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**Nebraska Arts Council**

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[nac.info@nebraska.gov](mailto:nac.info@nebraska.gov)  
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### **CONTRACT, LEGAL OBLIGATIONS AND GRANT PAYMENT INFORMATION:**

Please read your award email and the Statement of Assurances page in your eGrant application carefully as these state your organization's obligations in accepting grant funds. Among those obligations is a requirement that you must acknowledge the NAC's support in all advertising, news releases, printed programs, promotion and publicity for this project. Payment(s) will be made according to the schedule outlined in your email. Please contact the Grants Manager at 402/595-2122 if you have questions.

**Your organization's Authorizing Official must respond via email to the Award Email in order for payments to be made. Please reference the Award Email for instructions on verifying your grant award.**

**FOR STATE AGENCIES ONLY:** Please forward the award email to the appropriate department for authorized approval of the contract terms and to initiate an IBT for payment of the grant award.

### **MATCHING FUNDS AND FUNDING SOURCES**

You may not match NAC grants with funds from other NAC grants or grants from the Mid-America Arts Alliance. However, all income sources for your project must be documented in the Final Report for this grant.

The NAC's grant programs are made possible by appropriations from the State of Nebraska and grants from the National Endowment for the Arts. As part of your Final Report, you are required to thank your State Senator, U.S. Representative and U.S. Senator for their support of the arts and to invite them to your project activities. A list of elected officials is included at the end of this packet.

### **THE ARTS.....FOR EVERYBODY: ACCESSIBILITY**

As a recipient of funds from the NAC, your organization must comply with certain Federal nondiscrimination laws, including Section 504 of the Rehabilitation Act of 1973 which prevents individuals with handicaps from being denied access to any programs or activities receiving public funds. If you are an organization receiving funding from the NAC for the first time you should review the information in *Design for Accessibility: A Cultural Administrator's Handbook*. This resource, published by the National Endowment for the Arts, is available online at: <http://arts.gov/publications/design-accessibility-cultural-administrators-handbook>.

### **COLLABORATIONS**

The NAC encourages applicant organizations to work cooperatively with other community groups, and to describe these efforts in their application. The NAC also encourages applicants to include in their applications a discussion of how their project or program addresses the concerns of individuals with disabilities.

### **FINAL REPORT**

Within 30 days after the project is completed, you must submit a final report online in the eGrant system. Organizations failing to complete the Final Report will be barred from receiving future NAC grants. If for some reason the Final Report is not available for your application within eGrant, contact the NAC Grant Manager at [nac.grants@nebraska.gov](mailto:nac.grants@nebraska.gov).

### **NAC USE OF FINAL REPORT MATERIALS**

The Nebraska Arts Council retains the right to use all or a portion of your final report materials for illustrating the use of state funds for the public good. This includes any and all text, and photographic images that you provide which document grants, programs, awards, sponsored events, and any other NAC funded activity. The NAC's uses of these materials include, but are not limited to: publication on our website, use by the Nebraska Cultural Endowment in their publications, in press releases, internal documents, in e-mail announcements and newsletters. Therefore, any material submitted by you/your organization is considered by the NAC to possess the necessary written permissions and releases permitting it to be so used. It is solely the responsibility of the grantee to obtain these permissions from relevant artists, creators and/or subject in material (i.e. photos) that is provided for this purpose.

### Why Credit the Nebraska Arts Council?

The NAC is a state agency which receives funding from the Nebraska Legislature and the National Endowment for the Arts, a federal agency. The Nebraska Cultural Endowment is a public/private partnership that designates funds to the NAC for distribution. Therefore, it is important that your audience and elected officials know public funding helps bring them the project, exhibit or performance that they are enjoying so much. When you accept Nebraska Arts Council grant funds, you agree to acknowledge the NAC and our funding partner, the Nebraska Cultural Endowment (NCE), in all advertising, news releases, printed programs and any other promotional or publicity materials.

Acknowledging NAC and NCE support emphasizes the importance of partnerships. Nonprofit arts programs cannot exist unless everyone works together to make them happen.

### How to Credit the Nebraska Arts Council and Nebraska Cultural Endowment

You are **required** to credit the Nebraska Arts Council and Nebraska Cultural Endowment for supporting your programs and activities. Organizations which receive grants from the NAC must use the Nebraska Arts Council/Nebraska Cultural Endowment logo. The logo can be downloaded from the Nebraska Arts Council website -- [www.artscouncil.nebraska.gov](http://www.artscouncil.nebraska.gov). Click on "Grants" and then on "Grantee Info". Here are some guidelines:

