



---

# Oregon Arts Commission

## FY 2021 Arts Access Reimbursement Program

---

Application Deadline: No more than 60 days after the access service was provided.  
Award Amount: \$200 - \$1,000

Application Form: <https://www.oregonartscommission.org/publications-and-resources/fy21-aar-application>

Completed applications must be submitted via email to [Deborah.vaughn@oregon.gov](mailto:Deborah.vaughn@oregon.gov).

### Contents

About the Oregon Arts Commission.....	2
Vision .....	2
Mission .....	2
Strategic Plan .....	2
About the Arts Access Reimbursement Program .....	2
Purpose .....	2
Award Amounts .....	2
Requirements and Limitations.....	3
Deadline .....	3
Eligibility .....	3
Limitations .....	3
How Applications are Reviewed .....	3
Review Criteria .....	3
Application Materials.....	4
Application Questions .....	4
Attachments .....	4
Assistance.....	4
Access Compliance .....	4
Appeal Process .....	5
Funding Appeal.....	5
Eligibility Appeal.....	5
If You Receive an Award.....	5
Application Form.....	6

# About the Oregon Arts Commission

## Vision

The Oregon Arts Commission envisions a future where communities celebrate creative expression, artists and arts organizations thrive through robust public support, the arts are recognized as an essential economic driver and Oregon is recognized as a leader for equity and inclusion in the arts.

## Mission

To enhance the quality of life for all Oregonians through the arts by stimulating creativity, leadership and economic vitality.

## Strategic Plan

The Oregon Arts Commission's full strategic plan is available on our website at [www.oregonartscommission.org/booklets/Oregon Arts Commission Plan Booklet](http://www.oregonartscommission.org/booklets/Oregon_Arts_Commission_Plan_Booklet)

# About the Arts Access Reimbursement Program

## Purpose

The purpose of the Arts Access Reimbursement Program is to support:

- Offset of expenditures for specific access related expenses;
- Public access to all individuals who want to participate in arts activities offered by Oregon arts nonprofits
- Compliance with the Americans with Disabilities Act of 1990, 42, USC Sec. 12101, et seq.; and
- Identification of best practices in accessibility throughout Oregon.

Applicants seeking to increase access to digital events can find resources at:

<https://www.arts.gov/accessibility/accessibility-resources/resources-to-help-ensure-accessibility-for-your-virtual-events-for-people-with-disabilities>

## Award Amounts

Awards range from \$200 to \$1,000. Organizations with total cash operating expenses of \$150,000 or less can receive 100% reimbursement (up to \$1,000). Organizations with total cash operating expenses of more than \$150,000 can receive 50% reimbursement (up to \$1,000). To determine an organization's total cash operating expenses, refer to line 17 on IRS Form 990-EZ (total expenses), exclusive of capitol development.

The Arts Commission determines awards based on number of applications and available grant funds. There are limited resources and all applicants may not receive funding.

# Requirements and Limitations

## Deadline

All applications must be submitted through the attached pdf to receive consideration for funding. The Arts Commission is not responsible for late applications and cannot guarantee processing of applications submitted after the published deadline.

## Eligibility

The Oregon Arts Commission has final determination on eligibility. The Commission may review eligibility at any time and request more information as necessary.

At the time of the application deadline, all applicant organizations must

- Operate as a nonprofit as evidenced by:
  - Current IRS 501(c)(3) federal tax-exempt status; and
  - Active registration with the State of Oregon for corporate, non-profit status.
- Operate within a mission that describes the arts as the primary purpose of the organization; arts programming must be the primary focus.

Organizations using a fiscal sponsorship are not eligible to apply.

Organizations housed within larger nonprofits, schools and institutions of higher learning are not eligible to apply for support in this category.

## Limitations

Arts Access Reimbursement Program funds may not be used for the following:

- Events whose primary focus is to raise funds for a non-arts purpose;
- Services to entities located outside Oregon;
- More than two requests per fiscal year for each applicant organization;
- Expenses for access services delivered more than 60 days prior to submission of application; and
- Tuition assistance or scholarships for college, university or other degree bearing courses of study.

## How Applications are Reviewed

Arts Commission staff reviews submitted applications for eligibility, completeness and accuracy. Applications that meet program requirements are authorized, pending availability of funds.

## Review Criteria

The following review criteria will be used to evaluate applications:

- Appropriate accommodation provided based on a known access need;
- High quality accommodation provided (i.e., use of certified professionals/equipment, implementation of known best practices, etc.); and

- Accommodation marketed to a specific population in need and to the public (i.e., online, advertising, community outreach, etc.).

## Application Materials

### Application Questions

In no more than two additional pages, describe the following:

#### Appropriate Accommodation

- What access service was provided and how did your organization determine the need for that service?

#### High Quality Accommodation

- What evidence of quality can your organization provide? How were providers and/or equipment selected for use?

