# RALEIGH ARTS COMMISSION
# 2016-2017 UNIVERSAL ACCESSIBILITY CHECKLIST

raleigh arts COMMISSION

**Applicant Name:** _____

**Click here to go to Frequently Asked Questions.**

***Disability is not a 'brave struggle' or 'courage in the face of adversity'... Disability is an art. It's an ingenious way to live.***
**- Neil Marcus, Actor, Playwright, Performance Artist**

The Universal Accessibility Checklist is one tool used by the Raleigh Arts Commission to enable applicants to show how successfully their organizations engage people with disabilities in their programming and activities. Inclusion is the act of creating environments in which someone with a disability is and feels welcomed, respected, supported, and valued to fully participate. A universally accessible program is one that a person with a disability can not only attend, but one where they can enjoy the same high quality experience as other participants. The focus is not on the minimum standards set out by the Americans with Disabilities Act, but on the use of best practices with a goal of full inclusion, which is at the core of "universal accessibility". The Commission understands that most organizations are not currently universally accessible, but it is interested in learning how applicants are moving toward that goal.

*Please indicate the accessibility accommodations and services your organization provides by selecting a choice from the drop-down menu that appears when you click in each box:*

**PLANNING, IMPLEMENTING, AND EVALUATING ACCESSIBILITY**

*How does your organization approach accessibility?*

| | |
|---|---|
| Stated Policy or Mission Statement Regarding Accessibility and Accommodations | |
| Established Access Committee that Includes People with Various Disabilities to Advise on Access Issues | |
| Established Accessibility Plan | |

What was the last date this plan was updated/reviewed? _____

**ACCESS TO FACILITY**

*How are your facilities accessible?*

| | |
|---|---|
| Has the federal government's *ADA Checklist for Existing Facilities* been completed for the location(s)? | |
| Designated Accessible Parking Spaces, with a Clear and Accessible Path of Entry to Facility | |
| Ground Level or Ramped Entrance to Facility | |
| Exterior Signage with Directions to Accessible Entrance(s) | |
| Appropriate Interior Signage for People with Low Vision/ Who Are Blind (large print with high contrast and braille) | |
| Elevators for Multi-Level Facilities | |
| Integrated and Dispersed Seating in Assembly Areas for People with Mobility Issues | |
| Accessible Restrooms (doorways, door handles, sinks, soap, and paper dispensers, stall size, door swing,water fountains) | |
| Accessible Emergency Exits and Audio/Visual Emergency Alarms | |
| Accessible Box Office, Stage, Dressing Rooms, Exhibit Areas, Display Cases, and Counters | |
| Accessible Administrative Offices | |

| | FOR LAST COMPLETED FISCAL YEAR | | |
|---|---|---|---|
| **ACCESS TO PROGRAMS AND SERVICES** | **ADA Accommodations Offered** | **# Events w/ADA Accommdns.** | **# People Using ADA Accommdns.** |
| **For People with Limited Mobility:** | | | |
| Host Programs and Events at Wheelchair Accessible Locations | | | |
| **For People Who Have Low Vision or Are Blind:** | | | |
| Large Print Materials | | | |
| Large Print Labeling with High Contrast | | | |
| Braille Materials | | | |
| Computer Disks | | | |
| Tactile Tours | | | |
| Audio Description | | | |
| **For People Who Are Hard of Hearing or Deaf:** | | | |
| Assistive Listening Devices | | | |
| Real Time Captioning | | | |
| Sign Language Interpreters | | | |
| Scripts and Text of Verbal Presentations | | | |
| Open or Closed Captioned Audio-Visual Presentations | | | |
| TTY/TDD | | | |

**ACCESS TO COMMUNICATIONS AND PUBLICITY**

*How does your organization communicate its accessibility?*

| | |
|---|---|
| Fully Accessible Website (including alt tags and captioned audio) | |
| All Publicity Has Access Information/Accomodations (i.e. press release, media, email, program/brochure) | |
| Appropriate Disability Symbols Used in All Publicity (both print and electronic) | |
| Publicize Accessibility through Partnerships with Disability Organizations | |
| Through Media | |
| Through Direct Mail | |
| Through Website | |

*Who is your organization's accessibility coordinator?*

Name: _____

Title: _____

Phone Number: _____

Email Address: _____

**Describe any other ways that your organization or your programs are inclusive of people with disabilities or moving toward the goal of universal accessibility:**

***This checklist was created with assistance from the Arts & Science Council of Charlotte/Mecklenburg (ASC), the National Endowment for the Arts (NEA), and the North Carolina Arts Council (NCAC).***

# UNIVERSAL ACCESSIBILITY CHECKLIST
# FREQUENTLY ASKED QUESTIONS

**Click here to return to Universal Accessibility Checklist.**

With the passage of the Americans with Disabilities Act on July 16, 1990, public and private institutions must be in compliance with legislation designed to reduce the physical and social barriers facing over 49 million disabled Americans. Assessing your present facility, programs, and operations is the first step and will help your organization identify any changes needed. This checklist will help determine your organization's accessibility. It does not include the specifications for physical accessibility that are part of the ADA, and we do not use this information to ensure your compliance. That is your responsibility.

**Q: How can I get an ADA Checklist for Existing Facilities?**

***A: The checklist can be downloaded from the following website: www.ada.gov/racheck.pdf***

**Q: Should the Universal Accessibility Checklist be answered in regards to the specific project, or the organization as a whole?**

A: The checklist should be focused on 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.

**Q: Can I complete this form if I do not know the venue of my project?**

A: Please complete as much as you can at the time of submission. You will be asked to update this checklist once you have chosen a location.

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

A: 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.