

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. 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.

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:

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. The National Endowment for the Arts has an [Accessibility Planning & Resource Guide for Cultural Arts Organizations](#) on their website, as well as a [comprehensive self-evaluation workbook](#).

Our organization has a stated policy or mission statement regarding accessibility and accommodations.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Our organization has an established access committee that includes people with various disabilities to advise on access issues.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Our organization includes a line item in our budget for accessibility accommodations.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
We certify that our organization has an accessibility plan.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What was the last date your accessibility plan was updated/reviewed?		

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.

Ground-level entry, ramped access, and/or elevators to the venue	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> N/A
Signage at inaccessible entrances with directions to accessible entrances	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> N/A
Integrated and dispersed wheelchair seating in assembly areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> N/A
Wheelchair-accessible restrooms (including accessible sinks, toilet stalls, water foundations, soap & paper dispensers)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> N/A
Wheelchair-accessible box office	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> N/A
Wheelchair-accessible stage & dressing rooms	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> N/A

Wheelchair-accessible display cases, exhibit areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> N/A
Wheelchair-accessible counters/concessions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> N/A
Accessible administrative offices	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> N/A
Accessible emergency exits and audio/visual emergency alarms	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> N/A
Designated accessible parking spots with route to venue entrance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> N/A

For people who are blind or have low vision

Audio description of presentation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Upon Request	<input type="checkbox"/> Sometimes	<input type="checkbox"/> N/A
Tactile/Touch tours	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Upon Request	<input type="checkbox"/> Sometimes	<input type="checkbox"/> N/A
Print materials in alternative formats					
Large print materials (examples: programs, exhibit guides, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Upon Request	<input type="checkbox"/> Sometimes	<input type="checkbox"/> N/A
Braille	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Upon Request	<input type="checkbox"/> Sometimes	<input type="checkbox"/> N/A
Electronic file	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Upon Request	<input type="checkbox"/> Sometimes	<input type="checkbox"/> N/A
Large print labels with high contrast	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Upon Request	<input type="checkbox"/> Sometimes	<input type="checkbox"/> N/A

For people who are deaf or hard of hearing

Sign language interpretation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Upon Request	<input type="checkbox"/> Sometimes	<input type="checkbox"/> N/A
Open or closed captioning of audiovisuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Upon Request	<input type="checkbox"/> Sometimes	<input type="checkbox"/> N/A
Real-time captioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Upon Request	<input type="checkbox"/> Sometimes	<input type="checkbox"/> N/A
TDD, telephone/typewriter	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Upon Request	<input type="checkbox"/> Sometimes	<input type="checkbox"/> N/A
Scripts or text of verbal presentations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Upon Request	<input type="checkbox"/> Sometimes	<input type="checkbox"/> N/A
Assistive listening devices	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Upon Request	<input type="checkbox"/> Sometimes	<input type="checkbox"/> N/A

Additional information

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:

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.

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
- 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/>