



Organizational Accessibility Checklist 2018-2019

The North Carolina Arts Council is committed to supporting access to arts experiences for all individuals and communities.

Organizations and projects funded by the North Carolina Arts Council must be accessible to persons with disabilities. Grantees should consider physical and programmatic accessibility an integral part of their operations.

The questions below serve as a tool to evaluate your organization's accessibility and provide guidance in achieving open, inclusive programming that is available to all. We ask that you complete this form, indicating the services and accommodations you currently offer, and submit it to the NC Arts Council Grants Office along with your other contract addendums. *If your organization has an accessibility plan in place, you may submit that in lieu of this form.*

For questions or further information and resources regarding your organization's accessibility, please contact Vicki Vitiello, Director of Operations & Learning by email at Vicki.Vitiello@ncdcr.gov or by phone at 919-807-6504.

*Please note, this form is not optional. It is required for all organizational grants.

Checklist created with the assistance of the National Endowment for the Arts and the Southeast ADA Center

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Organization Name:

Administrative Questions:

1. Who in your organization serves as Accessibility Coordinator or on your advisory committee overseeing your accessibility?
2. How have you been proactive in identifying and reaching out to persons with disabilities and organizations representing persons with disabilities in the area you serve?
3. What is the process by which you measure and evaluate your physical and/or programmatic accessibility?
4. Have you established a grievance procedure allowing members of the community to voice concerns or complaints regarding your accessibility?

Accommodations and Services

Use the following checklist to identify the specific accommodations and/or services your organization currently provides. For presenting organizations, organizations using shared community spaces, and organizations renting a facility owned by another party, you are still responsible for the accessibility of your programs. You can use this checklist to identify the accommodations and/or services provided at the location(s) where you present and program.

Physical Access:

- _ Ground-level entry, ramped access, and/or elevators to the venue
- _ Signage at inaccessible entrances
- _ Designated seating/companion seating
- _ Accessible restrooms
- _ Accessible emergency exists with audio/visual emergency alarms
- _ Designated accessible parking spots with route to venue entrance

Communication Access:

- _ Sign language interpretation
- _ Open or closed captioning of audio visuals
- _ Audio description of presentations
- _ Print materials in alternative forms, i.e. Braille, large print, electronic file
- _ Accessible website with alt tags and captioned audio
- _ Tactile/Touch tours
- _ TDD, telephone/typewriter
- _ Sensory friendly performances
- _ Hearing loop or listening devices
- _ Access information with appropriate disability symbols included in publicity materials

Does your organization have any other services, policies, or accommodations not mentioned here that you would like to tell us about?
