



FY24 Creative Aging Grant Guidelines

Deadline: November 30th at 5:00 P.M. (MST)

Funding Request: Up to \$3,000

(Project Timeline: February 1 to June 30, 2024)

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 also with funding. This is the third and final year of this grant pilot program, and as such, there are some elements of this grant that we continue to refine. 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 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, please contact a member of our staff prior to applying. Organizations may only receive funding for one Creative Aging 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 training from Lifetime Arts.

UA&M hosted Lifetime Artist training sessions in 2021 and 2022, but will not be offering a 2023 session. In its place, we are offering Creative Aging Essentials On-Demand. For more information about the on-demand training, please visit our Creative Aging Page on our [website](#).

WHAT CAN THIS GRANT NOT FUND?

- State agencies including state parks, or state-funded universities or nonprofits housed in said educational institutions ([UCA 63J-1-206](#))

- Intergenerational workshops (workshops that teach both older adults and youth together)
- Art therapy or rehabilitation programs
- Multiple projects for one organization** (See note about organizations with multiple facilities)
- 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?

- IDEAL: Organization/artist that has attended one of the three-day training workshops, or online asynchronous training, by Lifetime Arts, and works with an organization/artist who has also attended the training
- Other optional configurations:
 - 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
 - An artist who attended the Lifetime Arts training and runs a program of their own
- 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.
- **Organizations that operate more than one facility (e.g. a library system with branches or a senior living facility with more than one location) may apply more than once; each application must be unique to each facility.
- Individual artists may only apply with pre-approval.

KEY POINTS

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

- The classes offered should primarily serve 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
- Because of the special nature of this grant, no cash match is required.
- 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.**

- This grant must pay for a sequential training series:
 - There must be a minimum of 6 sessions, 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). This should not be a drop in class.
 - 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).
- Funding may not be used for food or hospitality. Additionally, funding may not be used for the purchase of alcohol.
- UA&M funding received from this FY24 grant must be spent between February 1, 2024 and June 30, 2024.

ELIGIBILITY POLICIES

- As a pilot program, UA&M is allowing an exception to the one grant, one organization rule. 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 UEI number. (For more information, visit sam.gov). This does not apply to individuals.
- This funding must be spent between February 1, 2024 and June 30, 2024.
- Final reports are due August 1, 2024. If your organization fails to file a final report to the division, you may be required to return the funding.

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: List the proposed dates and location(s) of your project.
THE ANSWER WE'RE LOOKING FOR: Please keep in mind that classes can only be offered between February 1, 2024 to June 30, 2024. Please provide specific dates and location(s).

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: Provide a one paragraph program description.
Please describe the overall goal for your creative aging program in one paragraph..

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 art 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 ensure attendance?

WHAT WE ASK: Describe the culminating event.

THE ANSWER WE'RE LOOKING FOR: There must be a culminating event such as a community gallery exhibit or a performance. This is a good time to engage family, friends, or the community at large. In your answer, please describe your vision for this wrap-up activity.

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:

- Artist Fee
 - \$30 per hour for preparation (maximum of 20 hours)
 - \$50 per hour for teaching (minimum)
- Minimum total payment to an artist of \$600
- Artist will be paid within 2 weeks of the final class

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

- Cultural Organization (August 16-18, 2021)
- Cultural Organization (August 23-25, 2021)
- Older Adult Service Organization (September 27-29, 2021)
- Teaching Artists (August 30 - September 1, 2021)
- Teaching Artists (October 17-19, 2022)
- Libraries (September 26-28, 2022)
- Online Asynchronous Training (Currently Offered)

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: Wednesday, November 1, 2023

- **OPTIONAL:** Informational webinar on Wednesday, November 8th at 11:30. Click [here to register](#) for this Zoom meeting.

Grant Closes: Friday, November 30, 2023 at 5:00 p.m. MST

Panel Review: December 2024

Funding Notification: January 2024

Project Start: no earlier than February 1, 2024

Project Completion: By June 30, 2024

WHAT IF MY ORGANIZATION GETS FUNDED?

All grantees will receive an email notifying them of their award. Following the award email, Grant recipients will receive a State of Utah Grant Contract via CongaSign (which is an online contract service). The awardee should read and sign the contract via CongaSign. Payment will be disbursed after UA&M processes the signed contract. It typically takes 2-3 weeks to receive payment after the contract is signed.

Any proposed changes from the original application must be submitted in writing (email is fine), and approved by Utah Arts & Museums before the activity. UA&M retains the right to approve, revise, or revoke the award in light of such changes.

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

- Participants in any classes funded by this grant must complete a survey (provided by Utah Arts & Museums) and upload the completed surveys with the final report.
 - 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." Please note that the color of the "swish" has changed from red to purple. Credit should be given to both UA&M and the National Endowment for the Arts.
 - Ensure all grant funds are spent before June 30, 2024.
 - Complete a final report form online at uamgrants.utah.gov by August 1, 2024.
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CONTACT THE CREATIVE AGING STAFF WITH QUESTIONS

Creative Aging program questions:

Tracy Hansford thansford@utah.gov - 801.236.7544

Jason Bowcutt jbowcutt@utah.gov - 801.236.7554

Grant system questions:

uamgrants@utah.gov - 801.236.7550