- For all advertising, news releases, promotional and publicity materials: Position the logo and/or the following credit prominently:  
**...with the support of the Nebraska Arts Council and the Nebraska Cultural Endowment.**
- For event programs or catalogues, please use the logo and the following statement:  
***The Nebraska Arts Council, a state agency, has supported this [these] program[s] through its matching grants program funded by the Nebraska Legislature, the National Endowment for the Arts and the Nebraska Cultural Endowment. Visit [www.nebraskaartscouncil.org](http://www.nebraskaartscouncil.org) for information on how the Nebraska Arts Council can assist your organization, or how you can support the Nebraska Cultural Endowment.***
- For donor contribution lists, annual reports or other printed materials where a list is used, the Nebraska Arts Council and Nebraska Cultural Endowment should be listed. Ideally, there should be a separate category for *Government Support* if lists are categorized by type.
- Verbal acknowledgment, using the language listed in item #2 as a guide, must be given at any event for which there is no printed program and in any interviews with the media.
- The NAC/NCE logo should not be reduced in size in comparison with other corporate or foundation logos except in the case of a single major company sponsorship agreement. While it is often an organization's practice to size logos depending on the amount of money received, please bear in mind that NAC/NCE/NEA funds are public in nature and are not obtained in the same manner as private funds. By displaying the NAC/NCE logo, you are a partner in advocating for the continuation of public funding for the arts.

### More Information

If you have questions on how to appropriately accommodate us and your graphic designer, please contact your NAC program officer.

## Record Keeping

The project director has the major responsibility for managing the grant and making the project a success. Please share information in this mailing with others working on the grant (i.e. the fiscal agent for the grant needs to be kept apprised of all financial information).

In order to maintain good fiscal records and reporting to the Nebraska Arts Council (NAC), the following procedures must be followed. Remember that keeping complete and accurate records from the start will facilitate completion of reports to the NAC.

### Identify Income and Expenditures

To help you, the NAC, and the possible auditors, it is crucial that you identify clearly the income and expenditures for this project, keeping them distinct from your other income and expenditures. With a small amount of funds, you may be able to keep track of this within your current checking account; otherwise, a separate account must be opened. Or, if you are a large institution handling many accounts, you must establish a separate account number.

### Collect Receipts

Documentation is needed to verify all monetary expenses (this includes canceled checks, receipts, deposit slips, etc.). Collect and organize these items and enter them into ledger sheets or an Excel spreadsheet.

**REMEMBER:** You must keep these and all financial records on this project for three years so they are available for a selective audit.

### Final Report

The Final Report will become available in the eGrant system by the scheduled end date of your project. The Final Report should be submitted online within 30 days of the end date of your project. If for some reason the Final Report is not available for your application within eGrant, contact the NAC Grant Manager at [nac.grants@nebraska.gov](mailto:nac.grants@nebraska.gov).

### Important:

- Make sure your expenses are being spent in accordance with the budget you submitted with the grant and the enclosed contract. If expenses or income are different from the projected budget in a substantial way (more than 20% of the category subtotal), you will need to explain these changes in your Final Report.
- Also, if you have any changes in your project, such as dates or personnel, please inform the NAC of these changes in writing, so that they may be approved.

### Important New Requirements:

- **Proof of Expenditure:** Basic Support Grant awardees will be required to submit with the Final Report proof of expenditure for the grant award amount plus the required match. Other grant recipients will also be selected on a random basis to submit proof of expenditure with their final report.
- **Project Activity Locations.** New Federal statues require Grantees to report project activity locations and number of days during which activities took place at each location. Grantees will submit this information in their Final Report via the eGrant system:
  - Venue (all venues used during the project)
  - Address (for each venue used; either street address or GPS locator)
  - No. of Days (days spent at each venue)

*As with receipts, it is advisable to collect, from the beginning of the project, all these items and information.*

**See the chart on the next page for the list of activities requiring Project Activity Location information**

### Other Documentation

You will also need to collect the following documentation and information for your Final Report:

- Reviews and articles about your project
- Photos
- Posters and ads displaying the NAC/NCE acknowledgement

*As with receipts, it is advisable to collect, from the beginning of the project, all these items and information.*

QUESTIONS: Should you have any questions or need additional information, please don't hesitate to call or email us.

**NAC Grants Manager, [Nac.grants@nebraska.gov](mailto:Nac.grants@nebraska.gov), 402-595-2122**

## Project Activity Location reporting

**\*IMPORTANT\***

*Federal reporting requirement update:* For certain types of activities, grantees must report project activity locations and number of days during which activities took place at each location. These project activities include:

2	audience services - e.g., ticket subsidies, busing senior citizens to an arts event
4	creation of a work of art - include commissions
5	concert/performance/reading - include production development
6	exhibition - include visual arts, film, and video; exhibition development
7	facility construction, maintenance, renovation
8	fair/festival
10	institution/organization establishment - for creation or development of a new institution/organization
12	arts instruction - include lessons, classes and other means used to teach knowledge of and/or skills in the arts
16	recording/filming/taping - do not include creating art works or identification/documentation for archival or educational purposes
18	repair/restoration/conservation
20	school residency - artist activities in educational setting wherein one or more core student groups receive repeated artist contact over time
21	other residency - artist activity in a non-school setting wherein one or more core student groups receive repeated artist contact over time
22	seminar/conference
24	distribution of art - e.g., films, books, prints
25	apprenticeship
29	professional development/training - activities enhancing career advancement
33	building public awareness - activities designed to increase public understanding of the arts or to build public support for the arts
34	technical assistance with technical/administrative functions
37	public art/percent for art

**Note:** *Basic Support Grants will not require collection of Project Activity Location information.*

Grantees must submit the address, city, state and zip for every location where any of the above activities occur *and* the number of days on which each activity took place. (For permanent public art installations, use '999' for number of days)

Grantees will submit this information in their Final Report via the NAC eGrant system.

