# North Carolina Arts Council logoAccessibility 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. By signing the general terms and conditions of the grant contract, you are certifying that your organization will comply with Section 504 of the federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as well as the update from 2010, and any other relevant updates.

Grant recipients should complete this form to indicate the services and accommodations currently offered at their organizations. Your responses should reflect the project in the application. If the application is for an entire year, all venues/ facilities utilized in the year should be considered. If the location of the project takes place on a larger campus/facility, focus your responses on the project’s location.

This checklist serves as one tool to evaluate your organization’s accessibility, document legal compliance, and to provide guidance in achieving open and inclusive programming that is available to all. The checklist will also help us to collect data to better understand the practice of accessibility in the arts sector.

For questions or further information and resources regarding your organization's accessibility, please contact Jamie Katz Court, Music and Dance Director & Accessibility 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, the Southeast ADA Center, and the Office of Raleigh Arts.

Who is your organization’s accessibility coordinator?

To be in compliance with federal law and your grant contract, your organization MUST have an accessibility coordinator. This person can be a designated staff member, volunteer, board member, or member of your organization’s accessibility advisory committee:

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| --- | --- |
| **Organization:** |  |
| **Name:** |  |
| **Title/role:**  |  |
| **Email & phone:**  |  |

### How does your organization approach accessibility?

To be in compliance with federal law and your grant contract, your organization MUST have an accessibility plan. This plan should be reviewed at least annually. It doesn’t mean that you’ve “solved accessibility,” but it should demonstrate that you are thinking about accessibility in your program planning. As you review what accommodations you already provide, you may find that you’re farther along than you think!

If you don’t have an accessibility plan, please contact your [program director](https://www.ncarts.org/grants-resources/grants/grant-application-assistance) (or Jamie Katz Court at Jamie.katzcourt@dncr.nc.gov or 919-814-6502) before submitting your checklist.

The National Endowment for the Arts has an [Accessibility Planning & Resource Guide for Cultural Arts Organizations](https://www.arts.gov/accessibility-planning-and-resource-guide-cultural-administrators) on their website, as well as a [comprehensive self-evaluation workbook.](https://www.arts.gov/sites/default/files/NEA-SECTION-504-Self-Evaluation-Workbook-Jan2022.pdf)

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| **Our organization has a stated policy or mission statement regarding accessibility and accommodations.** | [ ] Yes[ ] No |
| **Our organization has an established access committee that includes people with various disabilities to advise on access issues.** | [ ] Yes[ ] No |
| **Our organization includes a line item in our budget for accessibility accommodations.**  | [ ] Yes[ ] No |
| **We certify that our organization has an accessibility plan.** | [ ] Yes[ ] No |
| **What was the last date your accessibility plan was updated/reviewed? (If it’s been more than a year, please explain in the open response section below.)** |  |

Directions: Please use the following questions to identify specific accommodations or services that your organization currently provides to your audiences and visitors:

For accessibility of the physical space

**Even if your organization does not own your venue(s),** you are still responsible for selecting venues that are accessible and knowing and being able to communicate with your audiences and participants about what accessibility accommodations will be available at your programs. You can then use and share that information the same way you’d provide directions/parking instructions, box office procedures, and other relevant information.

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| **Ground-level entry, ramped access, and/or elevators to the venue** | [ ] Yes[ ] No[ ] Partially [ ] N/A |
| **Signage at inaccessible entrances with directions to accessible entrances** | [ ] Yes[ ] No[ ] Partially [ ] N/A |
| **Integrated and dispersed wheelchair seating in assembly areas** | [ ] Yes[ ] No[ ] Partially [ ] N/A |
| **Wheelchair-accessible restrooms (including accessible sinks, toilet stalls, water foundations, soap & paper dispensers)** | [ ] Yes[ ] No[ ] Partially [ ] N/A |
| **Wheelchair-accessible box office** | [ ] Yes[ ] No[ ] Partially [ ] N/A |
| **Wheelchair-accessible stage & dressing rooms**  | [ ] Yes[ ] No[ ] Partially [ ] N/A |
| **Wheelchair-accessible display cases, exhibit areas** | [ ] Yes[ ] No[ ] Partially [ ] N/A |
| **Wheelchair-accessible counters/concessions** | [ ] Yes[ ] No[ ] Partially [ ] N/A |
| **Accessible administrative offices** | [ ] Yes[ ] No[ ] Partially [ ] N/A |
| **Accessible emergency exits and audio/visual emergency alarms** | [ ] Yes[ ] No[ ] Partially [ ] N/A |
| **Designated accessible parking spots with route to venue entrance** | [ ] Yes[ ] No[ ] Partially [ ] N/A |

## For people who are blind or have low vision

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| **Audio description of presentation** |
| [ ] Yes[ ] No[ ] Upon Request[ ] Sometimes[ ] N/A |
| **Tactile/Touch tours**  |
| [ ] Yes[ ] No[ ] Upon Request[ ] Sometimes[ ] N/A |
| **Print materials in alternative formats**  |
| Large print materials (examples: programs, exhibit guides, etc.) |
| [ ] Yes[ ] No[ ] Upon Request[ ] Sometimes[ ] N/A |
| Braille |
| [ ] Yes[ ] No[ ] Upon Request[ ] Sometimes[ ] N/A |
| Electronic file  |
| [ ] Yes[ ] No[ ] Upon Request[ ] Sometimes [ ] N/A |
| Large print labels with high contrast |
| [ ] Yes[ ] No[ ] Upon Request[ ] Sometimes [ ] N/A |

