



Hudson County Office of  
Cultural & Heritage Affairs/Tourism Development  
Justice William J. Brennan Court House  
Jersey City, New Jersey 07306  
(201) 459-2070

**FISCAL YEAR 2022 (FY22) LOCAL ARTS PROGRAM GRANT (LAP)  
FOR PROGRAMS AND SERVICES  
FROM JANUARY 1, 2022 TO DECEMBER 31, 2022**

**IF YOU NEED HELP WITH YOUR FY22 LAP APPLICATION:**

**TECHNICAL HELP (not with the application questions)?**

Get in touch with Submittable - Go to: <https://www.submittable.com/help/submitter/>

**QUESTIONS ABOUT THE APPLICATION QUESTIONS?**

1) Phone: (201) 459-2070

2) E-mail: [jwaks@hcnj.us](mailto:jwaks@hcnj.us)

Application help is available from 9:00 a.m. to 5:00 p.m., Monday through Friday.

**GUIDELINES**

Funding for this program is made available through the New Jersey Department of State - State Council on the Arts (NJSCA), the Hudson County Board of County Commissioners and Hudson County Executive Thomas A. DeGise.

Applications are being accepted **online only from Monday, October 4, 2021 at 12:00 a.m. until 5:00 p.m. on Monday, November 22, 2021** for programs that will be offered between January 1, 2022 and December 31, 2022. In partnership with NJSCA, the Hudson County Office of Cultural & Heritage Affairs/Tourism Development (HCOCHA/TD) offers matching grants to non-profit organizations located in, and serving the residents of, Hudson County. These grants are administered through HCOCHA/TD, a unit of Hudson County government, by authority of Hudson County Executive Thomas A. DeGise and the Hudson County Board of County Commissioners.

**THE APPLICATION CAN BE FOUND AT**

<https://hudsoncountyofficeofculturalheritageaffairs.submittable.com/submit>

## **DEADLINE FOR APPLICATION**

Your application(s) must be completed and submitted ONLINE by 5:00 p.m. on Monday, November 22, 2021. There will be no exceptions.

**\*\*\*YOU NO LONGER HAVE TO HAND DELIVER OR MAIL THE CERTIFICATION PAGE TO US. THE CERTIFICATION PAGE IS PART OF THE APPLICATION AND MUST BE SUBMITTED ONLINE WITH YOUR COMPLETED APPLICATION\*\*\***

## **ALL APPLICANTS ARE ADVISED TO READ ALL OF THE DIRECTIONS THOROUGHLY BEFORE BEGINNING TO FILL OUT THE APPLICATION.** **GOALS**

Hudson County awards competitive matching grants to organizations, based on merit and financial need, which clearly demonstrate their commitment to the arts in Hudson County by producing or sponsoring arts programs and services of high artistic quality and professionalism. Applicant organizations are expected to be administered responsibly and to propose programs that can be completed within the grant period and within the projected budget.

### **\*\*\*PRIORITIES FOR FUNDING\*\*\***

**Special consideration** will be given to proposals of quality, innovation, and merit that address the following priority issues:

- Outreach to underserved communities (i.e., senior citizens, physically challenged, developmentally challenged, culturally diverse, economically disadvantaged);
- Support of the arts in municipalities in northern and western Hudson County;
- Promoting the growth of artists, arts organizations, and arts programs in Hudson County;
- Expanding the influence of Hudson County artists to a broader sphere.

### **FREE LIVE GRANT APPLICATION “HOW TO APPLY” ZOOM WEBINAR**

On **Monday, October 11, 2021 at 6:00 p.m.**, HCOCHA/TD will present a **live Zoom webinar** on how to complete the FY21 LAP application. A webinar is a live, interactive online workshop which users can access via computer or smart phone. The webinar will be recorded. Information on how to attend the webinar and view the recorded video will be available at a later date.

