

Access to the Arts for All Abilities

Programs & Services · Planning & Training · Artist Engagement

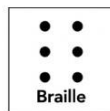
Connecticut Office of the Arts

ARTE-
accessible

PROGRAM GUIDELINES

Connecticut
still revolutionary

Department of Economic and Community Development
Office Of The Arts



Connecticut Office of the Arts

Connecticut Office of the Arts (COA) is a State Arts Agency within the Department of Economic and Community Development for the State of Connecticut. Initially founded as the Commission on the Arts in 1965, the state arts office directly serves arts organizations, artists, schools, municipalities, college and universities, and non-profits conducting arts programming across the state through a range of programs and services, including grant support and professional development opportunities. The COA is funded by the State of Connecticut and the National Endowment for the Arts (NEA). Learn more about the Connecticut Office of the Arts at ct.gov/arts.

Vision Statement

Inspire. Empower. Educate. Transform. The arts are a human right. The Connecticut Office of the Arts envisions a world where the arts, in all forms are embedded in everyday life.

Mission Statement

The Connecticut Office of the Arts animates a culture of creativity across Connecticut by supporting arts making and arts participation for all people.

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PROGRAM OVERVIEW

The Connecticut Office of the Arts is committed to making services and programs open and accessible to all persons, with and without disabilities, and to all individuals regardless of language.

The purpose of the **ARTE-accesible** (Ar.Teh - Ock.Seh.See.Bleh) program is to provide grants to support activities that enhance program offerings and provide greater participation and understanding in the arts by people of all abilities. Proposals must also align with COA's READI (Relevance, Equity, Access, Diversity, Inclusion) framework.

Eligible applicants may request between \$500 and \$3,000 to support:

- Program and service offerings to improve the experience for audiences of all abilities.
- Staff training and internal resource support to carry out accessible programs and services.
- Support employment of Connecticut artists who identify as an individual with a disability.

Grant requests may include one or more of the activities listed below. The list provided is a sampling of eligible activities and is not a comprehensive list.

	External - Increase the attendance and enhance the experience for audiences of all abilities.		
Programs & Services	• Assisted Listening Device	• Mobility Services	• Braille
	• Language Translations	• Touch / Tactile offerings	• Safe Space
	• Screen Reader Capability	• ADA Transportation	• CART
	• Audio/Video Description	• Web/Internet applications	• ASL Interpreter
	• Accessibility Technology	• Large Print materials	• Sensory Friendly

Planning & Training	<p>Internal – provide staff with training and resources to carry out accessible programs and services.</p> <ul style="list-style-type: none"> • Staff Training <ul style="list-style-type: none"> ○ Customer services for front of house staff: docents, ticket booth, ushers, etc. ○ Curatorial and artistic direction training to develop performances and/or exhibits that are accessible to all. ○ Marketing and development staff training for improved outreach and communications. • Planning for Accessibility <ul style="list-style-type: none"> ○ Identify short-term and long-term improvements and implement strategies to reach accessible goals. ○ Evaluate existing assets and develop plans to recognize and strengthen these assets. ○ Consider Social, Built, and Technology environments as part of Universal Design improvements. ○ Emergency preparedness planning - evacuate individuals with disabilities and individuals with language barriers.
Artist Employment	<p>Hire/employ a Connecticut artist(s) who identifies as an individual with a disability. Provide short-term or long-term opportunities for artists to participate in the production/offering of your organization.</p> <ul style="list-style-type: none"> • Artist fees for a defined proposed activity (be sure to detail the activity) • Professional service fees/resources to support the employed artist(s) (ie. acquire technology that allows the artist to do their work independently, hire an interpreter as needed, etc.)

TIMELINE

Dates are subject to change

Deadline:	On or before 11:59pm, September 18, 2019
Notification:	Late November, 2019
Funding Period:	January 1, 2020 – December 31, 2020
Final Report:	January 30, 2021 or 30 days following completion of project, if sooner.

Project activities MUST occur during the funding period noted above.

APPLICANT ELIGIBILITY

Applicants may only apply for one **ARTE-accessible** grant per fiscal year.

Applicants to this program are not restricted from applying to and receiving funding from other COA grant programs for which they may be eligible, as long as those funds support distinctly separate projects or activities. An applicant must be either a Connecticut Arts Organization, a Connecticut Municipal Arts Department, or an Arts Venue of a College or University located in Connecticut (see complete definitions below). All activities associated with the grant must be conducted in Connecticut.

Connecticut Arts Organizations

A Connecticut Arts Organization is defined as a 501(c)(3) not-for-profit organization whose core mission, vision, focus and legal purpose, as stated in its Articles of Incorporation and/or bylaws, articulate a commitment to create, perform, present or promote artistic activities* AND at least 51 percent of its annual fiscal expenditures is allocated specifically to support artistic activities, arts programming, services or arts-based initiatives.

