



FY25 Creative Aging Grant Guidelines

Funding Request: Up to \$3,000

GRANT TIMELINE

Grant Opens: Monday, October 21, 2024

Grant Closes: Monday, November 18, 2024 at 5:00 p.m. MST

Grant Review: Early December 2024

Funding Notification: January 2025

Project Start: No earlier than January 1, 2025

Project Completion: By June 1, 2025

OPTIONAL: Informational webinar on **Friday, November 1st at noon.**

Click [here to register](#) for this Zoom meeting

OVERVIEW

Utah Arts & Museums provides Creative Aging grants to fund sequential art classes for older adults taught by professional teaching artists. The art classes should teach mastery of an art form and promote social engagement between participants. At the end of the session there should be a culminating activity that celebrates the work completed by participants and honors their accomplishments. Applicants can request up to \$3,000.

- A requirement of the grant is that someone hosting the project has taken either Creative Aging Foundations or Creative Aging Essentials from Lifetime Arts. For more information about the Essentials on-demand training, please visit our Creative Aging Page on our [website](#).
- If an organization needs to find an artist, we hope that you can locate one on the [Creative Aging Teaching Artist roster](#). If you need help finding an artist or an organization to pair with, please contact a member of our team.

If you have a question that is not answered in these guidelines, please contact someone from our Creative Aging team:

Tracy Hansford thansford@utah.gov - 801.682.5447

Jason Bowcutt jbowcutt@utah.gov - 801.236.7554

WHO CAN APPLY?

- IDEAL: An organization that has attended a workshop or online training by Lifetime Arts that works with an artist who has also attended the training. We hope both parties have completed the training.
- Other acceptable 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
- Nonprofit organizations, government agencies, for-profit businesses, or individual artists may apply. However, it is UA&M's preference to fund an organization. If an individual artist wants to host a class without a partner organization, please contact us for directions about how to complete the application.
 - No funds may be used to pay for state agencies, including state parks or state-funded universities ([Utah Code Annotated 63J-1-206 link](#)).
- 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.

****NOTE:** 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.

WHAT THIS GRANT CAN FUND:

- The art classes offered should primarily serve adults 55 years and older; older adults should be actively making art
- This grant must pay for a sequential training series where skills are built from one class to the next. Session topics need to build on each other to promote skill mastery.
 - There must be a minimum of 6 sessions, 45-90 minutes in length. Please contact us if your proposal does not align with this structure.
- This grant is intended to pay a professional teaching artist.
 - At the latest, artists will be paid within 2 weeks of the final class
 - Artists must be paid a minimum of \$600
 - Artists must be paid a minimum of:

- \$30 per hour for preparation
 - \$50 per hour for teaching
- The class(es) 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.
 - Lifetime Arts recommends a class size of about 10 people. This is not a required number, but ideally all your participants should get to know each other.
- There must be a culminating event (such as a community gallery exhibit or a performance).
- Classes can be offered for free or for a fee. Part of the goal of this grant is to help classes be affordable and accessible. Scholarships or reduced class fees must be available to participants who have financial need.
- We will be gathering data from all participating groups. **A survey will be provided for you to distribute participants at the end of your session.**

WHAT THIS GRANT CANNOT 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, pg. 2)
- A project that does not involve at least one individual who was trained by Lifetime Arts
- Individual classes (one-offs) that are not sequential

IMPORTANT INFORMATION

- 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.
- Funding may not be used for food, alcohol, or hospitality.
- **NEW THIS YEAR:** Every competitive grant from the state of Utah is now required to identify a target goal and performance measure. There will be a question in both the application and final report about your performance

measurement. Please review the [Performance Measure Template](#) for more information.

- UA&M funding received from this FY25 grant must be spent between January 1, 2025 and June 30, 2025.
- **NEW THIS YEAR:** Starting in FY25, all grant payments will be split into two payments. Please see page 7 of these guidelines for more information.

ELIGIBILITY POLICIES

- Organizations that are receiving general operating support may 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.

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 January 1, 2025 to June 1, 2025. Please provide specific dates and location(s).

WHAT WE ASK: What is the name of the teaching artist and how did you decide 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 an agreement between an organization and an artist. This can be a contract, memorandum of understanding, a formal letter, or an email correspondence. If you need an example, please ask one of our staff members.

WHAT WE ASK: Provide a one paragraph description that includes the who, what, when, where, and why of your project.

THE ANSWER WE'RE LOOKING FOR: This blurb should include the who, what, when, where, and why. How many classes are in the session and how long is each class? Include details about the art skills that will be taught, as well how you will create a sense of community among participants.

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

THE ANSWER WE'RE LOOKING FOR: Please describe the overall goal for your creative aging program. What will participants learn or do? Include art techniques that participants will engage in, equipment they may be using, and what kinds of projects/pieces participants will complete.

WHAT WE ASK: Please describe the expected participants. How will you market the opportunity to older adults?

THE ANSWER WE'RE LOOKING FOR: Without providing names of participants, please tell us about the audience you are expecting to serve. Are the participants part of an existing program for older adults? Are you hosting your program at a senior center or senior housing facility? How will you advertise the program or encourage 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 celebratory activity.

BUDGET 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

BUDGET SECTION:

WHAT WE ASK: Please upload your completed Creative Aging Budget Sheet <https://artsandmuseums.utah.gov/project-grants/>

THE ANSWER WE'RE LOOKING FOR: Fill out the provided Creative Budget Sheet, which can be found on our website. If you are funded, you will use this budget sheet as part of your final report and you will need to fill in "Column C" with your actual expenses.

WHAT WE ASK: Will there be a fee for participants? If there is a fee, how much is it? How will you offer scholarships/fee reductions?

THE ANSWER WE'RE LOOKING FOR: How much will a participant pay to attend the classes? 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 & Museums board. The 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 Utah Arts & Museums board.

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. The awardee should read and sign the contract via CongaSign.

NEW THIS YEAR: Payments will be processed differently this year than in the past. The most recent legislative session included a change to how grant payments are processed, and we will be implementing a “split payment” process for all grants moving forward. After we receive your signed contract, you will receive 90% of your grant award payment. In order to receive the remaining 10% of your grant award, you will be required to submit a final report that demonstrates the project/program **has been completed**. This will include an itemized budget that clearly lists the specifics of how the grant award was expended, and a narrative response that explains how the funds were spent in relation to what was proposed in the application.

The final report must be submitted between April 1 and June 1, 2025 so we can disburse your final 10% payment. All grant funds must be spent by June 30, 2025.

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:

- 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 on the "[Logo Page](#)" of our website. Please use the logo that includes the purple UA&M "swish." Please note that the color of the "swish" has changed from red to purple.
- Ensure all grant funds are spent by June 30, 2025.
- Complete a final report form online at uamgrants.utah.gov between April 1 - June 1, 2025.
- Participants in any classes funded by this grant must complete a survey (provided by Utah Arts & Museums) and return surveys promptly to UA&M.

CONTACT THE CREATIVE AGING STAFF WITH QUESTIONS

Creative Aging program questions:

Tracy Hansford thansford@utah.gov or 801.682.5447

Jason Bowcutt jbowcutt@utah.gov or 801.236.7554

Grant system questions:

uamgrants@utah.gov