

# 2018 GUIDELINES

## Artist Contract Matching Grant



### DESCRIPTION

The Artist Contract Matching Grant provides **up to \$500** to eligible nonprofit organizations to contract a professional artist with a disability to perform, exhibit, design, or produce a public arts event.

#### *Key Features:*

- Grants are awarded continuously throughout 2018.
- Application is for events that have not yet occurred. The activities period, including public event, is from January 1, 2018 -- December 31, 2018.
- Applicants can receive one (1) Incentive Grant per calendar year. Submissions must be 10 weeks prior to the project beginning.
- Event must be an arts activity that reflects of the Arts & Access Always mission and goals.
- Grant recipients are required to submit an evaluation form within one month of their event's completion.

### APPLICANT ELIGIBILITY

- Applicants must be a member of the Lehigh Valley Arts Council.
- Applicants must be a cultural nonprofit operating in the Lehigh Valley.
- Applicants must commit to providing customer service training to box office staff and volunteers from a human service organization that works with the disability community you are attempting to reach.
- Applicants must submit budget outline income and expenses of the event, including the requested amount and matching funds.

### FUNDING PROCESS

- Applications are submitted electronically through email to [PPA@LVArtsCouncil.org](mailto:PPA@LVArtsCouncil.org) or in person to 840 Hamilton Street, Suite 201, Allentown, PA 18101.
- Applications are reviewed by the Arts Council's staff. Award notices are made within two weeks of receiving application.
- Grants are distributed once the required customer service training has been completed and received by the Arts Council.



### ABOUT ARTS & ACCESS ALWAYS

In March 2017, the Board of Directors of the Lehigh Valley Arts Council adopted the following vision statement: "To be the leader of arts advocacy in the Lehigh Valley and ensure access to the arts for people of all abilities. Within that spirit of greater inclusion, the Arts Council is offering three **Incentive Grants for Greater Inclusion** in 2018 to cultural nonprofits to encourage adopting cultural access as a core value of their organization.

# 2018 APPLICATION Artist Contract Matching Grant

Grant Request Amount:  
\$ \_\_\_\_\_

## APPLICANT INFORMATION

Applying Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

## EVENT INFORMATION

Event Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Type of Event:  
 A performance or exhibition of work created and/or performed by artist(s) with a disability.  
 An open captioned (OC) and/or an audio described (AD) performance or exhibition.  
 An American Sign Language (ASL) performance or event.  
 A performance or exhibition of work presented in a sensory-friendly environment for people with autism.  
 Other (Please specify) \_\_\_\_\_  
Brief Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AUDIENCE INFORMATION

Identify the audience you are targeting / community of people living with a disability:  
 People with Cognitive Limitations *Please elaborate:* \_\_\_\_\_  
 People with Physical Limitations \_\_\_\_\_  
 People with Sensory Limitations \_\_\_\_\_  
Have you identified which human service organization will help you to produce this project?  Yes  No  
▪ *If yes, please elaborate:* \_\_\_\_\_

## ARTIST INFORMATION

Name of Artist Contracting: \_\_\_\_\_  
Artistic Specialties(s): \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**NARRATIVE RESPONSES**

*Please attach separate page(s) for responding to the following five questions.*

1. Where did the genesis for this event arise?
2. Is this the first time you're hiring an artist with a disability and/or providing accommodations to this audience? Please describe in detail the accommodation planned for this event to make it more accessible for your target audience and persons with disabilities.
3. How will you promote this event and ensure attendance from your target audience?
4. How will you evaluate the outcomes of the event? What metrics will you use?
5. Please explain how this award will help to build your capacity to provide continued access in the future?

**BUDGET**

*Please complete the following budget by identifying the matching income source(s) and all ways the grant award will be used.*

INCOME	
Item / Source	Amount
Greater Inclusion Grant Award / Lehigh Valley Arts Council	
<b>TOTAL</b>	
EXPENSES	
Item	Amount
<b>TOTAL</b>	

CHECKLIST OF REQUIRED INFORMATION

*Please make sure to include all four items listed below with your submission.*

- Completed information for applicant, event, audience, and artist
- Completed Narrative Responses on attached page(s)
- Completed budget including a 1:1 cash match of funds requested
- Credentials of Contracting Artist(s)

***Complete your application for an Artist Contract Matching Grant by signing below and delivering this application along with all required materials to the Arts Council's office listed at the bottom of this page.***

\_\_\_\_\_

Applicant's Printed Name

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's Signature

**Lehigh Valley Arts Council  
840 Hamilton Street, Suite 201, Allentown, PA 18101**