

## ACCESSIBILITY CHECKLIST

The Connecticut Commission on Culture & Tourism recognizes the importance of non-discrimination, diversity, and equal opportunity in all aspects of its programs and activities. CCT is committed to access, not only as a legal requirement, but also as a policy to encourage the participation of all Connecticut citizens in agency-funded programs. CCT also considers low-income communities, rural populations, and individuals over 65 years old as underserved populations that should be proactively included in programs.

CCT grant recipients are required to comply with the provisions of the Americans with Disabilities Act (ADA) which requires that persons with disabilities have access to public programs or services on an equal basis with the rest of the general public. Private arts and other non-profit organizations fall under Title III of the ADA, "places of public accommodation."

All organizations that are recipients of federal aid (e.g., National Endowment for the Arts funds) also hold accessibility obligations under Section 504 of the Rehabilitation Act. Although the aforementioned laws are distinctive, they have in common the requirement that programs, services and architectural facilities must be as accessible as possible. Organizations with historic properties and groups with limited financial resources must also meet ADA requirements.

Every organization should conduct an evaluation of its policies, practices and programs to ensure that people with disabilities have equal physical, programmatic and communications access. People with disabilities and organizations representing them should participate in the evaluation process. CCT encourages all organizations to have an **ADA Access Plan**. For assistance in developing a plan, contact CCT's Accessibility Coordinator, Susan Docker. Resources are also available on CCT's web site (see Arts Division/Resources/Accessibility).

Applicant Name: \_\_\_\_\_

Indicate the accessibility standards with which your organization complies:

Yes No **Physical Access**

- Facility** (or venue(s) where are programs are held) is accessible (exterior entrance clear of stairs or ramped; doorway wide enough to accommodate wheelchairs; accessible signage).
- Restrooms, telephones and drinking fountains** are accessible to people with mobility disabilities.
- Parking** facilities are accessible (accessible spaces, marked with the international symbol of accessibility and closest to the accessible entrance; paved walkways leading to building entrance).
- Assembly areas** include seating for wheelchair users. Companion seating also available.

### Programmatic/Communications Access

- Printed materials** are available in large print or braille
- Marketing** includes advertising the physical and communication accessibility of a facility or program
- Sign language interpreters** have been provided when requested
- Assistive-listening devices** have been provided when requested
- Audio descriptions** of exhibitions, programs and/or publications have been utilized
- Open- or closed-captioning** has been used in video displays
- Telecommunications devices** are available
- Other** means of access has been provided: \_\_\_\_\_
- Our organization has an **Access Plan**

If your organization is not fully ADA compliant, explain why and the steps you are taking to address access: