



## Brief Accessibility Checklist

All granted projects must be accessible to people with disabilities. The **South Dakota Arts Council** requires applicants to consider physical and programmatic accessibility as an integral part of each project's planning and budgeting process. *Applicants may include the cost of access accommodations as part of their project's budget, including sign language interpreters and audio describers. Applicants may also consider conducting programs in accessible venues other than their own organization to meet accessibility requirements.*

This is a tool that **will assist** you in making your organization and project inclusive and available to everyone. Your responses **will not** exclude you from grant funding. The checklist includes links to a wide variety of resources. We recommend you first review the National Endowment for the Arts' [Design for Accessibility: A Cultural Administrator's Handbook](#).

**COMPLETING THIS CHECKLIST:** This checklist is presented as a guide to identify barriers that might restrict access to individuals with disabilities. In **CHECKING** each box, you attest that, **"YES, my organization/project offers this accommodation."**

### Physical Access

- Ground-level entry, ramped access, and/or elevators to the venue
- Signage at inaccessible entrances with directions to accessible entrances
- Integrated and dispersed wheelchair seating in assembly areas
- Wheelchair-accessible box office, stage, and dressing rooms
- Wheelchair-accessible display cases, exhibit areas, and counters
- Wheelchair-accessible restrooms, including accessible sinks, water fountains, and soap & paper dispensers
- Wheelchair-accessible toilet stall, including a 60" diameter or T-turn clear floor space, free of the door swing
- Accessible emergency exits and audio/visual emergency alarms
- Designated accessible parking spaces with adjoining curb cuts, and an accessible route from parking to the venue entrance

## Programmatic Accessibility

- [Organization has a designated staff member who is responsible for overseeing accessibility](#)
- [Organization has a stated accessibility policy](#)
- [Organization has an Access Committee that includes people with various disabilities to advise on access issues](#)
- [Sign language interpretation](#)
- Scripts and text of verbal presentations
- [Assistive listening system](#)
- [Open or Closed captioning](#) of audio visuals
- [Audio description](#) of visual art, media, performances, or other presentations
- Print materials in alternate formats, including Braille, computer disk, and large print
- [Large-print labeling with high contrast](#)
- [Accessible Website](#) (including alt tags & captioned audio)
- [Tactile tours](#)
- TDD, telephone/typewriter
- Access information/accommodations with [appropriate disability symbols](#) are included in all publicity about the project (i.e., press release, program, media, e-mail)

*This checklist was inspired by and adopted from the National Endowment for the Arts' Brief Accessibility Checklist. Available online [\[linked here\]](#).*