### Nebraska Arts Council Audit Requirements

The following audit requirements have been adopted by the Nebraska Arts Council and are applicable to organizations requesting NAC funding. The provisions of these requirements do not limit the authority of state and/or federal agencies to make audits of recipient organizations.

**Note:** *Grant recipients are required to maintain records and receipts for three years following the completion of a grant project.*

25-30% of the total grants awarded will be audited each year through a combination of the following:

#### A. DESK AUDITS

The Nebraska Arts Council will conduct desk audits of 10% of all grants that require neither a contract nor receipts for expenses. A desk audit requires the grantee to provide proof of expenditure of eligible expenses equaling their NAC award plus matching dollars. (see "Proof of Expenditure" in Record Keeping)

#### B. SITE AUDITS

The Nebraska Arts Council may conduct periodic audits of grantees' projects after the Final Report has been received and approved. During an audit, an NAC staff member compares final report budget amounts with canceled checks and other financial documents in order to insure proper use of NAC grant funds. Organizations which receive Nebraska Arts Council funding should be prepared to furnish appropriate documentation such as canceled checks, payroll records, contractual agreements, and sub-grant award documents to substantiate the Final Report in the case of a site audit. Information should be kept for a minimum of three years from the date of the report. Organizations that re-grant must advise their sub-grantees to do the same.

Grants selected for site audits, if any, will rotate annually, so that no grantee undergoes a site audit for two consecutive years.

#### B. SCHOOL BUS FOR THE ARTS INVOICE REQUIREMENT

All School Bus for the Arts grant recipients are required to submit a copy of the invoice from the bus company, or an invoice from the school district stating the exact cost of the bus and a receipt for admission fees (if any) along with their final report.

#### C. ARTIST CONTRACTS

All Artists in Schools/Communities and Nebraska Touring Program grantees must submit a copy of the contractual agreement between the applicant and the artist at the time of grant submission.

#### D. BASIC SUPPORT GRANTS – MAJOR ARTS ORGANIZATIONS INDEPENDENT AUDITS

Organizations requesting program funding in the Basic Support Grant – Major Arts Organizations category are required to submit a financial audit performed by an independent certified public accountant and made in accordance with generally accepted auditing standards.

#### E. FEDERAL CIRCULAR A-133

Grantees expending \$500,000 or more yearly in federal funds (including NAC awards) shall comply with all requirements contained in the Federal Circular A-133 or A-110 (whichever is applicable to the grantee) and submit to the NAC an audit (or audits) of the organization made in accordance with this circular.

1. **Frequency of audit.** Audits shall be made annually, unless the organization's normal audit covers a two-year period.
2. **Internal control and compliance reviews.** The Single Audit Act requires that the independent auditor determine and report on whether the organization has internal control systems to provide reasonable assurance that it is managing the Federal funds in compliance with applicable laws and regulations.
3. **Illegal acts or irregularities.** If the auditor becomes aware of irregularities in the recipient organizations, the auditor shall promptly notify the Nebraska Arts Council and recipient management officials above the level of involvement. Irregularities include such matters as conflicts of interest, falsification of reports, and misappropriation of funds or other assets.
4. **Audit Report.** Audit reports must be prepared upon completion of the audit in conformance with Circular A133 or A110 to include the following:
  - a. All fraud, abuse, or illegal acts or indications of such acts, including all questioned costs found as a result of these acts that auditors become aware of, should normally be covered in a separate written report submitted in accordance with paragraph 4d.

- b. In addition to the audit report, the recipient shall provide comments on the findings and recommendations in the report, including a plan for corrective action taken or planned and comments on the status of corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason it is not should accompany the audit report.
  - c. The reports shall be made available by the organizations for public inspection within 30 days after the completion of the audit.
  - d. In accordance with generally accepted government audit standards, reports shall be submitted by the auditor to the organization audited and to the Nebraska Arts Council.
  - e. Recipients shall keep audit reports on file for three years from their issuance.
5. **Audit work papers and reports.** Work papers and reports shall be retained for a minimum of three years from the date of the audit report, unless the auditor is notified in writing by the Nebraska Arts Council to extend the retention period. Audit work papers shall be made available upon request to the Nebraska Arts Council or its designee at the completion of the audit

## Communication Tool Kit

### Publicize Your Success

Notifying the public is important to the continued success of our agency and your organization! Please publicize your organization's grant from NAC in your community and online. Here are some suggestions:

- Write a news release and email it to your local media outlets
- Make an announcement on your website or newsletter
- Share via social media
- Contact your elected officials

### News Release

A formal news release increases the likelihood of your announcement being published or aired by a local media outlet. A sample news release is provided to guide you. Send your announcement, with a high-resolution photo or logo, via email and don't hesitate to follow-up with a phone call. If you aren't sure who to contact, look up the individual responsible for city events.

