NDCA Accessibility Grant Narrative Template

Organization Mission Statement

Provide the applicant’s board-approved mission statement. Do not include additional information such as vision or values statements. For **fiscally sponsored groups** who do not have a mission statement, include a one-sentence description of your focus as a group.

Organization History

This section helps introduce your group to panelists who may not be familiar with who you are.

* Provide a brief general history of the applicant. Summarize why and how the group formed and what it does.
* Give a brief description of the group’s structure.
* What kinds of events or programming has the organization provided? Briefly describe activities over the past few years, highlighting accessibility efforts.

Review Criteria—Arts Activity

1. Describe the activity (what, when, where, how). If applicable, provide a list of key activity partners, including volunteers. Describe how partners will leverage their resources to demonstrate their support for the project, including in-kind goods and/or services.
2. If artists and/or artist groups are selected for the activity, there is a clear description of how and why the artists were selected or the selection process is clearly defined and achievable.

Review Criteria—Community

1. Describe the disabled community(ies) and audience(s) who will benefit from the activity. *Examples might include hearing impaired, visually impaired, physically impaired, cognitive/learning impaired, etc.*

* How will the activity relate to and benefit the community(ies) and audience(s) identified?

2. Why did your organization decide to undertake this project? (*e.g., request for accommodations, issue identified after 504 Self-Evaluation, customer surveys, etc.*)

* How has the community(ies) shown support for the activity? (*e.g., publicity, financial contributions, volunteer time, in-kind donations, programming support and/or involvement*)

3. Every grantee commits to hold all funded activities in spaces that meet Americans with Disabilities Act (ADA) accessibility requirements. How does the activity meet this requirement and ensure people with disabilities can participate? *Examples might include ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, etc.*

* How will accessibility options be publicized and made available to the public? Who is responsible for handling inquiries concerning accessibility?

Review Criteria—Ability

1. What is the timeline for major activities related to the project? Who is responsible and what will they do to ensure the project is successful?  
2. A marketing and promotional plan is provided and relevant to the activity and community(ies) identified. Describe how the activity will be promoted to increase public awareness and participation for the project. How is the plan relevant to the activity and community(ies) identified?  
3. The budget is appropriate for the activity. It will a) demonstrate attainable earned revenue including the match, b) demonstrate reasonable costs, c) compensate artists and arts organizations appropriately, and d) include only administrative expenses relevant and necessary for the project.

Review Criteria—Evaluation

Describe the evaluation plan in detail. What methods will be used, and how will they specifically measure progress? Examples include audience/participant counts, audience/participant and artist surveys, post-performance feedback, etc. If using a survey, describe what type of survey you will use.

Project Outcome 1

Project Outcome 2