Additional criteria required for an Arts Organization applying to the **ARTE-accessible** grant program include:

- Be incorporated in Connecticut as a legal nonprofit entity
- Its primary place of business and operations must be in Connecticut
- Current Certificate of Good Standing (aka Certificate of Legal Existence) from the Secretary of the State’s Office.

*Artistic activities shall include, but are not limited to, music, theater, dance, painting, sculpture, literature, films and allied arts and crafts.

Note: CT Arts Organizations that receive Directed Local Funds (aka Line Items) are eligible to apply. However, Line Items must provide a 1:1 cash match for the proposed activities.

Municipal Arts Departments

For the purpose of the **ARTE-accessible** grant program, the definition of a Municipal Arts Department is a Connecticut municipal government entity, such as a Commission on the Arts, Department of Cultural Affairs or other specifically designated arts office with the purpose to conduct and/or support artistic activities, arts programming, services or arts-based initiatives.

Additional criteria required for a Municipal Arts Department applying to the **ARTE-accessible** grant program include:

- Have a dedicated allocation in the municipal budget for arts and cultural activities, programming, services or arts-based initiatives; and
- Employ at least one (1) professional staff person dedicated to this office with the position funded at no less than 20 hours per week.

College or University – Arts Venue

A Connecticut college or university affiliated arts program or venue that meets the following criteria:

- Must have at least one (1) full-time staff member responsible for the management and operations of the venue and/or affiliated arts program.
- Must validate that more than 50% of its audience is drawn from the general public, excluding students and faculty.
- Must provide annual operating income and expense figures for its arts program/venue apart from the college/university.
- Must validate a broad financial base of support from outside sources (i.e., can provide required cash match beyond staff time and overhead provided by the college or university).

Ineligible Applicants include:

- Applicants with incomplete or late submissions
- Applicants with past due final reports from any past COA programs

DUNS Number Requirement

All applicants must include their DUNS number when applying for a grant from the Connecticut Office of the Arts. The DUNS (Data Universal Numbering System) number is a unique nine-character identification number that is required on applications for any grant administered by COA that includes National Endowment for the Arts dollars. Obtaining your DUNS number is a free, straightforward process. For more information, [click here](#).

HOW TO APPLY

The grant program is administered using an e-granting system; therefore, all applications must be submitted through the on-line portal at <https://coa.fluidreview.com/>. E-mail and paper submissions will be not be accepted. Applicants must create an account, or if an account already exists then sign in using your email and password.

If you are a returning user: Log in. Select “View My Submissions”. Scroll down and click “Create New Submission”. Select “**FY20: ARTE-accessible**” from the drop-down menu. Enter name of grantee. Click “Get Started” and proceed with application.

If you are a new user: Create account by clicking “Sign up”. Complete registration page. When on the registration page, be sure to select the category “**FY20: ARTE-accessible**” from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click “Create a New Submission”. Enter name of grantee. Click “Get Started” and proceed with application.

Proposal: provide a detailed proposal that summarizes your activity. Include a narrative that addresses the questions below while aligning with the review criteria.

Applicant Information

- Organizational information
- Contact Person
- Accessibility Coordinator

Project Information

- Grant Request (must be between \$500 and \$3,000)
- Proposal Budget
- Proposal Start & End Dates
- Your proposal must indicate one or more of the following focus areas
 - Programs and Services
 - Planning and Training
 - Artist Employment

Narrative

Complete a one or two-page narrative that addresses the items below (do not exceed 1400 word count). Page format: Minimum margins 1” and minimum font size 11 point, save as a PDF and upload.

1. Provide a brief description summarizing the proposal, its related activities, and overall goals. If requesting support for a specific event or activity, please include the name, date, and location.
2. Indicate how your proposed activity aligns with [COA’s READI framework](#).
3. Does your organization have previous experience working with artists and audiences with disabilities and/or language barriers? If yes, briefly explain recent activities and share successes or challenges. If no, then indicate how you plan to introduce these activities into your institution (internal – colleagues, external - audience).
4. If applicable to your proposal, describe how you will provide information to the public or potential participants about your program’s accessibility and the availability of services.
5. Indicate how you plan to evaluate the success of your proposed activity?

REVIEW PROCESS

COA staff reviews applications for eligibility, budget accuracy, clarity and completeness. COA staff may consult with outside professionals for additional review services. A total of 30 points is possible.

Review Criteria:

READI (10 points)

- Does the proposed activity align successfully with Connecticut Office of the Art’s [READI Framework](#)?

Thoughtful Plan (10 Point)

- Does the proposed activity successfully consider services/strategies to **increase access** to the arts for audiences/artists of all abilities and/or staff training to reach and engage greater access?
- Does the applicant demonstrate an **understanding** of these services/strategies they plan to implement and/or have a plan for staff training to deepen this understanding?

