

ALLEGHENY REGIONAL ASSET DISTRICT
Connection and Accessibility & Inclusion Grant Application
Requirements for Non-RAD Asset Partners



Additional required information for partner organizations that are not currently RAD assets.

Partner Organization _____

Lead Applicant Organization _____

1. Provide a brief history of your organization. *(Limit 1,000 characters including spaces.)*

2. RAD can only support applicants that serve persons from more than one municipality. Provide information on the home municipalities of your constituents. (Information on Allegheny County's municipalities can be found here: radworkshere.org/municipal-support)
(Limit 1,000 characters including spaces.)

Confirm that you will submit the following:

- ⇒ 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.
- ⇒ A copy of your most recent audit, if the project grant is for \$25,000 or more. (Organizations that are not audited are not eligible for an award in excess of \$24,999.)
- ⇒ An outline of your board and staff. Include a current list of board members and affiliations.
- ⇒ Current Data Arts (culturaldata.org) profile for last two recently completed fiscal years.
- ⇒ Letter of commitment that clearly defines the impact and specific, long-term benefits of this project for your organization.

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ORGANIZATIONAL ASSESSMENT

Please answer the following questions with a ✓ 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.		
7.		
8.		
9.		
10.		
11.		
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.		

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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

RAD 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 RAD 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.