

OCEAN COUNTY CULTURAL & HERITAGE COMMISSION

LOCAL HISTORY PROGRAM GRANT

July 1, 2011 - June 30, 2012

GRANT OVERVIEW:

LOCAL HISTORY PROGRAM [LHP]

LOCAL HISTORY PROGRAM [LHP]GRANT

Funding for FY2011-2012 Local History Program [LHP] is made possible by the New Jersey Historical Commission, a division of Cultural Affairs in the Department of State, through a Local History Program grant administered by the Ocean County Cultural & Heritage Commission [OCCHC], a Division of Ocean County Parks & Recreation.

- ▶ Re-grant funds are made available to eligible Ocean County-based organizations.
- ▶ This is a competitive grant process.
- ▶ Funds awarded must be used for programs/activities conducted between July 1, 2011 –June 30, 2012.
- ▶ **Re-grant funds support a wide variety of programs and services designed to:**
 - ☒ stimulate local history development
 - ☒ encourage the development of county/local organizations that provide quality history programs, projects, and services to the county/local community;
 - ☒ stimulate expanded public and private support for county/local history activity;
 - ☒ increase public accessibility to historic sites and historical collections;
 - ☒ foster the quality and quantity of local history information and materials available for study and/or preservation of history.

STEP ONE: DO YOU QUALIFY FOR FUNDING?

You must answer “Yes” to all 3 criteria in order to apply for funding:

- Is your organization based in Ocean County and in existence and active for at least two years prior to this application?
- Is your organization incorporated in the State of New Jersey as a non-profit organization or a unit of local (county or municipal) government or an institution of higher learning?
- If you are a non-profit organization, do you have a letter of tax exempt status [a pending letter is acceptable] by determination of the Internal Revenue Service in accordance with Section 501(c)(3)?

Note: The OCCHC reserves the right to determine eligibility based on your incorporation and tax-exempt status.

STEP TWO: ARE YOU ABLE TO MEET THE MATCHING FUNDS REQUIREMENT?

1. A **CASH MATCH** is required:
 - ▶ applicants must match one dollar [\$1] of their own revenue for every dollar [\$1] of grant money awarded by the OCC&HC.
 - ▶ matching **cash** funds may include revenue from other grants, donations, individual giving campaigns, membership fees, fundraising events, anticipated program/project income.
 - ▶ evidence of matching funds must be submitted with the grantee organization's Final Report at the end of the grant year in order to receive the final grant payment. Evidence includes copies of invoices, canceled checks, documentation of in-kind contributions.
2. A **PARTIAL MATCH** may be made with verifiable in-kind services only with pre-approval from OCC&HC staff and specifically noted in the revised/approved budget included in written grant agreement contract.

NOTE: In-kind services include products donated by local businesses and/or volunteer services (using the in-kind formula designated in the grant application). **Documentation will be required for Final Report.**

NOTE: Organizations may **not** receive grants from both the Ocean County Cultural & Heritage Commission and the NJ State Historical Commission in the same funding cycle.

NOTE: Organizations may apply for and receive grants from the OCCHC's Arts and History grant programs within the same grant cycle. **But**, arts and history grant money **cannot be used for the same program.**

STEP THREE: WHAT TYPE OF GRANT FUNDING DO YOU QUALIFY FOR?

1. **GENERAL OPERATING SUPPORT [GOS]** Applicants:
 - ▶ grant funds may be used for the basic costs of operation [See Step Four for details]
 - ▶ this category requires a dollar-for-dollar match with the organization's income
 - ▶ 50% of the match may be in-kind contributions

2. **SPECIAL PROJECT SUPPORT [SPS] Applicants:**
 - ▶ this funding must focus on a specific, well-planned project that:
 - has definitive start and completion dates
 - if more than one event is marketed as a 'series', the events **must be clearly related by theme**
 - brings history programming to the community
 - demonstrates excellence and quality
 - ▶ grant funds may be used for:
 - research
 - publication
 - media
 - public programs
 - exhibitions
 - conservation
 - educational initiatives
 - ▶ 50% of the match may be in-kind contributions.

3. **SPECIAL OUT-REACH PROJECT SUPPORT [SORP] Applicants:**
 - ▶ The purpose of this grant category is to remove barriers to participation in history to underserved special constituencies that normally cannot benefit from the organization's programs or services.
 - ▶ In Ocean County, transportation has been identified as one of the major barriers to history participation; this grant category may be used for people who cannot normally benefit from history programs and service due to a lack of transportation or general mobility issues.
 - ▶ In this category up to 75% of the grant match may be 'in-kind' contributions.

STEP FOUR: HOW MAY THIS FUNDING BE USED?

- ▶▶ **ALLOWABLE USES OF GRANT FUNDING** include:
 1. **GOS funds may be used** for basic costs of operation including:
 - staff salaries
 - fees for consultants and other contracted services
 - honorariums
 - mortgage loan interest
 - space rental
 - publicity
 - telephone
 - utilities
 - postage
 - facility maintenance
 - equipment rental, if specifically related to a project

- HVAC
- insurance
- supplies
- planning
- other pre-approved miscellaneous expenses.

2. **Special Project [SP] funds may be used for:**

- research done by credentialed professionals
- publication
- marketing
- public programs
- exhibitions
- conservation
- educational initiatives.

3. **Special Out-Reach Project [SORP] may be used for:**

- the same types of projects as SP grants but the projects must be specifically carried out for an underserved constituency that normally cannot benefit from the organization's programs or services.

►► **NON-ALLOWABLE USES OF GRANT FUNDING:**

1. Capital projects including:
 - building/grounds
 - any maintenance/construction including maintenance of grounds/exterior e.g. roofing, gutter replacement, siding, windows, doors, removal/addition of interior walls
2. Feasibility studies of any type
3. Retroactive funding for project/program work completed before submission of this application
4. Acquisitions/purchase including artifacts and collections
5. Hospitality costs e.g. social activities, entertainment costs, receptions, refreshments, food supplies, paper products
6. Purchase of equipment—however, funds may be used for a new or updated HVAC system, with pre-approved verification that the property is owned by the organization applying for funding.
7. Out of State/Foreign Travel expenses
8. Payment of/or replacement of funds used for previous organizational deficits or debt service
9. Endowments, fellowships or scholarships
10. Organizations/projects that do not actively seek a **wide** general public audience including in educational and/or religious institutions; all organizations and their programs must be open to the public

11. Activities which are normally curricular or extra-curricular activities of public and private schools
12. Awards/Prize money
13. Construction/renovation costs
14. Fundraising events
15. General operations of organizations whose primary mission is not constituted exclusively for history
16. Projects that do not relate to New Jersey history.