## FREE ADA ZOOM WEBINAR

In conjunction with the grant application webinar, HCOCHA/TD will also be conducting a live Zoom ADA Webinar covering the requirements and important points for a complete three-year ADA plan on **Wednesday, October 20, 2021 at 6:00 p.m.** The webinar will be recorded. Information on how to attend the webinar and view the recorded video will be available at a later date.

***NEW APPLICANTS AND ORGANIZATIONS THAT HAVE RECEIVED LESS THAN 75% OF THEIR PRIOR GRANT REQUESTS ARE STRONGLY URGED TO PARTICIPATE IN THE “HOW TO APPLY” WEBINAR AND THE ADA WEBINAR.***

### ELIGIBILITY

AN ORGANIZATION THAT MEETS **ALL** OF THE FOLLOWING CRITERIA MAY APPLY IF IT:

- Is based in Hudson County;
- Serves the residents of Hudson County;
- Has been in existence for at least one full year as of January 1, 2021;
- Has been incorporated in the State of New Jersey and is a tax exempt, non-profit organization, as approved and certified by the Internal Revenue Service (IRS) under section 501(c)(3);
- Exists primarily as an arts organization, or is an organization that sponsors arts programs as a community outreach service. Libraries, schools, community organizations, and social service agencies are examples of sponsoring organizations. Sponsoring organizations are responsible for the writing and submission of the application, and will be accountable to HCOCHA/TD for the management of the funded project;
- Is able to match the grant award as specified below under “Categories.”

### MULTIPLE APPLICATION ELIGIBILITY

***NON-ARTS ORGANIZATIONS***, such as schools, hospitals, religious institutions, social service agencies or fraternal organizations, may apply **only** in the following grant category: *Program Support*.

***ARTS ONLY ORGANIZATIONS*** (organizations whose primary mission is related to the artistic realm, i.e., visual arts, music, dance, theater, literature, etc.) may apply for grants in the following categories: *Program Support*, *Technical Assistance* and *General Operating Support*. **Arts Only organizations may apply for grants in two of the FY22 LAP categories, but GOS APPLICANTS MAY NOT APPLY FOR A PROGRAM SUPPORT GRANT IN THE SAME FISCAL YEAR.**

Organizations with several divisions or agencies **may only submit one proposal** per fiscal year. If you have questions about this, please contact us.

**SCHOOLS (AT ANY LEVEL - PUBLIC OR PRIVATE, OR ARTS TRAINING PROGRAMS OR ARTS IN EDUCATION PROGRAMS) may not** apply for or use LAP grant funds for general operating support, scholarships, tuition, school supplies, residencies, camps, humanities lecture series, or any curricular or extracurricular activity that involves or engages school programs, its students, and its teachers and their spouses, relatives, children or friends. **Schools or school organizations that offer programs that are OPEN TO THE PUBLIC may apply for a LAP Program Support grant.** Schools are encouraged to contact the education coordinator of the New Jersey State Council on the Arts for assistance in identifying state grant to support artist residencies.

## GRANT CATEGORIES

### 1) GENERAL OPERATING SUPPORT (GOS)

**Maximum Request:** \$17,000

**Who May Apply:** Arts Only organizations. Applicants to this category of support must demonstrate the highest artistic and administrative professionalism, with a proven multi-county impact.

**ALL APPLICANTS TO THE GOS CATEGORY, INCLUDING PREVIOUS GOS RECIPIENTS, MUST FIRST DISCUSS THIS OPTION WITH HCOCHA/TD BEFORE APPLYING. FAILURE TO DO SO WILL RESULT IN YOUR APPLICATION BEING AUTOMATICALLY REJECTED.**

**Eligible Uses of Funds:** General operating and programmatic costs. Up to 15% of the grant may be used toward administrative costs.

**Requirements:** Applicants must have at least one full-time paid staff administrator; a proven fundraising campaign; be fiscally responsible; have an active Board of Directors or Trustees involved in the governance of the organization.

