



**WEST VIRGINIA COMMISSION  
ON THE ARTS**

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EEO/AA Employer

# Fast Track ADA & Emergency Grant Application Packet

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All publications and application forms are available in alternate formats. Contact Accessibility Coordinator at 304/558-0240 Ext.152 (voice) 304/558-3562 (TDD)



**FY2012**

## **Introduction**

The Fast Track ADA Emergency grant program is part of the Cultural Facilities and Capital Resources grant program. This program was created under Emergency Legislative Rule Title 82, Series 7, effective July 3, 2002. The program provides an opportunity for arts organizations as first priority and history museums as second priority to apply for smaller sums of money to address time specific needs.

The purpose of this program is to allow arts/history organizations to respond to renovation/construction projects to aid the facility in complying with the Americans with Disabilities Act (ADA) and other regulations concerning access to public buildings for people with disabilities. The second purpose of this program is to answer emergency needs when damage to arts and history museum infra-structure or sudden failure of equipment that may result in harm to arts and history collections and/or public safety.

Fast Track ADA and emergency grants will be made at the recommendation of the Director of Arts with approval by the West Virginia Commission on the Arts. There is an approximate 6 - 8 week turnaround for notification of the approval or rejection. Only one grant per fiscal year from this program is allowed.

### **Goals & Priorities of the Cultural Facilities and Capital Resources Grant Program**

The goals of these efforts are the same as the priorities originally set in the guidelines:

- public access arts and history
- collaborations and partnerships to invest in cultural experiences
- service to multi-county regions
- economic development
- cultural development in rural, under-served, or minority communities
- health and safety improvements
- access to facilities for artists and others with disabilities
- improve, expand, or rehabilitate existing buildings to provide for handicapped accessibility
- reduce an organization's operating costs

## General Information

### Eligibility Requirements:

- Must be an agency of municipal or county government including county school boards or
- A not-for-profit, tax-exempt West Virginia corporation as defined in 501 (c) (3) and 501 (c) (4) of the Federal Internal Revenue Code of 1954 and as designated in compliance with s.70 of that code at the time of application and prior to release of funds. Arts organizations (as a first priority for funding) and history organizations (as a second priority for funding) may apply.
- Must have received funding from the WVCA in each of the three previous years. Requests for exemption will be considered if submitted in writing no later than 30 days prior to the application deadline.
- Applicant must demonstrate the capacity of the applicant organization to fulfill the arts/history administrative purposes and requirements of the project.
- Must have satisfied any administrative requirements required to complete other grants from the WVDCH, including final reports of grants received from the WVCA.
- A private individual/group or for profit organization are NOT eligible.
- Public and private institutions of higher education are NOT eligible.
- Any capital project receiving more than \$3 million from any agency or department of state government during five years previous to the application is not eligible.

### Grants will be awarded for:

- Renovation or construction to a facility that is in an emergency state posing threat to damage the structure, the collection or making the facility unsafe.
- ADA improvements

### Priority given to projects that:

- Increase or assure public access to the arts
- Involve collaborations or partnerships that leverage additional public/private investment
- Are supported by and serve more than one county.

### Emphasis shall be on projects that:

- Provide ongoing public experience of the arts.
- Improve sustainable fiscal operation of arts organizations.
- Advance artistic excellence.

**A secondary priority given to history-focused projects that:**

- Increase public programming.
- Secure permanent collections.
- Advance historical museum presentation and practice.
- Can be a public or private nonprofit institution, which is organized on a permanent basis for essentially historical, educational or aesthetic purposes.
- Uses a professional staff, either paid or volunteer, primarily engaged in the acquisition, care or public exhibition of objects owned or used by the institution.
- Owns or uses tangible objects.
- Cares for objects and exhibits them to the general public on a regular basis.
- Must be opened to the public at least 120 days a year.

**Additional weight given to projects that:**

- Contribute to economic development.
- Include requests from organizations that further cultural development in rural, under-served or minority communities.
- Address known health and safety deficiencies.
- Create or improve access to facilities for working artists and historians with disabilities.
- Improve, expand or rehabilitate existing buildings to provide for physical and programmatic accessibility.
- Reduce an organization's operating costs.

**Grants will not be awarded for/to:**

- Operating costs or Mortgage payments.
- Office equipment.
- Bad debt.
- Endowment campaigns.
- Projects restricted to private or exclusive participation which include restricted access on basis of sex, race, color, religion, national origin, disability, age, handicap or marital status.

**Funding levels:**

- \$2000 to \$10,000

**Matching funds:**

- Applicants are required to match on an equal dollar-for-dollar (1:1) match basis from federal, foundation, corporate and local private contributions.
- No funds from any state government sources may be counted as match.
- All funds used for the match requirement must be in cash.
- Mortgage interest may **NOT** be used as match.
- Fundraising costs may **NOT** be used as match.
- Loan proceeds may **NOT** be used as match.
- Operational funds may **NOT** be used as match.
- Previous expended funds may be used if spent within 5 years previous to the application. This must be documented and directly related to the project described in the application.
- If the project is multi-phased, the applicant must designate matching funds only to the project phase presented in the application and may not use them in a previous or succeeding application or in any other arts or historic preservation grant proposal.
- An applicant may not use revenue from bond issues that have not been passed at the time of application as match. Cash proceeds from bond issues must be expended by the end of the grant period in order to qualify as match.
- Building or land costs to be used as match must be owned by the applicant and purchased or acquired within five years of the date of application . Purchase price or documented value at the date of acquisition may be used. Current market value may not be used.