STEP FIVE: DOES YOUR ORGANIZATION MEET THE COMPLIANCE REGULATIONS REQUIRED WITH THIS GRANT FUNDING?

- ▶ 1. Title VI of the Civil Rights Act of 1964 (42 US 2000D et seq)
- 2. Fair Labor Standards
- 3. Health & Safety Standards
- 4. Section 504 of the Rehabilitation Act of 1973
- 5. Americans with Disabilities Act of 1990 (42 USC 12101 et seq)
- 6. Title IX of the Education Amendments of 1972
- 7. Drug-Free Workplace Act of 1988
- 8. Age Discrimination Act of 1975
- 9. State Law against Discrimination (NJS 10:5-1 seq) barring discrimination on the basis of race, color, national origin, gender or disability
- ▶ Any private, non-profit organization applying for funds must be current with all state and federal requirements including, but not limited to:
 - New Jersey Division of Commercial Revenue [Business Services Office]
 - New Jersey Charities Registration Bureau
 - All other state and federal tax forms.

STEP SIX: CAN YOUR ORGANIZATION MEET THE PROPOSAL EVALUATION CRITERIA?

- ▶ Grant applications are evaluated objectively by an independent review panel composed of representatives from the local/regional historical community and the community-at-large using all the criteria listed below. The narrative portion of your organization’s proposal must clearly address each of these standards:

- **EXCELLENCE**—Evidence of:
 - a commitment/relevance to New Jersey and local history as well as quality of programs and services
 - the organization’s ability to achieve and sustain this high quality of history programming and site management.

■ **PLANNING & DEVELOPMENT OF THE PROJECT INCLUDING THE PROJECT BUDGET**—Evidence of:

- a well thought-out, thorough, and specific plan to implement and complete the project
- a realistic and achievable budget based on solid revenue to complete the project.

■ **ACCOUNTABILITY**—Evidence of:

- compliance with OCCHC History Grant Program guidelines
- proof of sound fiscal management
- completeness of application
- past compliance with OCCHC reporting requirements and guidelines [for previous grant recipients]

■ **COMMITMENT TO ORGANIZATIONAL GROWTH & FINANCIAL SOUNDNESS**—Evidence of:

- solid planning with measurable outcomes
- stable finances and effective financial management
- a realistic operating budget that demonstrates:
 - active and meaningful fundraising
 - broad-based support/diverse revenue streams.

NOTE: organizations applying for GOS funding must submit an up-to-date organizational long-range plan as support material even if your organization has applied previously for GOS funding under this re-grant program.

■ **PUBLIC BENEFIT/IMPACT**—Evidence of:

- broad outreach to formally assess public needs and interests
- programs based on identified community needs and interests
- programs that promote education in awareness and appreciation of New Jersey history and local history
- programs to attract new, multi-generational audiences
- programs to attract new, multi-generational volunteers

■ **INCLUSIVENESS**—Evidence of:

- sensitivity to cultural diversity, the needs of the underserved, people with disabilities
- working relationships with diverse communities, ages, populations

■ **ACCESSIBILITY**—Evidence of:

- programs made as accessible as possible to the widest number of people
- organizational commitment to remove barriers that block accessibility, especially to people with disabilities, including:

- structural barriers
- programmatic barriers
- attitudinal barriers
- programming offered in facilities that are accessible and in compliance with specifications set forth in the Americans with Disabilities Act of 1990, and the organization has a plan for compliance
- the organization offers programming accommodations, if requested.

NOTE: ♦ A completed ADA questionnaire [enclosed in this packet] will be required from all grant applicants.

- **PROGRAMS RESPONSIVE TO RECENT FINDINGS OF THE OCEAN COUNTY CULTURAL PLANNING PROCESS 2011:**
 - How will this funding help to build your organization's capacity to survive and thrive?
 - How will this funding help your organization strengthen and build revenue opportunities?
 - How will this funding help your organization market its identity?
 - How will this funding help your organizational capacity to build community partnerships/collaborations?
 - How will this funding help your organization attract a new generation of audience members and volunteers?

OCEAN COUNTY CULTURAL & HERITAGE COMMISSION

LOCAL HISTORY PROGRAM GRANT July 1, 2011 – June 30, 2012

GRANT APPLICATION:

LOCAL HISTORY PROGRAM [LHP]

A COMPLETE APPLICATION MUST INCLUDE:

1. Application Checklist and Cover Page [pgs 11-12]
2. Application Narrative [maximum 7 pages]
3. Copy of organization's 2010 IRS 990 Form
4. Budget Forms [2 pages each]:
 - a. SPS/SORP Budget + Matching Funds
 - b. GOS Budget + Matching Funds
5. Authorization Form [pg 22]
6. Facility & Program Accessibility Survey [all applicants]
7. Board-approved ADA Compliance Plan w/Grievance Policy & Procedures: mandatory for repeat applicants (not first time)
8. Board Chart [all applicants]
9. Resumes/Job Descriptions of consultants/special staff who will be hired using this funding
10. Support Materials [maximum 5 items]

APPLICATION PROCESS:

- ☒ Please carefully follow the instructions on the attached application.

- ☒ **ASSISTANCE:** Applicants needing assistance may contact the OCCHC office at:
 - ♦ 732-929-4779 [Voice]
 - ♦ 732-505-5062 [V/TTY]
 - ♦ 732-288-7871 [FAX]
 - ♦ culturalheritage@co.ocean.nj.us [E-Mail]

- ☒ **DEADLINE:**
 - The original and three [3] copies of the completed grant application [total of 4] must be received in the OCCHC office by **Thursday, September 29, 2011, 4 p.m.**
 - Electronic transmissions [facsimile/FAX and e-mail] are **not acceptable.**
 - This is an **“in-hand”** deadline. **There are absolutely no exceptions.**
 - The OCCHC retains the right to grant extensions only in extreme extenuating circumstances.

- ☒ **REVIEW AND EVALUATION:**
 - ♦ Applications will be evaluated only on submitted documents. The Commission reserves the right to request clarification or additional documentation.
 - ♦ A panel of independent peer reviewers will carefully evaluate all applications based on the stated criteria.
 - ♦ Based on these evaluations, the Grant Review Committee of the Commission will make funding recommendations to the full Commission.
 - ♦ The Commission will then make recommendations to the Ocean County Board of Chosen Freeholders for final action.