### Website/Newsletter

Our grantees are highly vetted by arts professionals and NAC board members. Share this with your constituents and supporters! Post an announcement on your website or include it in your monthly newsletter. It's an easy way to get your fan base excited about programming or an upcoming event.

### Social Media

The easiest way to publicize your success is through social media. Tag us on Facebook (@NebraskaArtsCouncil), Twitter (@NEArtsCouncil) or Instagram (@neartscouncil) and use #nacgrant. Include a photo or video with your post and tag other organizations or individuals involved in the project to increase your reach.

### Elected Officials

Without the support of our elected officials, it would be impossible for NAC to award funds year after year. Please write or call these individuals to thank them for their support (see pages 14-16). Not sure what to say? Here are some ideas:

- Write a note or make a personal contact to let your elected officials know their support helps bring arts programming into your community! Share details about your programming and events, and mention other organizations and community groups involved in your project. Recognize their role in sustaining artistic opportunities. Without this support, your grant(s) would not be possible.
- Invite your elected officials to your events. Involvement is a great way to show off your success and maintain investment in your programming.
- Invite your elected officials to join your mailing list.

You can also join Nebraskans for the Arts to learn more about arts advocacy. Find more information, visit [www.nebraskansforthearts.org](http://www.nebraskansforthearts.org).

**Remember:** Documentation of your communication and advocacy efforts is important to the success of your Final Report. You are also required to acknowledge NAC and the Nebraska Cultural Endowment in all communications materials. For more information see pages 2-4 of this packet.

**[Your Organization]**

[Your Address]

[Your City/State/Zip]

[Your Phone Number]

[Your Organization's Communications Contact]

**Press Release**

**[Your Organization] Receives Grant from Nebraska Arts Council**

**For Immediate Release:**

[Release Date]

**[Your City]**—[Your organization] announced today that it has been awarded a grant of \$[amount] by the Nebraska Arts Council. This grant will support [name and date of project / event / programming].

Nebraska Arts Council Executive Director Suzanne Wise commented, “[Organization] contributes a great deal to advancement of the arts in [city]. We commend the work being done by organizations such as [organization] because the arts are important to the education and quality of life for all Nebraskans.”

[Add any information you wish about the project / event / programming here].

For more information about this [project / event / programming], contact [name and contact information for individual leading the project].

**About [Your Organization]**

[Brief paragraph or mission statement from your organization].

**About the Nebraska Arts Council**

The Nebraska Arts Council (NAC), a state agency, provides numerous grants, services and special initiatives that help sustain and promote the arts throughout Nebraska. NAC is supported by the Nebraska Cultural Endowment, Nebraska Legislature and National Endowment for the Arts. To learn more visit [artscouncil.nebraska.gov](http://artscouncil.nebraska.gov).

## Definitions

**Accessibility Audit** - A systematic evaluation of the physical facility, programs, employment policies and practices of an organization to determine the degree to which all aspects of the organization are accessible to individuals with disabilities. The Accessibility Audit is the written report of this systematic evaluation.

**Accessibility Checklist/Self-Evaluation** - An evaluation form designed to identify physical, programmatic and employment barriers which prevent full participation of individuals with disabilities. Note that Accessibility Checklists vary widely in quality and thoroughness and in some instances are designed for purposes at odds with the intent of ADA.

**ADA Transition Plan** - A detailed outline of specific steps to be taken to achieve physical, programmatic and employment accessibility for individuals with disabilities. At a minimum, a transition plan includes priorities and strategies for removing barriers, priorities and strategies for making reasonable accommodations, estimating associated costs and establishing time frames for achieving accessibility. The transition plan is based upon needs identified through an accessibility audit.

**American with Disabilities Act (ADA)** - A federal law passed in 1990 that provides for nondiscrimination for persons with disabilities in employment and public accommodations. ADA regulations provide specifications for architectural and programmatic accessibility for persons with disabilities that substantially restrict routine living.

**Arts Organization** - An organization (local arts agency, art museum, orchestra or other music group, dance or theater company, film or literary society, arts center, etc.) which dedicates 51% or more of its budget to producing or sponsoring arts events or to providing arts services.

**Arts Presenter** - An organization that plans, schedules and offers to the public arts events, performances, workshops and other arts activities using artists other than those directly associated with the organization (e.g. "imported" artists).

**Arts Producer** - A single- or multi-disciplined arts organization that plans, rehearses, and produces arts programs from within its own structure, using artists directly associated with the organization.

**Authorizing Official** - A person who has legal fiscal responsibility for an organization, such as an Executive Director, Board President, Superintendent or similar official.

**Balanced Budget** - Applications for NAC funds must project a balanced budget, indicating no deficits or profits. Final report budgets must be balanced. Arts organizations (see definition above) may reflect a modest profit.

**Community Arts Councils** - Organizations that provide a variety of arts programs and services to their community.

**Community Cultural Planning** - A process for planning the future cultural history of a community. The plan is based on input from persons and/or organizations broadly representative of the community, reflecting their needs and desires in regard to cultural opportunities. Cultural planning addresses the development and maintenance of venues whereby citizens may enjoy the arts, humanities, history, and education at an optimum level.