**L. Appeal process:**

- Any applicant denied a grant under the provisions of this rule may appeal by writing to the Director of Arts, requesting that the application be reconsidered.
- The letter of appeal must be received no later than sixty days after receipt of notice of denial.
- The WVCA will consider appeals only if the applicant can document specific examples that demonstrate the application was misrepresented or improperly reviewed.
- The Director of Arts shall review the letter and submit it along with a copy of the application to the WVCA for consideration at the next regular meeting.
- The Director of Arts shall notify the applicant within ten days of the decision of the WVCA.

- If an appeal presents new material or adds new purposes to the project which is the subject of the appeal, the request will be treated as a new application by the WVCA. New applications shall be reviewed in the next grant cycle.

**M. Additional Information:**

- Please complete the checklist and submit all required materials.
- Please sign the original application in blue ink.
- Please remember to send the original and one additional single-sided copy complete with attachments.
- Do not staple or bind application materials. Use paperclips if necessary. No additional folders or notebooks are needed.
- Please do not hole punch your application.

# Fast Track ADA & Emergency Grant Program Application Instructions

All sections of the application must be typewritten. Do not staple or bind materials. CFCRG Application Packet Forms may be scanned on computer and the original print submitted with the original signature. CFCRG Application Packet Forms and instructions are also available online at <http://www.wvculture.org>

**Please submit the ORIGINAL and ONE complete single-sided copy of your grant application packet, including all supporting documents.**

## PART I

### APPLICANT COVER SHEET

- This form requires the organization's legal name as recognized by the IRS and the WV Secretary of State. This is the organization legally responsible for the project and having undisturbed use of the facility at time of application. Make sure that the street address is included if using a PO Box for mailing. (Note: at time of application, undisturbed use does not apply to acquisition projects.)
- For Contact Person, enter the name and title of the person responsible for the supervision of the project and administration of the grant. Please list daytime and evening phone numbers, e-mail, and website if applicable. All correspondence concerning the application will be addressed to the Contact Person. It is the responsibility of the applicant to notify the Director of Arts if there is a change in the Contact Person.
- Enter your Federal Employer Identification Number in the blank labeled FEIN. Enter your date of incorporation. If you are not a tax-exempt organization under IRS code 501, you are not eligible for grants. Confirm your non-profit status by attaching your IRS determination letter to your application.
- Code your organization using the national coding standards included with these instructions. Code ALL blanks in relation to your organization. If you are unsure, contact staff for assistance.
- Type of organization: Please check the category that best describes your organization or check *other* and provide a short description.
- Project scope: Please check only one category and indicate single or multi-phase project.
- Historical significance: If you have received or applied for funds from the WV State Historic Preservation Office, attach a description of prior, current or pending grants.
- Ownership: Address facility ownership here. If the facility is being leased, the lessor must be named and the length of the lease disclosed (the lessor must be a non-profit entity). If the application is for acquisition of a property, clearly indicate and list the current owner. Documentation of intent to sell and the purchase price must be provided in the original application.
- WV Legislative Districts: Provide information based on the location of the project.

- Project title: Include the type of project proposed (for example: Construction of Education Room; Art Studio Renovation, or Control Board for Lighting System). If the applicant name is different from the facility name add the facility name to the title. Do not repeat the applicant name in the title.
- Application Summary: List Grant Amount Requested in this application. Total Applicant Match Achieved is the amount that has been raised or being claimed to match the request. Applicant Match Remaining is the amount left to be secured toward the match of the project.

## **PART II**

### **PROJECT NARRATIVE**

All CFCRG applicants must submit a narrative. Attach separate sheets typed in at least 12 point type. Re-type the headings in bold before each section of the narrative. Be concise and thorough. Please answer ALL questions.

## **PART III**

**PROJECT BUDGET SUMMARY:** Record request, applicant funds, and total project cost.

### **(a) Expenses:**

1) Land Acquisition. Amount paid by the applicant for purchasing land involved in the projects, or documented in-kind value of land donated for the project according to a certified property appraiser. Use the acquisition date value. Lease value is not eligible for match.

2) Building Acquisition. Amount paid by the applicant for purchasing building involved in the project, or documented in-kind value. Use the acquisition date value.

Note: The following restrictions apply:

a) The time limit for claiming building or site acquisition as match (if cash was expended), shall be for an acquisition that occurred no earlier than July 1, 1997 or 5 years before the application deadline, whichever is the shorter period of elapsed time.

b) Must be applicant-owned, or be acquired as part of the grant.

c) Lease value not eligible for match

3) Architectural Services. Amount paid (or documented in-kind) for total services involved with project. These may include design work, schematics, design development, bidding and negotiation consultant services, and contract administration by the architect. Remember, you may use grant dollars (WVCA approved grant funds) only for those line item expenses that are incurred after a contract with the WV Division of Culture and all parties have signed History.

4) General Requirements (Division 1). Cost may include the following contractor services; field engineering, shop drawing, allowances, construction photographs, quality control, and contract closeout.