## For people who are deaf or hard of hearing

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| **Sign language interpretation**  |
| [ ] Yes[ ] No[ ] Upon Request[ ] Sometimes[ ] N/A |
| **Open or closed captioning of audiovisuals**  |
| [ ] Yes[ ] No[ ] Upon Request[ ] Sometimes[ ] N/A |
| **Real-time captioning**  |
| [ ] Yes[ ] No[ ] Upon Request[ ] Sometimes[ ] N/A |
| **TDD, telephone/typewriter**  |
| [ ] Yes[ ] No[ ] Upon Request[ ] Sometimes[ ] N/A |
| **Scripts or text of verbal presentations**  |
| [ ] Yes[ ] No[ ] Upon Request[ ] Sometimes[ ] N/A |
| **Assistive listening devices**  |
| [ ] Yes[ ] No[ ] Upon Request[ ] Sometimes[ ] N/A |

## For people who have Autism and/or sensory disorders

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| **Sensory-friendly performances**  |
| [ ] Yes[ ] No[ ] Sometimes[ ] N/A |
| **Sensory kits**  |
| [ ] Yes[ ] No[ ] Upon Request[ ] Sometimes[ ] N/A |
| **Designated quiet spaces**  |
| [ ] Yes[ ] No[ ] Upon Request[ ] Sometimes [ ] N/A |
| **Social narratives/visual schedules**  |
| [ ] Yes[ ] No[ ] Upon Request[ ] Sometimes[ ] N/A |

Access to communications and publicity

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| **Website**[**Introduction to Web Accessibility**](https://www.w3.org/WAI/fundamentals/accessibility-intro/)Alt tags on photos |
| [ ] Yes[ ] No[ ] PartiallyCaptions for videos[ ] Yes[ ] No[ ] PartiallyDescriptive links (not just “click here”)[ ] Yes[ ] No[ ] PartiallyAppropriate use of headings[ ] Yes[ ] No[ ] PartiallyAppropriate contrast between text and background for legibility[ ] Yes [ ] No[ ] PartiallyHave an accessibility landing page on your website[ ] Yes[ ] No[ ] Partially |
| **All publicity has access Information/accommodations (i.e. press release, media, email, program/brochure)** |
| [ ] Yes[ ] No[ ] Partially |
| **Appropriate disability symbols used in all publicity (both print and electronic)** |
| [ ] Yes[ ] No[ ] Partially |
| **Publicize accessibility through partnerships with disability organizations** |
| [ ] Yes[ ] No[ ] Partially |
| **Through media (press releases, etc.)** |
| [ ] Yes[ ] No[ ] Partially |
| **Through direct mail**  |
| [ ] Yes[ ] No[ ] Partially |
| **Through email** [ ] Yes[ ] No[ ] Partially |
| **Through website** |
| [ ] Yes[ ] No[ ] Partially |

Additional information

If it has been more than a year since you last reviewed your accessibility plan, or if there is any other information you’d like to share about your organization, your programs, and your approach to accessibility and inclusion of people with disabilities, please use this space to share additional information:

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**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](https://www.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.

**My organization is a division of a town/municipality, school or university. Does this apply to us?**

An overall organization having an accessibility plan or accessibility coordinator does not by itself achieve the spirit of why we ask for this information if there’s little to no practical application to the grant-supported programs. Your responses should indicate the specifics of how accessibility applies to the programs supported by the grant funds. This checklist is designed to provide some guideposts for areas to consider in your planning.

**Is "No" an acceptable answer?**

Yes. This checklist lists the variety of accommodations or considerations that should be part of the planning process for any program. While you may not be able to answer "Yes" to every question, your Accessibility Plan should address the procedures and timeline to include this in the future.

**Where can I learn more about accessibility resources and best practices?**

For more information, you can visit:

* North Carolina Arts Council’s Arts Accessibility Resources page at [ncarts.org/grants-resources/resources/arts-accessibility-resources](https://www.ncarts.org/grants-resources/resources/arts-accessibility-resources)
* National Endowment for the Arts:
	+ Section 504 Self-Evaluation Workbook: <https://www.arts.gov/about/civil-rights-office/applicants-recipients-of-federal-financial-assistance/section-504-self-evaluation-workbook> and <https://www.arts.gov/sites/default/files/NEA-SECTION-504-Self-Evaluation-Workbook-Jan2022.pdf>
	+ Resources for Arts Employers and Presenters: <https://www.arts.gov/sites/default/files/toolkit-resources-for-arts-employers.pdf>
	+ Resources for Arts Educators: <https://www.arts.gov/sites/default/files/toolkit-resources-for-arts-educators.pdf>
	+ Resources for Arts Grantmakers: https://www.arts.gov/sites/default/files/toolkit-resources-for-arts-grantmakers.pdf
* Arts Access: <https://artsaccessinc.org/>