Applicants must offer year-round programs. **The GOS applicant must submit a schedule of its board of directors or trustees meetings for FY 2020 and FY 2021, as well as a letter from a recognized professional in the same discipline attesting to the professionalism and artistic quality of the organization. This letter may not come from any individual**

**connected with the organization. All applicants who apply in this category must compensate all artists involved in their programs. GOS applicants must match any grant award 1-to-1 and at least 25% of that match must be in cash. The GOS applicant must submit a copy of the by-laws of its organizations with the application.**

Organizations that rely upon membership dues or fees for more than 25% of their operating budgets are **ineligible** to apply in the GOS category.

## **2) PROGRAM SUPPORT (PS)**

**Maximum Request: \$12,000**

**Who May Apply:** Arts Only and Non-Arts organizations. Agencies that sponsor arts programs as part of a broader range of community outreach activities, such as schools, social service agencies, chambers of commerce, community development agencies and libraries, may apply in the Program Support category.

**Eligible Uses of Funds:** Programmatic costs, such as space rentals, advertising, artist fees, props, etc., of presenting a specific arts program, art exhibits, or series of related arts programs. Examples of programs include: multi-disciplinary performing arts series, cultural tourism themed arts festivals, concert series, art or photography exhibits, or outreach services to the arts constituency. Marketing materials that promote an event, series of events, or an arts organization, are also allowable expenses.

**Requirements:** PS applicants may apply for up to 50%, or half of the total projected cost of their PS-eligible program, up to a maximum of \$7,000. The PS applicant must match any grant award 1 to 1, providing the other half of the total cost of the PS-eligible program. Example: A special project's expenses total \$6,000; the applicant would request \$3,000 would be required to match it with \$3,000. **Program Support applicants may match the grant amount with cash, and/or with in-kind contributions equaling the cost of those materials and services (including space rent) that are crucial to the presenting and planning of the special project, or any combination of cash and in-kind contributions.**

**Restrictions:** An organization's administrative costs cannot be underwritten using funds from this category. Organizations may not reimburse themselves for the administrative or operational services it provides or donates to the program. Projects with budgets that are incomplete or vague will receive low scores.

**GOS APPLICANTS MAY NOT APPLY FOR  
A PROGRAM SUPPORT GRANT IN THE SAME FISCAL YEAR.**

**Priority Consideration** (in addition to the PRIORITIES FOR FUNDING criteria enumerated above on Page 2 of this document): HCOCHA/TD encourages schools and non-arts organizations to use the Program Support grant as an outreach service **to collaborate with the local professional arts community to bring the work of Hudson County and New Jersey artists and performers to the general public.**

### 3) TECHNICAL ASSISTANCE (TA)

**Maximum Request:** \$5,000

**Who May Apply:** Arts Only organizations that clearly demonstrate a genuine need for assistance in non-profit administrative development.

**Eligible Uses of Funds:** There are two types of TA grants: 1) TA-Consultancy; 2) TA-Seminar/Workshop. Training provided by qualified professionals or organizations that will strengthen the professional non-profit administration of arts organizations, including: strategic planning; staff grant writing development; fundraising development; board development. Artistic-related consultancies, guest artists programs, items such as lighting, sound, costume or set design and choreography and the like **are not eligible** for Technical Assistance grants.

**Requirements:** Technical Assistance grants do not require a match. The applicant's narrative must explain how the training will be conducted. Items to consider and address: 1) Whether the training will be held at a reputable non-profit support center or will a consultant be brought in; 2) The TA applicant's narrative must clearly state what the training goals are and how they will be achieved; 2) The dates these services will begin and end and how long each session will last; 3) **TA-Consultancy - If bringing in a consultant, the TA applicant must submit the following with its application: the professional qualifications of the consultant; references; a letter of intent or scope of services, including the breakdown of cost of services;** 4) **TA-Workshop/Seminar** - If using an acknowledged and reputable training center, The TA applicant must provide a description of the courses or seminars offered. An evaluation of the training and/or consultancy must be provided in a final report at the end of the grant term. All expenses that are reimbursable through this grant must be backed up with actual receipts.

