



**Council on
the Arts**

TAP PLUS GRANT GUIDELINES AND APPLICATION INSTRUCTIONS

About 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 to increase attendance by people who are hard of hearing or D/deaf at performing arts events in New York State. TAP Plus strongly encourages applications from all regions of the state.

Information on open captioning and a service fee guide is available on our website at <https://www.tdf.org/grants>. TDF can also assist in planning an accessible performing arts event 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.

Eligibility

Only organizations currently funded by the New York State Council on the Arts (NYSCA) and that are hosting performing arts events 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

Applicants will be notified of funding decisions by December 2025. Performing arts events must be open to the public and take place between January 1, 2026, and December 31, 2025, in New York State.

Application due date: Monday, November 3, 2025

Please send inquiries and completed applications to: **tap@tdf.org**.

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 performing arts event to increase public awareness of access for people with hearing loss

Final Reports

Final reports should detail the actual income and expenses, as well as the number of attendees with hearing disabilities. A copy of the performing arts 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 Grant Proposals

Monday, November 3, 2025
TAP PLUS APPLICATION FORM
(For current 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 performing arts captioned events. It should also indicate the following for the project:

- Inclusion of people with hearing disabilities 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

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

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Type of Project Choices:

- | | | |
|--|---|--|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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.

- | | | |
|---|--|---|
| <ul style="list-style-type: none">• No single group• American Indian / Alaska Native | <ul style="list-style-type: none">• Asian• Black / African American• Hawaiian / Pacific Islander | <ul style="list-style-type: none">• Hispanic / Latino• White, not Hispanic |
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Art Education Choices:

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

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|---|--|---|
| <ul style="list-style-type: none">• None• Less than 50% K-12• Less than 50% Higher Ed• Less than 50% Pre-K | <ul style="list-style-type: none">• Less than 50% Adult Learners (incl. teachers & artists)• 50% or more K-12• 50% or more Higher Ed | <ul style="list-style-type: none">• 50% or more Pre-K• 50% or more Adult Learners (incl. teachers & artists) |
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Regrant Project Descriptor Choices:

- | | | |
|---|---|---|
| <ul style="list-style-type: none">• Accessibility• International | <ul style="list-style-type: none">• Presenting / Touring• Technology | <ul style="list-style-type: none">• Youth at Risk• None of the Above |
|---|---|---|

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.)