



## **FY22 Creative Aging Grant Guidelines**

**Deadline: December 10 at 5:00 P.M. (MST)**

**Funding Request: Up to \$3,000**

**(Project Timeline: February 1 to June 30 2022)**

Thank you for participating in expanding the artistic services for older adults in Utah. As a staff, we believe in the value of this work, and we are thrilled to be able to support it not only with training and connections, but now also with funding. We express our gratitude to Aroha Philanthropies, the National Assembly of State Arts Agencies and the Utah State Legislature for providing the funding for this initiative. This is a pilot program, and as such, there are some elements of this grant that we are refining as we learn with you. If you have a question that is not answered in these guidelines, please contact one of our team listed at the end of this document.

We expect to have enough funding to support each of the organizations and teaching artists who attended one of the four Lifetime Arts Trainings in the fall of 2021. We encourage artists to only be involved in one project for the purpose of this grant. If two or more organizations want to work with the same artist, we may not fully fund both programs, or we may choose to fund only one of the organizations. Each organization may only receive funding for one artist/project.

Ideally, we would like to help trained organizations pair up with artists who also attended the training, however we are open to artists or organizations working with partners that did not attend the training. If you need help pairing an artist to an organization, please contact a member of our team. At least one party must have attended a Creative Aging Foundation training from Lifetime Arts.

### **WHAT CAN THIS GRANT NOT FUND?**

- Intergenerational workshops (workshops that teach both older adults and youth together)
- Art therapy or rehabilitation programs
- Multiple projects for one organization
- A project that does not involve at least one individual who was trained by Lifetime Arts
- Individual classes (one-offs) that are not sequential

## WHO CAN APPLY?

- Organization/artist that has attended one of the three-day training workshops by Lifetime Arts, and works with an organization/artist who has also attended the training
- Organizations that have attended the Lifetime Arts training, but choose to work with an artist that has not attended the Lifetime Arts training
- An artist who has attended the Lifetime Arts training and plans to work with an organization that has not attended the Lifetime Arts training
- UA&M's preference is to fund an organization. If there is a compelling reason for an individual artist to sponsor a class without a partner organization, please contact us for directions about how to complete the application.
- Nonprofit, government agencies, and for-profit businesses may apply. Individual artists may only apply with pre-approval.

## KEY POINTS

If you have a question, please contact a member of our team

- The trainings offered must be for adults 55 years and older
- Organizations may only receive funding for one project
- The primary applicant of the grant should be the entity that will be receiving and distributing the funding
- This grant must pay for a sequential training series:
  - There must be a minimum of 6 sessions (maximum of 10), 45-90 minutes in length
    - We understand this may vary based on art form, required supplies, virtual or in-person, space availability, etc. Please reach out and discuss with us if your proposal does not align with this structure.
  - Lifetime Arts recommends a class size of 10 people. While this is not required, the sponsored class must facilitate social engagement.
  - Sessions should aim to have the same participants each time (some changes in participation will be acceptable)
  - Session topics need to build on each other to promote skill mastery.
  - There must be a culminating event (such as a community gallery exhibit or a performance).
- No more than 10% of funds may be used for hospitality. Funding may not be used for the purchase of alcohol.
- UA&M funding received from this FY22 grant must be spent between February 1, 2022 to June 30, 2022.

- Scholarships or reduced class fees must be available to participants who have financial need.
- We will be gathering data from all participating groups. **Surveys will be provided and we ask that you distribute them to your participants.**

## NO CASH MATCH REQUIRED

Because of the special nature of this grant, no cash match is required.

## APPLICATION CONTENT

All applications must be submitted online through the [grant application portal](#). If you do not currently have access to the portal, it can take **up to two days** to receive a portal account. If there has been a change in staff at your organization, please contact us so we can set up the correct account for access to our portal.

**GENERAL QUESTIONS:** The application will open with general contact and agency questions. The primary applicant of the grant should be the entity that will be receiving and distributing the funding. General questions are not scored.

### APPLICATION QUESTIONS:

**WHAT WE ASK:** Summarize your organization's work in 140 characters or less.

**THE ANSWER WE'RE LOOKING FOR:** Tell us about your organization's mission, and the core of your programming/services in 140 characters or less.

**WHAT WE ASK:** What is the name of the teaching artist and how did you choose to work together?

**THE ANSWER WE'RE LOOKING FOR:** Please tell us more about the artist and why you chose to work together. Why is this artist a good fit for your community?

**WHAT WE ASK:** Please upload a contract or confirmation correspondence with the artist.

**THE ANSWER WE'RE LOOKING FOR:** Please upload a PDF document which illustrates a partnership agreement between an organization and an artist. This can be a contract, memorandum of understanding, a formal letter, or an email correspondence.

**WHAT WE ASK:** Please describe the overall goal for the creative aging program in one sentence.

**WHAT WE ASK:** Identify the learning goals for the creative aging program.

**THE ANSWER WE'RE LOOKING FOR:** What will participants need to know or do? Include arts techniques that participants will be learning, as well as completed project and social engagement goals.

