

How to apply for the accessibility impact fund



Published: May 2024

Before you start



This is a long document.



It can be hard for some people to read a document this long.



Some things you can do to make it easier are:

- read it a few pages at a time
- set aside some quiet time to look at it
- have someone read it with you to support you to understand it.



What you will find in this document

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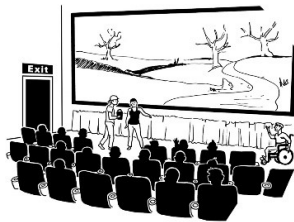
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What is this document about?



This Easy Read document is about the accessibility impact fund from **Arts Access Aotearoa – Putanga Toi ki Aotearoa**.



Arts Access Aotearoa – Putanga Toi ki Aotearoa is an organisation that makes it so more people can be part of the **arts** including:

- disabled people
- Deaf communities
- mental health communities.



The **arts** includes things like:

- painting
- writing
- dancing
- making or playing music
- weaving
- wood carving
- making plays
- making TV shows
- making films.

In this document **Arts Access Aotearoa – Putanga Toi ki Aotearoa** will be called **Arts Access Aotearoa**.



In this document **we/our** refers to **Arts Access Aotearoa**.

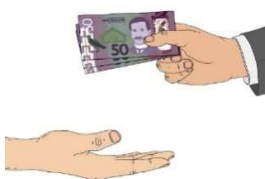


Arts Access Aotearoa are asking for **expressions of interest** to use the money from the accessibility impact fund.



An **expression of interest** is officially saying you would like to do something.

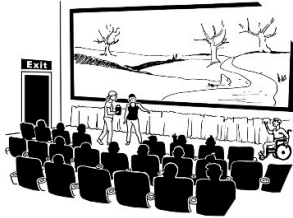
This document will tell you:



- what the accessibility impact fund is
- what the money can be used for
- how to apply for the money.

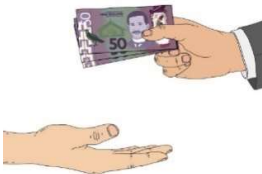


What is the accessibility impact fund?



The accessibility impact fund is **grants** that will be given to people in the arts to:

- develop accessibility
- or
- support access needs.



Here a **grant** is an amount of money that is given to support doing artwork.



The goal of the grants is to make the arts more accessible for:

- Deaf people
- disabled people.





The goal of the grants is also to make more ways to work in the arts for:

- Deaf people
- disabled people.

1

The accessibility impact fund is happening only one time.



The accessibility impact fund is happening because of money being given to Arts Access Aotearoa by Manatū Taonga – Ministry for Culture and Heritage.



You can apply for grants of up to 20 thousand dollars.

Who can apply for a grant?



The grants are for people who work in the arts in Aotearoa New Zealand.



Organisations who can apply for the grants are those who work:

- in the arts like:
 - galleries
 - museums
 - theatres
 - venues
 - performing arts companies
- on access needs that support arts organisations.





Individual people who can apply for the grants are:

- artists who are:

- deaf
- disabled



- **art workers** who are

- deaf
- disabled.



Here an **art worker** means someone who works for an organisation:

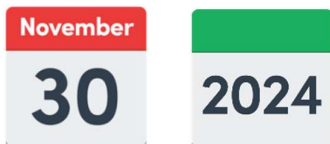
- in the arts
- that works on access needs.

The work may be:

- a paid job
- or
- **voluntary**.



Voluntary means doing a job without getting paid for it.



If you get a grant you will have until 30 November 2024 to finish the work.

How to apply for a grant



The way to apply for a grant is different for each group of people.



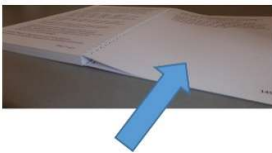
Please read the information about applying that works for:

- your organisation

or



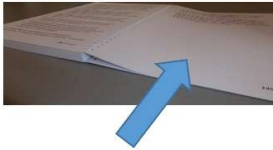
- you.



Read the information from **pages 15 to 30** if you are applying for a grant as an:



- arts organisation
- access organisation.



Read the information from **pages 31 to 43** if you are applying for a grant as an:



- artist who is:

- Deaf
- disabled



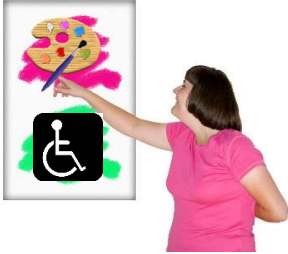
- arts worker who is:

- Deaf
- disabled.



Your expression of interest will be looked at by:

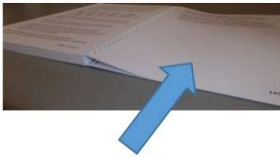
- Arts Access Aotearoa staff
- people in the:
 - arts community
 - access community.



How to apply for a grant as an organisation



You can apply for the grant by answering 8 questions.



The 8 questions are on **pages 26 to 30**.