**Community Service Organization** - An organization that provides programs, services and support to address social needs of community members, including children, older adults, at-risk youth, homeless persons, and others in need.

**Conflict of Interest** - An individual who has a conflict of interest when acting in a position whereby a decision will be made concerning an organization in which the individual has substantial interest. Substantial interest is determined by whether the individual or a family member receives financial benefits, is a board or staff member, or gains to profit in any way from the organization.

**Consultant** - A person who provides professional advice and services.

**Consumable Goods** - Supplies or materials that will be used up and depleted within the specified time covered by the NAC grant.

**Contact Person** - The project director or another person whom NAC staff can call with any questions or concerns about a grant application.

**Discipline-based Organization** - Organizations with a primary mission to produce or present performances in a specific discipline; or art museums or galleries which either house permanent exhibitions or present traveling exhibitions.

**Employee** - For NAC purposes, someone hired by an organization on an ongoing basis and paid regularly. This also includes volunteer board members, committee members, and advisory groups who donate necessary administrative or technical services for the project.

- Independent contractors are not employees and should not be included in the Employee section of budgets.
- Administrative employees: Those who will administer the grant such as the project director, secretarial personnel, etc.
- Artistic/curatorial employees: Performers, designers, art/music directors, composers, conductors, dancers, curators, etc. associated with the project
- Technical/production employees: Onstage, facility, and box office personnel associated with the project.

**Financial Statement** - A document that indicates the financial status of an organization, reflecting the organization's entire fiscal year and including itemized income and expenses, and beginning and ending fund balances.

**Fiscal Sponsor** - An organization that assumes fiscal and contractual responsibility for specific activities on behalf of another organization. An organization that is not legally organized as a not-for-profit, tax-exempt organization may arrange with an eligible fiscal sponsor to apply to the NAC on its behalf and to meet all of the conditions of a NAC grantee.

**Independent Contractors** - Individuals or organizations hired on a project-by-project basis and responsible for filing their own quarterly taxes. Organizations must complete an IRS Form 1099 to report payments to independent contractors.

**Infrared and Audio Loop Listening Devices** - Systems that provide enhanced listening capabilities for persons with hearing disabilities.

**In-Kind Contributions** - Items or services provided to an organization by volunteers or other organizations, businesses or individuals at no cash cost. To be considered in-kind contributions, donated goods and services must be necessary to the organization, that is, goods and/or services that the organization would purchase if not donated.

**Local Arts Agency** - A community organization or an agency of local government with a primary purpose to provide financial support, programs, or services for a variety of arts organizations and/or individual artists and the community as a whole.

**Matching Requirements** - Applicants in the Basic Support Grant, Mini Grant, or Project categories can request a grant to cover up to 50 percent of the total project expenses. An organization must have enough cash to match all of the dollars requested from the NAC.

- Not eligible for match: Funds from one NAC grant (such as NAC Basic Support Grant funds) or from Mid-America Arts Alliance (M-AAA) grants may not be used to match other NAC grants.
- Organizations that receive M-AAA funds for a project may also apply to the NAC for support. However, M-AAA funds cannot be included as part of the cash match for the NAC grant award.

**Nebraska residency** - All Artist Fellowship applicants must have at least 2 years of established Nebraska residency, and have an affidavit of residency on file at the NAC. Individual artists applying to the Nebraska Touring and Exhibits Program must reside in Nebraska. Ensembles must maintain administrative offices in Nebraska.

**Non-arts Organization** - Organizations (schools, service clubs, chambers of commerce, fair boards, colleges and universities, etc.) with a primary purpose other than the production or sponsorship of arts events. Non-arts organizations are eligible to apply in all grants categories, except BSG.

**Not-for-Profit Organization** - An organization that is legally organized and registered as a not-for-profit corporation with the Internal Revenue Service and is current in submitting its annual reports to the Nebraska Secretary of State's office.

**Operating Support** - Funds provided to support an organization's general operating budget, including both administrative and programming activities.

**Persons Living in a Nursing Home or Long-Term Care Institution** - Persons who are confined within the bounds of a facility and unable to leave at will. Those facilities may be non-correctional, such as hospitals and nursing or health care homes, or correctional, such as prisons and other institutions.

**Presenting Organization** - An organization that contracts, markets, and accepts the financial risks for an arts presentation that is not self-produced.

**Producing Organization** - An organization that initiates, designs, develops, and accepts the financial risks for producing an arts presentation.

**Prorated Expense/Income** - Expenses/funds that are assigned in proportionate amounts to particular projects or portions of an organization's operation.

**Public Agency/Entity** - A government entity, such as a department, division or agency of city, county, state, tribal or federal government.

**Rural** - A community whose population is 20,000 or less.

**Statewide Arts Service Organization** - An organization that provides education, training opportunities and/or resources that address artistic excellence, organizational development and professional development for a statewide constituent base.

**Tax-exempt Organization** - An organization that has tax-exempt status with the federal Internal Revenue Service (IRS), often as a 501(c)3 organization, and has been assigned a Federal Employer Identification Number (FEIN).