**WHAT WE ASK:** Provide a one paragraph program description.

**THE ANSWER WE'RE LOOKING FOR:** Include details about the themes/topics and art skills that will be taught, and community engagement benefits. This description may be used to market the program.

**WHAT WE ASK:** Please describe the expected participants? How will you market the opportunity?

**THE ANSWER WE'RE LOOKING FOR:** Without providing names of participants, please tell us about the audience you are expecting to serve. You could describe your community. Are the participants part of an existing program or senior housing or will you be drawing from the community by marketing it more broadly? How will you advertise the program or assure attendance?

**WHAT WE ASK:** Describe the culminating event.

**THE ANSWER WE'RE LOOKING FOR:** Please include details about the goals, social engagement opportunities for audience and students, and vision for the final sharing.

**WHAT WE ASK:** Affirmations

**THE ANSWER WE'RE LOOKING FOR:** By checking "yes" you are affirming that you will stick to the following pay schedule.

\$30 per hour for preparation (maximum of 20 hours)

\$50 per hour for teaching (minimum)

Minimum total payment to an artist \$600

Artist will be paid within 2 weeks of the final class

Checklist of trainings. At least one training session needs to have been attended. Who attended the training? Which session(s) did they attend?

Cultural Organization (August 16-18, 2021)  
Cultural Organization (August 23-25, 2021)  
Teaching Artist (August 30 - September 1, 2021)  
Older Adult Service Organization (September 27-29, 2021)

**WHAT WE ASK: Budget**

**THE ANSWER WE'RE LOOKING FOR:** Please provide the costs for each of the following items:

- Total Artist Teaching Fee:
- Total Artist Preparation Fee:
- Total Artistic Supplies:
- Total Facility Rental (optional):
- Other expenses (explain below):

Total request (maximum available \$3,000)  
Justification/Other

**WHAT WE ASK: Will there be a fee for participants? Will you offer scholarships/fee reduction?**

**THE ANSWER WE'RE LOOKING FOR:** How much will a participant pay to attend the classes? How many classes are in the session? What kind of fee reduction or scholarship will you offer?

## REVIEW PROCESS

Grants (funding awards) made by the Utah Division of Arts & Museums (UA&M) support arts, museums, and cultural experiences in communities statewide. Grants are intended to provide Utah residents with opportunities to participate in cultural activities. Grant panels work diligently to evaluate grants based on cultural merit, sound fiscal management, and ability to reach a broad community.

Eligible applications will be reviewed by UA&M staff. This grant will be approved by the Utah Arts Advisory board. The appropriate board will review and approve final funding recommendations, and may consider a special exception to these guidelines based on agency priorities. UA&M is a state agency that provides public funding for arts and museums. As a public entity, it reserves the right to make final decisions about the use of public funds for projects, programs, acquisitions, commissions, or other activities as deemed appropriate by the Division and/or

board. No organization or individual is guaranteed funding from one year to the next. Funding levels are contingent on many factors, including resources available, number of applications, a written application, and meeting specified criteria.

UA&M takes the responsibility of awarding public funding seriously. UA&M carefully follows grant review and award procedures as permitted by statute and agency policies. UA&M reserves the right to revoke awarded public funds (current, multi-year, and/or future) as deemed necessary. The revocation of any public funds will be taken under consideration by the appropriate Utah Arts & Museum board.

## GRANT TIMELINE

Grant Opens: Thursday, November 4, 2021

Grant Closes: Friday, December 10, 2021 at 5:00 p.m. MST

Panel Review: January 2022

Funding Notification: January 2022

Project Completion: By June 30, 2022

## ELIGIBILITY POLICIES

- As a pilot program with dedicated non-state funding, organizations that are receiving either general operating support or a project grant may also apply for this funding.
- Utah Arts & Museums restricts its funding to organizations based in, and primarily serving, the residents of or visitors to Utah.
- All organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [here](#).
- This funding must be spent between February 1, 2022 and June 30, 2022.
- Final reports are due August 1, 2022. If your organization fails to file a final report to the division, you may be required to return the funding.

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## WHAT IF MY ORGANIZATION GETS FUNDED?

All grantees will receive an email notifying them of their grant award. The email will contain a copy of the State of Utah Grant Contract. The grantee should read and sign the contract and then send the entire contract via postal mail or email to our office for processing. Payment will be disbursed after we process the signed contract.

As a grantee, you will need to ensure you do the following:

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> [artsandmuseums.utah.gov](https://artsandmuseums.utah.gov)



- Give credit to the Utah Division of Arts & Museums (UA&M) on all publicity (online or print). "This project is made possible, in part, by a grant from the Utah Division of Arts & Museums"
  - Please use the most current logos, which can be found [here](#). Please use the logo that includes the image of the Capitol and the UA&M "swish."
  - Ensure all grant funds are spent before June 30, 2022.
  - Complete a final report form online at [uamgrants.utah.gov](http://uamgrants.utah.gov) by August 1, 2022.
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## CONTACT THE CREATIVE AGING STAFF WITH QUESTIONS

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