



**Council on  
the Arts**

**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 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 performing arts 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](http://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 or with other developmental/cognitive disabilities.

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

- Tel: 212.912.9770 ext. \*382
- Fax: 212.768.1563
- E-mail: [tap@tdf.org](mailto:tap@tdf.org).

## GRANT GUIDELINES & APPLICATION INFORMATION

### NYSCA/TDF TAP PLUS 2023

Only organizations funded by the New York State Council on the Arts (NYSCA) in Fiscal Year 2023 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
- administrative staff time compensation

**The maximum request amount is \$5,000.**

Applicants will be notified of funding decisions by December 2022.

Events must be open to the public and take place between January 1, 2023 and December 31, 2023 in New York State.

**The application deadline is Monday, October 31, 2022.**

### 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 lecture or 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 falls into this category, you may apply for cost of interpreting services instead. **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 2023 Grant Proposals

**Monday, October 31, 2022**  
**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. Details should include:

- Cost of captioning service fees for one or more events
- Rental of captioning equipment
- Marketing captioning events
- Travel expenses of the caption operator

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

## Choices for Grant Proposals

Circle **one** answer in **each** category. There are 9 categories and 3 open questions.

### Artistic Discipline of Organization Choices:

- Dance
- Music
- Opera/Music Theatre
- Theatre
- Theatre – Storytelling
- Visual Arts
- Design Arts
- Crafts
- Photography
- Media Arts
- Literature
- Interdisciplinary
- Folk – Traditional Arts
- Humanities
- Multidisciplinary
- Non-Arts/Non-Humanities

### Type of Organization Choices:

- Individual – Artist
- Individual – Non-Artist
- Performing Group
- Performing Group – College/University
- Performing Group – Community
- Performing Group for Youth
- Performance Facility
- Art Museum
- Museum – Other
- Gallery/Exhibition Space
- Cinema
- Independent Press
- Literary Magazine
- Fair/Festival
- Arts Center
- Arts Council/Agency
- Arts Service Organization
- Union/Professional Association
- Parent-Teacher Association
- Elementary School
- Middle School
- Secondary School
- Vocational/Technical School
- Other School
- College/University
- Library
- Historical Society/Commission
- Humanities Council
- Foundation
- Corporation
- Community Service Organization
- Correctional Institution
- Health Care Facility
- Religious Organization
- Senior Citizens' Center
- Parks and Recreation
- Government – Executive
- Government – Judicial
- Government – Legislative (House)
- Government – Legislative (Senate)
- Media – Periodical
- Media – Daily Newspaper
- Media – Weekly Newspaper
- Media – Radio
- Media – Television
- Cultural Series Organization
- School of the Arts
- Arts Camp/Institute
- Social Service Organization
- Child Care Provider
- None of the above

### Nonprofit Status of Organization Choices:

- Nonprofit Department of Education
- Nonprofit Department of State
- Unit of Government/Indian Tribe
- Other

### Composition of Organization Choices:

- No single group
- American Indian / Alaska Native
- Asian
- Black / African American
- Hawaiian / Pacific Islander
- Hispanic / Latino
- White, not Hispanic

### Artistic Discipline of Project Choices

- Dance
- Music
- Opera/Music Theatre
- Theatre
- Theatre – Storytelling
- Visual Arts
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- Interdisciplinary
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### **Type of Project Choices:**

- Acquisition
- Audience Services
- Fellowship
- Creation of a work of art
- Concert / Performance / Reading
- Exhibition
- Facility Construction, Maintenance, Renovation
- Fair / Festival
- Demonstration Class / Lecture
- Identification / Documentation
- Institution / Organization Establishment
- Institution / Organization Support
- Arts Instruction
- Marketing
- Professional Support, Administrative
- Professional Support, Artistic
- Recording / Filming / Taping
- Publication
- Repair / Restoration / Conservation
- Research / Planning
- Residency – School
- Residency – Other
- Seminar / Conference
- Equipment Acquisition
- Distribution of art – e.g. films, books, prints
- Apprenticeship
- Regranting
- Translation
- Writing about Art
- Web Site / Internet Development
- Student Assessment
- Curriculum Development / Implementation
- Stabilization / Endowment / Challenge
- Building Public Awareness
- Technical Assistance
- Professional Development / Training
- Broadcasting
- Public Art / Percent for Art
- None of the Above

### **Composition of Audience Choices:**

*Please select an ethnic or racial characteristic that best describes the grantee, the audience, the board, or the staff.*

- No single group
- American Indian / Alaska Native
- Asian
- Black / African American
- Hawaiian / Pacific Islander
- Hispanic / Latino
- White, not Hispanic

### **Art Education Choices:**

*Arts-in-education projects are defined as in-school arts projects.*

- None
- Less than 50% K-12
- Less than 50% Higher Ed
- Less than 50% Pre-K
- Less than 50% Adult Learners (incl. teachers & artists)
- 50% or more K-12
- 50% or more Higher Ed
- 50% or more Pre-K
- 50% or more Adult Learners (incl. teachers & artists)

### **Regrant Project Descriptor Choices:**

- Accessibility
- International
- Presenting / Touring
- Technology
- Youth at Risk
- None of the Above

### **Participation:**

**Number of Artists Participating** (*How many artists would benefit directly from this grant?)*

**Number of Youths Benefitting** (*How many youths would benefit directly from or participated in programs funded by this grant?)*

**Number of Individuals Benefitting** (*Total of all people, including the above artists and youth, that would benefit from this grant. This number should include audience members.*)

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



**GRANT OPPORTUNITY**  
**FOR INCREASED ATTENDANCE TO PERFORMING ARTS**  
**EVENTS**  
**IN NEW YORK STATE**  
**BY PEOPLE WHO ARE HARD OF HEARING OR DEAF**  
**2023 APPLICATION DEADLINE**  
**Monday, October 31, 2022**  
**NYSOA/TDF TAP PLUS APPLICATION FORM FOR**  
**NYSOA GRANTEEES ONLY**