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## Lifelong Arts Indiana Fellowship 2021 | Guidelines

### About the Fellowship

The Lifelong Arts Indiana Fellowship provides you an immediate opportunity to implement course learnings into your creative aging practice. To be awarded the fellowship, you must complete the full Lifelong Arts Learning Course and successfully propose a fellowship project.

The fellowship is a project grant. Project grants require that you:

- Outline exactly what you are going to do with the funding
- Design a project that adheres to the fellowship guidelines.
- Follow through with what is proposed unless a grant modification is requested and approved.

You may request up to \$1,000 to implement your Lifelong Arts Indiana project. You will fill out an online application that details your project. This application will be reviewed by a panel of mentors. They may identify areas of your plan that need adjusted, in which case you may be asked to modify your project plans before moving forward.

The panel will meet virtually. You are encouraged (but not required) to join. They will discuss your project proposal together and give advice and feedback. The meeting will be recorded.

### Application Help

Applicants are encouraged to take advantage of all the proposal development resources available to them.

- **Office Hours:** IAC staff will be available during scheduled office hours throughout the application period to help you develop your fellowship proposal.
- **Post-workshop Coaching:** Every Lifelong Arts Indiana participant will have the opportunity to receive coaching from the trainers at Lifetime Arts regarding residency curriculum development as well as coaching from consultant Anna Ross on local partnership development.
- **Webinar - Fellowship Application assistance:** This webinar will help you walk through the application questions and understand how to answer them.
- **Application Review:** You may request IAC staff to review your completed application and give you feedback before you hit "Submit." To request a staff review, fill out your application entirely, leave it in draft mode, and contact your fellowship manager before November 19, 2021, 4:30 pm ET.

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### Timeline

Lifelong Arts Indiana Learning Workshop	October 13-15, 2021
Webinar - Fellowship Application Help	October 27, 2021, 5:30-6:30 p.m. eastern time
Deadline to Request Staff Application Review	November 19, 2021, 4:30 p.m. eastern time
<b>Application Due</b>	<b>December 3, 2021, 4:30 p.m. eastern time</b>
Panel Review Online Meeting	Week of December 20, 2021 (TBA)
Fellowship Announcement	Week of December 20, 2021 via email
Fellowship Period	January 1, 2021 – June 30, 2022
Fellowship Final Report Deadline	September 15, 2022, 4:30 p.m. eastern time

### Review Process

Proposals are reviewed by a panel of professional creatives from around the state. This panel evaluates if each application meets the review criteria listed below. Following the panel review, applicants may be asked to modify some parts of their application to fully meet the review criteria based on panelist input.

The panel review meetings are open to the public for observation only (guests may not address the panel or lobby for their application before, during or after the meeting). Applicants are encouraged to observe and listen to feedback, but it's not required. Recordings of the discussion will be posted in the weeks following.

### Review Criteria

Panelists are looking for the following criteria in your project proposal. If your proposal is weak in any of these criteria, you'll need to adjust your proposal before moving forward. The panelists will give you advice on how to strengthen your proposal to meet the criteria.

#### Creative Aging & learning

- Your residency is designed with older adults in mind using lessons learned from Lifelong Arts Indiana learning workshops.
- Your project has a clear artistic learning goal that builds learning over multiple session.

#### Feasibility

- The project timeline is realistic. It starts and ends within the fellowship period of January 1, 2022 – June 30, 2022.
- You've planned out the details of this project and can clearly pull it off.
- The project budget is realistic, includes all the costs involved, and the expenses are all eligible.

#### Community Engagement

- You have a partnership established with a group of older adults, a facility, or a community site.
- You have identified the needs of the partnership group and have responded to them in the design of your residency.

### Read This Fine Print

#### Eligibility Requirements

- Must be an individual. Organizations may not apply.
- Must be 18 years or older.

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- Must be a US citizen.
- Must be an Indiana resident and remain a full time Indiana resident through the end of the fellowship period.
- Must have completed the 2021 Lifelong Arts Indiana Learning workshops on Oct 13-15, 2021.

### **Eligible Expenses**

Allowable project expenses include expenses related to the execution of a creative aging residency project. This could include artist fees, supplies, rental/purchase of equipment, facility rental, marketing/publicity/promotion, travel/transport within the United States.

### **Ineligible Expenses**

Funds cannot be used for expenses unrelated to the project, operating support for an organization, travel or expenses outside the United States, debt reduction, or tuition for a degree-granting program. Capital expenses (equipment) that will last outside of the period of this project may be ineligible. Please contact the program manager for any questions related to eligible equipment purchase expenses.

Contact the fellowship manager with any questions concerning acceptable project expenses.

### **Requirements of all IAC grantees**

- Accessibility Requirements
- Contract Clearance
- Funded Requirements
- Payment Schedules
- Privacy Considerations
- Public Manifestation, Fair Labor, Drug Free, and Civil Rights
- Reconsideration Policy and Appeal Process

Detailed descriptions of these requirements can be found online: <https://www.in.gov/arts/programs-and-services/funding/requirements-of-grant-recipients/>

### **Payment Schedule**

***Your fellowship grant will be paid in two payments.*** All payments are contingent upon adherence to all fellowship guidelines and reporting requirements. It takes approximately two weeks for payments to deposit.

The first payment will be for 75 percent of the total award. Funds will be transferred via direct deposit to your bank account after the fellowship agreement and required documents have been approved.

The second payment will be for the remaining 25 percent and will be paid after the final grant report and any additional requirements have been submitted and approved. Late submission of final reports may result in a reduction of the final payment.

### **Final Reporting**

You're required to submit a final grant report no later than September 15, 2022, 4:30 pm (or earlier, if you complete your project before then). The report is an online form. It includes both quantitative data (like the number of people involved) and narrative questions (like what you've learned).

### **Project Modification**

After you start your project, you may realize that your plan wasn't perfect or that life happens, and you need to change your plan to make the project work. That's when you call your fellowship manager as soon as possible. You're under contract to complete your approved proposal, so you'll need to get approval from your fellowship manager and fill out some paperwork before you make changes.