



2017-2018 ARTS LEARNING COMMUNITY for Universal Access

The City of Raleigh Arts Commission and the United Arts Council of Raleigh and Wake County are partnering for a third year to offer a yearlong arts learning community that uses a collaborative approach to advocating for and improving access to the arts for people with disabilities. Sixteen representatives of Raleigh and Wake County organizations will be selected to participate in this program (maximum 2 representatives/organization).

The Arts Learning Community kicks-off with a meet-and-greet event in July followed in August by the Leadership Exchange in Arts and Disability Conference hosted by the John F. Kennedy Center in Austin, TX. Learning community participants will receive scholarships of up to \$1,350 to cover conference costs and afterwards will:

- meet every month in facilitated sessions to share lessons learned, discuss issues and achievements in their accessibility work, and explore accessibility topics of mutual interest to the group. (Attendance at six meetings required.)
- identify individual organizational goals to accomplish during the year to increase accessibility for people with disabilities.
- note how many people with disabilities engage with their organization during the year.
- share what they have learned through a group presentation or project for the arts community at large.

ABOUT THE LEADERSHIP EXCHANGE IN ARTS AND DISABILITY (LEAD) CONFERENCE

Dates: Tuesday – Thursday, August 8-10, 2017

Running three days (two additional days of preconference sessions optional), this national conference is a concentrated, immersive educational experience in making cultural environments and programming accessible. LEAD features dozens of sessions on topics like physical and programmatic access, universal design, cultivating institutional buy-in, legal issues, and marketing strategies. Attendees exchange ideas, learn about best practices, and participate in discussions with leaders in the field. www.kennedy-center.org.

MAKE THE MOST OF YOUR TIME AT LEAD: To take advantage of the full LEAD Conference experience, we highly recommend flying in to Austin the day before the conference starts and staying through Friday. Consider sharing a hotel room with another Learning Community member to keep your costs within maximum scholarship \$\$'s!

ELIGIBILITY

To participate in this program, applicants must *be located within Wake County and be a nonprofit exempt from federal and state income tax* as either (1) a charitable organization with 501(c)(3) designation by the Internal Revenue Service with established arts programming or (2) a unit of municipal government.

LEAD CONFERENCE SCHOLARSHIPS

Learning community members may request support for conference registration/fees, travel and accommodations for up to a maximum of \$1,350. *Funding may not be used for food, beverages or other incidental expenses.* If requests exceed funds allocated, applicants may be contacted with an option of partial support. Payment of scholarship funds will be made in two equal payments. The first payment will be made after the conference, once recipients have submitted proof of expenses paid that match or exceed the total amount of funding awarded. The second payment will be made at the end of December.

APPLICATION PROCESS

Deadline : Applications must be **received** no later than **Thursday, June 1 at 4pm.**

Applications may be emailed (sarah.corrin@raleighnc.gov), faxed (919-996-1792), delivered by hand or mailed to the Office of Raleigh Arts, by the deadline. If submitted electronically, a hard copy of the application with an original signature must also be received in the Office of Raleigh Arts by Friday, June 9.

Mailing Address:

City of Raleigh - Office of Raleigh Arts
PO Box 590
Raleigh, NC 27602

Street Address:

Office of Raleigh Arts
127 West Hargett Street, Suite 408
Raleigh, NC 27601

How to Apply

Eligible groups must submit the following for each proposed participant (max 2) from their organization:

- Completed Arts Learning Community Application Form
- Narrative (two page maximum) indicating:
 - 1) Brief description of organization's current accessibility accommodations and/or programming
 - 2) Proposed individual's name/job title/description of current work duties and experience
 - 3) Criteria used to select this individual
 - 4) Summarize anticipated benefits of participation for proposed individual and organization as a whole
- One-page LEAD conference budget* detailing:
 - 1) All anticipated expenses (excluding food, beverages, or other incidental expenses)
 - 2) All sources of revenue, including this request and any additional funds needed to cover expenses beyond the requested amount

*Remember, you can stretch scholarship funding to cover the full conference best by sharing a hotel room with another Learning Community member!

Evaluation Criteria

Applications that are complete and received by the deadline will be evaluated on the following criteria:

- Track record/commitment of applicant organization to making programming accessible for people with disabilities
- Appropriateness of participation by proposed individual in terms of professional responsibilities and prior ADA experience
- Potential impact of the learning community experience on proposed individual and organization going forward as they continue working to improve accessibility in arts programming and accommodations for people with disabilities
- For previous grant recipients, quality of past grant compliance

NOTIFICATION

Notification of acceptance into the Arts Learning Community will be made by email on **Wednesday, June 21**. Participants will receive a letter of agreement, forms and other documents the following week.

QUESTIONS?

Sarah Corrin

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Ragen Carlile

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ARTS LEARNING COMMUNITY 2017-2018 APPLICATION FORM

DEADLINE: Thursday, June 1, 4pm

Email: sarah.corrin@raleighnc.gov
Mail: City of Raleigh - Office of Raleigh Arts, PO Box 590, Raleigh, NC 27602
Deliver by Hand: Office of Raleigh Arts, 127 West Hargett Street, Suite 408

APPLICANT INFORMATION

Applicant Organization Name _____
Mailing Address _____
City _____ State _____ Zip Code _____
Telephone _____ TTY _____
Website _____
Year Organization Incorporated _____
Federal Tax ID# (EIN) _____
Contact Person Name _____
Contact Person Title _____
Telephone (office) _____ Telephone (cell) _____
E-mail Address _____

CONFERENCE SCHOLARSHIP REQUEST

Scholarship Amount Requested \$ _____ (\$1,350 maximum)
 To stretch my scholarship dollars further and stay for the full LEAD Conference experience, I'd like to share a hotel room with someone else from the Learning Community.

PARTICIPANT/COMMUNITY MEMBER INFORMATION

Name _____
Title _____
Telephone (office) _____ Telephone (cell) _____
E-mail Address _____

APPLICATION DOCUMENTS SUBMITTED

Submit one original copy of each of the following documents is being submitted for this application. (Documents must be submitted in the order below, single-sided and paper-clipped together.)

- Application Form
- Narrative (two page maximum)
- Budget

PROOF OF ELIGIBILITY

New applicants that have never received funding from the City of Raleigh Arts Commission or the United Arts Council of Raleigh and Wake County in the past must submit the following documents. Current or past grant recipients should NOT submit these items.

- Letter of Federal Tax Exemption
- Letter of North Carolina Tax Exemption
- Conflict of Interest Policy

ASSURANCES

The applicant assures that:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
2. The filing of this application has been duly authorized by the governing body of the applicant.
3. The applicant will expend funds received as a result of this application solely for the described project.
4. The information contained in this application, including all attachments, is true and correct to the best of its knowledge.
5. The organization has nondiscrimination, conflict of interest, and accessibility polices.

By signing this application, the applicant hereby assures and certifies that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) and, where applicable, Title IX of the Education Amendment of 1972 (20 U.S.C. 1681 et seq.).

Signature of Authorizing Official (person legally able to obligate the applicant)

Date

Name/Title

Signature of Contact Person

Date

Name/Title