5) Site Construction (Division 2). May include: building demolition, site clearing, sewerage and drainage, underground ducts and utility structures, termite control, irrigation systems, earthwork, and landscaping.

6) Concrete (Division 3). May include cast-in-place concrete, architectural cast-in-place concrete formwork, structural precast concrete, and special concrete toppings and finishes.

7) Masonry (Division 4). May include unit masonry; stone masonry veneer, restoration, and cleaning; and glass masonry assemblies.

- 8) Metals (Division 5). May include structural steel, metal fabrication, metal stairs, pipe and tube railings, gratings, and ornamental metalwork.
- 9) Wood and Plastic (Division 6). May include rough carpentry, finish carpentry, interior and exterior architectural woodwork, panel work, and plastic fabrications.
- 10) Thermal and Moisture Protection (Division 7). May include waterproofing, fireproofing, shingles and roofing, siding, and sealants.
- 11) Doors and Windows (Division 8). May include steel, wood, glass, and aluminum doors; frames; automatic or revolving doors; steel, wood, glass, and aluminum windows; decorative or mirrored glass, and door and window hardware.
- 12) Finishes (Division 9). May include plaster, sheathing, ceramic tile, wood or brick flooring, carpet, painting, and wall coverings. Acoustical treatments such as panel or tile ceilings will apply only to theatres, performing art centers, and auditoriums.
- 13) Specialties (Division 10). May include louvers and vents, signs, lockers, metal storage shelving, partitions, and mobile storage units.
- 14) Equipment (Division 11). May include such items as theatre and stage equipment, stage curtains, and projector screens. Note: Do not include expenses for office equipment in the state column. Match funds that are spent of these items must be directly related to the project.
- 15) Furnishings (Division 12). May include casework, window treatment hardware, louver blinds, and theatre seating. Note: Do not include expenses for furniture in the state column. Match funds that are spent on these items must be directly related to the project.
- 16) Special Construction Division 13). May include metal building systems.
- 17) Conveying Systems (Division 14). May include elevators, moving walkways, wheelchair lifts, and vertical conveyors.
- 18) Mechanical (Division 15). May include pumps, motors, sprinkler systems, plumbing fixtures, water heaters, HVAC pumps and controls, boilers, furnaces, liquid coolers, and evaporators, air conditioning units, humidifiers, fans, metal ductwork, and air filters.
- 19) Electrical (Division 16). May include wires and cables, transformers and switchgear, panel boards, fuses, disconnect switches and circuit breakers, interior and exterior lighting (including theatrical lighting), fire alarm systems, and lighting control equipment.

**(B) Income:** Indicate Sources of Funds for the project.

\_\_\_\_\_ 1) CULTURAL FACILITIES PROGRAM (this grant request) Enter amount requested from the State on this line.

\_\_\_\_\_ 2) Private Support. (matching) Private donations, including foundation grants, given for this project, or a proportionate share of such grants allocated to this project, and cash donations.

\_\_\_\_\_ 3) Corporate Support. (matching) Cash support derived from contributions given for this project by businesses, corporations, and corporate foundations, or a proportionate share of such contributions allocated to this project.

\_\_\_\_\_ 4) Local Government. (matching) Cash support derived from grants or appropriations given for this project by city, county, or other local government agencies, or a proportionate share of such grants or appropriations allocated to this project.

\_\_\_\_\_ 5) Other State Government Support. (non-matching) Cash support derived from grants or appropriations given for this project by other state government agencies, or a proportionate share of such grants or appropriations allocated to this project.

\_\_\_\_\_ 6) Federal Government Support. (matching) Cash support derived from grants or appropriations given for this project by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to this project.

7) In-Kind Private Support. (non-matching) All documented non-cash contributions provided to the applicant by individuals and non-corporate, non-government parties. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program.

8) In-Kind Corporate Support. (non-matching) All documented non-cash contributions provided to the applicant by corporate parties. The contributions may be in the form of fair market value of goods and services directly benefiting and specifically identifiable to the project or program.

9) In-Kind Local Government Support. (non-matching) All documented non-cash contributions provided to the applicant by city, county, or other local government agencies. The contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program.

10) In-Kind State Government Support. (non-matching) All documented non-cash contributions provided to the applicant by other state government agencies. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program.

11) In-Kind Federal Government Support. (non-matching) All documented non-cash contributions provided to the applicant by units of the federal government. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program.

12) Applicant Cash. (matching) This line item is often used to “balance the budget” when expenses exceed all other revenues listed. For the proposal budget, these are general funds the applicant will dedicate to the project.

13) TOTAL NON-MATCH. The sum of all cash and in-kind resources that is not eligible to be recognized as matching funds for the purposes of this project proposal.

14) TOTAL MATCH. The sum of all cash resources that is eligible to be recognized as matching funds for the purposes of this project proposal. (MUST be equal to or greater than the grant request amount.)

15) TOTAL PROJECT INCOME. The sum of all cash, contributions, and in-kind resources, including this grant request amount dedicated to this project. Must be equal to total project expenses.

#### **PART IV**

**PROJECT BUDGET NARRATIVE** - This narrative provides an opportunity to enhance and clarify your financial information. Attach separate sheets, typed in at least 12 point type, with no less than one inch margins. Retype the headings in bold before each section of the narrative. Addressing all points in your narrative will strengthen your score.

