

Allegheny Regional Asset District (RAD)
Application : Connection and Accessibility/Inclusion Grants

Revised 6-30-2018

This application may be used to apply for either a **Connection Grant** or an **Accessibility/Inclusion Grant**. This is not the form to use for the annual operating/capital grant program. Application for and/or receipt of a special project grant does not impact consideration for annual operating or capital support.

Connection Grant

In order to preserve and enhance public service, the District is interested in fostering cost saving connections between and among regional assets. To encourage those connections, the District has established a Connection Grant program.

The goal of this program is to support the implementation of a range of new collaborative efforts that will lower overhead costs thereby sustaining and enhancing programming.

Connection Grants will be one time project grants designed to directly assist in the implementation of new asset connections including the following:

- ✓ Actual merger of assets resulting in a reduction of overhead costs or that will otherwise sustain the asset's level of service to the community.
- ✓ Agreements between or among assets to share a significant portion of administrative costs and or facilities for a minimum of three years.
- ✓ Collaborative projects expected to result in continuing revenue enhancement and/or expenditure control. One time programming or marketing projects without ongoing economic benefit to assets are not eligible.

The applicant must be a current asset.

Collaborating partners in the project must be a designated asset or otherwise be eligible for District support and meet all of the funding criteria in place for awards during the fiscal year in which the application is made.

Connection Grants may be used to pay for any costs associated with the project. The District expects these grants will lead to actual results rather than the production of feasibility or conceptual studies.

Check the District's web site *Grant Program* page (radworkshere.org) for the next application deadline. The amount of an individual grant is not limited except by the availability of funds.

A project acknowledgment letter or letters from partner organizations must be included at the time of application.

Accessibility and Inclusion Grants

As a part of its *Regional Assets are for Everyone* initiative, the District is accepting special project grant applications for projects that will have a long term benefit toward enhancing opportunities for those with physical and cognitive challenges to enjoy the benefits of asset programming.

These project grants are meant as one time investments in facilities, equipment or program development. The kinds of projects that will be considered include:

- Improvements that foster inclusion and lead to an overall welcoming experience for those with physical and cognitive challenges
- changes to facilities including exhibits and signage
- purchase or installation of equipment for hearing or sight assistance,
- projects to improve communication and marketing such as web site accessibility enhancements

This program is limited to current assets.

These grants are not intended to fund individual performances, staff or travel to conferences but could be used for staff training on improved facilities or equipment. Projects that share and develop resources among assets are encouraged. Assets must commit to maintain the equipment and services once the investment is completed.

Check the District's web site (radworkshere.org) forms page for the next application deadline. The amount of an individual grant is not limited except by the availability of funds.

About RAD

Act 77 of 1993 charged the RAD Board with distributing half of the proceeds from the 1% county sales tax to regional assets in the areas of arts and culture, recreation and regional parks, libraries, regional sports facilities and other areas determined by the Board.

Seven Board members govern the District; the Allegheny County Chief Executive appoints four and the Mayor of Pittsburgh appoints two. The six appointed members elect a seventh member. Six of the seven members must authorize the allocation of funds. The Board sets the goals of the District, evaluates the progress towards the goals and makes the final decisions on the use of the funds. All materials submitted to the District become part of the public record and available for inspection by the public.

Following is a list of those areas that are not currently eligible for District support, and therefore, not eligible for this grant program:

◆ Funding Restrictions

Act 77 prohibits the District from funding:

- any health care facility;
- institutions of elementary, secondary or higher education;
- any park less than 200 acres except for linear parks located in more than one municipality;
- any asset which fails to serve a significant number of residents outside of the municipality in which the asset is located;
- any library which is not part of a library system serving multiple municipalities.