- ☒ **MAILING AND DELIVERY INFORMATION:**

Mail or hand-deliver the **ORIGINAL plus 3 copies** [total of 4] of the application package to:
Ocean County Cultural & Heritage Commission
14 Hooper Avenue
P.O. Box 2191
Toms River, New Jersey 08754-2191

**OCEAN COUNTY CULTURAL & HERITAGE COMMISSION
LOCAL HISTORY RE-GRANT PROGRAM
2011-2012 GRANT CYCLE**

APPLICATION CHECKLIST

This checklist [completed, signed, and dated] must accompany the **original plus three copies** of the application [total of 4]. **Do not send applications in binders, notebooks, or plastic sleeves.** Proposals may be spring-clipped or placed in pocket folders.

Name of organization [no abbreviations]:

A complete application consists of the following materials in the order given below.

- | |
|--|
| <ol style="list-style-type: none">1. Application Checklist and Cover Page [pgs 11-12]2. Application Narrative [maximum 7 pages]3. Copy of organization's 2010 IRS 990 Form4. Budget Forms [2 pages each]:<ol style="list-style-type: none">a. SPS/SORP Budget + Matching Fundsb. GOS Budget + Matching Funds5. Authorization Form [pg 23]6. Facility & Program Accessibility Survey [all applicants]7. Board-approved ADA Compliance Plan w/Grievance Policy & Procedures: mandatory for repeat applicants (not first time)8. Board Chart [all applicants]9. Resumes/Job Descriptions of consultants/special staff who will be hired using this funding10. Support Materials [maximum 5 items] |
|--|

Signature of Authorizing Official _____

Title of Authorizing Official _____

Date: _____

[Note: Government units must submit an Authorizing Resolution within 30 days of this application]

**OCEAN COUNTY CULTURAL & HERITAGE COMMISSION
LOCAL HISTORY RE-GRANT PROGRAM
2011-2012 GRANT COVER PAGE**

1. Name of organization: _____

2. Street Address: _____
City, State, Zip: _____ Legislative District: _____
Website Address: _____
Contact person: _____ Title: _____
Mailing address: _____ City, zip: _____
Daytime telephone: () _____ E-mail address: _____

3. Type of organization:
 historical society museum historic site
 library/archives unit of municipal/county government
 other: _____

4. Year established _____ Accredited by AAM? __Yes __No

5. Federal ID # _____ NJ Charities Registration # _____

6. Organization's Fiscal Year: From [month] _____ to [month] _____

7. Funding request \$ _____ Match \$ _____
[Note: a \$ for \$ match is required!]

8. **Number of:**
 Full-time paid history staff: ____ Part-time paid history staff: ____
 Volunteers: _____ Board members: _____
 2010 history program attendees: _____
 Children served [K-12]: _____ Website visitors: _____
 Members: _____ Annual membership fee: _____
 Hours open annually: _____

9. Do you have any of the following collections:
 Museum
 Library
 Archival

APPLICATION INSTRUCTIONS

Local History Program Grants

FY 2011-2012

Step One: Complete the enclosed Grant Application Form.

Step Two: Develop your APPLICATION NARRATIVE by responding to the appropriate categories [GOS, SP, or SORP]. Using the outline, write a narrative essay addressing each of the questions listed under each heading. The total narrative should be no more than 7 pages in 12-point font. Keep in mind that the peer panelists reading this application may not be familiar with your organization/site.

▶▶ GENERAL OPERATING SUPPORT [GOS]:

(format responses under appropriate heading)

- A. **Mission:** State the mission, goals, and objectives of the organization. Explain how the organization's programs and activities fulfill its mission.
- B. **Organization Profile:** Briefly describe the organization—its location, background history, date of incorporation, days/hours of service to the public.
- C. **Programs and Services:** Tell us about the organization's programs, services, recent special events and current special projects.
- D. **Personnel:** Describe the human resources of the organization: **board** responsibilities/selection process/terms/board committees; **paid staff** titles/responsibilities/length of service; **volunteer staff**/number of current volunteers/volunteer job titles/total # of volunteer hours in 2010. Include in attachments: Current board roster [use attached form]; paid staff resumes; volunteer job descriptions.
- E. **Audience:** Who is your "audience" e.g. people who attend your programs/events? Does your organization benefit the general public/at-large community or a special constituency? Explain. How does your organization market its programs to its constituents and general public?
- F. **Finances:** Explain the sources of funds for the current ongoing operations of the organization. How is money raised? How much of the budget is funded 'in-kind'? What is the long-term fundraising goal for the organization? What is the organization doing to survive and thrive during this economic downturn?

- G. **Long-range Planning:** Explain the organization's planned goals for the time span 2012-2017. What are the strategies that will be implemented to achieve these planned goals? Be specific in describing strategies for future programming, audience development, educational programs, capital improvements, cultural diversification, and fundraising. Include a copy of your organization's board-adopted long-range plan. Only first-time GOS LHP grant applicants are exempt from this requirement.
- H. **Programs Responsive to the Ocean County Cultural Plan 2011-2016:** Respond to the criteria listed on page 7 of the Grant Guidelines. Describe your organization's efforts to address these issues.

►► **SPECIAL PROJECT SUPPORT [SPS] or SPECIAL OUT-REACH SUPPORT [SORP]:** [format responses under appropriate heading]

- A. **Organization Profile:** Briefly describe the organization and its mission. How will this project/service support the organization's mission? Be specific.
- B. **Special Project:** Describe the project/service for which you are requesting funding in detail. Note: be sure the project meets the criteria on pages 3-5 of the Grant Guidelines and addresses the evaluation criteria on pages 6-7. Also explain why your organization selected this project and what the anticipated outcomes are.
- C. **Audience:** Who will be the target audience for this project/service? Will this project/service benefit the public at large or a special constituency? Explain. How will you market this project/service to the identified audience? How many people do you anticipate participating in this special project? What communities do your visitors and participants come from?
- D. **Accessibility:**
For SP Support: Attach a copy of the organization's board-approved ADA Compliance Plan with Grievance Policy and Procedures as support materials, if available, and complete the *Facility and Program Accessibility Survey* enclosed in this application packet.

For SORP Support: Identify the constituency that will be better served by this project. Describe how this program/service will provide out-reach to this special underserved constituency. If the program/service is being offered off-site from the structure from which the organization usually operates, describe the location and explain if a site visit has been made to determine physical accessibility. If not off-site, complete the *Facility and*

Program Accessibility Survey enclosed in this application packet.