#### **PART V**

**CERTIFICATION** - Please provide certification of completeness and accuracy of information included in the application. Organizational certification will require signatures of the official with the legal ability to contract for the applicant, the chief fiscal officer, and the person listed as the contact person. Professional certification must be obtained from the project architect or engineer and the project contractor.

**ACCESSIBILITY REQUIREMENTS FORM** - This page must accompany all General Grant applications. The WV Division of Culture & History/ WV Commission on the Arts requires that you to address accessibility thoroughly for the program year.

1) You (the legal authority to obligate the applicant) will be required to submit the signed **Americans with Disabilities Act Compliance Assurance Form** that indicates your programmatic and facility accessibility as described by the Americans with Disabilities Act (ADA).

2) All applicants must complete the updated **Diversity and Accessibility Questionnaire** relating to your programs and facilities.

The expectations for quality accessible programs are the same for schools and arts organizations. Schools are urged to use The **Arts Accessibility Checklist and Transition Plan** as a tool to improve awareness and promote accessibility but it is not required as part of the grant application. Schools are required to complete the **Diversity & Accessibility Questionnaire**.

Accessibility forms and documentation must be included with your grant application at the time of submission and will factor into the grant review process. Forms and accessibility resources are available at [www.wvculture.org/arts](http://www.wvculture.org/arts) or contact the accessibility coordinator at 304/558-0240, ext. 152.

New simplified formats for the **Arts Accessibility Checklist and Transition Plan** and the **Diversity and Accessibility Questionnaire** are based on ADAAG regulations and were created through a partnership between the WVCA and the Center for Excellence in Disabilities/West Virginia University.

## ATTACHMENTS

### SUPPORT DOCUMENTS -

Please provide the required attachments as listed. Label each submission with its number and description. Respond to all 5 (five) requests as appropriate to your project.

Two copies of all supporting documents must be submitted as one-sided copies. No two-sided copies will be copied or included in the grants distributed to reviewers. Brochures, annual reports, financial audits, etc. will be provided for the first panel reader and available in grant file, but will not be copied for distribution. Please use the checklist to assure that all appropriate documents are included.

NOTE: All correspondence regarding this application will be addressed to the Contact Person identified in this application. The applicant shall be responsible for notifying the Arts Section of the Division of Culture and History of any changes in address or Contact Person.

# PART I

DO NOT WRITE IN THIS SPACE

## Fast Track ADA & Emergency Grant Applicant Cover Sheet

Date received: \_\_\_\_\_  
Application #: \_\_\_\_\_  
PRN: \_\_\_\_\_

### MUST BE TYPEWRITTEN

Applicant Legal Name: (Organization) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street City State County Zip Code

Contact Person: \_\_\_\_\_ Phone (daytime) \_\_\_\_\_

E-mail address \_\_\_\_\_ Website \_\_\_\_\_

Resident County of Project \_\_\_\_\_

FEIN Number \_\_\_\_\_ Date of Incorporation \_\_\_\_\_

**PLEASE NOTE:** Attach a copy of IRS determination letter to confirm non-profit, tax-exempt status.

### Coding:

Using national coding key, please code your organization's status, institution, discipline and race.

Applicant Status \_\_\_\_\_ Applicant Institution \_\_\_\_\_

Discipline (number and letter) \_\_\_\_\_ Grantee Race \_\_\_\_\_

### Type of Arts Organization:

\_\_\_\_ Multiple Mission Arts org. \_\_\_\_ Arts Council \_\_\_\_ Dance Company \_\_\_\_ Theatre Company

\_\_\_\_ Art Museum \_\_\_\_ History Museum \_\_\_\_ Art & History Museum \_\_\_\_ Presenting Venue

\_\_\_\_ Other \_\_\_\_\_

### Project Scope: (Please check all that apply)

Acquisition \_\_\_\_ Renovation \_\_\_\_ New Construction \_\_\_\_ Capital Equipment Purchase \_\_\_\_

Single-phase \_\_\_\_ Multi-phase \_\_\_\_

**Historical significance:** How old is the facility? \_\_\_\_\_

Is the facility on the National Register of Historic Places? \_\_\_\_ yes \_\_\_\_ no

Has the applicant received funding from the WV State Historic Preservation Office for this project? \_\_\_\_ yes \_\_\_\_ no

**Ownership:** Is the building owned by the applicant? \_\_\_\_ yes \_\_\_\_ no (If yes, include copy of deed)

Is the building leased? \_\_\_\_ yes \_\_\_\_ no If yes, what is length of lease? \_\_\_\_\_

### WV Legislative District:

Senate: (Name /District) \_\_\_\_\_ House: (Name/District): \_\_\_\_\_

Project Title: \_\_\_\_\_

### Application Summary:

### Amount

GRANT AMOUNT REQUESTED: \$ \_\_\_\_\_

APPLICANT MATCH ACHIEVED: \$ \_\_\_\_\_

APPLICANT MATCH REMAINING: \$ \_\_\_\_\_

TOTAL PROJECT COSTS (this application only) \$ \_\_\_\_\_

# PART II

## Fast Track ADA & Emergency Grant

### Narrative

All CFCRG applicants must submit a narrative. Attach separate sheets typed in at least 12 point type. Retype the headings in bold before each section of the narrative. Be concise and thorough. Please answer ALL questions.

