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Lifelong Arts Indiana Creative Aging Program 2024-2025 Arts Organization Guidelines

Revised December 2023: See Timeline for Updates

About the Program

Lifelong Arts Indiana for Arts Organizations (LAAO) is more than a grant program, it's a community building opportunity on the local level and across the state. Four arts organizations will be selected to participate forming a cohort that together will learn and grow in creative aging practice, ultimately becoming leaders and mentors sharing with others what they've learned.

Specifically, the selected cohort will:

1. [Participate in training to develop their skills in providing creative experiences for older adults.](#) Informed by field best-practices, Lifelong Arts Indiana will empower members to develop their own approach to sharing creative experiences with older adults, ages sixty-five and older, in their community.
2. [Leverage what they learned to establish their own creative aging program](#) using grant funds to help make it happen; and,
3. [Share their journey with others](#) through one to two virtual convenings.

Award Amount and Match Requirement

Organizations selected for this program will receive up to **\$20,000** to participate in training and to develop and implement a robust pilot creative aging program within the grant cycle: January 1, 2024 to March 1, 2025. The program requires two applications:

1. [Application to the Program](#) (eligible arts organizations may apply, due October 2023), and
2. The [Project Proposal](#) in which the project is outlined including a budget that outlines use of award dollars. (Only for selected cohort members, due in March 2024)

There is no match requirement for this program. However, in the application the organization must outline how it will continue the creative aging program beyond the pilot year in which funds are utilized to develop the program.

Is this program a good match for your arts organization?

Arts organizations best suited for this opportunity know how to do arts education and know how to do it well – evidenced by a strong history of hosting classes on or off-site and having dedicated staff and/or a core of artist educators that provide regular high-quality programming. In other words, arts educational programming is a fundamental part of what they do. They're also experienced collaborators and regularly provide access and service to *underserved communities. The development of a creative aging educational program is a natural

progression of the work they already do. They have the ability, infrastructure, experience, and expertise to establish a creative aging program as part of their ongoing programmatic efforts – all they need is training and funding. Staff will conduct a review of all submitted applications to ensure the applicant organization exhibits the requisite qualifications before moving to the application to full panel review.

**Underserved communities are defined as people lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ ethnicity, cultural differences, disability, or other circumstances as substantiated by the applicant.*

Timeline – RED Indicates Changes

All times are eastern, and all deadlines are by 11:59 p.m.

Grant Period	January 1, 2024 - March 1, 2025 <i>Formerly: January 1, 2024 – May 1, 2025</i>
Program Information Webinar (Register to Participate)	September 26, 2023 @ 3:00 p.m. (ET)
Deadline to Apply to the Program	October 13, 2023
Cohort Selection Panel (Recording available 11/13)	November 8, 2023
Notifications Sent to Cohort Applicants	December 15, 2023
Virtual Cohort Welcome Meet up #1	February 6, 2024 • 2-3:30pm https://us02web.zoom.us/j/82396529282
Virtual Training Dates - Mandatory Participation	March 11, 18, 25 (2024) time TBD
Virtual Cohort Meet up #2	April 15, 2024 • 2-3:30pm https://us02web.zoom.us/j/82396529282
Project Proposal Deadline	May 10, 2024
Project Implementation	June 1, 2024 – February 6, 2025 (all activities must be completed by February 6, 2025)
In-Person Cohort Meet up #3 (Progress Share-out)	October 16, 2024 (location & time TBD)
Virtual Cohort Meet up #4	January 10, 2025 • 2-3:30pm https://us02web.zoom.us/j/82396529282
Share-out to Philanthropic Community	April 22, 2025 (date subject to change)
Final Grant Report Deadline	May 15, 2025

Applicant Eligibility

The applicant must meet all of the following eligibility requirements:

