



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

TAP PLUS

Theatre Development Fund's (TDF) **TAP Plus** program, in partnership with the New York State Council on the Arts (NYSCA), makes available **grants of up to \$5,000 for open captioning services** in order to increase attendance by people who are hard of hearing and 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 by clicking on the disability access symbol for open captioning (OC). 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. TAP is beginning its 12th season of open captioned performances of Broadway and Off-Broadway theatre. This material is also available in large print upon request. For answers to most frequently asked questions, please refer to our web site at www.tdf.org/tap.

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

- Tel: 212.912.9770 ext. 380
- TTY: 212.719.4537
- Fax: 212.768.1563
- E-mail: tap@tdf.org.

GRANT GUIDELINES & APPLICATION INFORMATION

TAP PLUS 2009

Only organizations funded by the New York State Council on the Arts (NYSCA) in Fiscal Year 2008 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 the entire cost of captioning of one or more events.
- for rental of captioning equipment
- for marketing captioning events
- for travel expenses of the caption operator

Organizations may not apply:

- for ticket subsidy
- for purchase of captioning equipment

The maximum request amount is \$5,000

Applicants will be notified of funding decisions by January 30, 2009.

Events must be open to the public and take place between January 1, 2009 and December 31, 2009 in New York State.

The application deadline is Monday, December 1, 2008.

PROCESS AND CRITERIA

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

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

EXAMPLES OF PROJECTS FUNDED

- A theatre seeking captioning for a performance or performances
- A museum providing captioning for a lecture or a film or video presentation
- A literature organization offering captioning for a reading
- An outdoor festival utilizing captioning for an arts demonstration
- A television station providing captioning for public broadcasting

INTERPRETING (Sign Language) ALTERNATIVE

In certain situations, Deaf Culture people 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 an 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.



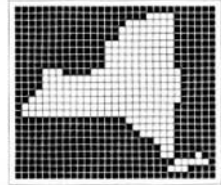
Deadline for 2009 Grant Proposals

December 1, 2008

TAP PLUS APPLICATION FORM

(For NYSCA grantees only)

State of the Arts



NYSCA

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.

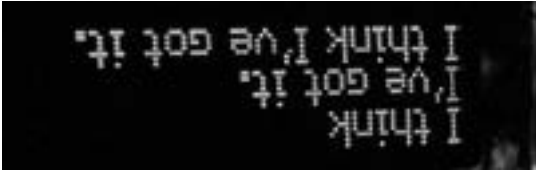
Please attach a second page entitled **PROJECT DESCRIPTION**. It should indicate whether or not this project is part of an overall accessibility plan and if it is intended to be a one-time event or the beginning of a series of captioned events. It should also indicate the following for the project:

- 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.

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



GRANT OPPORTUNITY

**FOR INCREASED ATTENDANCE TO CULTURAL EVENTS
IN NEW YORK STATE
BY PEOPLE WHO ARE HARD OF HEARING OR DEAF**

**2009 APPLICATION DEADLINE
DECEMBER 1, 2008**

**TAP PLUS APPLICATION FORM FOR
NYSCA GRANTEES ONLY**