This information is for applying for an accessibility impact fund grant as an:

- arts organisation
- access organisation.

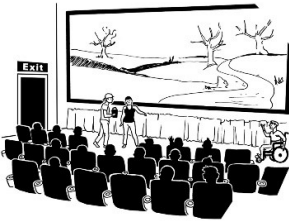
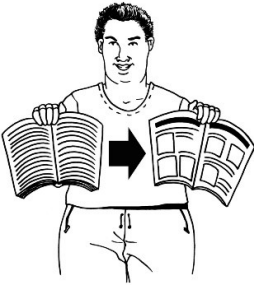


The grant can be used for art projects that:

- develop accessibility

or

- increase accessibility.



The grant can be used for art resources that:

- develop accessibility

or

- increase accessibility.





The grant cannot be used:

- for making changes to a building
- to run:
 - a competition
 - fundraising
- to pay for things already bought.

It would be a good idea for your organisation to be a member of the **Arts for All Network**.

A template for an 'Application Form'. At the top, the title 'Application Form' is written. Below the title, there are four green rectangular boxes, each with a small icon and a label: 'Name' (with a person icon), 'Address' (with a house icon), 'Education' (with a book icon), and 'Work Experience' (with a person at a desk icon).

The **Arts for All Network** is part of Arts Access Aotearoa.

The Arts for All Network works with different arts organisations to support making access to the arts better for:

- artists who are:
 - Deaf
 - disabled
- audiences who are:
 - Deaf
 - disabled.

If your organisation is not a part of the Arts for All Network you can join before putting in your expression of interest.



The Arts for All Network can be found at this **website**:

artsaccess.org.nz/Arts+For+All+Network



This website is not in Easy Read.

How to answer the questions

You can answer the questions by:



- writing a Word document



- making a New Zealand Sign Language / NZSL video

- talking to us:



- on the phone
- over Zoom.



You can also answer the questions by:

- making:
 - an audio file
 - a video file
- filling in a survey.



Word document

You can type your answers in a Word document.



After you have finished the Word document send it by **email** to:

caleb.gordon@artsaccess.org.nz

NZSL video



You can record a video of you answering the questions in New Zealand Sign Language / NZSL.



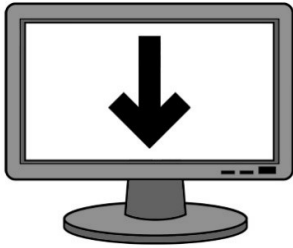
When you have finished the video send it to Arts Access Aotearoa using a **file transfer application**.



File transfer applications are computer programs that let you send a big file over the internet.



You might want someone to support you to use one of these computer programs.



The file transfer applications you can use are:

- Dropbox
- WeTransfer.



Where the file transfer application asks for an email address to send the file use this **email address**:

caleb.gordon@artsaccess.org.nz

Phone or Zoom

Arts Access Aotearoa can record you answering the questions:



- on the phone
- over **Zoom**.



Zoom is a way of talking by video over the internet.



If you want to answer the questions by **phone** call:

04 802 4191



This number may cost money to call.



If you want to answer the questions on Zoom contact Arts Access Aotearoa by:

- **email** at:

caleb.gordon@artsaccess.org.nz

- **phone** on:

04 802 4191



1. ____
2. ____
3. ____

They will give you the information on how to talk to them by Zoom.

Audio or video file

You can record yourself answering the questions by:

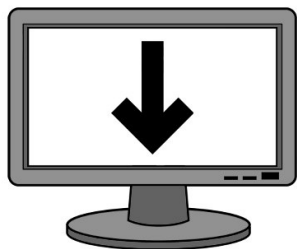


- audio using a microphone
- video using a camera.



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- WeTransfer.





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caleb.gordon@artsaccess.org.nz



Survey

You can fill in a **survey** form online.



A **survey** is where you answer questions.



The survey for an application by an organisation is at this **website**:

www.surveymonkey.com/r/organisationeoi



This website is not Easy Read.



Questions

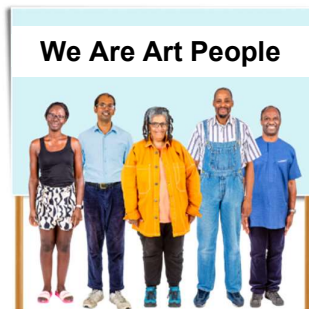
To apply for the grant please answer these questions.

Question 1

What is:



- your name
- the name of your organisation
- your contact details like:
 - phone number
 - email address
- your **post code**.



We Are Art People
123 Art Street
Auckland
2023



A **post code** is the numbers at the end of your address.

It lets the post office sort the mail so it is sent to the correct part of the country.

Question 2

What does your organisation do?

Tell us about your organisation.



Question 3

What do you want the accessibility impact fund grant for?



Question 4



What gap in accessibility will this grant work on fixing?

Question 5



How will you use this grant to work on fixing this accessibility gap?



Question 6

Why is this grant needed for your work?



