GCA GRANTEE ACCESSIBILITY CHECKLIST

As a partner agency of the National Endowment for the Arts, GCA requires all of our grantees to follow federal accessibility guidelines. Grantees are asked to consider physical and programmatic accessibility as an integral part of each project's planning and budgeting process. Resources for designing accessible programs can be found on GCA's website, or by reviewing the National Endowment for the Arts' publications Step-by-Step Guide to Accessible Cultural Programs and Organizations and the Design for Accessibility: A Cultural Administrator's Handbook.

Directions

The following checklist is a required part of GCA's contract.
- If you received a Project Grant, Arts Education Program Grant or Vibrant Communities Grant, please complete the checklist evaluating the funded project only.
- If you received GCA's Partner Grant, please complete the checklist evaluating your overall programs and operations.
- If you received both a Project Grant and an Arts Education Program Grant, then you should complete two ADA checklists, one for each project.
- If you received both a Partner Grant and an Arts Education Program Grant, then you should only complete one ADA checklist which evaluates all of your venues and programs.

Check which grant you received:

Project Grant/Vibrant Communities Grant/Arts Education Program Grant

Brief project description: _____

Project venue or location: _____

Partner

Venue Accessibility

If your funded program(s) take place in multiple venues, only select YES if all of the venues adhere to the standard listed. If one or more venues do not adhere to the standard listed, then select NO. If you select NO for any of the first nine questions, provide an explanation in line 10 detailing why the venue does not adhere to the standard listed and if there are plans to change this in the future.

The venue(s) being utilized has/have:
1. Ground-level entry, ramped access, and/or elevators to the venue:

     Yes   No   N/A

2. Signage at inaccessible entrances with directions to accessible entrances:
    Yes   No   N/A

3. Entrances integrated and dispersed wheelchair seating in assembly:
    Yes   No   N/A

4. Wheelchair-accessible box office, stage, and dressing rooms: Yes   No   N/A

5. Wheelchair-accessible display cases, exhibit areas, and counters:
    Yes   No   N/A

6. Wheelchair-accessible restrooms, including accessible sinks, water fountains, and soap & paper dispensers: Yes   No   N/A

7. Wheelchair-accessible toilet stall, including a 60" diameter or T-turn clear floor space that is free of the door swing: Yes   No   N/A

8. Accessible emergency exits and audio/visual emergency alarms:
    Yes   No   N/A

9. Designated accessible parking spaces with adjoining curb cuts, and an accessible route from parking to the venue entrance: Yes   No   N/A

10. IF YOU ANSWERED NO TO ANY OF THE QUESTIONS ABOVE:
    In the following space, indicate the total number of venues/sites utilized over the course of the grant, and the total number of those venues/sites that do not meet the standards listed in questions 1-9. Provide a brief explanation for each venue that does not meet any of the above accessibility standards.

Organizational/Communication Accessibility
If you select NO to any of the following, consider adding some or all of these accessibility programs to your organization in the future.

1. Organization has a designated staff member who is responsible for overseeing accessibility and ADA compliance: Yes   No   N/A

2. Organization has a stated policy or mission statement regarding accessibility:
    Yes   No   N/A

3. Organization has an Access Committee that includes people with various disabilities to advise on access issues: Yes   No   N/A

4. Sign language interpretation is available: Yes   No   N/A
5. Scripts and text of verbal presentations are available: Yes   No   N/A
6. Assistive listening system is available: Yes   No   N/A
7. Open or closed captioning is available: Yes   No   N/A
8. Audio description of visual art, media, performances, or other presentations is available: Yes   No   N/A
9. Print materials in alternate formats, including Braille, computer disk, and large print are available: Yes   No   N/A
10. Large-print labeling with high contrast is available: Yes   No   N/A
11. Accessible website (including alt tags & captioned audio) is available:
    Yes   No   N/A
12. Tactile tours are available: Yes   No   N/A
13. TDD, telephone/typewriter is available and a staff member is trained in its use:
    Yes   No   N/A
14. Access information/accommodations with appropriate disability symbols are included in all publicity about the project (i.e., press release, program, media, e-mail):
    Yes   No   N/A

Under penalty of perjury, I affirm or attest that the information contained within this checklist is to the best of my knowledge, true and correct.

Signature and Title   Date