E. Personnel:

Identify the individuals involved in this project and describe their qualifications. How are consultants/contractual staff selected for this project?

F. Finances:

Discuss the sources of funds for this project. Explain:

-how is the money raised?

-how much of this project will be funded by in-kind contributions?

-what is the long-term funding goal for sustaining the program/service provided, if this project achieves its objective?

Step Three: FINANCIAL/BUDGETARY INFORMATION

Complete the financial/budget and matching funds charts included in this application. Round all dollar figures to the nearest ten dollars.

Step Four: ADA COMPLIANCE PLAN:

It is **mandatory** to enclose the completed *Facility and Program Accessibility Survey* that has been provided with the application. If you are a repeat applicant, also enclose your organization's formal Americans with Disabilities Act of 1990 Plan including the formal Grievance Policy and Procedures with the date approved by the organization's board of directors.

Go to http://www.njartscouncil.org/accessibility_tfa.cfm for information and the tools you need to complete an ADA plan or contact OCCHC for technical assistance.

Step Five: ORGANIZATIONAL LONG-RANGE PLAN: All **GOS** applicants [except first-time applicants] **must** enclose a copy of the organization's long-range plan with the date it was adopted by the board of directors. **SP** and **SORP** applicants are not required to enclose a copy of their organization's long-range plan.

Step Six: REQUIRED ATTACHMENTS:

board-adopted ADA Compliance Plan+formal Grievance Policy/Procedures and/or Facility/Program Accessibility Survey [all applicants]

Copy of organization's 2010 IRS 990 Form [all applicants]

Copy of organization's Long-Range Plan [GOS applicants only]

Budget and Matching funds form [all] Application Checklist [all]

Complete this form if applying for GOS funding:

LHP GENERAL OPERATING SUPPORT ORGANIZATIONAL BUDGET:

- A. Total organizational budget for FY 2011-2012: _____
 B. Amount of GOS funding requested from OCCHC: _____
 C. Amount of proposed income: _____

[Note: 'A' must equal B + C.]

A cash match is required for this grant.

General Operating Support applicants are required to match the dollar amount they have requested—dollar for dollar.

FY 2011-12 BUDGET	Total Amount Budgeted	Amount Requested From OCCHC	Cash amount from other funding sources	Cash Value of in-kind match
PERSONNEL				
Administrative staff				
Technical/production				
Professional fees				
Other				
OPERATING EXPENSES				
Printing				
Postage				
Phone/fax				
Supplies/materials				
Utilities				
Maintenance				
Space Rental				
Equipment rental				
Insurance				
Travel/transportation				
Advertising/marketing				
Other [attach list]				
OTHER EXPENSES [list]				
TOTAL EXPENSES				

Note: The Ocean County Cultural & Heritage Commission **strongly recommends** that proposed grant funds be applied to line item expenses directly related to history programming and audience development.

APPLICANT NAME: _____

Complete this form if applying for GOS funding:

XIV. MATCHING FUNDS for proposed LHP General Operating Support funding:

Source of Match	Amount of Match
Business Contributions [list sources and amounts]	
Foundations [list sources and amounts]	
Government Other than OCCHC [list sources and amounts]	
Private Contributions: Individual Supporters, Fundraising Events, Membership Fees	
Earned Income [e.g. itemize program fees, ticket sales, tuition, concessions]	
Subtotal:	
Amount requested from OCCHC in this GOS grant:	
Total Income for FY 2012:	

Note: Subtotal for Matching Funds + the Amount Requested from OCCHC must equal the Total Budget for the proposed General Operating Support funds.

XV. Value of In-Kind Services and Donations:

A. Number of volunteers ___ x ___ # hours x \$21.36* = \$ _____

B. Value of donated goods: \$_____ [List below]

*2011 value of volunteer time per www.independentsector.org

APPLICANT NAME: _____

Complete this form if applying for SPS or SORP funding:

Provide a realistic and accurate budget for the Ocean County Special History Project for which your organization is seeking funds.

XIV. SPECIAL HISTORY PROJECT BUDGET [SPS or SORP]:

- A. Total budget for the proposed SPS or SORP Project: _____
- B. Amount of funding requested from OCCHC: _____
- C. Amount of proposed income: _____

[Note: **A cash match is required for this grant.** Local History Program applicants are required to match the dollar amount they have requested—dollar for dollar.]

SPECIAL PROJECT BUDGET [All expenses must be related to this Special Project]	Total Amount Budgeted	Amount Requested From OCCHC	Cash amount from other funding sources	In-Kind Match
PERSONNEL				
Administrative staff		XXXXXXXXXX		
Technical/production		XXXXXXXXXX		
Outside professional services				
Other		XXXXXXXXXX		
OPERATING EXPENSES				
Printing				
Postage				
Phone/fax		XXXXXXXXXX		
Supplies/materials [itemize on separate page]				
Utilities		XXXXXXXXXX		
Maintenance		XXXXXXXXXX		
Space Rental		XXXXXXXXXX		
Equipment rental		XXXXXXXXXX		
Insurance		XXXXXXXXXX		
Travel/transportation				
Advertising/marketing				
Other [attach side]		XXXXXXXXXX		
OTHER EXPENSES [list]		XXXXXXXXXX		
TOTAL EXPENSES				

Note: The Ocean County Cultural & Heritage Commission **strongly recommends** that proposed grant funds be applied to line item expenses directly related to program outreach & audience development. All projects **MUST** have a balanced budget—Column 1 **must equal** Column 2 **plus** Column 3.

APPLICANT NAME: _____

XV. MATCHING FUNDS for proposed Special Project Support:

Complete this form if applying for SPS or SORP funding:

Source of Match	\$ Amount of Match	
Business \$\$ Contributions [list sources and amounts]		
Foundations \$\$ [list sources and amounts]		
Government Other than OCCHC \$\$ [list sources and amounts]		
Private Contributions \$\$: Individual Supporters, Fundraising Events, Membership Fees		
Earned Income \$\$ [e.g. itemize memberships, program fees, ticket sales, tuition, concessions]		
Subtotal:		
Amount requested from OCCHC in this grant:		
Total Income for Proposed Special Project Support:		

Note: Subtotal for Matching Funds + the Amount Requested from OCCHC must equal the Total Budget for the proposed Special Project Support.