In addition, the District will not provide funding for the following:

- ⇒ governmental-type services other than qualifying parks (examples of ineligible activities include public safety and public works programs/projects including government office or service facilities, bridges, vistas, roads, water and sewer projects);

- ⇒ local recreation programs, facilities and/or activities such as teams and leagues;
- ⇒ economic and housing development agencies and programs;
- ⇒ social/human service agencies and programs;
- ⇒ parades or festivals, single events.
- ⇒ project grants for planning or feasibility studies;
- ⇒ historical monuments unless part of an otherwise eligible regional asset such as a regional park or museum or sufficient funds have been raised and set aside at the time of application to provide for ongoing maintenance.

How to Apply

Current applicants will be required to fill out the cover page and either Exhibit A for Connection Grants or Exhibit B for Accessibility and Inclusion Grants. The exhibits include a project description and budget. Applicants may use their own word processing system to complete the information requested.

Applicants who are partnering with a current asset on a Connection Grant must fill out both Exhibit C and produce a current profile on Data Arts.

One copy of the required application exhibits along with any supporting documents should be sent to the District at the address listed below.

For additional information please contact the following:

Allegheny Regional Asset District
436 Seventh Avenue
Suite 2201
Pittsburgh PA 15219
412-227-1900
412-227-1905 (fax)
info@radworkshere.org

Special Project Grant Application

Please check *✓* one:

Check one of the following:

_____ Application is for a Connections Grant

_____ Application is for an Accessibility and Inclusion Grant

Amount Requested \$ _____

CONTACT INFORMATION

Date _____

IRS Tax I.D. # _____

Applicant _____

Address _____

(Note: Please use the address where the District should mail notices, contracts, grant payments.)

City, State, Zipcode _____

Phone _____ Fax _____ Contact e-mail address _____

Web Site Address _____

Contact person for this grant _____

Title _____ Phone _____

Assurances

The applicant certifies that all information contained in this application, including attachments and supporting material, is true and accurate to the best of their knowledge. This application and all attachments are a part of the public record. The applicant agrees to comply with the requirements of the Allegheny Regional Asset District, including all reporting, fiscal and/or performance reviews.

Signature of Authorizing Official

Date

Typed Name and Title

Connections Grant Application EXHIBIT A

Note: All applicants for Connection Grant must complete Exhibit A.

1. Outline the project description including the goals, names of all collaborating organizations if applicable, how the project will be managed and how and to what degree costs will be reduced or revenues increased over the long term.
2. Provide a time line for the project implementation including an anticipated completion date.
3. Indicate how this project will add value to the participants' overall operation.
4. Provide a detailed project budget including a listing of funds from other sources and their status (awarded, applied for etc.) as well as a breakdown of all costs. Indirect costs are not eligible for support under this program.
5. Print out your most recent RAD funder report from the CDP system and include a copy with the application.
6. Submit support acknowledgment letter(s) from partner organization(s) with application.

Accessibility and Inclusion Grant
Application
EXHIBIT B

Note: All applicants for Accessibility and Inclusion Grants must complete Exhibit B.

1. Outline the project description including the goals, names of all collaborating organizations if applicable, assessment of demonstrated need (for example, how you know that the public will benefit from assistive listening devices), how the project will be managed, how you will let the public know about the new accommodations and what outcome will result. Please relate the project to the goals of the grant program.
2. Provide a time line for the project implementation including an anticipated completion date.
3. Indicate how this project will add value to the participants' overall operation.
4. Provide a detailed project budget including a listing of funds from other sources and their status (awarded, applied for etc.) as well as a breakdown of all costs. Indirect costs are not eligible for support under this program.
5. Print out your most recent RAD funder report from the CDP system and include a copy with the application.

Special Project Application
EXHIBIT C

(Note: In addition to either Exhibit A or B, Exhibit C must be completed by organizations who are not a current asset and are partnering with a current asset on a Connection Grant.