- Have an **annual cash operating income of \$100,000 or more** as supported by the most recently completed, board-approved, profit and loss statement;
- **Must be an arts organization as defined by ALL of the following:**
 - An organization whose overall purpose is arts producing, promoting, presenting, serving, or teaching;
 - Is viewed as an arts organization by its community;
 - Arts are the core purpose, mission, and focus (reflected in its legal documents);
 - Facility space (indoor and/or outdoor) is utilized predominantly as an arts production or arts activity space;
 - Its operating budget includes substantial direct arts programs and service expenditures,
 - It provides arts education-focused programming

- The majority of public programs and activities are arts
- **Operate year-round** as an Indiana-based and Indiana-serving organization (the organizations' public programs occur in Indiana with regular, scheduled frequency throughout the year);
- **Active for the past three full years** (by October 13, 2023) under 501(c)(3) tax-exempt status **from the** Internal Revenue Service (IRS) OR as an Indiana public entity (part of city or county);
- Must be located in, operate, and primarily serve Indiana.
- Is **in good standing** with the Indiana Arts Commission: must not have any overdue and/or unresolved Final Grant Reports or have defaulted on a grant with IAC;
- **Have a Unique Entity Identifier (UEI)**; and
- Must comply with all federal, state, and local laws and ordinances, including but not limited to those that prohibit discrimination on the basis of race, color, national origin, gender, sexual orientation, age, or disability.

Cohort Application

Panel Review Process

Applications to participate as an LAAO cohort organization will be reviewed in two phases:

1. IAC staff will conduct a [pre-screening review](#) of all submitted applications to ensure the applicant organization demonstrates the requisite qualifications before moving the application to full panel review. Those determined to not meet the criteria will be notified by staff.
2. **Full panel review:** Four out-of-state experts in the creative aging field, and a representative of the State of Indiana's Family and Social Services Agency Division of Aging will review applications advanced by staff for full review. The panel review will be recorded, and applicants may watch the review recording the week following the virtual panel convening.

Criteria: Applications will be reviewed to what extent they demonstrate the following:

(The full set of criteria is on the last page of this document.)

- Arts education is an important, ongoing part of organizational programmatic service and practice.
- A commitment to integrating creative aging practice into the organization's programmatic efforts for the long term, and the capacity to do creative aging work and do it well.
- Demonstrated experience successfully collaborating with external partners.
- The organization has a current and established, committed history of serving underserved communities (people lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability, or other circumstances).
- The organization has a strong commitment to inclusion, diversity, equity, and access evidenced through programs, services, and/or organizational policies.
- The organization has either an education department or paid arts learning/education staff and can **ensure not less than two and no more than three teaching artists and teaching staff (three total) will participate in online training, program development, and delivery** of skill-based sequential arts instruction for older adults that engages them in the process of artistic creation, and both affirms and develops their creative abilities.

Selection Priorities

The LAAO cohort will be composed of four selected arts organizations each of which will represent and serve a unique area of the state. In addition to geographic representation, selection will prioritize the selection of a cohort that represents a variety of artistic practices.

Proposal Application (only open to selected LAAO cohort members)

Overview

Organizations selected to participate in the LAAO program will submit a project application after completing training, to propose their own initiative for creative aging that fits within the organization's mission and strategic direction. The program funding awarded as part of the LAAO program will be utilized primarily toward the cost of implementing this initiative. This application, only open to those selected for LAAO, will be open in March 2024.

Eligible Expenses

Allowable project expenses include expenses related to the execution of a creative aging project. This could include staff costs, artist fees, supplies, rental/purchase of equipment, facility rental, and marketing/publicity/promotion. **Can use funds to address accessibility needs.**

Ineligible Expenses

Funds cannot be used for expenses unrelated to the project, and include the following by category:

Programming

- Events closed to the public
- Projects or programs to be delivered outside the State of Indiana
- Activities and expenses outside the grant period
- Activities that are solely for the purpose of fundraising
- Cash awards or prizes

Operations

- Capital equipment greater than \$5,000
- Cash reserves, endowment accounts, deficit reduction or elimination
- Taxes and interest
- Compensation to foreign nationals
- Visa costs
- Travel outside the United States
- Indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities
- Resale items purchased for resale
- Alcoholic beverages
- Donations and contributions
- Entertainment costs (such as receptions, parties, galas, dinners, community gatherings, etc.)
- Fundraising and Investment costs

Contact the program manager with any questions concerning acceptable expenses.

