLICATION

Organizational and individual Project Grant applicants are required to answer the following questions.

NARRATIVE – 4. ADVANCE (BONUS POINTS – 10 points possible)

Panelists will award **BONUS POINTS** to applicants that actively serve populations that are underserved, defined by the National Endowment for the Arts as, “those whose opportunities to experience the arts are limited by ethnicity, economics, geography, or disability”; directly impact the quality of life in in the community; or advance the arts landscape of South Dakota.

*Panelists assess the potential to **advance** the quality of life in in the community and the arts landscape of South Dakota. (10 points possible)*

Explain how this project actively serves populations that are underserved. Identify the populations of people you intend to serve and explain how this work is responsive to the needs and priorities of these communities. (2500 characters maximum)
(Must be typed in the space provided. 1000 characters maximum.)
(If not, enter N/A.)

Explain how you have involved these groups in your plans to date. How will they know about your project? Why will they want to be a part of it? What will they take away from your project? (2500 characters maximum)
(Must be typed in the space provided. 1000 characters maximum.)
(If not, enter N/A.)

Does this project aim to improve access to and inclusion of arts education in K-12 schools? (2500 characters maximum)
(Must be typed in the space provided. 1000 characters maximum.)
(If not, enter N/A.)
(Include specific details/plans for enhancing K-12 arts education.)

Does this project aim to develop advocacy, visibility, or public awareness of the arts? (2500 characters maximum)
(Must be typed in the space provided. 1000 characters maximum.)
(If not, enter N/A.)
(Include specific details/plans for developing advocacy, visibility, or public awareness of the arts.)

SAMPLE APPLICATION

Organizational and individual Project Grant applicants are required to include WORK SAMPLES.

ARTISTIC EXCELLENCE – WORK SAMPLES

When assessing **artistic excellence**, panelists evaluate the quality of the artists, organizations, arts education providers, works of art, and/or services that the project will involve and relevance of the project to the audience or community. (Refer to Appendix A, page 10 GRANT GUIDELINES [\[linked here\]](#).)

Applicants **MUST** include a minimum of 1 and maximum of 10 work samples (**10 total** across all file types/media).

- Submit your works in the order in which you would like them to be viewed. We recommend starting with your strongest materials.
- Submit recent work, created within the last 3 – 5 years. Older samples may be submitted with an explanation.
- **If you are submitting a combination of uploaded materials (files) and direct links (to outside web-based sources), you cannot exceed a total of 10 examples.**


Include:

- Images/videos/samples that show the type of work you have done in the past – as well as showing that you can do the type of work you plan to do.
- Images/videos/samples that show the type of work you plan to do.
- Images/videos/samples that show you working alongside the community or audience you will serve.

If your application **does not contain work samples**, the panel will not have enough information to gauge the quality of your work. As a result, your application **will be considered incomplete and will not be reviewed.**

Use the **MEDIA LIBRARY** tab to upload and manage your media files. **The MEDIA LIBRARY is not your application. Applicants must attach work samples from the MEDIA LIBRARY to their application.** Use this **SECTION** to attach work samples from your MEDIA LIBRARY.


Learn more about that page and how to use the MEDIA LIBRARY by [watching this video](#).



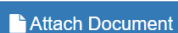
- You may attach up to 10 image file(s).
- You have attached 0 image file(s).
- Image file size must not exceed 4.00 MB.



- You may attach up to 10 audio file(s).
- You have attached 0 audio file(s).
- Audio file size must not exceed 10.00 MB.



- You may attach up to 2 video file(s).
- You have attached 0 video file(s).
- Video file size must not exceed 150.00 MB.



- You may attach up to 10 document file(s).
- You have attached 0 document file(s).
- Document file size must not exceed 4.00 MB.

Attached Media

Applicants can provide no more than 10 work samples total. Review the thumbnails below to ensure your intended media is attached.

Files will be viewed as shown below:

SAMPLE APPLICATION

Organizational and individual Project Grant applicants are required to include SUPPORT MATERIALS.

ARTISTIC EXCELLENCE – SUPPORTING MATERIALS

When assessing **artistic excellence**, panelists evaluate the quality of the artists, organizations, arts education providers, works of art, and/or services that the project will involve and relevance of the project to the audience or community. (Refer to Appendix A, page 11 GRANT GUIDELINES [\[linked here\]](#).)

Applicants **MUST** include a minimum of 1 and maximum of 10 support materials (**10 pages total**).