**Section A: Project Synopsis** Give a clear description of the project for which funds are being requested. Specifically what work is to be accomplished, how will requested funds be used, the major work items involved and what the end product will be. Keep in mind that after reading the narrative, a reader should have a general knowledge of your project. If the project is multi-phase give a description of what the phasing will be in future applications. Note: Fast Track applicants should emphasize the “emergency” nature of the project and/or why the ADA improvements are needed and a clear description of those improvements.

#### **Section B: Readiness**

##### **Feasibility:**

For new construction: Submit a complete, independently prepared feasibility study with an executive summary as the first section. The summary should address information about the facility’s use and project programming including revenues, analysis of operations and a forecast budget analysis. People or organizations that possess the experience and expertise in such areas as socioeconomic, cultural, marketing and financial analysis should conduct the study.

For all other applicants: The applicant may conduct the study. It should consist of a discussion of the applicant’s ability to complete that project or specific phase of the project and to implement the proposed programs for the completed project. The study should include the number of staff and their responsibilities assigned for the completion of the project/phase as well as any new or expanded programs.

##### **Project Planning:**

Clearly indicate the status of architectural planning. Also, indicate when construction documents are expected to be completed. The project must be past the initial planning stage to be considered for funding. This is the Professional Certification Letter.

##### **Project Team:**

The project must have a project team established to be considered for funding. The Project Team shall include the names and addresses of the architect, engineer, design consultants and general contractor. Certification forms confirming the project status follow in the application. If the Project Team is “in-house,” the form must be signed by the “in-house” architect, designer, engineer or contractor. If the project does not require an architect, the appropriate equivalent must sign the form. Do not write “NA” on the form

**Prior Phases:**

Please describe prior completed phases of this project. Be sure to include the completion date of each phase. If you have received prior funding for this project, please give a complete explanation of what grant funding was received and how the monies were spent.

**Current Phases:**

Describe any phases of this project that are in process and not complete at the time of application. Include an estimated schedule for completion, amount of the grant requested, how much match has been expended and how the phase(s) relate to this application.

**Section C: Organization and Program Description** In a maximum of five pages please describe the following:

**History:** Provide a brief programming history of the applicant. Include the applicant's organization date, mission, goals and significant achievements.

**Programs:** Indicate the relation between the project and the applicants programming activities and mission.

**Professional Staff:** Provide a brief description of all full-time paid professional staff or position descriptions directly responsible for the applicant's programming. Include organizational changes to be made upon completion of the project.

**Grant Administration:** List grant awards for the past three years received from the Division of Culture and History as approved by the West Virginia Commission on the Arts. The West Virginia Commission on the Arts will consider requests for exemption from this requirement submitted in writing no later than 30 days prior to the grant deadline. The request must demonstrate to the satisfaction of the West Virginia Commission on the Arts, the capacity of the applicant organization to fulfill the arts and administrative purposes and requirements of the project.

**Governance:** List the current governing board for the applicant organization, board of directors or trustees, including terms of office, addresses and professional and/or community service affiliations.

**Section D: Scope****Project Narrative:**

Please describe your project. Include information on: (a) how the project will serve the municipality, county or multi-county area especially regarding new or improved arts and/or history programming and community services, (b) what collaborations/partnerships are there with other community organizations and will it leverage additional public and private investment, (c) how will this project contribute to economic development, (d) how the project will address known health and safety deficiencies, (e) how does this project create or improve access to facilities for working artists with disabilities, (f) how the project improves, expands or rehabilitates the facility to provide for accessibility, (g) how does the project address cultural development in rural underserved or minority communities and (h) if this is a phased project, describe how this phase fits into the overall project. (Please do not exceed two pages.)

## SECTION E: PROJECT IMPACT

**Impact Narrative:** Provide a brief narrative to explain the following points that pertain to the project. Do not write “NA”; briefly state why a certain point does not apply to the project scope or goals. Please answer in two pages or less. Please restate the letter and goal, then your response.

- ✱ Provides opportunities for West Virginia artists and cultural presenters
- ✱ Expands educational opportunities;
- ✱ Enhances community cultural planning;
- ✱ Contributes to economic development;
- ✱ Provides for increased access to arts activities by minority groups;
- ✱ Improve access to facilities for working artists with disabilities;
- ✱ Improves, and/or expands handicapped accessibility
- ✱ Provides access to arts activities in rural communities;
- ✱ Has state, multi-county region, county, or municipality impact;
- ✱ Has historical or architectural significance;
- ✱ Will be a multi-purpose facility serving more than one type of cultural organization;
- ✱ Reflects energy efficient use in design and operation;
- ✱ Results in combinations of community resources—artists, arts organizations, schools, other community service agencies
- ✱ Enhances the public’s understanding and appreciation of West Virginia’s rich cultural traditions and contemporary expressions of the arts

### **Other Facilities:**

Please provide information about similar facilities or lack of facilities operating within your geographic service area. Define your geographic area and address both competing and complementary forces within your community and surrounding areas.

### **Local Cultural Plans:**

Please check with other local and regional arts organizations for the status of cultural action plans that have been completed or are underway. Remember to include cultural planning that has taken place within the context of economic development or tourism planning. Cite how this project relates to these plans.