**TDD/TTY** - Telecommunications Device for the Deaf.

**Underserved Community** - A community in which people genuinely lack access to arts programs, services, or resources for geographic, economic, cultural, social-political, physical, or other demonstrable reasons. The term "community" can refer to a group of people with a common heritage or characteristics, whether or not living in the same place.

## How to Write and Speak About People with Disabilities and Older Adults

People with disabilities and older adults, like other underserved groups, are actively seeking full civil rights including participation in the arts as creators, audiences, staff, board members, panelists, volunteers, teachers and students.

The way you portray people in what you write or say may enhance their dignity and promote positive attitudes. For example, **refer to a person first, rather than a disability; this emphasizes the person’s worth and abilities.**

Politically correct vocabularies are constantly changing...but the following five “NEVER USERS” are here to stay!

- **NEVER use the word “handicapped”**; the word is disability.
- **NEVER use a disability as an adjective.** It is not a blind actor, but an actor who is blind. The focus should be on the person, NOT the disability.
- **NEVER use “special”**; this separates the individual from the group. You do not require information regarding “special needs of the group”, but “needs of the group”. No “special” tours, but tours that include people with disabilities.
- **NEVER use euphemisms**, such as “physically challenged”, “handicapable”, etc.; these suggest that barriers are good or that disabilities exist to build the person’s character. The person has a disability.
- **NEVER use “clumping” or labels: “the disabled”; “the blind”; “the deaf”; “A.B.s” (able-bodied); “T.A.B.s” (temporarily able-bodied); or “normal”.** Labeling people is never acceptable. Able-bodied is a relative, judgmental term. “Normal” is acceptable when applied to statistical norms and averages only.

AFFIRMATIVE	NEGATIVE
People with disabilities A disability	<ul style="list-style-type: none"> <li>◆ The handicapped</li> <li>◆ The impaired</li> <li>◆ The disabled</li> <li>◆ The unfortunate</li> </ul>
Person who is blind Person who is partially sighted or has low vision	<ul style="list-style-type: none"> <li>◆ The blind</li> </ul>
Person who is deaf Person who is hard of hearing	<ul style="list-style-type: none"> <li>◆ The deaf</li> <li>◆ Suffers a hearing loss</li> </ul>
Person who uses a wheelchair Person with limited mobility <i>ople use wheelchairs for mobility and freedom.</i>	<ul style="list-style-type: none"> <li>◆ Confined or restricted to a wheelchair</li> <li>◆ Cripple</li> </ul>
Person who has muscular dystrophy	<ul style="list-style-type: none"> <li>◆ Stricken by MD</li> </ul>
Person with mental retardation	<ul style="list-style-type: none"> <li>◆ The retarded</li> </ul>
Person with learning disabilities	<ul style="list-style-type: none"> <li>◆ The mentally defective</li> <li>◆ The learning disabled</li> </ul>
Person with epilepsy ◆ Person with a seizure disorder	<ul style="list-style-type: none"> <li>◆ Epileptic</li> </ul>
Person who has multiple sclerosis	<ul style="list-style-type: none"> <li>◆ Afflicted with MS</li> <li><i>“Afflicted” emotionalizes disability.</i></li> </ul>
Person affected by cerebral palsy	<ul style="list-style-type: none"> <li>◆ CP victim</li> </ul>
Person who has AIDS	<ul style="list-style-type: none"> <li>◆ AIDS victim</li> <li><i>“Victim” sensationalizes a person’s disability. A person is not a victim of an impartial disease or disability.</i></li> </ul>
Person who does not speak ◆ Nonverbal	<ul style="list-style-type: none"> <li>◆ Dumb</li> <li>◆ Mute</li> </ul>
Successful ◆ Productive	<ul style="list-style-type: none"> <li>◆ Courageous</li> <li><i>This implies the person is a hero or martyr.</i></li> </ul>
Person without disabilities ◆ Non-disabled person	<ul style="list-style-type: none"> <li>◆ Normal Person</li> <li><i>This implies a person with a disability isn’t normal.</i></li> </ul>
Older person ◆ Older adult ◆ Older American	<ul style="list-style-type: none"> <li>◆ The aged</li> <li>◆ The elderly</li> <li>◆ Senior citizen</li> </ul>
Person who lives in a nursing home or long-term care institution	<ul style="list-style-type: none"> <li>◆ The infirm</li> <li>◆ The institutionalized</li> <li>◆ The homebound</li> </ul>

## Working with Children

Successful nonprofit organizations that have programs for children and youth generally have safeguards in place that assures parents and guardians that a safe environment is provided while young people are in their care.

If your organization does not have a written policy in place regarding the conduct of the individuals who will be working directly with children, the Nebraska Arts Council is providing you with additional information for your consideration. Listed below is a checklist which includes information gleaned from a Nebraska nonprofit organization that describes standards of behavior that they use for their employees and volunteers. Some of the points described below may not be applicable to your situation, and this information is provided to you only as one example of items that could be included in a policy. You may wish to consult with other organizations in your community and your attorney for more information on what would be appropriate for you and your situation.

