



HOW TO APPLY

Applicants must submit M-AAA's online Arts Access Micro- grant application form found here:

<https://www.tfaforms.com/4846622>

Use the following checklist to prepare your responses. Data entered into the online form can be saved for editing later.

Arts Access Micro-Grant: ONLINE APPLICATION CHECKLIST

- Choose the statement that best reflects the organization's relationship with M-AAA.
- How did the organization learn about this grant opportunity?

I. ORGANIZATION INFORMATION

1. Organization Legal Name
This is the Organization's name as it appears on its Federal IRS 501(c)3 Determination Letter
2. Organization Business Address and Information (street address, phone, email, website address, county)
3. U.S. Congressional District Number
4. State House Legislative District Number
5. State Senate Legislative District Number
6. Choose the kind of institution that best describes the Organization
7. Choose all categories that describe the Organization's Board of Directors demographics
8. Choose all categories that describe the Organization's staff demographics
9. How many full-time, part-time, and volunteer personnel does the organization have in its most recently completed fiscal year?
10. Choose the population range of the Organization's service area
11. Choose the category that best describes the Organization's legal status
12. Organization Federal Employer Identification Number (FEIN)
13. Organization Data Universal Numbering System ID (DUNS)
14. Choose the Organization's most recently completed fiscal year Operating Budget range
15. Did the organization expend \$750,000 or more in federal funding in its most recent fiscal year?
16. Choose the Organization's primary discipline area of work in the arts
17. Mission Statement of the Organization (125 word limit)
18. Organization Contact Person Information
19. Organization Accessibility Information (drop down menu for each of the following)
 - *The Organization has a stated policy or mission statement regarding accessibility.*
 - *The Organization has accessible information/accommodations with appropriate disability symbols included in all publicity about the event.*
 - *The Organization has an accessible website, including alt tags and captioned audio.*
 - *The Organization has a designated staff member responsible for overseeing accessibility and Section 504/ADA compliance.*
 - *The Organization has an access committee that includes people with various disabilities to advise on access issues.*

II. ACCESS SERVICE PROVIDER INFORMATION

20. Access Service Provider Organization Name
21. Access Service Provided
22. Access Service Provider Website
23. Access Service Contact Person Information
24. Access Service Contract, Memo of Understanding (upload document)

III. GENERAL EVENT INFORMATION

25. Proposed Access Service will be provided at: (choose one)
 - A Live In-Person Event
 - A Live Streamed Online Event
 - A Live In-Person Event Simultaneously Live Streamed Online
26. Event Title, Start and End Dates
27. Event Primary Discipline (dropdown menu)
28. Event Primary Activity (dropdown menu)
29. Choose the one strategic outcome intended as a result of the Event:
 - *Creation: The portfolio of American art is expanded.*
 - *Engagement: People experience art.*
 - *Learning: People of all ages acquire knowledge or skills in the arts.*
 - *Livability: Communities are strengthened through the arts.*
 - *Understanding: Knowledge and understanding about the contributions of the arts are enhanced.*
30. Choose the one statement that best describes the amount of arts education involved in the event.
31. Event Description

Describe the arts event or activities this micro grant will make more accessible to the public. Be as specific as possible.
32. Event Evaluation

How will the organization measure the success of the events supported by this micro-grant?
33. Event Accessibility Information for in-person presentations and engagements (dropdown menu for each of the following)
 - *Persons using wheelchairs will be able to participate in the event.*
 - *A sign language interpreter, an assistive listening system, or other assistance for persons with hearing impairments will be provided upon request.*
 - *Large print materials or descriptive audiotapes will be available upon request for persons with visual limitations.*
 - *Seats near the speaker/performer/interpreter will be available for persons with hearing and/or visual limitations along with their companions.*
34. Event Accessibility Information for online live streaming presentations and engagements (dropdown menu for each of the following)
 - *Real-time captioning will be provided for persons who are deaf or hard of hearing.*
 - *Automatic captioning or subtitles will be provided and synced up in post-production for later streaming.*
 - *Real-time on screen American Sign Language interpretation will be provided.*

- *Real-time audio or visual description will be provided.*
 - *Images will include alternative text tags for people who are blind or have low vision that use screen-reading software.*
 - *Screen reader support will be available.*
35. Venue Accessibility Information (drop down menu for each of the following)
- *The venue has designated accessible parking spaces with adjoining curb cuts and an accessible route from parking to the venue entrance.*
 - *The venue has ground-level entry, ramped access, and/or elevators.*
 - *The venue has integrated and dispersed wheelchair seating in assembly areas with companion seating.*
 - *The venue has signage at inaccessible entrances with directions to accessible entrances.*
 - *The venue has a wheelchair-accessible toilet stall, including a 60" diameter or t-turn clear floor space, free of the door swing.*
 - *The venue has accessible emergency exits and audio/visual emergency alarms.*

EVENT BUDGET (Round all amounts up to the nearest dollar amount.)

36. Direct Costs: Access Service Fees
This should reflect the total amount noted in all access service contracts or memos of understanding.
37. Direct Costs: Artist Fees
38. Direct Costs: Access Service Equipment Rental or Purchase
39. Direct Costs: Access Service Staff Training
40. Direct Costs: Other
Include compensation for administrative and artistic personnel paid on a salary basis directly involved in carrying out the events that will take place between the start and end dates noted. Fringe benefits are not an allowable direct event expense. Fringe benefits are those costs other than wages or salary that are attributable to an employee, as in the form of pension, insurance, vacation and sick leave, etc. Include contractual services, promotion, acquisition fees, rights, evaluation and assessment fees), telephone, photocopying, postage, supplies and materials, facility and equipment rental, etc.
41. Income: Grant Requests – M-AAA Grant Request (Maximum \$1,000)
42. Income: Grant Requests – Federal Funding
This includes any anticipated funding for this event from a federal agency.
43. Income: Grant Requests – State Funding
This includes any anticipated funding for this event from a state agency.
44. Income: Grant Requests – Local Funding
This includes any anticipated funding for this event from a local organization, foundation, or agency.
45. Income: Direct
This includes cash and services provided by the organization and revenue (including ticket sales or other participation fees) anticipated for this event.
46. Budget (upload document)

DOCUMENTS TO UPLOAD

- Access Service Provider Letter of Agreement, Memo of Understanding, or Contract
- Budget

M-AAA Grant materials are available in alternative accessible formats upon request.

Questions? Concerns?

Contact: Christine Bial, Director of Grant Programs
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