XVI. Value of In-Kind Services and Donations:

- A. Number of volunteers _____ x _____ # hours x \$21.36 = \$ _____**
- B. Value of Donated Goods: \$ _____ [list on opposite side]**

*2011 value of volunteer time per www.independentsector.org

APPLICANT NAME: _____

PART THREE

AUTHORIZATION: Applicant understands and agrees that submission of this application signifies intention to comply with Title VII of the Civil Rights Act of 1964 (PL88-352) and with Labor Standards under Section 5 (1) of the National Foundation on the Arts and Humanities Act of 1965 (PL8 9-20-9). Applicant further testifies that all fiscal information submitted is a true and honest representation of the organization’s financial condition.

The Applicant also assures compliance with the Americans with Disabilities Act of 1990 barring discrimination on the basis of disability.

- ◆ Programs are as accessible as possible to the widest number of people.
- ◆ The Applicant is working to remove barriers that may block accessibility.
- ◆ The Applicant is working to remove programmatic, problematic, and attitudinal barriers that might keep people with disabilities from fully participating in history programs.
- ◆ The Applicant is working to make history accessible to audiences in rural, urban, and economically disadvantaged and underserved communities.

The Applicant also assures compliance with the Drug-Free Workplace Act of 1988.

INSURANCE: Grantees are required to carry liability insurance. Documentation of insured status must be submitted with the signed contract.

The Applicant further understands and agrees that the following credit line must appear prominently on ALL publicity materials for the Special Project Support.

Funding is made possible through a grant from the New Jersey Historic Commission, a division of the Department of State, through the Ocean County Cultural & Heritage Commission, the designated agency of Ocean County by the Ocean County Board of Chosen Freeholders.

Funding can be withheld for failure to comply with any of the contractual obligations.

Executive Director’s Signature [if applicable] and phone number Date

Chief Financial Officer’s Signature and phone number Date

President of the Board’s Signature and phone number Date

NOTE: A PERSON MAY NOT SIGN FOR MORE THAN ONE POSITION. SIGNATURES MUST BE DIFFERENT FOR EACH POSITION. SIGNATURES MUST BE IN BLUE INK.

**OCEAN COUNTY CULTURAL & HERITAGE COMMISSION
LOCAL HISTORY PROGRAM RE-GRANT FUNDING: GLOSSARY**

- **ACCESSIBLE:** Usable for access; capable of being reached; capable of being used or seen; permission, liberty, or ability to enter, approach, communicate with, or pass to and from; freedom or ability to obtain or make use of.

- **ADMISSIONS INCOME-TICKET SALES:** Revenue from the sale of admissions, tickets, subscriptions for events attributable or pro-rated to the organization.

- **ADMISSIONS INCOME-SEMINAR, WORKSHOP, CLASS FEES:** Revenue from fees paid to attend organization-sponsored activities, events, or programs by the organization.

- **ADVERTISING INCOME:** Cash income derived from the sale of advertising space in programs and other printed material sponsored by the organization.

- **AGE DISCRIMINATION ACT OF 1975:** This act provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

- **AUTHORIZING OFFICIAL:** Name of person with authority to legally obligate Applicant.

- **AMERICANS WITH DISABILITIES ACT OF 1990 (ADA):** This act prohibits discrimination on the basis of disability in employment [Title I]. State and local government services [Title II], and places of accommodation and commercial facilities [Title III].

- **CASH DONATIONS:** All support (except Grants) derived from cash donations given to this organization or a proportionate share of general donations allocated to this organization. Include corporate and other private (individual) sources.

- **CONTACT PERSON:** The person to contact for additional information about this application. The person with immediate responsibility for the organization.

- **DISABILITY:** With respect to an individual: a physical or mental impairment that substantially limits one or more of the major life activities of such individual; or record of such impairment; or being regarded as having such an impairment.

- **FAIR LABOR STANDARDS:** Established, through Federal and State laws, minimum wages and hours for employees. In New Jersey, an eight-hour day and a minimum wage of \$7.25 is the current [2011] minimum wage requirement. Time and a half is given for work exceeding forty [40] hours a week.
- **GENERAL OPERATING SUPPORT [GOS]:** Discretionary, non-project-oriented funding awarded to support overall administrative, as well as program operations, of non-profit history-oriented organizations that are community-wide or multi-community in public impact and which uphold high standards of professionalism, management, accountability, and outreach.
- **GRANTS:** Cash support derived from grants given to this organization by private foundations or other public sources [other than this grant request].
- **GRANT PERIOD:** The term in which the general operating support will be accomplished as set forth in this application by the start date and end date.
- **HEALTH & SAFETY STANDARDS:** Federal & State laws that require employers to furnish a workplace free from hazards (environmental and mechanical) of life or health.
- **HVAC:** Refers to heating, ventilating, and air conditioning systems.
- **IN-KIND SUPPORT:** The value of materials or services specifically identified with the organization which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.
- **INSURANCE:** Premium payments for liability/fire/theft/natural disaster.
- **MARKETING COSTS:** All costs for marketing/publicity/promotional specifically identified with the organization.
- **MEMBERSHIP DUES:** Revenue derived from dues paid by members of the organization.
- **OTHER (EXPENSES):** All expenses not entered in other categories and specifically identified with the organizations. Include archival and preservation supplies, lumber, nails, electricity, interest charges, and fundraising expenses.
- **OTHER (INCOME):** Any income from Applicant's present and/or anticipated resources that Applicant plans to provide to this organization.

- **PERSONNEL (ADMINISTRATIVE/CLERICAL):** Payment of salaries, wages, and benefits specifically identified with the organization for executive, supervisory, clerical, and support staff such as program directors, managing directors, business managers, fundraisers, secretaries, typists, bookkeepers, maintenance staff, security staff, docents, and guides.
- **PERSONNEL (LECTURERS', AUTHORS', and/or INSTRUCTORS' FEES):** Payments to firms or persons for services of individuals who are not normally considered employees of Applicant, but consultants or employees of other organizations, whose services are specifically identified with the organization.
- **PROGRAM ACCESSIBILITY:** The key term in the ADA since an entity will be ensuring non-discrimination and equal opportunities if its programs and activities are accessible to and usable by persons with disabilities. Program Accessibility is a flexible principle allowing entities to comply based on individual responses to their existing conditions and the needs of their participants with disabilities. In many instances, programs and activities may be made accessible through slight modifications and adjustments in procedures, practices, and policies. In others, building renovations or construction may be required. But structural change is required only in instances where program accessibility is not readily achievable [accomplishable and able to be carried out without much difficulty].
- **RENTALS (OTHER THAN SPACE):** Payments specifically identified with the organization for rental of equipment, furniture, etc.
- **SECTION 504 OF THE REHABILITATION ACT OF 1973:** This act provides that no otherwise qualified disabled individual in the United States, as defined in Section 7 (6), shall solely, by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **SPACE RENTAL/MORTGAGE PAYMENTS:** Payments specifically identified with the organization/project for rental or mortgage payments of office, library, storage, gallery, museum, and other such space.
- **SPECIAL CONSTITUENCY:** An audience which includes persons with disabilities, older adults, veterans, gifted and talented persons, and people in hospitals, nursing homes, mental institutions, and prisons.

- **SPECIAL OUT-REACH PROJECT (SORP):** A single event/activity, occurring either one time or periodically for a short duration, such as an exhibition, public program, conservation of historical materials, educational initiative, research, publication, film, videotape, radio, digital media, that seeks to serve an audience that is underserved [i.e. persons with disabilities, older adults, veterans, gifted and talented persons, and people in hospitals, nursing homes, mental institutions, and prisons]. Because facility accessibility or security may be an issue, the program/service may be taken off-site to the special audience rather than the audience coming to the organization's usual site for programming.
- **SPECIAL PROJECT (SP):** A single event/activity, occurring either one time or periodically for a short duration, such as an exhibition, public program, conservation of historical materials, educational initiative, research, publication, film, videotape, radio, digital media.
- **SUPPLIES:** Payments for expendable items, such as paper, and other office and exhibit supplies.
- **TECHNICAL ASSISTANCE:** Support that may be offered to enable organizations to remove the obstacles that stand between them and an improved level of operation by obtaining needed expertise and management skills. Technical assistance usually addresses problem situations that can be resolved in a short-term period (less than one year) through one-time, intensive advice and assistance by a qualified, outside authority or by the employment of personnel to accomplish a specific set of objectives.
- **TELEPHONE:** Payments for rental and use of electronic communications equipment including toll calls.
- **TITLE VI of the CIVIL RIGHTS ACT of 1964, as amended:** This act provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **TITLE IX of the EDUCATIONAL AMENDMENTS of 1972:** This act provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.
- **TRAVEL/TRANSPORTATION:** All costs of in-state travel directly related to travel of an individual or individuals specifically identified with the

organization. Include fares, lodging, food, taxes, gratuities, tolls, mileage, and car rentals.

- **UNDERSERVED (OR SPECIAL) CONSTITUENCY (OR COMMUNITY):** One in which people lack access to cultural programs, services, or resources due to geography, economic conditions, cultural background, socio-political circumstances, disability, age, or other demonstrable factors.
- **THE GRANT PROGRAM:** The Local History Grant Program is specifically designed to stimulate local history development by providing matching grants to local non-profit organizations and local government agencies for general operating support, special project support, and special outreach support. This program is made possible through a grant from the New Jersey Historical Commission. It is administered by the Ocean County Cultural & Heritage Commission.
- **THE NEW JERSEY HISTORICAL COMMISSION (NJHC):** The New Jersey Historical Commission [NJHC] is an agency of state government that encourages and gives financial support to individuals and organizations “for the advancement of public knowledge and preservation of the New Jersey history.” Its mission is “to enrich the lives of the public by preserving the historical record and advancing interest in the awareness of New Jersey’s past.”
- **THE COMMISSION (OCCHC):** The Ocean County Cultural & Heritage Commission [OCCHC] is an agency of Ocean County government. It aims to attain a high quality of professional commitment to local history through program development and activities in Ocean County. The Commission advocates the possibilities for cultural expression and historic preservation through grant support from state and federal agencies as well as the private sector.
- **GOALS AND OBJECTIVES:** Through the local history program, the NJHC and the OCCHC support a wide variety of programs and services designed to:
 1. Encourage the development of local organizations that provide quality history programs, projects, and services to the local community;
 2. Stimulate expanded public and private support for local history activity;
 3. Increase public accessibility to historic sites and historical collections; and
 4. Foster the quality and quantity of local historical information and materials available for the study and/or preservation of history.

The Local History Grant Program provides county cultural and heritage commissions funds that can be re-granted to support the development of local history organizations, projects, and services.

OCEAN COUNTY CULTURAL & HERITAGE COMMISSION

LOCAL HISTORY PROGRAM GRANTS: RE-GRANTEE OBLIGATIONS

All organizations awarded re-grant funding agree to the following requirements which will be further described in the formal Contract between the Awardee and Ocean County Board of Chosen Freeholders/Ocean County Cultural & Heritage Commission:

1. A **Revised Budget** based on the actual grant award will be required.
2. An **Interim Report** form will be sent to re-grantees midway through the grant year to assess any necessary budget revisions and/or any identified problem areas. Technical assistance will be provided, if necessary.
3. A **Final Report** will be due at the end of the Grant Period. Format and forms will be provided by OCCHC. All re-grantee organizations that do not comply with the designated deadline may be denied future funding. A Final Report Checklist will be mailed to all re-grantees in the final quarter of the grant period. Final reports will include, but not necessarily limited to:
 - ▶ a description of:
 - how the funds were expended, if it was a GOS grant
 - the completed project with statistics, if it was a SP/SORP grant
 - ▶ an itemized account of all finances with appropriate receipts attached
 - ▶ documentation that all re-grant contractual requirements have been satisfied including evidence of required matching funds (copies of invoices, canceled checks, documentation of in-kind contributions, etc) must be submitted with the grantee organization's Final Report.
 - ▶ samples of publicity illustrating compliance with publicity requirements
 - ▶ documentation that all re-grant requirements have been satisfied
NOTE: Failure to provide this complete documentation will automatically disqualify the re-grantee from receiving the balance [Final Payment] of the grant.
4. **PUBLICITY:**

Upon approval of the grant award to an organization, OCCHC and the NJHC become joint funding supporters of the organization. As a result, the grantee organization is required to agree to adhere precisely to

acknowledgement mandates requiring publicity as specified in the Grant Agreement/Contract which must be signed prior to the first funding payment. This requirement includes:

- ▶ Recognition of the OCCHC and the NJHC by the re-grantee organization in all its publicity releases; and
- ▶ Inclusion of the following statement in all publicity materials and program brochures:

The (name of the re-grantee organization) received funding this year from the New Jersey Historical Commission, a division of Cultural Affairs in the Department of State, through a local history program grant administered by the Ocean County Cultural & Heritage Commission.

- ▶ Display of the OCCHC and NJHC logos with the statement above. Logo mechanicals will be provided upon request by the OCCHC.