### **Checklist of Suggested Standards of Behavior when working with children and minors:**

*Note: The term 'employee' as used below can also be modified to include volunteers within your organization that work with children.*

Employees should not be permitted to have any inappropriate fraternization with children and minors. This type of fraternization includes, but is not limited to:

- Social contact with children outside of scheduled program hours, such as going to the mall or going to a movie unaccompanied by a parent or other adult guardian.
- A child or minor going to an employee's home unaccompanied by a parent or other adult guardian.
- An employee going to a child's home unaccompanied by the child's parent or other adult guardian.
- A child sitting in an employee's lap.
- Phone calls to or from children.
- E-mailing or instant messaging with children.
- An employee taking a child in a personal vehicle to run errands.
- Consumption of alcohol while on duty and in charge of a student program, such as at a social reception, exhibit or performance.

Because of our trusted position in the lives of our children and their families, employees should also avoid the appearance of inappropriate fraternization. Special treatment of a child or a group of children by a staff member may project the appearance of an inappropriate relationship.

In the event that prior social relationships exist between an employee and a child or a child's family that might put an employee in social contact with a child, the employee should make full disclosure of that relationship to their supervisor.

Developing positive, nurturing relationships with children while maintaining professional boundaries is not always easy. Because both positive relationships and boundaries are essential to a child's growth and safety, as well as the safety of the staff, discussion of this general topic at staff meetings will occur in order to provide guidance and reinforce appropriate relationships.

# GRANT AWARD PACKET

## Nebraska's Congressional Delegation

District	Name	Phone	Address	City	Zip	Website
<b>Representatives in the House</b>						
1	<b>Fortenberry, Jeff</b>					fortenberry.house.gov
		(202) 225-4806	1514 Longworth House Office Building	Washington, DC	20515	
		(402) 438-1598 (866) 725-5255	301 South 13th Street Suite 100	Lincoln	68508	
		(402) 727-0888	PO Box 377 629 North Broad Street	Fremont	68026	
		(402) 379-2064	125 South 4th Street Suite 101	Norfolk	68701	
2	<b>Ashford, Brad</b>					ashford.house.gov
		(202) 225-4155	107 Cannon House Office Building	Washington, DC	20515	
			7126 Pacific Street	Omaha	68106	
3	<b>Smith, Adrian</b>					adriansmith.house.gov
		(202) 225-6435	2241 Rayburn House Office Building	Washington, DC	20515	
		(308) 663-6333	416 Valley View Drive Suite 600	Scottsbluff	69361	
		(308) 384-3900	1811 W Second Street Suite 105	Grand Island	68803	
<b>Senators</b>						
	<b>Sasse, Ben</b>					sasse.senate.gov
		(202) 224-4224	B40E Dirksen Senate Office Building	Washington, DC	20510	
		(308) 236-7602	4111 Fourth Avenue Suite 26	Kearney	68845	
		(402) 476-1400	287 Federal Building 100 Centennial Mall North	Lincoln	68508	
		(308) 632-6032	115 Railway Street Suite C102	Scottsbluff	69361	
	<b>Fischer, Deb</b>					fischer.senate.gov
		(202) 224-6551	825 Hart Senate Office Building	Washington, DC	20510	
		(402) 391-3411	11819 Miracle Hills Drive Suite 205	Omaha	68154	
		(402) 441-4600	440 N 8th Street Suite 120	Lincoln	68508	



