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## Arts Access Reimbursement Guidelines

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Applications must be submitted through the Grants Online system:  
<https://oregon.culturegrants.org/>

### **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.

### **Purpose of the Arts Access Reimbursement Grants**

Access Reimbursement Grants range from \$200 to \$1,000 and assist in making the arts accessible to people with disabilities by removing barriers and providing opportunities as required by the Americans with Disabilities Act of 1990, 42, USC Sec. 12101, et seq. The grants offset expenses incurred by Oregon's nonprofit arts organizations to ensure public access to all individuals who want to participate.

Examples of access services that qualify for reimbursement:

- Making changes to an arts organization's workplace to initiate opportunities for employees, volunteers, artists, performers, and interns with disabilities;
- Use of consultants to promote Universal Design in facility renovations for full physical access;
- Providing of assistive listening devices, sign language interpreters, captioning, audio description, and Braille and large print programs for events and activities;
- Use of consultants to advise or provide training to improve the accessibility of an arts organization and its programs.

### **Eligibility**

All applicant organizations must:

- have IRS 501(c)(3) federal tax-exempt status;
- have corporate, non-profit status in the state of Oregon;
- operate within a mission that describes *the arts as the primary purpose of the organization*;

- have incurred a cash expense for an access service for an event or opportunity in the 60 days prior to the submission of the request for reimbursement;
- be current with all reports if the applicant is a prior or current Oregon Arts Commission grantee.

### **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.

### **Grant Awards**

Access Reimbursement grants can range from \$200 - \$1,000. Organizations with cash revenue of less than \$75,000 may request up to 100% reimbursement. Organizations with budgets greater than \$75,000 may request up to 50% reimbursement. There are limited funds available for this category, please call (503) 986-0082 to confirm availability prior to submitting a request.

### **Assistance**

Assistance from the Arts Commission staff is available to applicants prior to the application deadline. Call 503-986-0082 or [oregon.artscomm@oregon.gov](mailto:oregon.artscomm@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](mailto: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.

### **Appeal Process**

The Oregon Arts Commission recognizes that procedural errors may occur in the application process. The Arts Commission is committed to acknowledging errors and responding to rectify the effects of an error. Appeals may not be made on the basis of an applicant's disagreement with the advisory panel's assessment of application and how it met the review criteria. Disagreement with the judgment of the panel or the amount of the award is not grounds for an appeal.

Applicants considering an appeal should contact the Arts Commission's Assistant Director 503-986-0086 or [david.huff@oregon.gov](mailto:david.huff@oregon.gov) for advice and guidance. Letters of appeal must be submitted to the

Arts Commission's Executive Director within 30 days of the panel meeting. Appeals are reviewed and acted on by the Arts Commission's Board. Appeals may result in an approval of an award or an increase in the award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. If the appeal is supported by the Arts Commission's Board, funds will be awarded only if they are available.

### **Risk Assessment**

Prior to making awards, The Arts Commission checks all applicants against the federal active exclusion list. Organizations and individuals currently under active exclusion are not eligible to receive funds. For more information: [www.SAM.gov](http://www.SAM.gov)

### **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 reports have been completed and filed with the Commission.

As the Access Reimbursement grants are funded after access activity has occurred, there is no final report required for this category. However, the Commission welcomes the submission of high resolution images depicting the access services for which reimbursement is requested for use on the Commission website and/or in print.