4. **RE-GRANT PAYMENT SCHEDULE:**

Re-grantees receive funds in two stages:

- ▶ **Partial Payment:** This represents **80% of the total re-grant award**. However, it may take several months after approval before the funds are actually forwarded by the NJHC to OCCHC for disbursement to re-grantees.
- ▶ **Final Payment:** This represents **20% of the total re-grant award**. It is released by the OCCHC after the re-grantee has filed an acceptable Final Report with the OCCHC.

5. **UNEXPENDED FUNDS MUST BE RETURNED TO THE OCCHC:**

At times organizations find themselves in the position that they are unable to expend the grant money awarded or that they may have difficulty making the required financial match for the grant funds. If it appears that might be the situation with your organization, **you must contact the OCCHC office as soon as possible** to avoid the loss of funding from the Department of State or possibly being disqualified from future grant opportunities.

If your organization is having any problem with grant funds or the match, you must notify the OCCHC office as soon as possible within the time of the grant period. The OCCHC staff will work with you to remedy the situation.

If your organization delays notifying the OCCHC until after the grant period ends, it may be required to return the grant money. Since the grant period has closed, the OCCHC will not be able to reassign the money to another organization for the year. Thus the money will be returned to the NJ Department of State without benefit to Ocean County. These procedures are the result of New Jersey and Ocean County rules and regulations that the OCCHC is required to enforce.

If you have any problems with contractual responsibilities any time during the grant year, the OCCHC staff is there to help you find a positive, productive solution.

6. **AVAILABILITY OF FUNDS:**

Due to uncertain economic times, please be aware of the possibility that grant payments may be delayed or cancelled due to the delay or cancellation of anticipated funding to Ocean County.

Funds for the Ocean County Cultural and Heritage Commission history and arts re-grants are dependent on normally reliable sources, especially the NJ Department of State. **However, the Ocean County Board of Chosen Freeholders shall not be financially responsible to make payments if the anticipated funding sources are not available, cancelled, or reduced.**



Ocean County Cultural & Heritage Commission

2011/2012 LOCAL ARTS & HISTORY PROGRAM GRANTS FACILITY & PROGRAM ACCESSIBILITY SURVEY

**THIS SURVEY MUST BE COMPLETED AND RETURNED WITH
THE GRANT APPLICATION IN ORDER TO BE CONSIDERED FOR
FUNDING.**

Name of organization: _____

Name of person completing survey: _____

Title of person completing this form: _____

Date survey completed: _____ Contact phone #: _____

Does the organization have an access coordinator? Yes No

If yes, provide that person's name: _____ Phone # _____

Grievance Procedure: (Required by law if receiving state grant funding)

Our organization has a procedure for addressing grievances or complaints in regard to accessibility for people with disabilities. Briefly explain the procedure. (If you do not currently have a grievance procedure, list the date you will have completed this process here: _____).

Facilities:

Your organization is legally responsible for the facility(ies) in which you operate and present programs, regardless of whether you own it(them), rent it(them), or use it(them) rent-free.

Is (are) the facility (ies) that are used accessible to people with disabilities?

Yes How are you sure of this answer? [check all that apply]

- Our organization conducted a comprehensive survey of the facility(ies)
- A qualified architect or other professional conducted a comprehensive survey of the facility(ies)
- We have received a completed physical assessment from the venue we are renting/borrowing, which indicates the site is accessible

HINT: READ THE ENCLOSED ADA GLOSSARY BEFORE COMPLETING THIS SURVEY

Facilities, Cont:

- Other – explain:

- No The facility(ies) we use is(are) not currently accessible. However, we offer the following reasonable accommodations and we have an adequate ADA plan to make the facility(ies) accessible in a reasonable timeframe. Describe accommodations:

Employment:

Does your organization have a board approved policy that states that it will not discriminate against potential staff, volunteers, artists or others due to a disability in the engagement for services?

- Yes
- No

Using the chart below, check those programmatic accommodations that your organization will provide to people with disabilities. [Note: Your organization will inform the public of these accommodations through promotional materials.]

Accommodation	Check if you will provide accommodation or service without prior request	Check if you will provide accommodation upon request. If so, include length of advance notice required	If not applicable, write "NA"
Assistive Listening System	<input type="checkbox"/>	<input type="checkbox"/>	
Sign Interpretation	<input type="checkbox"/>	<input type="checkbox"/>	
Audio Description	<input type="checkbox"/>	<input type="checkbox"/>	
Open Captioning	<input type="checkbox"/>	<input type="checkbox"/>	
Tactile Exhibits	<input type="checkbox"/>	<input type="checkbox"/>	
Braille Publications	<input type="checkbox"/>	<input type="checkbox"/>	
Large Print Publications	<input type="checkbox"/>	<input type="checkbox"/>	
Publications on audio cassette	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	

Are you aware of the 2010 Revised Regulations of the Americans with Disabilities Act, Titles II and III and how this affects your organization?

- Yes
- No

continued on next page

Sensitivity Training:

What has your organization done in the past two years to educate the organization's officers, board, and staff about access?

Have/will key personnel having contact with the public been/be provided with appropriate information/training in disability awareness and service to audiences with disabilities?

- Yes No

Programs/ Services & Marketing:

In the next twelve months, what are the organization's specific plans for making its programs and services more accessible to people with disabilities?

Give specific examples of how the organization plans to involve or increase the involvement of persons with disabilities and older individuals in the community served.

Explain specifically how these special constituencies will be targeted as audience, as members, as volunteers, as staff, as full participants in the governance of the organization, and as full participants in planning, developing and presenting programming.

Does your organization budget to provide for programmatic and service access accommodations?

- Yes No If no, explain why budgeting is not required.

ADA Workshop/Training:

What is the best day(s) of the week and time(s) for representatives from the organization to attend an ADA (access) training workshop

NOTE: Because the achievement of access for people with disabilities, as directed by Federal law, usually requires long-range planning budgeting, the Ocean County Cultural & Heritage Commission encourages applicants to consider access issues in the early planning stages of programs and services. Cost of program accommodation for people with various disabilities (e.g., cassette recordings of printed material, staff training, audio description of exhibitions and talks/seminars, large print labels or programs, and/or direct mail advertising on access services) are generally eligible costs.