# PART III

## Fast Track ADA & Emergency Grant Project Budget Summary

Provide the project budget summary in the format shown. Do not omit any items. Enter a “-0-“ (zero) for any expenses or revenue items that do not apply to this project or phase. (See Instructions for definitions.) Indicate the budget for this phase only. The itemizations should match the description given in Scope of Work. This budget refers only to the project for which this grant is requested. The categories used below, beginning with General Requirements, are patterned after those found in Masterspec®; © 1998, American Institute of Architects. Note: If this budget reflects a “phased” project, you may wish to attach a budget detail of the entire project.

<b>EXPENSES</b>	<b><u>NON-GRANT</u></b>	<b><u>GRANT</u></b>
1) LAND ACQUISITION	_____	_____
2) BUILDING ACQUISITION	_____	_____
3) ARCHITECTURAL SERVICES	_____	_____
4) GENERAL REQUIREMENTS	_____	_____
5) SITE CONSTRUCTION	_____	_____
6) CONCRETE	_____	_____
7) MASONRY	_____	_____
8) METALS	_____	_____
9) WOOD AND PLASTIC	_____	_____
10) THERMAL/MOISTURE PROTECTION	_____	_____
11) DOORS AND WINDOWS	_____	_____
12) FINISHES	_____	_____
13) SPECIALTIES	_____	_____
14) EQUIPMENT	_____	_____
15) FURNISHINGS	_____	_____
16) SPECIAL CONSTRUCTION	_____	_____
17) CONVEYING SYSTEMS	_____	_____
18) MECHANICAL	_____	_____
19) ELECTRICAL	_____	_____
<b>SUBTOTALS OF EXPENSES</b>	_____	_____
CONTINGENCY (not part of match)	_____	
TOTAL PROJECT EXPENDITURES=NON-GRANT + GRANT		
(SHOULD EQUAL THE TOTAL PROJECT INCOME IN B.)		_____

**B. INCOME**

1) Fast Track ADA & Emergency Grant Program (this grant):	_____	_____
	NON-MATCH	MATCH
2) Private Support (Cash)		_____
3) Corporate Support (Cash)		_____
4) Local Government Support (Cash)		_____
5) Other State Government Support (Cash)	_____	
6) Federal Government Support (Cash)		_____
7) In-kind Private Support	_____	
8) In-Kind Corporate Support	_____	
9) In-Kind Local Government Support	_____	
10) In-Kind State Government Support	_____	
11) In-Kind Federal Government Support	_____	
12) Applicant Cash		_____
13) TOTAL NON-MATCH	_____	
14) TOTAL MATCH (MUST EQUAL OR BE GREATER THAN GRANT REQUEST)		_____
15) TOTAL PROJECT INCOME (ALL FUNDS, CASH, IN-KIND, GRANT) (MUST EQUAL EXPENSES)		_____
		\$ _____

# PART IV

## Fast Track ADA & Emergency Grant

### Budget Narrative

**NARRATIVE:** All CFCRG applicants must submit a budget narrative. Attach separate sheets typed in at least 12 point type. Retype the headings in bold before each section of the narrative. Be concise and thorough.

#### **Income: Sources of Funds**

Please include a detailed explanation of your matching funds: the source of funds, your fundraising plan including the history, accomplishments and projections. Please state and explain the match that is achieved at the time of the application and match that is remaining.

#### **Fiscal Stability:**

Please provide a statement on the organization's sustained fiscal stability. Explanations for all deficits, losses or negative trends should also be provided. It is the responsibility of the applicant to demonstrate here why something that would normally be a cause for concern is not a problem for this organization.

#### **Operating Budget Forecast: Narrative (1 page) and Detail (1 page)**

Please give both an operating budget narrative and budget detail of the organization's plans for maintenance and operation of the facility when completed and for the next two years. Be as specific as possible and be sure to address funding and monitoring of maintenance and operational needs. The budget forecast should include detail, by line item of the funds to be expended and the corresponding sources of revenues. It should be shown that the applicant has taken into account the operational financial impact the project will have on the organization's operations, maintenance and programming.

# PART V

## Fast Track ADA & Emergency Grant Certification

### Certification of Information and Compliance

We certify that all the information contained within this application, attachments, and subsequent submissions are true and correct to the best of our knowledge, and that the project for which the application is made is in compliance with the Americans with Disabilities Act of 1990. If a grant is awarded, the organization agrees to comply with all of the conditions of the grant award agreement.

### OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### CHIEF FISCAL OFFICER FOR THE APPLICANT

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### CONTACT PERSON AS LISTED ON APPLICANT COVER SHEET

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**PART V Continued**  
**Fast Track ADA & Emergency Grant**  
**Certification**

**PROFESSIONAL CERTIFICATION**

Name and Address of PROJECT ARCHITECT/ENGINEER:

---

APPLICANT NAME AND PROJECT TITLE:

---

The following preparatory documents for Project Planning have been completed:

- Preliminary and schematic drawings
- Design and development documents
- Construction documents

I certify that I have reviewed this application and that the technical project information is correct as cited.

\_\_\_\_\_  
Signature of Architect/Engineer

\_\_\_\_\_  
Date

**PROFESSIONAL CERTIFICATION**

Name and Address of PROJECT CONTRACTOR:

---

APPLICANT NAME AND PROJECT TITLE:

---

The following preparatory documents for Project Planning have been completed:

- Preliminary and schematic drawings
- Design and development documents
- Construction documents

I certify that I have reviewed this application and that the technical project information is correct as cited.