**Restrictions:** Any Technical Assistance application that **does not** include a consultant's letter of intent will be **automatically rejected**. Consultant travel mileage is limited to the current State of New Jersey rate of reimbursement. Air travel and hotel costs are not eligible expenses under this grant. **Technical Assistance proposals that request the services of current and past employees, past and present board members, relatives, friends or associates, regardless of their professional expertise, will not be considered.**

## INELIGIBLE PROJECTS AND EXPENSES IN ALL GRANT CATEGORIES

LAP grants **may not** be used for:

- Administrative salaries, except for GOS applicants as previously defined;
- Hospitality or food costs;
- Airline travel and hotel expenses;
- Capital improvements, such as renovation or construction;
- Purchase of equipment, including, but not limited to, phones, fax machines, computers, DVD players, televisions, theatrical lights, dimmer boards, cameras, etc.;
- Projects that are for the curricular or extracurricular activities of a school;
- Field trips to events or cultural programs;
- Presenting performances, exhibits, and productions outside Hudson County;
- Offsetting institutional/organizational budget deficits;
- Collateral to obtain loans;
- Using as fund to lend to other organizations;
- Programs whose sole emphasis is to motivate religious, sectarian, social welfare, or health education;
- The acquisition of works of art, antiques, ephemera, etc.;
- The restoration of statuary, historic property, etc.;
- Parades, fashion shows, religious feasts or plays, food festivals, antique shows, etc.;
- Fundraising activities or related fundraising costs;
- Cash prizes, trophies, scholarships, tuition;
- For personal gain in any manner

### ALLOWABLE ADA EXPENSES

Applicants are encouraged to budget appropriate expenses to make programming accessible to as wide an audience as possible to comply with the Americans with Disabilities Act (ADA), such as, but not limited to, sign language interpreters and large print type programs. The purchase of equipment is not permitted. HCOCHA/TD offers free rentals of assistive listening devices.

### **\*IMPORTANT APPLICATION POINTERS\***

- Please read these guidelines carefully **in their entirety**.
- As with all other grant programs, HCOCHA/TD grants are awarded to support and acknowledge a meritorious proposal. *They must not be perceived to be, nor are they intended to be, the sole source of funding to plan, create, or facilitate a project.*

- The HCOCHA/TD grant program is highly competitive. A successful applicant will have articulated the standards enumerated in the EVALUATION OF PROPOSALS criteria throughout its application. Also keep in mind HCOCHA/TD's PRIORITIES FOR FUNDING.
- When composing your narrative, please consider the need your mission or project is addressing in Hudson County. Cite relevant information. Present supporting facts for stated assumptions. Use clear, understandable language (jargon or acronyms discouraged) and be brief, concise, and simple.
- When calculating your budget, please remember to include all in-kind donations at their estimated dollar amount. This includes all hours worked by volunteers in a professional capacity, either artistic or operational (e.g. the total of an accountant's volunteer hours multiplied by the professional hourly fee); rent amount covered by donated space; and the cost of donated supplies and services (printing, postage, transportation, etc.). These amounts are included in the matching funds acquired by your organization. Please remember to complete the in-kind budget chart in the application package.
- Please consider your organization's method of documenting its impact on geographical areas and underserved communities. If this is a new effort, please indicate so your plan in the narrative portion of the application. Simple methods of such documentation are quick questionnaires and/or sign-in sheets that request the zip code of participants/audience members. (Please remember to be sensitive to the privacy of your patrons.)
- Evaluation plays a critical role in the success of a project/organization. Please pay close attention to the efforts your organization has made to evaluate its programs/services. Evaluation and geographical impact data may be obtained together using an array of techniques. Please consider questionnaires, comment sheets, and statistical information when determining your evaluation plan.

