



Arts Access Reimbursement Program Guidelines

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Vision

The Oregon Arts Commission envisions a future where communities celebrate creative expression, artists and arts organizations thrive through robust public support, the arts are recognized as an essential economic driver and Oregon is recognized as a leader for equity and inclusion in the arts.

Mission

To enhance the quality of life for all Oregonians through the arts by stimulating creativity, leadership and economic vitality.

Strategic Plan

In 2016, The Arts Commission completed a strategic plan that continues to guide the agency over the next several years. The five goals of the plan are below, the complete version of plan is available on our website

www.oregonartscommission.org/booklets/Oregon_Arts_Commission_Plan_Booklet

- Make the programs of the Oregon Arts Commission accessible to artists and arts organizations to enhance the quality of life for all Oregonians.
- To advance the essential role that the arts play in supporting the economic vitality of Oregon.
- To stimulate opportunities for Oregonians of all ages to pursue learning in and through the arts.
- To advocate and communicate the value that artists and arts organizations bring to Oregon.
- To improve the efficiency and effectiveness of the Oregon Arts Commission to better serve artists, arts organizations and client agencies.

About the Arts Access Reimbursement Grants

Purpose of Arts Access Reimbursement Grants

Access Reimbursement Grants will help offset the expenditures of specific access expenses incurred by Oregon's nonprofit arts organizations, to ensure public access to all individuals who want to participate in an activity of the organization. By offering these reimbursement grants, the Oregon Arts Commission will underscore the importance of meeting the Americans with Disabilities Act of 1990, 42, USC Sec. 12101, et seq. , and will allow us to identify best practices from throughout Oregon.

Some examples are services to:

- Make changes in your workplace to hire Oregon artists with disabilities,
- Ease access for audiences by creating alternative formats for materials such as large print or Braille, or accessibility services such as audio description, ASL interpreter, and/or captioning, as requested.
- Hire a consultant to advise or provide training to improve the accessibility of your organization and programs.

Grant Awards

Access Reimbursement grants can range from \$200 - \$1,000. Organizations with cash revenue of less than \$75,000 can receive up to 100% reimbursement, greater than \$75,000 can receive up to 50% reimbursement. There are limited funds available for this category, please confirm availability prior to submitting the request.

Requirements & Limitations

Deadline

Completed applications must be postmarked or emailed no later than sixty days after

the access service is provided.

Eligibility

All applicant organizations must:

- Have IRS 501(c)(3) federal tax-exempt status;
- Have current corporate, non-profit status in the state of Oregon OR be headquartered on the lands of and associated with one of the nine federally recognized tribes within Oregon;
- Operate within a mission that describes *the arts as the primary purpose of the organization; arts programming must be the primary focus;*
- Have incurred a cash expense for an access service for an event or opportunity in the prior 60 days
- Be current with all reports if the applicant is a prior or current Oregon Arts Commission grants

Limitations

Access Reimbursement grants will not fund:

- More than two requests per fiscal year for each organization;
- Indirect costs;
- Capital construction (expenditures over \$5,000)
- Tuition assistance or scholarships for college, university or other formal courses of study;
- Grants to offset previous project deficits; or
- Events whose primary focus is to raise funds for a non-arts purpose.

Institutions of higher learning are not eligible for this category.

How Applications are Reviewed

Application Review Process

Arts Commission staff reviews submitted applications for eligibility, completeness and budget accuracy.

Institutions of higher learning are not eligible for this category.

Review Criteria

The following review criteria will be used to evaluate the Access Reimbursement grants:

- High Quality Access/Accommodations (50 points)
- How the activities contributed to a successful accommodation, providing access for audience members and artists with disabilities; evidence of high quality accommodations made for the access request.

- Outreach/Access (30 points) Evidence of a strong public process for marketing accessible events, including website promotion, language in advertising; outreach to communities.
- Appropriateness of the service for the activity (10 points) Evidence of thoughtful process in determining access and/or access provider.
- Application (10 points) Completeness and clarity of the application.

To submit an application SEND:

- One copy of the application, including cover sheet, narrative and signature page
- No more than two samples of marketing materials
- One copy of receipt for services

Assistance

Assistance from the Arts Commission staff is available to applicants prior to the application deadline. Call 503-986-0082 or arts.grants@oregon.gov with questions. Copies of the guidelines are available online at <http://www.oregonartscommission.org/grants>.

Access Compliance

Any entity that provides services to the public must certify that it complies with the Americans with Disabilities Act of 1990, 42, USC Sec. 12101, et seq. and agrees not to discriminate on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, mental or physical disability, sexual orientation, military status, gender identity and source of income or disability status. The Arts Commission provides assistance to Oregon arts groups on issues of access. Contact the Oregon Arts Commission at (503) 986-0082 or oregon.artscomm@oregon.gov for information or assistance. TDD assistance is available at (800) 735-2900. Applicants will certify their compliance within the online application.

Final Reports

Organizations that have been previously funded by the Arts Commission must fulfill final reporting obligations before new grant funds will be distributed. Grant funds will be withheld until outstanding prior final evaluations have been completed and filed with the Commission. There is no final report required for this category, a complete application will provide the information necessary.

Questions?

Contact the Oregon Arts Commission at 503-986-0082 or arts.grants@oregon.gov



Arts Access Reimbursement Program Application

| | | | | | | | |
|---|--|-------------------------|-------|------------------------|-----|--|--|
| Organization Name | | | | | | | |
| Primary Contact Name | | | | | | | |
| Primary Contact Title | | | | | | | |
| Organization Address | | | | | | | |
| Organization City, State & Zip | | | | | | | |
| Primary Contact Email | | | | | | | |
| Primary Contact Phone | | | | | | | |
| Web Address | | | | | | | |
| Tax ID # | | | | Race/Ethnicity | | | |
| Congressional District # | | State Senate District # | | State House District # | | | |
| Organization's Fiscal Year | | | Start | | End | | |
| Last Fiscal Year Total Operating Budget | | | | | | | |
| Current FY Total Operating Budget | | | | | | | |
| Access Total Expense | | | | | | | |
| Access Grant Reimbursement Request | | | | | | | |
| Dates of Services | | | From | | To | | |

In no more than two additional pages, describe the following:

1. How did you determine the need for access service you are requesting reimbursement for? Identify the accommodation that was made. If you received an accommodation request, how did you fulfill it? I.e. how did you find an interpreter, audio describer, etc? What were some of the challenges you faced in making the accommodation. If you hired an accessibility consultant, what were the objectives of your organization, and were they met?
2. Identify any marketing methods you used, i.e. print advertisement, web advertisement, word of mouth? Did you use any new outreach methods to reach new audiences or recruit volunteers? Send no more than three samples of your marketing materials.
3. What, if anything, will you do differently for your next event?

Attach copies of your receipts that you are requesting reimbursement for. Do not send the original receipts. Make sure that the name and contact information for the vendor is visible.

I hereby certify that all of the facts, figures, and representations made in this application, including all attachments, are true and correct to the best of my knowledge, and this application is made with the approval of my board of directors.

| | |
|---|--|
| First & Last Name of Authorizing Official | |
| Title | |
| Date | |
| Signature | |