# GRANT AWARD PACKET

## 2013 NEBRASKA UNICAMERAL LEGISLATURE

As of 1/7/2015

### Alphabetical List

**Capitol Mailing Address:** Senator \_\_\_\_\_  
 District # State Capitol  
 PO Box 94604  
 Lincoln NE 68509-4604

Senator		District	Capitol Phone	Room	City
Baker	Roy E.	30	471-2620	1522	Lincoln
Bloomfield	Dave	17	471-2716	1206	Hoskins
Bolz	Kate	29	471-2734	1120	Lincoln
Brasch	Lydia	16	471-2728	1016	Bancroft
Brooks	Patty Pansing	28	471-2633	1523	Lincoln
Campbell	Kathy	25	471-2731	1402	Lincoln
Chambers	Ernie	11	471-2612	1114	Omaha
Coash	Colby	27	471-2632	2028	Lincoln
Cook	Tayna	13	471-2727	2011	Omaha
Craighead	Joni	6	471-2714	1529	Omaha
Crawford	Sue	45	471-2615	1212	Bellevue
Davis	Al	43	471-2628	1021	Hyannis
Ebke	Laura	32	471-2711	1101	Crete
Friesen	Curt	34	471-2630	1403	Henderson
Garrett	Tommy L.	3	471-2627	1208	Bellevue
Gloor	Mike	35	471-2617	1116	Grand Island
Groene	Mike	42	471-2729	1101	North Platte
Haar	Ken	21	471-2673	1015	Malcolm
Hadley	Galen	37	471-2726	2103	Kearney
Hansen	Matt	26	471-2610	1404	Lincoln
Harr	Burke J.	8	471-2722	2010	Omaha
Hilkemann	Robert	4	471-2621	1115	Omaha
Howard	Sara	9	471-2723	1012	Omaha
Hughes	Dan	44	471-2805	1117	Venango
Johnson	Jerry	23	471-2719	1022	Wahoo
Kintner	Bill	2	471-2613	1000	Papillion
Kolowski	Rick	31	471-2327	1018	Omaha
Kolterman	Mark A.	24	471-2756	1115	Seward
Krist	Bob	10	471-2718	2108	Omaha
Kuehn	John L.	38	471-2732	1117	Heartwell
Larson	Tyson	40	471-2801	1019	O'Neill
Lindstrom	Brett	18	471-2618	1202	Omaha
McCollister	John S.	20	471-2622	1017	Omaha
McCoy	Beau	39	471-2885	2107	Lincoln
Mello	Heath	5	471-2710	1004	Omaha
Morfeld	Adam	46	471-2720	1008	Lincoln
Murante	John	49	471-2725	1423	Gretna
Nordquist	Jeremy J.	7	471-2721	2004	Omaha
Riepe	Merv	12	471-2623	1528	Ralston
Scheer	Jim	19	471-2929	1401	Norfolk
Schilz	Ken	47	471-2616	1210	Ogallala
Schnoor	David A.	15	471-2625	1118	Scribner
Schumacher	Paul	22	471-2715	1124	Columbus
Seiler	Les	33	471-2712	1103	Hastings
Smith	Jim	14	471-2730	1110	Papillion
Stinner	John P.	48	471-2802	1406	Gering
Sullivan	Kate	41	471-2631	1107	Cedar Rapids
Watermeier	Dan	1	471-2733	2000	Syracuse
Williams	Matt	36	471-2642	2015	Gothenburg



Nebraska ARTS COUNCIL

# GRANT AWARD PACKET

## 2013 NEBRASKA UNICAMERAL LEGISLATURE

As of 1/7/2015

### Alphabetical List

**Capitol Mailing Address:** Senator \_\_\_\_\_  
 District # State Capitol  
 PO Box 94604  
 Lincoln NE 68509-4604

District	Senator		Capitol Phone	Room	City
1	Watermeier	Dan	471-2733	2000	Syracuse
2	Kintner	Bill	471-2613	1000	Papillion
3	Garrett	Tommy L	471-2627	1208	Bellevue
4	Hilkemann	Robert	471-2621	1115	Omaha
5	Mello	Heath	471-2710	1004	Omaha
6	Craighead	Joni	471-2714	1529	Omaha
7	Nordquist	Jeremy J.	471-2721	2004	Omaha
8	Harr	Burke J.	471-2722	2010	Omaha
9	Howard	Sara	471-2723	1012	Omaha
10	Krist	Bob	471-2718	2108	Omaha
11	Chambers	Ernie	471-2612	1114	Omaha
12	Riepe	Merv	471-2623	1528	Ralston
13	Cook	Tanya	471-2727	2011	Omaha
14	Smith	Jim	471-2730	1110	Papillion
15	Schnoor	David A.	471-2625	1118	Scribner
16	Brasch	Lydia	471-2728	1016	Bancroft
17	Bloomfield	Dave	471-2716	1206	Hoskins
18	Lindstrom	Brett	471-2618	1202	Omaha
19	Scheer	Jim	471-2929	1401	Norfolk
20	McCollister	John S.	471-2622	1017	Omaha
21	Haar	Ken	471-2673	1015	Malcolm
22	Schumacher	Paul	471-2715	1124	Columbus
23	Johnson	Jerry	471-2719	1022	Wahoo
24	Kolterman	Mark A.	471-2756	2103	Seward
25	Campbell	Kathy	471-2731	1402	Lincoln
26	Hansen	Matt	471-2610	1404	Lincoln
27	Coash	Colby	471-2632	2028	Lincoln
28	Brooks	Patty Pansing	471-2633	1523	Lincoln
29	Bolz	Kate	471-2734	1120	Lincoln
30	Baker	Roy E.	471-2620	1522	Lincoln
31	Kolowski	Rick	471-2327	1115	Omaha
32	Ebke	Laura	471-2711	1101	Crete
33	Seiler	Les	471-2712	1103	Hastings
34	Friesen	Curt	471-2630	1403	Henderson
35	Gloor	Mike	471-2617	1116	Grand Island
36	Williams	Matt	471-2642	2015	Gothenburg
37	Hadley	Galen	471-2726	2103	Kearney
38	Kuehn	John L.	471-2732	1117	Heartwell
39	McCoy	Beau	471-2885	2107	Omaha
40	Larson	Tyson	471-2801	1019	O'Neill
41	Sullivan	Kate	471-2631	1107	Cedar Rapids
42	Groene	Mike	471-2729	1101	North Platte
43	Davis	Al	471-2628	1021	Hyannis
44	Hughes	Dan	471-2805	1117	Venango
45	Crawford	Sue	471-2615	1212	Bellevue
46	Morfeld	Adam	471-2720	1008	Lincoln
47	Schilz	Ken	471-2616	1210	Ogallala
48	Stinner	John P.	471-2802	1406	Gering
49	Murante	John	471-2725	1423	Gretna