



FY27 Creative Aging Grant Guidelines

Grant Funding Requests: Up to \$3,000

Application Opens: **Monday, August 3, 2026**

Application Deadline: **Friday, August 28, 2026 5:00 P.M. (MT)**

Grant Activity Time Frame: **November 1, 2026 - June 1, 2027**

Virtual Applicant Informational Session: **Wednesday, August 12 at 12:00 P.M.**

Connect with staff to review application steps and get your questions answered. Registration is required. The info session will also be recorded and available for later viewing. [Register for the Zoom meeting here.](#)

HOW TO USE THIS DOCUMENT

Please read this entire document and refer back to it as you complete your application. The policies and procedures that follow the application questions are important. It is your responsibility to be aware of all information contained here.

There are several changes to the grant this year, including payment details. Look for the items below formatted as **NEW THIS YEAR**.



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GRANT GUIDELINES

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 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 Tracy Hansford.

For any questions not answered in these guidelines, please contact Tracy Hansford at thansford@utah.gov or 801.682.5447

WHO CAN APPLY?

- IDEAL: An organization that has attended a Foundations training by Lifetime Arts that works with an artist who has also attended the training.
 - Participants who complete the July 2026 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, and individual artists may apply. **However, it is UA&M's preference to fund a nonprofit organization or a government agency.** If an individual artist wants to host a class without a partner organization, please contact Tracy for directions about how to complete the application.
 - All organizations applying for grants must have a UEI number. (For more information, visit sam.gov). *This does not apply to individuals.*
 - Organizations that are receiving UA&M general operating support may also apply for this funding.
- We prefer artists to be involved in only one project. If two applications have the same teaching artist, we may not fund both applications.
- 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 various organizations apply for a grant at that location.

GRANT PROJECT REQUIREMENTS

- The art classes offered should primarily serve adults 55 years and older.
- Participants 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.



- **NEW THIS YEAR:** There must be a minimum of six sessions of at least 60 minutes each.
 - Please contact Tracy if your proposal does not align with this structure.
 - This grant is not intended to support 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.
 - \$30 per hour for preparation
 - \$60 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.) Ideally, your participants should get to know one another.
 - **NEW THIS YEAR:** Your class must have at least five attendees. We recommend a class size of 8-15 people. More than 15 participants is acceptable.
- There must be a culminating event, such as a community gallery exhibit or a public performance. We hope your participants can invite family and friends to attend.
- 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.
- 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 by June 1, 2027.

WHAT THIS GRANT CANNOT FUND

- 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 in *Who Can Apply Section* above)
- 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, 2026



IMPORTANT INFORMATION

- Utah Arts & Museums restricts its funding to organizations based in, and primarily serving, the residents of or visitors to Utah.
- Applicants must be in compliance with UA&M grant reporting requirements.
- Artists or organizations may only receive funding for one project (**See note about organizations with multiple facilities in *Who Can Apply* Section above).
- 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.
- UA&M funding received from this FY27 grant must be spent between November 1, 2026 and June 1, 2027.
- **NEW THIS YEAR: Payment Details**
 - Nonprofits & Individuals: There will be two payment options for nonprofits and individuals, 100% up front or 100% reimbursement.
 - For-profits: For-profits will be paid 100% reimbursement.
 - Please see the *Award Information* section below for details.
 - If you are a for-profit or individual, please talk to Tracy ASAP about these payment changes.



APPLICATION QUESTIONS & GUIDANCE

SUBMITTING AN APPLICATION ONLINE

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

GENERAL QUESTIONS

The application will open with general contact and organization questions, which should be completed by the primary applicant. 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 Template](#). 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. Please define this targeted goal for the specific project you are applying for, and not for your entire organization.

- What is your "Performance Goal" for this grant?
 - Example: We will teach *15 people in our community to paint through this Creative Aging course*.
- What is your "Performance Measure" for this grant?
 - Example: *Number of people who learn to paint.*
- What is your "Performance Target" for this grant?
 - Example: *15 (people)*



PROJECT SECTION

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.

NEW THIS YEAR:

WHAT WE ASK: Briefly summarize the activity you are going to host. What is the art form being taught? To whom? Where?

WHAT WE'RE LOOKING FOR: In one sentence, explain the art form being taught, the teacher, and the location. *E.G., Artist Tracy Hansford will teach an eight-week theatre class at the Highland Senior Center, meeting every Wednesday for two hours.*

WHAT WE ASK: List the proposed dates of classes (minimum of six classes).

WHAT WE'RE LOOKING FOR: Provide the dates of the classes. *Please keep in mind that classes can only be offered between Nov. 1, 2026 to June 1, 2027.*

WHAT WE ASK: List the location(s) of classes and culminating event.

WHAT WE'RE LOOKING FOR: Please list the location(s) where activities will take place.

WHAT WE ASK: How long will each class be? (each class must be at least an hour)

WHAT WE'RE LOOKING FOR: List the length of each class in minutes or hours.