- Submit materials in the order in which you would like them to be viewed. We recommend starting with your strongest materials.
- Include recent material, from within the last 3 – 5 years. Older materials may be submitted with an explanation.
- **If you are submitting a combination of uploaded materials (files) and direct links (to outside web-based sources), you cannot exceed a total of 10 examples.**

Include:

- Press: articles written about you or your work or articles where you are featured or mentioned
- Reviews: assessments of your work/the work of the organization
- Audience reactions: social media posts about your work, in-person feedback, emails, letters
- Quotes, testimonials, feedback: similar to audience reactions, but these are triggered by you requesting this from individuals and participants, e.g., comments on an audience survey
- Process photos and videos: footage/photos taken throughout your process or during an exhibit, performance, or activity to show the context of your work

If your application **does not contain support materials**, the panel will not have enough information to gauge the quality of your work. As a result, your application **will be considered incomplete and will not be reviewed**.

Direct Links: Applicants may include direct links to support materials (no more than 10 links total); be sure such content does not require a password or present other barriers to easy access. Provide a short description of the media followed by the associated hyperlink. Be sure to include https:// in the links provided.

Examples:

Video of public performance – [https://...link to video]

Press on public art tour – [https://...link to article]

(Must be typed in the space provided. 1500 characters.)

Upload Materials: Applicants may upload materials (no more than 5 documents/10 pages total). Submit at least 1 and up to 5 support documents. Convert your document to a PDF.

upload file

upload file

upload file

upload file

upload file

SAMPLE APPLICATION

Organizational and individual Project Grant applicants are required to answer the following questions.

APPLICANT ASSURANCES

Before you submit your application, review the entire application and then print/save a copy of the PDF for your records. Once you submit your application, you will not be able to make changes.

In checking these boxes, adding your (first and last) initials, and providing the date of your agreement, you certify that that you have read, understand, and agree to these statements.

DRAFT REVIEW DEADLINE: February 13, 2024, at 11:59 pm Central. Staff will review your application prior to submission to check for mistakes or omissions that might cause ineligibility and provide feedback ahead of the application deadline. Staff will not provide feedback on wording, spelling, or grammar.

Guidelines Certification: I certify that I have read and understand the grant guidelines and meet the eligibility requirements.

✓ By checking this box, I agree that I have read, understand, and agree to this statement.

Certification of the Proposed Activities Dates: I certify ALL of the planned project events/activities and expenditures take place within the defined grant period of July 1, 2024 – June 30, 2025.

✓ By checking this box, I agree that I have read, understand, and agree to this statement.

True and Complete Certification: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein.

✓ By checking this box, I agree that I have read, understand, and agree to this statement.

Authorized Individual Certification: I certify that I am the individual authorized to commit the applicant to abide by all relevant Terms and Conditions. In addition, I give the SDAC permission to duplicate submitted documentation for use in the grant review process.

✓ By checking this box, I agree that I have read, understand, and agree to this statement.

Initials of authorized individual (applicant)

(First and last initials only)

Date of submitted application (serves as date of agreement to above statements)

(MM/DD/YYYY)



Brief Accessibility Checklist

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

This is a tool that **will assist** you in making your organization and project inclusive and available to everyone. Your responses **will not** exclude you from grant funding. The checklist includes links to a wide variety of resources. We recommend you first review the National Endowment for the Arts' [Design for Accessibility: A Cultural Administrator's Handbook](#).

COMPLETING THIS CHECKLIST: This checklist is presented as a guide to identify barriers that might restrict access to individuals with disabilities. In **CHECKING** each box, you attest that, "**YES, my organization/project offers this accommodation.**"

Physical Access

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

Programmatic Accessibility

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

This checklist was inspired by and adopted from the National Endowment for the Arts' Brief Accessibility Checklist. Available online [\[linked here\]](#).

APPENDIX B: IMPACT – QUESTION

Explain the most important outcome or result you hope to achieve with your project.

Look over **this list common list of goals**. It may be helpful to refer to this list and identify what resonates with you. What feels most important?

- Provide opportunities for people from all backgrounds to encounter different artists, art forms, and artistic and cultural traditions.
- Provide the public with lifelong learning opportunities in the arts at all stages of life.
- Support arts projects that focus on advancing the health and well-being of individuals.
- Embed the arts in system-wide initiatives that strengthen or heal my community.
- Support professional development and technical assistance opportunities to develop the capacity of artists, arts professionals, and organizations.
- Facilitate the creation and presentation of artistic works.
- Enhance public engagement with, and access to, the arts.
- Foster greater cultural understanding.
- Enrich lives within my community through the arts.
- Form new connections and develop new relationships.
- Cultivate new audiences.
- Share my/our creative practice with a wider audience.
- Expand the idea of what art is, who can do art, and how and where the arts can happen.
- Engage people in addressing a community issue.
- Make a positive contribution to my/our community.
- Change the status quo, disrupt systems.
- Envision and build new futures.

List courtesy of ***The Handbook for Artists Working in Community***, developed by Springboard for the Arts and made possible through the generous support of the National Endowment for the Arts through the Our Town Knowledge Building grant.

The handbook and other valuable resources are available FREE for download from <https://springboardforthearts.org/>.