Accessibility and ADA Compliance Checklist for Organizations

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. All grant recipients are required to sign a contract certifying that they will comply with Section 504 of the federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

This checklist serves as a tool to evaluate your organization's accessibility and to provide guidance in achieving open and inclusive programming that is available to all. Grant recipients should complete this form to indicate the services and accommodations currently offered at their organizations.

For questions or further information and resources regarding your organization's accessibility, please contact Jamie Katz Court, Music and Dance Director & ADA Coordinator, by email at jamie.katzcourt@dncr.nc.gov or by phone at 919-814-6502.

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

Your organization's name   _____

Your name   _____

Your email   _____

1. Does your organization have a 504-accessibilty plan which is evaluated on a yearly basis (select one)?
   Yes   No

2. Does your organization have an accessibility coordinator, designated staff member, or advisory committee that manages accessibility and ADA/Section 504 compliance (select one)?
   Yes   No

3. If you answered "yes" to question #2 and have a designated accessibility staff member, please provide their information:

Name   _____

Title   _____

Phone number   _____

Email address   _____

4. Does your organization have a line item in its budget for accessibility accommodations as requested?

      Yes   No

5. Please use the following checklists to identify specific accommodations or services your organization currently provides to your audiences and visitors (check all that apply):

For accessibility of the physical space:

☐ Ground-level entry, ramped access, and/or elevators to the venue

☐ Signage at inaccessible entrances with directions to accessible entrances

☐ Integrated and dispersed wheelchair seating in assembly areas

☐ Wheelchair-accessible restrooms (including accessible sinks, toilet stalls, water foundations, soap & paper dispensers)

☐ Wheelchair-accessible box office, stage, dressing rooms, display cases, exhibit areas, and counters

☐ Accessible administrative offices

☐ Accessible emergency exits and audio/visual emergency alarms

☐ Designated accessible parking spots with route to venue entrance

☐ Access information and accommodations with appropriate disability symbols are included in all publicity and marketing materials

For people who are blind or have low vision:

- ☐ Audio description of presentation

- ☐ Print materials in alternative formats (e.g., Braille, large print, electronic file)

- ☐ Accessible website with alt text and captioned audio

- ☐ Tactile/Touch tours

For people who are deaf or hard of hearing:

- ☐ Sign language interpretation

- ☐ Open or closed captioning of audiovisuals

- ☐ Real-time captioning

- ☐ TDD, telephone/typewriter

- ☐ Scripts or text of verbal presentations

- ☐ Assistive listening devices

For people who have Autism and/or sensory disorders:

- ☐ Sensory-friendly performances and/or sensory kits

- ☐ Designated quiet spaces

- ☐ Social narratives/visual schedules

FAQs and Resources

Does accessibility only relate to access to a physical building or space?
There are many ways a person may interact with your facility or program. This checklist serves as a beginner-friendly tool for evaluating your organization's physical, communication, and programmatic accessibility. We also recommend connecting with artists and people with disabilities in your community to learn more about ways you can provide meaningful and inclusive arts experiences and access.

Our organization is based in a historic building, how can we be more accessible?
Almost every space and program can be modified to be accessible and inclusive for audiences and participants with disabilities. This may include providing temporary ramps, re-thinking the physical layout of your space to be more inclusive, or relocating your programs. If you have specific questions or concerns about your building's accessibility, please contact North Carolina Arts Council staff (ncarts.org/grant-application-resources-and-assistance).

We are renting the space or do not own the physical space where our performance, exhibition, or program will take place. Are we required to make sure the space is accessible?
Yes, any program that receives funding from the North Carolina Arts Council must be both physically and programmatically accessible. As a grant recipient you are responsible for ensuring compliance of all aspects of your grant-funded program with ADA/section 504 standards and best practices.

Where can I learn more about accessibility resources and best practices?
For more information, please visit the North Carolina Arts Council's Arts Accessibility Resources page at ncarts.org/arts-accessibility-resources.