\_\_\_\_\_  
Signature of Project Contractor

\_\_\_\_\_  
Date

# Accessibility Requirements Form

Americans With Disabilities Act Compliance Assurance Form is required for a complete application. All organizations who are not in full compliance must complete the new simplified transition plan. Please contact the accessibility coordinator at (304) 558-0240 ext 152 or visit our website at [www.wvculture.org/arts](http://www.wvculture.org/arts)

\_\_\_\_ We are in full compliance with the American's with Disabilities Act (ADA).

\_\_\_\_ We are not in full compliance with the American's with Disabilities Act (ADA) and have completed the transition plan.

ORGANIZATION: \_\_\_\_\_

LOCATION OF PROJECT/FACILITY REPRESENTED: \_\_\_\_\_

\* NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\* Name of the person with authority to legally obligate "APPLICANT."

## Program Diversity & Accessibility Questionnaire - FY2012

Attach separate sheets, typed in at least 12 point type, with no less than one inch margins. Please restate each question in bold before the answer. the questions apply not only to your programs, but to artists, staff, volunteers and board members as well.

1. Tell us about your community? Include demographic information on cultural/ethnic make-up, economy and employment, education level and average age of your population.
2. How does your organization let the community know about programs and services? How do you invite the community to participate? How do you make all members of the community feel welcome at your facilities and programs?
3. What accommodations are available to address the following disabilities (Describe access to both facilities and programs) Mobility disabilities? Visual disabilities? Hearing disabilities? Speech disabilities? Learning disabilities? Developmental disabilities?
4. How do you reach out to community members with disabilities? Does your organization target this population for participation?
5. Are the universally accepted disability symbols used on your website, print materials and signage to inform the public that accommodations are available? Are these materials accessible?
6. Describe your organization's policy on accessibility. How is the policy publicized? Is there an access committee? Is there staff assigned to address accessibility?

# Fast Track ADA & Emergency Grant

## Required Attachments

### 1. Audit, Review or Attestation:

#### Not-For-Profit, Tax-Exempt West Virginia Corporations:

- a. If the organization's budget is less than \$100,000, the organization must submit either an independent, certified financial audit or review for the organization's last completed fiscal year.
- b. If the organization's budget is \$100,000 or greater, the organization must submit an independent, certified financial audit for the organization's last completed fiscal year.
- c. Compilations are not acceptable.
- d. Please insert the requested materials in this section along with the copy of your IRS

### 2. Architectural Drawings

All applicants must submit an 8 ½" x 11" reduction schematic of current architectural plans for the facility. Do not send full size architectural plans or drawings.

Please note, if the application includes requests for capital expenditures, you must submit drawings and detailed specifics of the equipment from the supplier/manufacturer including an explanation of installation, training on usage of equipment and maintenance schedules.

### 3. Ownership/Lease of Property/Facility

Applicant organizations must document ownership or undisturbed use as follows:

**I. Legal proof of unrestricted ownership of property.** Unrestricted shall mean unqualified ownership and power of disposition. Property that does not meet the unrestricted ownership criterion will not be eligible for match. Documentation may include a deed, title, or copy of a recent tax statement. Provisional sales contracts, cinders or letters of intent are not acceptable documentation of ownership.

**Or**

**II. Undisturbed use of property for a specific period of time.** This specific period of time must begin no later than the deadline date for the application in which funding is requested, and must continue for the minimum period of time required according to the Project Scope.

**Project Scope and minimum lease periods required of the applicant:**

<u>Project Scope</u>	<u>Minimum</u>
Lease: Equipment, capital fixtures (not office furniture)	10 years
Building Renovation:	
Improvements	20 years
Increase of square footage	30 years
Building Construction (land is leased)	40 years

Documentation must include an executed copy of a lease and a written explanation of any easements, covenant, or other conditions affecting the use of the site or facility, or both. The owner lessor may be a not-for profit entity. \_

### **III. For Acquisitions only**

Acquisition applicants will automatically be considered exempt from this ownership eligibility requirement. If the application is for an acquisition, the applicant must provide a description of the facility, purchase price and a letter of intent to sell signed by the seller.

## **4. Endorsements for the project:**

Please provide letters of support from individuals and organizations that will benefit and support the project now and for future use. The letter should include how the individual/organization will support and the effects of the project within the community.

And/or

Please provide a list of supporters including their name, title and signature

## **5. Historic Preservation:**

Within the Division of Culture and History, the State Historic Preservation Section (SHPO) reviews all undertakings permitted, funded, licensed or otherwise assisted, in whole or in part, by the state for the purposes of furthering duties outlined in W. Va code d 29-1-8a. The SHPO reviews the potential effect state funded projects may have on resources eligible for the state register. Please contact the SHPO to begin consultation regarding your proposed project.

## **6. Proof of insurance for the facility:**

Please include documentation demonstrating current insurance on the facility referenced for funding support in this application.

