

# 2019 GUIDELINES

## Audience Accommodation Matching Grant

### DESCRIPTION

The Audience Accommodation Grant provides a 1:1 match of **up to \$350** to eligible nonprofit organizations to accommodate for the first time an otherwise underserved segment of the community with disabilities, including but not limited to, individuals with cognitive limitations, sensory limitations, or physical limitations.

#### *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.
- 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.
- 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

## Audience Accommodation 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      \_\_\_\_\_

Identify the accommodations you will provide (check all that apply):

- American Sign Language       Handicapped Access       Sensory Friendly Environment
- Audio Description       Open Captioning       Other \_\_\_\_\_

Have you identified which human service organization will help you to produce this project?  Yes  No

▪ *If yes, please elaborate:* \_\_\_\_\_

**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 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
Audience Accommodation Matching Grant / Lehigh Valley Arts Council	
<b>TOTAL</b>	
EXPENSES	
Item	Amount
<b>TOTAL</b>	

### CHECKLIST OF REQUIRED INFORMATION

*Please make sure to include the three items listed below with your submission.*

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

***Complete your application for an Audience Accommodation Matching Grant by signing below and delivering this application along with all other 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**