

HELP MAKE YOUR EVENTS MORE ACCESSIBLE TO PEOPLE WHO ARE HARD OF HEARING OR DEAF

TAP PLUS

Theatre Development Fund's (TDF) **TAP Plus** program, in partnership with the New York State Council on the Arts (NYSCA) with the support of Governor Andrew Cuomo and the New York State Legislature, makes available **grants of up to \$5,000 for open captioning services** in order to increase attendance by people who are hard of hearing or deaf at cultural events that are open to the public in New York State. TAP Plus strongly encourages applications from all regions of the state.



Information on open captioning and a service fee guide are available on our website at www.tdf.org/tap. TDF also can assist in planning an accessible project for people with hearing disabilities.

TAP Plus is an extension of TDF's award-winning TDF Accessibility Programs (TAP) which offer services for theatregoers with physical disabilities, as well as individuals on the autism spectrum. TAP is beginning its 19th season of open captioned performances of Broadway and Off-Broadway theatre.

Please feel free to contact TDF's TAP Plus program at:

- Tel: 212.912.9770 ext. 383
- Fax: 212.768.1563
- E-mail: tap@tdf.org.

GRANT GUIDELINES & APPLICATION INFORMATION

TAP PLUS 2016

Only organizations funded by the New York State Council on the Arts (NYSCA) in Fiscal Year 2015 are eligible to apply. Priority will be given to new applicants and to proposals that initiate services rather than to established services.

Organizations may apply for:

- cost of captioning service fees for one or more events.
- rental of captioning equipment
- purchase of captioning equipment
- marketing captioning events
- travel expenses of the caption operator

Organizations may not apply for:

- ticket subsidy

The maximum request amount is \$5,000

Applicants will be notified of funding decisions by January 29, 2016.

Events must be open to the public and take place between January 1, 2016 and December 31, 2016 in New York State.

The application deadline is Monday, November 23, 2015.

PROCESS AND CRITERIA

A panel composed of people who belong to the arts constituency and who are hard of hearing or deaf will rate the applications. The criteria are:

- Extent of outreach in terms of reaching the potential audience
- Quality of marketing plan
- Evidence of community support
- Potential for the project to increase public awareness of access for people with hearing loss

EXAMPLES OF PROJECTS FUNDED

- Theatre seeking captioning for a performance or performances
- Museum providing captioning for a lecture, film or video presentation
- Literary organization offering captioning for a reading
- Outdoor festival utilizing captioning for an arts demonstration
- Television station providing captioning for public broadcasting

INTERPRETING (Sign Language) ALTERNATIVE

In certain situations, Deaf Culture individuals who rely on sign language as their primary means of communication might be unable to utilize captioning. For example, schoolchildren may be fluent in sign language but are still developing reading skills. If your event will draw a significant number of Deaf Culture attendees, you may apply for interpreting service. Your application should articulate this request as a need, not a preference.

FINAL REPORTS

Final reports should detail the actual income and expenses and the number of attendees with hearing disabilities. A copy of the event program and any relevant marketing material should accompany the report. Final reports are due four weeks after the end of the event.



Deadline for 2016 Grant Proposals

November 23, 2015

TAP PLUS APPLICATION FORM (For NYSCA grantees only)



Applicant Organization's Legal Name _____ A K A (if commonly known by another name, enter here) _____

Mailing Address/Street Address _____

City _____ County _____ State _____ ZIP Code _____

Contact Person _____ Title _____

Daytime Phone for Contact Person () _____ Ext. ____; TTY () _____

Fax Number () _____ E-mail Address _____

Funded by NYSCA for your current fiscal year? Yes _____ No _____

Please attach one page entitled **ORGANIZATION INFORMATION** in which you briefly describe the current purpose and activities of your organization, as well as an indication of your organization's overall operating expense budget.

Please attach a second page entitled **PROJECT DESCRIPTION**. It should indicate whether or not this project is part of an overall accessibility plan and if it is intended to be a one-time event or the beginning of a series of captioned events. It should also indicate the following for the project:

- inclusion of people with hearing disabilities participating in the planning
- intentions to find captioners
- equipment you have and equipment you need
- designation of seating area for people with hearing disabilities
- ticket pricing structure, including pricing for people with hearing disabilities
- overall marketing plan to ensure attendance by people with hearing disabilities

Please attach a third page entitled **PROJECT BUDGET** that includes the anticipated expenses and income for your project.

You have the option of printing the application and mailing or faxing it or submitting it by email using pdf attachments. If you choose the latter, please include a page entitled **CONTACT INFORMATION** and include all above fields.

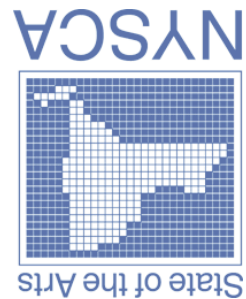
PLEASE ADDRESS APPLICATIONS TO:

TAP Plus/Theatre Development Fund
520 Eighth Avenue, Suite 801
New York, NY 10018-6507
Attention: Lisa Carling, Director of TDF Accessibility Programs

SUBMIT BY FAX TO: (212) 768-1563 ATTN: TAP PLUS

SUBMIT BY E-MAIL TO: tapplus@tdf.org

I think
I've got it.
I think I've got it.



GRANT OPPORTUNITY
FOR INCREASED ATTENDANCE TO CULTURAL EVENTS
IN NEW YORK STATE
BY PEOPLE WHO ARE HARD OF HEARING OR DEAF
2016 APPLICATION DEADLINE
NOVEMBER 23, 2015
TAP PLUS APPLICATION FORM FOR
NYSCA GRANTEEES ONLY