**WV Division of Culture and History  
WV Commission on the Arts  
Fast Track ADA & Emergency Grant Program**

Application Checklist

**Attach this checklist to the front of the original application only.**

Application pages and materials should be assembled in the order specified in the application. Label one application with original signature as “original” with the copy behind. Please do not bind, hole punch or staple documents. Do not place documents in notebooks or folders. Please paperclip documents together. **All materials must be single-sided.**

**A single-sided original and one single-sided copy** of the application containing the following items must be presented in compliance with the postmark deadline to be eligible for funding:

- \_\_\_\_\_ Completed application form
- \_\_\_\_\_ Part I - Applicant Cover Sheet
- \_\_\_\_\_ Part II - Applicant Narrative with complete explanation of emergency & ADA
- \_\_\_\_\_ Part III - Project Budget Summary
- \_\_\_\_\_ Part IV- Project Budget Narrative
- \_\_\_\_\_ Part V - Certification (signed in blue ink)
- \_\_\_\_\_ Accessibility Requirements Form
  - \_\_\_\_\_ Compliance Assurance
  - \_\_\_\_\_ Diversity and Accessibility Questionnaire
  - \_\_\_\_\_ Arts Accessibility Transition Form  
(Available as a separate document)
- \_\_\_\_\_ Attachments
  - \_\_\_\_\_ Audit, Review or Attestation
  - \_\_\_\_\_ Architectural drawings - An 8 ½” by 11” reduction schematic
  - \_\_\_\_\_ Legal proof of ownership or lease
  - \_\_\_\_\_ Endorsements for the project
  - \_\_\_\_\_ Proof of compliance with State Historic Preservation criteria (for historic properties)
  - \_\_\_\_\_ Proof of insurance
- \_\_\_\_\_ IRS letter documenting 501 (c) (3) status

**Applications must be complete when submitted.  
Materials will not be accepted after the application deadline.**

## NATIONAL STANDARD CODING SHEET

### APPLICANT STATUS

- 01 Individual
- 02 Organization - Nonprofit
- 03 Organization - Profit
- 04 Government - Federal
- 05 Government - State
- 06 Government - Regional
- 07 Government - County
- 08 Government - Municipal
- 09 Government - Tribal
- 99 None of the Above

### TYPE OF ACTIVITY

- 01 Acquisition
- 02 Audience Services
- 03 Fellowships
- 04 Artwork Creation
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility/Construction/Maintenance
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Organization Development
- 11 Operating Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support/Administrative
- 15 Professional Support/Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Acquisition
- 24 Distribution of Art
- 25 Apprenticeship
- 26 Re-granting
- 27 Translation
- 28 Writing About Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 35 Web Site/Internet Development
- 36 Broadcasting
- 99 None of the Above

### APPLICANT INSTITUTION

- 01 Individual Artist
- 02 Individual Non-Artist
- 03 Performing Group
- 04 Performing Group - College/Univ.
- 05 Performing Group - Community
- 06 Performing Group - Youth
- 07 Performance Facility
- 08 Art Museum
- 09 Other Museum
- 10 Exhibit/Gallery Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Organization
- 19 School District
- 20 Parent - Teacher Association
- 21 Elementary School
- 22 Middle School
- 23 Secondary School
- 24 Vocational/Technical School
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society
- 29 Humanities Council
- 30 Foundation
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - TV
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institution
- 50 Social Services Organization
- 51 Child Care Provider
- 99 None of the Above

### DISCIPLINES (APP& PROJ)

- 01 Dance
  - A Ballet
  - B Ethnic/Jazz
  - C Modern
- 02 Music
  - A Band
  - B Chamber
  - C Choral
  - D New
  - E Ethnic
  - F Jazz
  - G Popular
  - H Solo/Recital
  - I Orchestral
- 03 Opera/Musical Theater
  - A Opera
  - B Musical Theater
- 04 Theater
  - A General
  - B Mime
  - D Puppet
  - E Theatre for Young Audiences
- 05 Visual Arts
  - A Experimental
  - B Graphics/Printmaking
  - D Painting
  - F Sculpture
- 06 Design Arts
  - A Architecture
  - B Fashion
  - C Graphic
  - D Industrial
  - E Interior
  - F Landscape Architecture
  - G Urban/Metropolitan
- 07 Crafts
  - A Clay
  - B Fiber
  - C Glass
  - D Leather
  - E Metal
  - F Paper
  - G Plastic
  - H Wood
  - I Mixed media
- 08 Photography
- 09 Media Arts
  - A Film
  - B Audio
  - C Video
  - D Technology/Experimental

### 10 Literature

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry
- 11 Interdisciplinary
- 12 Folklife/Traditional Arts
  - A Folk/Traditional Dance
  - B Folk/Traditional Music
  - C Folk/Traditional Crafts & Visual Arts
  - D Oral Traditions (include folk/ trad.storytelling)
- 13 Humanities
- 14 Multidisciplinary
- 15 Non-Arts/Non-Humanities

### ARTS EDUCATION

- 01 50% or more of project activities are arts education directed to:
  - A K-12
  - B Higher education
  - C Pre-Kindergarten
  - D Adult learners
- 02 Less than 50% of project activities are arts education directed to:
  - A K-12
  - B Higher education
  - C Pre-Kindergarten
  - D Adult learners
- 99 No arts education

### PROJECT DESCRIPTORS

- A Accessibility
- I International
- P Presenting/Touring
- T Technology
- Y Youth at Risk

### GRANTEE RACE

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White
- 99 No single group (organizations only)

### PROJECT RACE

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White
- 99 No single group (organizations only)