## **THE APPLICATION**

**The following is not intended to be an exhaustive list of every question in the LAP application. Rather, this section is intended to help you draft your narrative, budget narrative and budget, which are crucial parts of your application.**

## **YOUR NARRATIVE**

**NARRATIVE:** The narrative will constitute an overview of your organization, including its mission, targeted audience, history, governance, administration, planning and artistic distinction (i.e., what sets your group apart from others). Each grant category - GOS, PS and TA - has its own narrative. The guidelines for each are below.

### **GOS NARRATIVE PARAMETERS**

- Please discuss the qualifications of the full-time and part-time paid administrative and artistic personnel, including their longevity;
- Present an overview of the board of directors, including longevity of each member, titles, term of office, frequency of meetings, board retreats, standing committees, and how board members are cultivated and chosen to serve;
- Explain in detail the process used to develop and choose your organization's programming and who makes the final decisions;
- Indicate how artists with special needs are considered for inclusion;
- State what measurable tools are employed to evaluate the artistic excellence and audience participation in all programs;
- Discuss the organization's long range plan, with goals to be achieved, and elaborate on the time frame and current status of that plan;
- Illustrate how your organization's programs addresses HCOCHA/TD's Priorities for Funding as described in the LAP Guidelines;
- Tell how the organization measures greater diversity in its audience and how it develops programming to respond to that diversity.

### **PS NARRATIVE PARAMETERS**

- Explain in detail your organization's programming for which you are seeking funding;
- Indicate how artists with special needs are considered for inclusion in this programming;
- State what measurable tools are employed to evaluate the artistic excellence and audience participation in this programming;
- Illustrate how your organization's programming addresses HCOCHA/TD's Priorities for Funding as described in the LAP Guidelines;
- Tell how the organization measures greater diversity in its audience and how it develops programming to respond to that diversity.

### **TA NARRATIVE PARAMETERS**

- Describe in detail what kind of Technical Assistance is needed and why. You must cite specific problems or situations to justify your request for assistance and why a consultant, seminar, workshop or retreat is necessary;

- Detail your organization’s **genuine need** for the services allowed under the TA grant category;
- Describe how a TA grant will help sustain your organization long term. In addition, you must identify if you are seeking funds from other source(s) for this Technical Assistance. If “yes,” then identify the source(s).

## **YOUR BUDGET NARRATIVE AND BUDGET**

Your LAP budget narrative and budget are important because they inform the Peer Review Panel about the costs of your project or the finances of your organization and the rationale for same. **PLEASE BE ADVISED THAT BOTH THE NARRATIVE AND LINE ITEM SECTIONS ARE BOTH REQUIRED FOR CONSIDERATION.**

The **budget narrative** is a summary of your income and expenses. It allows you to discuss the foundation of line items of your budget in greater detail. It allows you to “put some meat on the bones,” of your budget, so to speak. It is advisable to keep your budget on hand when filling out this portion to ensure that all numbers are correct and reflect your actual calculations. Please also include as much detail as possible in order for the Peer Review Panel to identify your organization’s plan and programming as it relates to the budget.

The **LAP budget** is the actual accounting of your organization’s finances (General Operating Support) or the expenses associated with your proposed project (Project Support) or consultant or workshop (Technical Assistance). It is important to be as specific and accurate as possible.

## **EVALUATION OF PROPOSALS**

After all proposals have been reviewed by HCOCHA/TD staff for eligibility and guidelines compliance, they are then evaluated by an independent panel of peer professionals in the arts realm. These panelists are chosen for their expertise in a particular discipline and for their overall ability to critique the merits of proposals in a fair and insightful manner. They review and score each proposal based upon criteria that includes the following:

- The **professional credibility** of the applicant;
- The **merit and financial need** of the project(s) proposed;
- The **artistic excellence** of past and present projects;
- The applicant **servicing the needs of its constituency** by the funds requested in its proposal;
- The applicant’s demonstration of **community support**;
- The applicant’s presentation of **a true and fully enumerated budget** for all expenses;
- The applicant’s demonstration of **a process for evaluating projects**;

- The applicant’s presentation of **clear, relevant answers** to all questions;
- Technical Assistance applicants’ demonstration of **genuine need** for the services allowed under the TA grant category;
- The applicant’s demonstration of an **appropriate use** for the requested funds;
- The applicant’s address of any of HCOCHA/TD’s **Priorities for Funding (enumerated on Page 2 of these Guidelines)**;
- The applicant’s submission of a **complete application** including all documents requested in the online application
- The applicant presenting a **barrier free, content accessible** program.

