

# 2019 GUIDELINES

## Accessible Engagement Matching Grant

### DESCRIPTION

The Accessible Engagement Matching Grant provides **up to \$1,500** to eligible nonprofit organizations that engage a group of people living with a disability through teaching an artistic practice that culminates in a public performance or exhibition.

#### *Key Features:*

- Deadline for submission is **March 15, 2019**
- Application is for events that have not occurred
- The activities period is from July 1, 2019 – June 30, 2020
- Applicant may apply only to one (1) Incentive Grant per grant period
- Event must reflect the Arts & Access Always mission and goals
- Applicant eligibility requirements differ per Incentive Grant
- **Applicant must attend the grant seminar or submit a letter of intent by February 10, 2019**

### APPLICANT ELIGIBILITY

- Applicants must be a member of the Lehigh Valley Arts Council.
- Applicant must be a cultural nonprofit, experienced and skilled at working with a community living with disabilities. NOTE: Project's target audience may be a different community living with a disability.
- Project must be an arts activity, take place in the Lehigh Valley over a minimum period of eight (8) days, plus culminate in a public performance or exhibition.
- Applicants are required to have all staff and volunteers involved in the project complete customer service training for serving their project's targeted community living with disabilities.
- Applicant must submit a complete application

### FUNDING PROCESS

- Applications are submitted electronically through email to [rforte@LVArtsCouncil.org](mailto:rforte@LVArtsCouncil.org) or in person to 840 Hamilton Street, Suite 201, Allentown, PA 18101.
- The Arts Council's staff reviews all applications and will notify applicant by May 2019.
- Grants are distributed once the required customer service training has been completed and received by the Arts Council.
- Grant recipients are required to submit an evaluation form and a customer satisfaction survey within one month of their event's completion.



#### 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 2019 to cultural nonprofits to encourage adopting cultural access as a core value of their organization.

# 2019 APPLICATION

## Accessible Engagement Matching Grant

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

### APPLICANT INFORMATION

Applying Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

### PROJECT INFORMATION

Project Title: \_\_\_\_\_

Public Component:  Exhibition  Performance Date: \_\_\_\_\_

Brief Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Target Audience / Group of People Living with Disabilities:

- 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:* \_\_\_\_\_

Primary Teaching Artist: \_\_\_\_\_

### NARRATIVE RESPONSES

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

1. Where did the genesis for this project arise?
2. What competencies have you or your staff gained in the realm of cultural access in the past two years that identifies your organization as a strong candidate for this grant? *Address any training, previous programming with accommodations, and experienced personnel, etc. in your response.*
3. How will you promote this project and ensure attendance to the public component?
4. How will you evaluate the outcomes of the project? What metrics will you use?
5. 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
Accessible Engagement Matching Grant / Lehigh Valley Arts Council	
<b>TOTAL</b>	
EXPENSES	
Item	Amount
<b>TOTAL</b>	

### CHECKLIST OF REQUIRED INFORMATION

*Please make sure to include all five items listed below.*

- Completed information for applicant, event, and audience
- Completed Narrative Responses on attached page(s)
- Full schedule of activities, including dates, times, and locations of all practices and public component
- Completed budget including a 2:1 cash match of funds requested
- Credentials of Teaching Artist(s) and Administrators Resume

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

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Applicant's Printed Name

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Date

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Applicant's Signature

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