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?



NEW THIS YEAR:

WHAT WE ASK: Upload the teaching artist(s) résumé.

WHAT WE'RE LOOKING FOR: Please upload the teaching artist(s) résumé or a PDF with a link to their professional website.

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.

If you are an artist hosting your own class, please contact Tracy.

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 work. In your answer, please describe your vision for this celebratory activity.

BUDGET SECTION

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)
 - \$60 per hour for teaching (minimum)
- Minimum total payment to an artist of \$600
- Artist will be paid within two weeks of the final class

WHAT WE ASK: Grant amount requested (maximum of \$3,000)

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?



GRANT REVIEW, TIMELINE, & AWARD INFORMATION

GRANT REVIEW 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.

GRANT TIMELINE

- Grant Opens: Monday, August 3, 2026
- Grant Closes: Friday, August 28, 2026 at 5 p.m. MT
- Grant Application Review: September 2026
- Funding Notification: October/November 2026
- Project Timeline: start no earlier than November 1, 2026, and end by June 1, 2027



AWARD INFORMATION

We have included a step-by-step guide to assist you if you are awarded a grant.

1. NOTIFICATION & CONTRACTS

- Award Notification: You will receive an official email notifying you of your award and important grant details.
- Vendor Setup: You must be registered in the state's vendor system to receive payment. If you are not already in our system, our grants team will contact you to complete this paperwork.
- Grant Contract: After you are set up as a vendor, you will receive a State of Utah Grant Contract via CongaSign (an online signature service). You must review and sign this contract digitally. This will allow us to execute your contract and process your payment.

2. **NEW THIS YEAR:** PAYMENT DETAILS & GRANT COMPLIANCE

This year, **nonprofits and individuals** will have two options to receive their grant funds. **For-profits** will automatically receive their funds as 100% reimbursement (option 2):

1. **100% upfront payment option (for-profits CANNOT choose this option)**
 - After we receive your signed contract, you will receive 100% of your grant award payment.
 - You must comply with all federal regulations. You are required to maintain a sound financial management system and keep detailed source documentation—such as receipts, invoices, and cancelled checks—to prove that all expenditures were allowable and directly related to your approved project.
 - All financial records and supporting documents must be securely retained for a minimum of three years from the date you submit your final report.
 - Your records must remain available for review by the state and/or federal government.



2. 100% reimbursement option

- After we receive your signed contract, you will need to use your own funds to pay for your grant expenses.
- Once you spend all funds and complete your opportunity, you will submit your final report. Reports can be submitted anytime before June 1, 2027. After your report is approved, you will receive your funds as a reimbursement.
- This option does not require you to agree to and abide by federal grant requirements, including the possibility of a federal audit.

3. FUND USAGE & BUDGET CHANGES

Grant recipients must use their funds **exactly** as stated in their approved application and budget. Funds cannot be transferred to other events or activities unless you face extenuating circumstances. If you need to make changes:

- **Request Approval First:** Any proposed changes must be submitted in writing (via email) and approved by UA&M before you proceed. You may email us at: uamgrants@utah.gov
- **Be Mindful of the Deadline:** If you realize you will be unable to use your grant funds by **June 1, 2027**, please contact the grants staff immediately.

Note: Making unapproved changes to your scope of work or budget can result in your funding being **revised, revoked, or completely rescinded**. UA&M retains the final right to approve or deny any modifications.

4. CREDIT REQUIREMENTS

- 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.”
- If you are being paid up front, you must also give credit to the National Endowment for the Arts (NEA).



- Give credit to the National Endowment for the Arts (NEA) on all publicity, (online or print). For example: “This project is made possible, in part, by a creative aging grant from the National Endowment for the Arts through a grant managed by Utah Arts & Museums.”
- Use the most current logos (for either UA&M or the NEA), which can be found on the “Logos Page” of our website.

5. FINAL REPORT REQUIREMENTS

To successfully close out your grant, you must submit a final report online via the **Grants Portal** no later than **June 1, 2027**. Your report must demonstrate that the project is complete and that all grant funds have been fully expended.

Your final report must include the following three items:

1. **Narrative Response:** An explanation of how the funds were spent in relation to your original application proposal.
2. **Itemized Expenses:** A clear financial breakdown demonstrating that the full award amount was spent.
3. **Detailed Receipts:** Proof of purchase for all grant-related expenses.

NEW THIS YEAR: Receipt Requirements You must upload receipts for all items charged against your grant. Valid proof of purchase (including Venmo and Zelle confirmations) must explicitly show:

- **Who was paid** (Company or individual name)
- **When it was paid** (Payment date)
- **How much was paid** (Total amount)
- **What was purchased** (Itemized list or description of products/services)



CONTACT US WITH QUESTIONS

The Creative Aging Staff (Tracy Hansford) can be reached at thansford@utah.gov or 801.682.5447 for any project questions.

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