A consensus critique is developed by a Peer Review Panel at its group meeting. **HCOCHA/TD staff does not participate in the deliberations** but are present to facilitate the process in a timely and orderly manner and to ensure fairness and objectivity. The panel’s consensus critique is its collective impression and professional evaluation of a proposal, based upon the information provided, answers to questions, support materials, narrative, and overall application presentation submitted by the applicant. The intent of the critique is to provide constructive feedback on the merits of the proposal and the applicant’s organization. Consensus critiques are sent to all applicants with their letter of grant award recommendation.

### **GRANT AWARD GRIEVANCE PROCEDURE**

- An applicant may not appeal its grant award on the basis of disagreement with the consensus critique of its proposal;
- An applicant may not appeal its grant award if any part of its proposal contains ineligible expenses or requests that are not allowable under the guidelines;
- An applicant may not appeal its grant award based on outdated HCOCHA/TD guidelines published in prior years. New or additional information that was omitted from the submitted application may not be used as grounds for grievance;
- An applicant that can demonstrate a pattern of gross misunderstanding on the part of the grant panel, as written in the panel’s consensus critique, based on the facts, information, or support materials contained in its submitted application may appeal its grant award;
- An applicant that can factually document that the consensus critique of its proposal contains actual statements of bias against race, age, religion, physical or developmental aptitude, cultural diversity, or sexual orientation, may appeal;
- An applicant that meets the grievance procedure requirements as enumerated above may submit a written appeal up to 30 days after the date on the HCOCHA/TD letter of recommended grant award and consensus critique. Appeals will not be considered after this time period. Appeals by telephone will not be answered. Appeals that meet the grievance procedure requirements will be reviewed by HCOCHA/TD. Applicants will

receive a written response from HCOCHA/TD with appropriate action, if any, no later than thirty after the appeals due date.

## **SITE EVALUATIONS**

Representatives of HCOCHA/TD will make site visits to funded programs and organizations during the fiscal year. Staff will complete an HCOCHA/TD site evaluation report, which includes fulfillment of the funded project, ADA compliance, audience response, and an assessment of the quality of the project.

## **ADA ACCESSIBILITY**

The Americans with Disabilities Act (ADA), signed into Federal law in 1990, requires that all public programs and services be made accessible to all people, regardless of their physical or developmental challenges. The State/County Partnership Arts Grant Program supports and enforces this law. HCOCHA/TD requires that **all applicants develop an ADA Organizational Plan**. Please see Pages 14 to 16.

## **ADA ACCESSIBILITY COMPLIANCE PROCEDURE**

Applicants who do not submit a detailed ADA Organizational Plan will **not** be considered for funding. A LAP grant recipient that gives false or misleading statements may forfeit its entire grant award and will be excluded from future participation in the program.

## **ACCESSIBILITY GRIEVANCE PROCEDURE**

Artists or members of the public who are unable to participate in a funded project because of a physical or program content barrier may submit a grievance to HCOCHA/TD in writing. In such a case, HCOCHA/TD staff will investigate each complaint. The recommendations are then presented to the Hudson County Counsel for legal review.

## **ANNOUNCEMENT OF AWARDS**

LAP grant awards are announced by letter. If awarded, a grant applicant will receive a first payment of 75% of its total award in the first quarter of the new fiscal year.