1. Submit a copy of your current 501(c)3 certificate. If you do not have a certificate and are not a governmental entity, you are not eligible for this program.
2. Submit a copy of your most recent audit. District grantees who request more than \$25,000 must be regularly audited. If you are not audited, you are not eligible for an award in excess of \$25,000.
3. Provide a brief history of your organization.
4. Provide an outline of your governance including board and staff. Enclose a current list of board members and affiliations.
5. The District can only support applicants that serve persons from more than one municipality. Provide documentation showing the home municipalities of your constituents.
6. Please complete the following schedules:
 - a. Schedule A - Organizational Assessment, page 8 of application.
 - b. Schedule B - Diversity Table, page 9 of application.

Schedule A

**◆General Questions
Organizational Assessment/Accessibility and Inclusion**

Please answer the following questions with a V and provide explanations as needed:

1. Does your board meet on a regular schedule?
How often? (insert an explanation)
2. Are minutes kept and available for review?
3. Has the board adopted by-laws and are they periodically reviewed?
4. Do you have a board-adopted budget?
5. Are regular and year-end detailed financial statements prepared and reviewed by the board?
6. Does your organization handle all of its financial transactions through a checking account and do you reconcile this account monthly?
7. Are you current on all tax obligations including employee withholding, sales tax, business taxes to all levels of government?
8. Is check signing authority outlined in the by-laws or other written procedures?
9. Do you have cash flow projections that are updated monthly?
10. Do you have a strategic or long range plan with specific, measurable goals?
11. Do you have a board-adopted conflict of interest policy covering board and staff?
12. Does any board member or staff person have a financial interest in the operation of the organization other than an authorized salary?
13. Are/will any board members be paid stipends for their service on the board or for professional services provided to the organization?

| Yes | No | EXPLANATION (If needed) |
|-----|----|-------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
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| 8. | | |
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| 10. | | |
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| 12. | | |
| 13. | | |

14. Does your organization have a designated “accessibility coordinator,” that is a person, position or office with specific responsibility to oversee that your facilities and programs are accessible to people with disabilities?
15. Are facilities in which you program and hold events accessible? If, not please summarize in the box your plan to deal with this issue?
16. In the last year, did your programming include accommodations for people with disabilities (for example, mobility, sight, hearing or cognitive impairment)? If yes, describe the accommodations (e.g. captioning, sign language interpretation, assistive listening devices, large print or Braille, autism or dementia friendly programs.) If no, indicate if accommodations are being considered and the challenges you face in implementing them?
17. RAD requires that you communicate accessibility information, including contact information for your accessibility coordinator to the public via postings on websites and printed materials. Indicate whether you currently do this (yes/no) and summarize your current and/or planned efforts in this box.

| | | |
|-----|--|--|
| 14. | | |
| 15. | | |
| 16. | | |
| 17. | | |

Schedule B

◆ ORGANIZATIONAL DIVERSITY

Please complete the following charts and attach to the application a copy of your organization’s equal opportunity policy statement or plan to the application. Please include only full and part-time paid employees, not volunteers or contracted employees.

EMPLOYEES: Please include only full and part-time paid employees, not volunteers or contracted employees.

| | White | Black | Other People of Color | Total |
|--------|-------|-------|-----------------------|-------|
| Male | | | | |
| Female | | | | |
| Total | | | | |

PROFESSIONAL/MANAGERIAL: (The numbers entered below would be a subset of the chart above)

| | White | Black | Other People of Color | Total |
|--------|-------|-------|-----------------------|-------|
| Male | | | | |
| Female | | | | |
| Total | | | | |

BOARD OF DIRECTORS (do not include advisory board members)

| | White | Black | Other People of Color | Total |
|--------|-------|-------|-----------------------|-------|
| Male | | | | |
| Female | | | | |
| Total | | | | |

ORGANIZATIONAL DIVERSITY PLAN

The District requires all applicants to have a board adopted organizational diversity plan that addresses how your organization will consider diversity in its programming, board membership, employment and contracting (for goods and services). Such a plan would be in addition to affirmative action or equal employment statements.

If your organization has such a plan now, please send it in with the application indicating when your board adopted the plan. If you have filed a plan with the District previously, please file an updated plan with the date of your board’s approval. If you do not have a plan you are not eligible to apply.