

## FY26 Creative Aging Grant Guidelines

### Grant Funding Requests: Up to \$3,000

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#### GRANT TIMELINE

- Grant Opens: Monday, August 4, 2025
- **OPTIONAL:** Virtual informational webinar on **Monday, August 11 at noon.**
  - [Register now for the Zoom meeting here.](#)
- Grant Closes: Friday, August 29, 2025 at 5 p.m. MT
- Grant Review: September 2025
- Funding Notification: November 2025
- Project Start: no earlier than November 1, 2025
- Project Completion: by June 1, 2026

#### 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 an art form and build on what is learned from one class to the next. The classes should serve the same group of people and promote social engagement between participants. At the end of the session, there must be a **culminating**

**activity** that celebrates the work completed by participants and honors their accomplishments. Ideally, this culminating event allows friends and family to be part of the celebration. Applicants can request up to \$3,000.

- A requirement of the grant is that someone involved in the project has taken either Creative Aging Foundations or Creative Aging Essentials (*this class has been discontinued*) from Lifetime Arts. For more information about the Creative Aging Foundations training, please visit <https://LifeTimeArts.org/Work/Foundations/>.
- 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 work with, please contact a member of our team.

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

Tracy Hansford - [thansford@utah.gov](mailto:thansford@utah.gov) - 801.682.5447

Jason Bowcutt - [jbowcutt@utah.gov](mailto: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 a Lifetime Arts training.
  - Participants who complete the August-September 2025 Lifetime Arts Creative Aging Foundations training are eligible for this grant.
- Other acceptable configurations:
  - Organizations that have attended the Lifetime Arts training, but choose to work with an artist who 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 the Creative Aging team for directions about how to complete the application.
  - No funds may be paid to state parks (see [Utah Code Annotated 63J-1-206](#)).
- Artists may be involved in only **one project**.
- Applicant organizations may only receive funding for **one project**.

- \*\*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.
- **PLEASE NOTE!** We prefer that each application serves a unique population. If two applications serve the same facility, we may not fund both applications. For example: we may only fund one application that serves a particular senior living facility, even if different organizations apply for a grant at that location.

## WHAT THIS GRANT CAN FUND:

- The art classes offered should primarily serve adults 55 years and older; older adults should be actively making art.
- The grant will fund a sequential training series that progressively builds skills. Each session's topic must build upon the previous to encourage growth.
- There must be a minimum of 6 sessions, at least 45 minutes long.
  - Please contact us if your proposal does not align with this structure.
    - This grant is not intended to be one-off workshops or classes.
- This grant is intended to pay a professional teaching artist.
  - Artists must receive final payment within two 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 must facilitate social engagement.
  - Sessions should have the same participants in each class. This should **not** be a drop-in class. (We understand that people will occasionally miss a 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 one another.
- There must be a culminating event, such as a community gallery exhibit or a performance.
- Classes can be offered for free or for a minimal 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.

## WHAT THIS GRANT CANNOT FUND:

- State parks ([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. 3)
- A project that does not involve at least one individual who was trained by Lifetime Arts
- Individual classes (one-offs) that are not sequential
- Programming completed prior to November 1, 2025

## IMPORTANT INFORMATION

- Artists or organizations may only receive funding for one project (\*\*See note about organizations with multiple facilities, pg. 3).
- 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 (flowers, gifts).
  - An exception would be for folk/traditional foodways courses.
- **REQUIRED SURVEY:** We need to gather data from all of your participants. A survey will be provided for you to distribute to participants at the end of your session. **These must be returned to UA&M before June 1, 2026.**
- **Performance Measure:** 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.
  - Please define this targeted goal for the specific project you are applying for, and not for your entire organization.
- UA&M funding received from this FY26 grant must be spent between November 1, 2025 and June 1, 2026.
- **Split Payment:** All grant payments will be split into two payments. Please see below 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](https://sam.gov)). *This does not apply to individuals.*
- Applicants must be in compliance with UA&M grant reporting requirements.