Question 7

How much does your organisation work on accessibility?

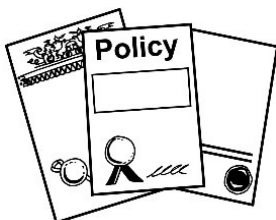
You can talk about accessibility:

- for your staff
- for the people who lead your organisation.



You can talk about accessibility in your:

- projects
- programmes
- polices.



You might want to talk about how you have worked with:



- artists who are:
 - Deaf
 - Disabled
- art workers who are:
 - Deaf
 - disabled.



Question 8

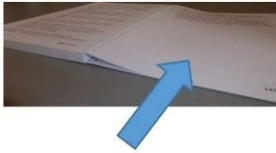
How much money do you want from the accessibility impact fund to do this work?



How to apply for a grant as an artist or art worker



You can apply for the grant by answering 5 questions.



The 5 questions are on **pages 41 to 43**.



This information is for applying for an accessibility impact fund grant as an:

- artist
- art worker.



It is for people who are:

- Deaf
- disabled
- tāngata turi / Deaf Māori
- tāngata whaikaha Māori / disabled Māori.



The grant is also for people who have **lived experience** with **mental distress**.



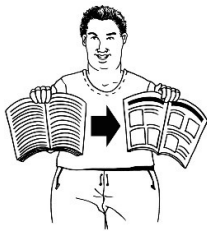
Lived experience means what a person knows about their life from:

- their decisions
- the things they have done
- what they have seen happen in the world.



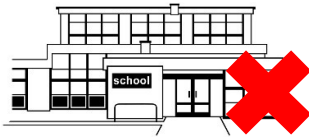
Here **mental distress** means things like:

- stress
- anxiety
- depression.



The grant is to be used for things that support making your work in the arts accessible to you like:

- materials
- resources.



The grant cannot be used for:

- creating new artwork
- the usual materials for your work
- the usual resources for your work
- doing academic study like university.

How to answer the questions

You can answer the questions by:

- writing a Word document
- making a New Zealand Sign Language / NZSL video
- talking to us:
 - on the phone
 - over Zoom.



You can also answer the questions by:

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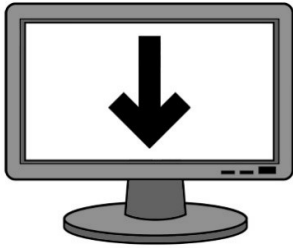
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caleb.gordon@artsaccess.org.nz

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1. ____
2. ____
3. ____

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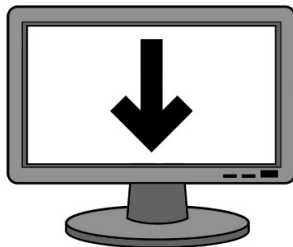


- audio using a microphone
- video using a camera.



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caleb.gordon@artsaccess.org.nz



Survey

You can fill in a **survey** form online.



A **survey** is where you answer questions.



The survey for an application by an individual is at this **website**:

www.surveymonkey.com/r/individualeoi



This website is not in Easy Read.



Questions

To apply for the grant please answer these questions.

Question 1

What is:



- your name
- your contact details like:
 - phone number
 - email address
- your **post code**.



Susan Jones
123 Smith Street
Auckland
2023



A **post code** is the numbers at the end of your address.

It lets the post office sort the mail so it is sent to the correct part of the country.

Question 2

What do you do?

Tell us about the work you do in the arts.



Question 3

What do you want the accessibility impact fund grant for?





Question 4

How will this grant support you to work in an accessible way?



Question 5

How much money do you want from the accessibility impact fund to do this work?

Other information

Privacy



Arts Access Aotearoa thinks that privacy is important.



We know that your application may have some details in it you want to keep private.



When we look at your application we will keep some of these details confidential.



We will tell Manatū Taonga – Ministry for Culture and Heritage only the basic details of the expressions of interest.



This is so we can show a need for more funding.

Support



Please contact us if you need support to do your application.

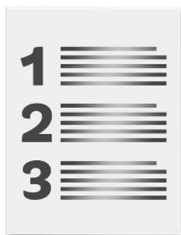


We will work with you to find this support.

If you are offered a grant



Arts Access Aotearoa will work with you on the details if you are offered a grant.



We may ask you:

- how you will spend the money
- how long your work will take
- to give us a report on how you used the grant when you finish.



Do you have questions?

You can contact us to ask if you are allowed to apply for a grant.



You can contact us to ask if your proposal is a good fit for the grant.



Where to find more information



You can contact the projects coordinator Caleb Gordon at Arts Access Aotearoa by:

- email at:

caleb.gordon@artsaccess.org.nz



- phone on:

04 802 4191



This phone number may cost money to call.



This information has been written by Arts Access Aotearoa – Putanga Toi ki Aotearoa.



It has been translated into Easy Read by the Make it Easy Kia Māmā Mai service of People First New Zealand Ngā Tāngata Tuatahi.



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