## PAYMENTS AND FINAL REPORTS

Grant funds are disbursed, **after** receiving properly completed and signed contracts and payment vouchers, as follows:

- **75% after** HCOCHA/TD's receipt of the county contracts and vouchers signed by the awardee. **NO FUNDS WILL BE DISPERSED UNTIL HCOCHA/TD IS IN RECEIPT OF AN ORGANIZATION'S SIGNED FY22 CONTRACTS;**
- **An appropriation** from the Hudson County Board of County Commissioners and Hudson County Executive Thomas A. DeGise\*;
- **25% after** receipt of the final report and final payment vouchers.

**\*Please be advised that FY22 Hudson County operating budget will not be finalized until June of 2022. In past years, HCOCHA/TD has given grantees a range of possible amounts in the award letter. Once a budget is passed by the Hudson County Board of County Commissioners and signed by the Hudson County Executive, we will know the exact amount in county funds you can expect to receive. Whether you receive this amount, or any additional county funding at all, will be determined upon finalization of the aforementioned FY22 Hudson County budget.**

### FINAL REPORT

**All GOS, PS and TA LAP grant recipients must submit a final report to HCOCHA/TD at a date designated by HCOCHA/TD staff.**

1. Grant recipients must adhere to the proposal approved in the original application. If any changes are to be made to the proposal, recipients must notify HCOCHA/TD in writing, in advance of the program start date, for approval.

**\*\*\*2. Grant recipients must keep records of the number of people who are served by their programs, including the number of underserved residents (i.e., culturally diverse communities, persons with physical or developmental challenges, senior citizens), and the number of artists served or participating in the program(s).\*\*\***

3. Grant recipients must keep all receipts as they will be required for submission with the final report.

4. Applicants must provide all the materials pertaining to their category as requested in the guidelines.

5. All GOS and PS grant recipients must provide at least two (2) digital photos documenting the funded programming with their final reports. They can be attached to the electronic application. These photos are required by the New Jersey State Council on the Arts and may be used for promotional purposes and/or in its annual report.

**HUDSON COUNTY OFFICE OF  
CULTURAL & HERITAGE AFFAIRS/TOURISM DEVELOPMENT**

**AMERICANS WITH DISABILITIES ACT (ADA)  
ORGANIZATIONAL PLAN**

**\*\*\*YOUR ADA PLAN IS WORTH 15% OF YOUR TOTAL LAP SCORE\*\*\***

A universal or inclusive environment for the arts is one that is usable by everyone: people with and without disabilities and people of all ages. It is an environment with buildings, grounds, and communication systems that are usable by all. It is an environment where chosen programs and exhibits reflect a commitment to being part of an inclusive community. The Americans with Disabilities Act (ADA), signed into federal law in 1990, requires that all public programs and services be made accessible to all people, regardless of an individual's physical or developmental challenges. The State of New Jersey/Hudson County Local Arts Program (LAP) grant program supports this law.

**To ensure that the arts are accessible to all, the New Jersey State Council on the Arts requires that all applicant groups submit an ADA Organizational Plan**, adopted by formal resolution of the organizations' boards of directors. **NEW applicants for FY22 are required to submit a new three-year ADA plan covering the years 2022, 2023, and 2024.** The plan must also have photo documentation of site and program accessibility. **Prior grantees' ADA plans will become part of the re-grantee's file but should be resubmitted with the current year's application, highlighting any progress made.** New plans **MUST** be re-submitted every three years.

**Applicants must use the ADA plan template provided by HCHCHA/TD. A LINK TO THE HCOCHA/TD ADA PLAN TEMPLATE CAN BE FOUND IN ONLINE APPLICATION.**

**ACCESSIBILITY COMPLIANCE PROCEDURE**

Applicants who do not submit an ADA Organizational Plan, as outlined in the following paragraphs, **will not be considered for funding.** Applicants funded through the LAP grant program that give false or misleading statements may forfeit their entire grant award and may be excluded from future participation in the LAP grant program. **All applicants must attach an ADA Organizational Plan with their FY22 LAP applications.**

## SCOPE OF YOUR PLAN

New plans submitted with FY22 LAP applications will span a three-year period as enumerated above and must address issues of policy, programs, facilities, and audience/artistic outreach. **Groups that do not own their own spaces/facilities are still required to comply with ADA accessibility issues in their programming and facilities.** Plans must show areas of compliance, goals and objectives, and dates for accomplishing goals.

