



Ohio River Border Initiative Project Application Guidelines Accessibility Mini-Grant Program

Program Purpose:

The Ohio River Border Initiative grant program is open to arts organizations and other organizations that present arts programs in the counties that touch the West Virginia/Ohio border. This program is designed to increase the participation of people with disabilities in arts programming by expanding the capacity of organizations in the region to make their programs more accessible to everyone regardless of physical or developmental ability. The program is intended to allow organizations to jump start or try out accessibility innovation and is not intended to provide support for existing projects.

Deadlines:

Projects must begin no earlier than 90 days after the application is received by ORBI. Final reports are due 30 days after completion of the project.

Mission Statement:

The mission of the Ohio River Border Initiative is to strengthen community arts activities by encouraging and supporting collaborative efforts and partnerships across the Ohio/West Virginia border.

Matching Funds:

Applicants must supply 25% of the total project cost. (For example: If the total project budget is \$1,200, the applicant must provide a cash contribution of at least \$400 from other sources.) The match must be all cash. Applicants are also encouraged to show in-kind contributions, although these contributions will not be counted toward the applicant's matching share of the cash budget. The amount of funds you request from ORBI cannot exceed \$1,000.

Eligibility:

To be eligible to apply organizations must:

- Be located in any of the following counties: in West Virginia - Wayne, Cabell, Mason, Jackson, Wood, Pleasants, Tyler, Wetzel, Marshall, Ohio, Brooke, Hancock; in Ohio - Lawrence, Gallia, Meigs, Athens, Washington, Monroe, Belmont, Jefferson, Columbiana.
- Be designated as exempt from federal taxation for charitable purposes by the Internal Revenue Service
- Be fiscally accountable and display responsible management practices
- Demonstrate community involvement and support

Restrictions:

ORBI grants will not fund the following:

- Repairs or renovations of existing accessibility improvements
- Assistive services that you are already providing to a specific program (Funding may be used to add assistive services to series, programs or classes to which you have never offered these services in the past.)
- Organizations or programs outside the ORBI counties listed above
- Events or exhibitions which have already taken place
- Debts or operating deficits
- Endowments
- Fund raising efforts
- Projects that primarily present political, denominational, religious or sectarian ideas, or projects that enhance the property of religious institutions
- Applications from organizations that have not submitted required final reports for past ORBI projects
- Consulting or architectural services

ORBI grants may be used to fund:

- Minor physical plant improvements such as hand rails, ramps, door alterations
- Sign and visibility improvements for people with vision limitations
- Assistive devices for hearing or visually impaired people
- Signers and other assistive service providers
- Accessibility improvements for Web sites to improve use by the visually impaired
- Direct outreach activities to people with disabilities in the applicant's community

Funding Criteria:

Projects must demonstrate the following:

- The applicant has an organizational accessibility plan in place before submitting its application
- Full documentation of the costs of any improvements or equipment supported by signed estimates or purchase orders
- Qualified personnel are managing and executing the project
- Project goals are based on past experience and limitations identified by the applicant in the application
- Evaluation strategies are in place to document the project's impact
- The budget is appropriate to the proposed activities
- The project's organizers are able to complete and manage the project

The Ohio River Border Initiative is a joint program
of the Ohio Arts Council and
the West Virginia Division of Culture and History

APPLICATION PACKAGE CHECKLIST

Mail to:

ORBI
P.O. Box 3
Chloe, WV 25235

Completed application form: one original and 2 copies

Most recent annual budget of organization: 3 copies

Proof of IRS tax exempt status: 3 copies

Organization accessibility plan (can be a summary if more than three pages): 3 copies

Support materials: 3 sets, no more than 5 pages in a set

Support materials include resumes or professional biographies or marketing information for signers or other assistive service providers, signed estimates or purchase orders from contractors and materials vendors, photographs or marketing materials for equipment

Only printed matter on 8 ½" X 11" pages will be accepted as support material.

You may use both sides of each page for support materials only.

Booklets, multi-page brochures, video tapes and audio tapes will not be viewed by the grant reviewers and will be discarded.

All pages attached to the application form must be typewritten or neatly printed, including budgets and support materials. All expenses for which you request ORBI funding must be explained in the application form.

Use only the space provided on the application form. Do not continue application information on the back of the form or on additional sheets. Any modification of pagination, available space or font size will be grounds for having an application disqualified from consideration. Illegible applications will also be disqualified from consideration.

You must submit your application ONLY on the paper form provided by ORBI or on the Adobe Acrobat form available from the ORBI Web site. You may not retype the application form, even if you maintain the original spacing. Faxed applications will not be accepted.

**Application Form
Ohio River Border Initiative
Accessibility Mini-Grant Program**

Applicant Name _____

Address _____

_____ City State Zip+4

Contact Person _____ Title _____

Phone _____ Fax _____

Email _____ Website _____

Employer Identification Number - EIN _____ - _____

Legislative Districts:

Ohio House _____ Ohio Senate _____ U.S. Congress _____

WV House _____ WV Senate _____ U.S. Congress _____

Project Title _____

Project Dates _____ to _____
mm/dd/yy mm/dd/yy

ORBI Funds Requested: \$ _____

A. State the mission of your organization and provide a brief description of how you have made your programs accessible to people with disabilities.

B. Project Description

1. Provide a description of your project including dates and new services offered or improvements made.

2. Provide names and responsibilities of people in your organization who manage your accessibility planning and execution. Provide names and responsibilities of anyone else in your organization who will be managing this project.

3. Provide the names of individuals or businesses that will be providing services, material or equipment to this project. Describe the role of each in the project.

C. Based on your experience with accessibility efforts, describe why you have decided to do this particular project at this time. Include references to goals or objectives stated in your plan where relevant. Also indicate if you have done any research in your community or among your participants to determine the needs of people with disabilities in your area.

D. How will you evaluate the impact and effectiveness of this project in increasing the accessibility of your programs?

E. Project Budget

Project Income - cash

	Pending or Projected	Confirmed	Total
ORBI grant			
Applicant operating funds			
Foundation grants			
Business donations			
Individual donations			
Other			
Totals			

Project Expenses - cash

	Funded by ORBI grant	Funded from other sources	Total
Contracted assistive services			
Contracted construction services			
Materials & supplies			
Equipment			
Other			
Totals			

In-Kind Support

Donor	Good or service donated	Market value

Assurances:

I certify that this organization's governing board has given formal approval for submission of this application and that all facts, figures and representations made in this application are true and correct to the best of my knowledge. I understand that all information requested in the application is not required by law; however, all questions must be answered so ORBI can properly evaluate the proposal. Submission of this application signifies our intent to comply with all general and specific guidelines of the Ohio Arts Council, the West Virginia Commission on the Arts, restrictions imposed by the OAC and the West Virginia Commission on the Arts, and, where applicable, the National Endowment for the Arts, a federal agency. All information provided in this application is public information and can be released or reproduced for public use by ORBI, the Ohio Arts Council, or the West Virginia Commission on the Arts.

Authorized Official's Signature - original

Name - print

Title

Phone

Date of Application