#### Marketing of Accommodation

- How was the accommodation communicated to the specific community in need and to the general public?

### Attachments

- A PDF listing the file name of each piece of supporting documentation and a description. Be sure to include the applicant's name in the file name of each document.

## Assistance

Upon request, Arts Commission funding application materials will be made available in an alternate format such as Braille, large type, or on audiotape. For applicants who are hearing-impaired and require TDD assistance, please call (800) 735-2900.

Assistance with technical requirements and application scope is available from the Arts Commission staff prior to the application deadline. Applicants may also seek feedback after funding decisions have been made. Call 503-986-0082 or email [arts.grants@oregon.gov](mailto:arts.grants@oregon.gov) with questions. The guidelines are available online at <https://www.oregonartscommission.org/grants/access-reimbursement>

### Access Compliance

Any entity that provides services to the public must certify that it complies with the Americans with Disabilities Act of 1990, 42, USC Sec. 12101, et seq. and agrees not to discriminate on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, sexual orientation, military status, gender identity, source of income or disability status. The Arts Commission provides assistance to Oregon arts groups on issues of access. Contact the Oregon Arts Commission at (503) 986-0082 or [arts.grants@oregon.gov](mailto:arts.grants@oregon.gov) for information or assistance. TDD assistance is available at (800) 735-2900. Applicants will certify their compliance within the application.

The Oregon Arts Commission has compiled the following resource pages to help organizations improve their accessibility practices.

A brief history of the ADA and case-making statements for why it is important

<https://www.oregonartscommission.org/intro-accessibility>

Principals to consider when developing programs

<https://www.oregonartscommission.org/universal-design>

Examples of outstanding use of AAR funding to support programming in Oregon

<https://www.oregonartscommission.org/accessible-oregon>

## Appeal Process

The Oregon Arts Commission recognizes that procedural errors may occur in the application process. The Arts Commission is committed to acknowledging errors and rectifying the effects. Appeals may not be made on the basis of an applicant's disagreement with an assessment of how the application met the review criteria, the judgment of a review panel or the amount of the award.

## Funding Appeal

Applicants considering an appeal should contact the Arts Commission at 503-986-0082 or [arts.grants@oregon.gov](mailto:arts.grants@oregon.gov) for guidance. Letters of appeal must be submitted to the Arts Commission's Executive Director within 30 days of the funding decision notification. Appeals are reviewed and acted on by the Arts Commission's Board. Appeals may result in an approval of an award or an increase in the award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. If the appeal is supported by the Arts Commission's Board, funds will be awarded only if they are available.

## Eligibility Appeal

Applicants not meeting one or more of the eligibility requirements as determined by staff are encouraged to discuss the decision with staff. Appeals concerning eligibility determination may be made. Letters of appeal must be submitted to the Arts Commission's Executive Director within 15 days from the decision. Appeals are reviewed and acted on by an Arts Commission committee. All decisions made by the Arts Commission board or committees are final.

## If You Receive an Award

Award recipients that have been previously funded by the Arts Commission must fulfill outstanding final reporting requirements before new funds will be distributed.




---

## FY2021 Arts Access Reimbursement Program

---

### Application Form

Organization Name							
Primary Contact Name							
Primary Contact Title							
Organization Address							
Organization City, State & Zip							
Primary Contact Email							
Primary Contact Phone							
Web Address							
Tax ID #							
Congressional District #		State Senate District #		State House District #			
Organization's Fiscal Year			Start		End		
Last Fiscal Year Total Operating Budget							
Current FY Total Operating Budget							
Access Total Expense							
Arts Access Reimbursement Grant Request							
Dates Access Services Provided			From		To		

**In no more than two additional pages, describe the following:**

Appropriate Accommodation

- What access service was provided and how did your organization determine the need for that service?

High Quality Accommodation

- What evidence of quality can your organization provide? How were providers and/or equipment selected for use?

Marketing of Accommodation

- How was the accommodation communicated to the specific community in need and to the general public?

Attach copies of the receipts for which you are requesting reimbursement. Do not send the original receipts. Make sure that the name and contact information for the vendor is visible.

By signing below, I hereby certify that all of the facts, figures, and representations made in this application, including all attachments, are true and correct to the best of my knowledge, and this application is made with the approval of my board of directors.

First & Last Name of Authorizing Official	
Title	
Date	
Signature	

Submit completed application and additional materials via email to [Deborah.vaughn@oregon.gov](mailto:Deborah.vaughn@oregon.gov) no later than 60 days after the access service was provided to receive consideration for funding. The Arts Commission is not responsible for late applications and cannot guarantee processing of applications submitted after the published deadline.

If you have questions, please contact Deb Vaughn, Education Coordinator at [deborah.vaughn@oregon.gov](mailto:deborah.vaughn@oregon.gov) or call (503) 986-0085.