Quality Plan (10 points)

- Is the proposed activity (and budget) realistic?
- Does the proposed activity include a suitable plan to market, promote, and/or evaluate the project?

FISCAL INFORMATION

Applicants must upload a detailed budget. Proposals are not required to provide a match (except as noted)* but additional funds that supplement the activity are highly encouraged.

The **ARTE-accessible** program funds can only be used to support services items as identified under Programs & Services on page 4, for training and accessibility planning, and for artist employment (payments to artists and/or for support needs).

ARTE-accessible funds DO NOT support the following:

- Administrative Fees
- Program/Project Costs
- Capital Project Construction
- Art/Classroom Supplies

Review the Connecticut Office of the Art’s Grant Overview Guidelines for a complete list of Funding Restrictions.

Budget: Provide a detailed budget that includes matching funds, in-kind support, and individual line items for services that are related to the grant request (do not include a budget for a full performance/event). Be sure to reflect income, expenses, and indicate where COA funds will be used. Create your budget and upload it as part of your application. See sample budget below:

INCOME:		
COA Grant Request	\$2,500	Indicate below how you plan to allocate the COA grant funds ↓
Organizational cash	\$500	
Donor contributions	\$500	
In-kind ABC Publications (in-kind printing)	\$500	
Total Income:	\$4,000	
EXPENSES:		
ASL Interpreters (20 hours of interpretations @ \$50 per hour)	\$1,000	750
Language Translation (translation fee for performance)	\$500	250
Graphic Design Services (hired an artist with a disability)	\$500	500
Front-of-House Staff Training (2 sessions with an accessibility professional)	\$500	250
Performer (hired an artist with a disability for a role in the production)	\$750	500
Event Planner (hired an artist with a disability to assist with production planning)	\$250	250
In-kind Program brochures, 25 large print @ \$20 each	\$500	
Subtotal:	\$4,000	\$2,500

*Note: CT Arts Organizations that receive Directed Local Funds (aka Line Items) are eligible to apply. However, Line Items must provide a 1:1 cash match for the proposed activities.

GRANTEE RESPONSIBILITIES

- Review and understand [COA’s Grant Overview Guidelines](#) as all guidelines are strictly enforced.
- Acknowledge the support of the Connecticut Office of the Arts per the Credit & Publicity Kit.
- Comply with the Department of Economic and Community Development’s Ethics Statement
- State single audit requirements, if applicable

Applicants should note that all information collected is considered public record

Contact: Note that questions submitted in the last 48 hours before the deadline may not receive responses.

- Submit grant content related questions to tamara.dimitri@ct.gov
- Submit technical related questions to support@fluidreview.com
- Consult with the [Connecticut Office of the Art’s Regional Partners](#) for further assistance.

Technical Support: Contact FluidReview’s Tech Support Team by submitting questions through the “help” tab within the e-granting system or if emailing directly, please copy and paste the page link to better assist tech support with locating the problem you are experiencing.

Equity, Inclusion and Access Statement

Equity, inclusion and access involving all populations are critical to the vitality of our neighborhoods, towns, and cities. We acknowledge that there is much work to do in this area. We are committed to supporting and fully engaging diverse members of our communities in arts policy, practice, and decision making. Continually changing demographics invite opportunity for responsible and responsive social change by attracting new perspectives that connect minds to a vision and hands to a purpose through the arts.

The Connecticut Office of the Arts will insist upon using the lenses of relevance, equity, access, diversity, and inclusion to guide programmatic and investment decisions within the framework of artistic excellence. *

Here are our definitions of what that means to us:

Relevance: Meaningful or purposeful connection to one's aspirations, interests, or experiences in relation to current society or culture.

We commit to a culture that supports curiosity, action and awareness in, about, and through the arts.

Equity: Policy and practice that is fair and just. Our processes and systems are designed to insure that we distribute resources without bias.

We commit to a level playing field for constituents to access the resources in our control and the systems we can influence.

Access: We will create pathways that invite participation and communication and that provide opportunities for constituents from all populations.

We commit to cultivating channels for engagement on all levels for all people.

Diversity: A mosaic of individuals offering unique perspectives and experiences influenced by their ethnic, cultural, social, economic, and ability backgrounds. As Malcolm Forbes says, "Diversity: the art of thinking independently together."

We commit to enhancing creativity through diversity.

Inclusion: Active participation by constituents who represent and reflect the communities we are all a part of.

We commit to building a community that is respectful and responsive to the diverse talents, skills and abilities of all people.

Artistic Excellence

*We acknowledge that artist excellence and merit are very hard to define, so in lieu of a static definition below, we are leaning on resources from the field to guide our interpretation of what artistic excellence means. Here are two of the articles we go back to when grappling with what artistic excellence means.

- ["Divining 'Artistic Excellence'"](#) by Lynne Conner
- The National Endowment for the Arts (NEA) Art Works grant review [guidelines](#)