ADA (ACCESS) GLOSSARY

Americans with Disabilities Act (ADA) – This federal civil rights law was enacted in 1990 and requires all providers of public programs and services to make their offerings equally accessible to all people regardless of any individual’s physical or mental disability. Providers of public programs must remove any architectural barriers where it is “readily achievable” and otherwise ensure nondiscrimination in their programs, services and activities. Even if an organization does not apply for or receive Council or other public funding, it is responsible for accessibility under the ADA. Any organization that accepts funding from a governmental agency must comply with the ADA Law as a Title II entity, which has more stringent guidelines requiring self-evaluation, transition plans, grievance procedures and an ADA coordinator.

Readily Achievable – This term pertains to barrier removal requirements for existing facilities and means “able to be carried out without much difficulty or expense.” Examples include simple ramping of a few steps, installation of grab bars, lowering of telephones, and rearranging an exhibit to allow for wheelchair access. Organizations would not be required to retrofit their facilities to install elevators unless such installation is readily achievable. However, organizations are expected to offer “reasonable accommodations” to overcome barriers that are not readily achievable. For example, if a box office window cannot be lowered to accommodate a person using a wheelchair, an organization can establish a policy that a service manager could come out of the box office to complete a transaction using a clipboard as a convenient writing surface. If access to an upstairs gallery cannot occur without the installation of an elevator, a videotape of the exhibit can be shown on the main level. Please be aware that if challenged an organization must provide adequate proof that barrier removal cannot be accomplished structurally or within their fiscal capacity.

Accessible facility – The physical location in which the project/event will take place has been assessed to assure that it is accessible to persons with any type of disability. Whether an organization owns, rents or uses a space for free, it is responsible for the venue in which it chooses to hold the event. To be accessible, there may be no barriers that would preclude reasonable access from the point of getting from parking or public transportation, into the venue and to the space where the event takes place, including all ancillary services that any visitor would expect to have access to such as rest rooms, box office, concession stands, etc.

Facility survey – A survey tool that enables an organization to conduct a self-assessment of a facility prior to deciding to use it for an event. A comprehensive self-assessment survey tool, that covers all aspects of accessibility, has been developed by the NJ Arts Access Task Force and can be obtained from the Council’s website at www.njartscouncil.org or by calling the Council at 609-292-6130.

ADA Plan – An organization’s plan that outlines goals and specific steps to be taken to address barriers that may exist and provide accommodations to make their facilities and programs accessible to people with disabilities under the legal standards of the Americans with Disabilities Act. The plan should lay out the organization’s ADA goals and priorities and the specific steps to be taken to accomplish them on a detailed timeline, with assignment of responsibility and consideration of costs necessary to implement each goal. It should include attention to facilities, programmatic access, marketing, employment, and sensitivity awareness, and include identification of the access committee, ADA coordinator, and outline the grievance procedure.

Programmatic Access/Accommodations – Services that permit program content to be accessible by a person with a disability, e.g. large print, assistive listening devices, sign interpretation, etc. (see definitions of services).

Will provide without prior request/Will provide upon advanced request – Stating that your organization will provide a programmatic accommodation without prior request indicates the service will be available at the event without a patron making an advance request and that this availability is noted in all materials promoting the event. Stating that your organization will provide an accommodation upon advanced request indicates that this provision is outlined in all materials promoting the event, including the amount of advance notice required and that the service or accommodation will be provided if a patron contacts you within the specified timeframe. Advance notice must be reasonable and based on the real time needed to arrange for an accommodation and should generally not exceed two weeks.

Assistive Listening System – An infrared, FM or induction loop system that amplifies sound and sends it to receiver headsets worn by audience members with a hearing disability. Systems can be rented or purchased at a reasonable price and many systems are portable.

Sign Interpretation – Spoken words translated into American Sign Language/Signed English by a qualified interpreter, used mostly for theatre, gallery talks, and lectures, that would accommodate an individual with hearing loss who uses Sign Language. A sign interpreted theatre performance would generally be determined in advanced and marketed as such to enable the necessary preparation.

Audio Description – Used mostly in theatre but with application in other disciplines, such as dance or museum tours, it enables someone with vision loss to “see” what is happening on stage through a narrator who describes the action over a headset through a system such as that used for assistive listening. This service is often preceded by a sensory seminar, whereby a patron planning to use the service would arrive before a performance and be given a sensory tour of the stage set, key props, and costumes. An audio-described theatre performance would generally be determined in advanced and marketed as such to enable the necessary preparation.

Open captioning – This service benefits patrons with hearing loss who do not fully benefit from assistive listening systems or American Sign Language, and many times benefits patrons even without hearing loss who want to keep up with the exact wording of the dialogue. There are two kinds of open captioning. In regular open captioning, a person is hired to study the script of the play, attend shows beforehand and then develop an as closely replicated version as possible of what is anticipated at the show. The captioner then works the designated “open captioned” show by releasing each line of the pre-typed dialogue, via computer to the captioning screen, as it is spoken. In real time captioning a court stenographer (CART) types the dialogue of a theatre performance or lecture as it is happening. It appears on a large digital screen, usually in sight line within the performance. This type is expensive and not necessary in theatre shows or plays that have a defined script. It is helpful in performances that are largely ad-lib or lack a defined script.

Tactile exhibits – Exhibits that include texturally interpreted models of artworks or other means of interpreting the visual impact of a work of art for someone who is blind.

Braille – Printed material distributed in conjunction with an event in the raised dot system called Braille (Grade II) used by people who are blind. There are various sources that provide Braille translation services.

Large Print – Offering whatever printed materials are available in conjunction with an event in a version that is in 16-18 point font or larger. This version can be simple and need only include the basic information related to the event. Many organizations are able to provide large print format by enlarging their publications on a photocopying machine.

Audio cassette/Mp3 – Providing printed materials on an audio cassette, app or mp3 file(s) to enable persons with a vision loss to have access to the information. This is especially helpful in providing directions to a location or providing information for a gallery or museum tour.

Sensitivity Training – Because many people do not know someone with a disability and are often uncomfortable and errors in interaction could lead to a grievance, it is important that staff or volunteers that will have direct contact with the public receive information or training on how to appropriately and respectfully interact with people with different kinds of disabilities.

Grievance Procedure – A board-approved procedure that clearly identifies how a patron should file a complaint. The procedure should also clearly identify the criteria for judgment and the timeframe for negotiating differences between the organization and the complainant. For governmental agencies, this procedure has, in all likelihood, already been established for the state, county or municipal agencies, although it is recommended that agencies consider having an agency/project specific procedure.

ADA Coordinator – The individual within your organization (staff member, board member, volunteer) among whose responsibilities is monitoring the organization's compliance with ADA and being an organizational resource for access information.