Requirements of all IAC grantees

Grantees of the Indiana Arts Commission are required to follow:

- 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/>

Things to Consider Before Applying

Privacy Considerations

All documents submitted to the IAC are public and subject to a public information request. All grant applications are considered public documents and are reviewed and discussed in a public meeting. Applicants should therefore not include any information in the content of their application they would not want shared during the panel discussion.

Payment Schedules

All payments are contingent upon adherence to all grant guidelines and reporting requirements. The first grant payment will be for 75% of the total award.

* Funds will be transferred to the grantee's bank account after the grant agreement and documents have been approved by (all) applicable state agencies. The second and final fiscal year grant payment will be for 25% of the total award. Funds will be approved for transfer to the grantee's bank account after the final grant report and any additional requirements have been submitted and approved. *It takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the payments (first and second).*

Requirements for grant recipients

<https://www.in.gov/arts/programs-and-services/funding/requirements-of-grant-recipients/>

To receive an IAC award, you'll be expected to:

- Submit public official thank you with the final grant report
- Follow funding acknowledgement requirements
- Complete the electronic contracting process
- Follow the IAC process for modifying a grant proposal (as needed)
- Submit your final grant report by the due date

Ready to Apply? Apply online by the deadline at www.in.gov/arts/apply

This activity is made possible by a grant provided by the National Assembly of State Arts Agencies in partnership with E.A. Michelson Philanthropy.

Lifelong Arts | Arts Organizations (2024-2025)

Review Criteria

Applications will be reviewed to what extent they demonstrate the following:

Arts education is an important, ongoing part of organizational programmatic service and practice.

- Regular programming offered including sequential* arts-based classes. (**Sequential classes are the opposite of one-time workshops or performances. Sequential means several sessions, over a longer period of time at which people are learning arts skills or knowledge that build every session towards a culmination.*)
- Arts education is a strong part of organization's services relative to other services. (*e.g. Arts education is one of the organization's key offerings.*)
- Has demonstrated history of arts education programming. (*3 or more years of active arts education programming.*)
- Has experienced staff and/or teaching artists.

A commitment to integrating creative aging practice into the organization's programmatic efforts for the long term, and the capacity to do creative aging work and do it well.

- The applicant makes a strong case that Creative Aging sequential learning is a natural progression of the organization's work.
- It's clear the community* will benefit and the organization will benefit. (**Community means the audiences they serve and want to serve.*)
- The applicant demonstrates a clear, reasonable, well-considered path to ensuring service to older adults, long-term; includes how it will be funded.

Demonstrated experience successfully collaborating with external partners.

- Applicant demonstrates a successful history of collaboration with an external organization.
- Both applicant and partner were active in the collaboration, and both benefited.
- External partner included in planning and decision-making.

The organization has a current and established, committed history of serving underserved communities (people lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability, or other circumstances).

- Applicant demonstrates that the organization provides services to underserved communities (*e.g. Affordable options; in-school program with high % free/reduced lunch; partnered collaboration with social service agency; programming to individuals with special needs, etc.*).
- Has a **history** of providing service to underserved communities.

The organization has a strong commitment to inclusion, diversity, equity, and access evidenced through programs, services, and/or organizational policies.

- At minimum, applicant has a policy, statement, and/or specific actions to advance any or all of these pillars.
- Demonstrates a commitment to IDEA by moving beyond the minimum.

The organization has either an education department or paid arts learning/education staff and can ensure not less than two and no more than three teaching artists and teaching staff (three total) will participate in online training, program development, and delivery of skill-based sequential arts instruction for older adults that engages them in the process of artistic creation, and both affirms and develops their creative abilities. *(Applicant confirms it will dedicate personnel in the application.)*