Your ADA Organizational Plan requires careful thought and analysis of your facilities, as well as your programming, and plans for outreach. Plans will vary in length depending on the mission, size and scope of your organization. An ADA Organizational Plan should describe your accomplishments and outline any future goals and objectives for making your facilities, programs, and services accessible to persons with disabilities.

ADA Organizational Plans should be submitted in a combined narrative and chart form. The narrative page or pages should be attached to the chart. The name of the organization should be at the top of each page of the Plan. **You must use the chart provided by HCOCHA/TD in the online application.**

## AREAS TO BE INCLUDED IN YOUR PLAN

Areas that must be addressed in all ADA Organizational Plans submitted with the Fiscal Year 2022 LAP grant application must include:

- Board of Directors Resolutions regarding ADA policy;
- Appointment of an ADA Compliance Officer;
- A grievance policy; facility analysis and plans for compliance;
- Outreach both for audience and artistic engagement;
- Publications;
- Neighborhood accessibility.

## HELPFUL WEBSITES AND RESOURCES FOR ADA PLANS

A self-assessment survey tool has been developed by the New Jersey Arts Access Task Force and is available on the NJSCA website: [www.njartscouncil.org](http://www.njartscouncil.org) or by calling the NJSCA at (609) 292-6130. A helpful ADA Organizational Plan outline is available online on the New Jersey Theater Alliance's website at [www.njtheatrealliance.org](http://www.njtheatrealliance.org); go to the Access Task Force page and see Plan Outline. Another helpful website is VSA Arts of Delaware: [www.vsadelaware.org](http://www.vsadelaware.org). VSA, formerly Very Special Arts, now stands for Vision, Strength, and Artistic Expression. VSA Delaware is an affiliate of VSA's national organization. VSA Delaware's sole mission is to enhance the capabilities, confidence and quality of life for

individuals by providing life-long learning opportunities in the arts. VSA Delaware's Cultural Access and Resources page has clear, helpful information and links for ADA Organizational Plans.

**HUDSON COUNTY OFFICE OF CULTURAL &  
HERITAGE AFFAIRS/TOURISM DEVELOPMENT  
ADA ADVISORY COMMITTEE**

All ADA Plans are reviewed by HCOCHA/TD's ADA Advisory Committee, which is made up of individuals with disabilities, professionals in the ADA field and others with expertise in the realm of the rights of people with disabilities. The ADA Advisory Committee scores the submitted ADA plans as part of the application review process.

**HUDSON COUNTY OFFICE OF CULTURAL &  
HERITAGE AFFAIRS/TOURISM DEVELOPMENT SITE VISITS**

HCOCHA/TD staff will review organizations' ADA plans and representatives of HCOCHA/TD will do site visits during the year to assess facilities, programming, and re-grantee goals and achievability for accessibility. HCOCHA/TD will advise groups on how best to accomplish these goals and answer any questions regarding resources for achieving compliance with ADA for their programming and facilities.

**DO YOU NEED HELP WITH YOUR FY22 LAP APPLICATION?**

**DO YOU NEED TECHNICAL HELP (not with the application questions)?**

Get in touch with Submittable - Go to: <https://www.submittable.com/help/submitter/>

**DO YOU HAVE QUESTIONS ABOUT THE APPLICATION QUESTIONS?**

- 1) Phone: (201) 459-2070
- 2) E-mail: [jwaks@hcnj.us](mailto:jwaks@hcnj.us)

Application help is available from 9:00 a.m. to 5:00 p.m., Monday through Friday.