## SUBMITTING AN APPLICATION ONLINE

All applications must be submitted online through the [grant application portal](#). It can take **up to two days** to set up a new portal account. Please plan accordingly.

## APPLICATION QUESTIONS & GUIDANCE

**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.

### Performance Metrics (not scored)

The state is interested in understanding your goal for this grant. We invite you to share your goal using our [performance measure guide](#). Examples are included below. You will be asked to include performance metrics in the application and to track and report on these metrics in the report.

- What is your "Performance Goal" for this grant?
  - Example: *I want 15 people to learn a new art form through this Creative Aging course.*
- What is your "Performance Measure" for this grant?
  - Example: *Number of people who learn a new art form.*
- What is your "Performance Target" for this grant?
  - Example: *15 (people)*

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

**WHAT 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. How long will each class be?

**WHAT WE'RE LOOKING FOR:** Please keep in mind that classes can only be offered between Nov. 1, 2025 to June 1, 2026. Please provide specific dates, location(s), and proposed times.

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

**WHAT WE'RE LOOKING FOR:** Please tell us 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.

**WHAT 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:** Identify the learning goals for the Creative Aging program. What are participants learning and why?

**WHAT WE'RE LOOKING FOR:** Please describe the overall goal for your Creative Aging program. What will participants learn or do? Include details about the art skills that will be taught, techniques they will engage in, equipment they may be using, and what kinds of projects/pieces participants will complete. How will you create a sense of community among participants?

**WHAT WE ASK:** How will you market the opportunity to older adults?

**WHAT 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 living facility? How will you advertise the program or encourage older adults to attend?

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

**WHAT WE'RE LOOKING FOR:** There must be a culminating event, such as an exhibit or a performance. We hope you can invite friends and family members of your participants to celebrate their hard work. In your answer, please describe your vision for this celebratory activity.

## BUDGET AFFIRMATIONS:

**WHAT WE'RE LOOKING FOR:** By checking "yes," you are affirming that you will follow 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 from <https://ArtsAndMuseums.Utah.Gov/Project-Grants/>.

**WHAT WE'RE LOOKING FOR:** Fill out the provided Creative Aging Budget Sheet, which can be found on our website. Please include a detailed list of any supplies you may need, as shown in the example.

**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?

**WHAT 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 CRITERIA & PROCESS

Grants (funding awards) made by Utah Arts & Museums (UA&M) support arts, museums, and cultural experiences in communities statewide. 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.

Eligible applications will be reviewed by UA&M staff and a panel of community professionals. Each review panel will evaluate applications based on the criteria outlined in the guidelines. All grant allocations are approved by the UA&M advisory board. The UA&M advisory board reviews and approves 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.

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 advisory 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.

**SPLIT PAYMENTS:** We have implemented a “split payment” process for all grants.

- After we receive your signed contract, you will receive 90% of your grant award payment.
- In order to receive the remaining 10%, 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 by June 1, 2026** so we can disburse your final 10% payment. All grant funds must be spent by June 30, 2026.

Any proposed changes from the original application must be 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 [“Logos 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 1, 2026.

- Complete a final report form online at [uamgrants.utah.gov](https://uamgrants.utah.gov) before June 1, 2026.
- Grantee must submit completed participant surveys (provided by UA&M) before June 1, 2026.
  - The survey will be provided to the grantee at the time of award.

## CONTACT US WITH QUESTIONS

Creative Aging Program questions:

Tracy Hansford - [thansford@utah.gov](mailto:thansford@utah.gov) or 801.682.5447

Jason Bowcutt - [jbowcutt@utah.gov](mailto:jbowcutt@utah.gov) or 801.236.7554

The UA&M Grants Staff (Stephanie Rokich and Racquel Cornali) can be reached at [uamgrants@utah.gov](mailto:uamgrants@utah.gov) for any technical assistance.