



AZ Creative Aging Generation(s) Lab CALL FOR ARTS ORGANIZATION APPLICATIONS

Generation(s) Lab is an incubator program for arts organizations with a serious and committed interest in better serving Arizona's older adults by strengthening existing programs and/or developing new initiatives. The Arizona Commission on the Arts is seeking up to 11 arts organizations throughout Maricopa County to participate in this new program of the AZ *Creative Aging* initiative, to take place November 2016 through May 2017.

ABOUT

Generously supported by Virginia G. Piper Charitable Trust, [AZ Creative Aging](#) is a three-year initiative of the Arizona Commission on the Arts which aims to embed creative aging knowledge and best practices in communities, build an infrastructure for high-quality arts and aging programs, and enhance quality of life for older Arizonans. Generation(s) Lab is the initiative's second programmatic module.

Creative aging is a national movement to advance understanding of the vital relationship between creative expression and healthy aging. Creative aging encompasses a wide variety of activities that support and enrich the lives of adults across the aging spectrum, including intergenerational, health and wellness, lifelong learning and community-based programs.

The *AZ Creative Aging* initiative is developed around the core creative aging principles of a process-based approach, cultural responsiveness and participatory, meaningful engagement. Generation(s) Lab will explore these ideas as they relate to the work of arts organizations, help organizations discover natural connections between existing programs and older adult participants, and equip organizations with new frameworks and ideas for developing, expanding, or deepening creative aging partnerships and initiatives.

By combining professional development, needs assessments and customized trainings and consultations, Generation(s) Lab is designed to encourage experimentation, meet the needs of participating organizations, and help each organization develop a plan that aligns with their organizational mission.

Eligibility

The call for applications is open to all arts organizations based in Maricopa County, of any budget size and artistic discipline. An applicant must be incorporated as a nonprofit organization with tax-exempt status or be a unit of government. Eligible organizations include arts organizations, local arts agencies and tribal cultural organizations. Multidisciplinary or multipurpose organizations are eligible if they are able to demonstrate that the arts comprise at least 50% of the organization's public programming.

Established creative aging programs or service to older adults is not a requirement, nor does the existence of such programs or services constitute a disadvantage in the selection process.

PARTICIPATION REQUIREMENTS AND BENEFITS

To participate in Generation(s) Lab, organizations must identify a team. Teams must include a minimum of two (2) people, ideally staff members, who will commit to the full program schedule as outlined below. If two staff members cannot be assigned to the team due to the organization's staffing structure or operational capacity, then the team may comprise a

DEADLINE

11:59 PM, Monday, September 26, 2016

PARTICIPATION FEE

Thanks to the generous support of Virginia G. Piper Charitable Trust, **there is no fee to participate** in this program.

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minimum of one (1) staff member and one (1) person who is (a) engaged in the organization's programming in a long-term and meaningful way, and/or (b) has some jurisdiction over organization programming. Teams may also include additional staff members, teaching artists, volunteers, board members, council members, etc.

Participating organizational teams will

- attend and actively participate in creative aging professional development sessions facilitated by national and local experts;
- complete a comprehensive needs assessment and develop a clear plan and outcomes;
- work with the Arts Commission to identify consultancies and specialized trainings that align with their plan; and
- participate in an evaluation process, sharing final documentation and participating in program evaluation surveys.

In exchange, participating organizations will

- receive the professional development and other services provided through Generation(s) Lab free of charge;
- receive education materials, tools and other support;
- establish a peer network of other arts organizations committed to serving older adults; and
- be eligible for a complementary grant in support of the implementation of a component of the organization's plan developed through Generation(s) Lab (contingent on the outcome of the Arts Commission's Fiscal Year 2018 funding).

Schedule*

- **Introductory Webinars**
[Thursday, October 20, 2016, 12pm – 1pm: Accessibility, Aging and the Arts](#)
[Thursday, October 27, 2016, 12pm – 1pm: Introduction to Aging Systems and the Creative Aging Field](#)
 Introductory webinars will provide context for the program's initial two-day training, the Generation(s) Lab Symposium. Webinars will be recorded so participants may watch them at a later date if they are unable to attend at the scheduled date/time.
- **Generation(s) Lab Symposium**
[Wednesday, November 2, 2016, 9:30am – 5pm: Cultural Responsiveness in Creative Aging – Developing Authentic Relationships and Engagements](#)
[Thursday, November 3, 2016, 9:30am – 5pm: Creative Interventions – Examining Internal and External Opportunities](#)
 Facilitators and Presenters: [Anne Basting](#), [Sherri Friend](#), [Elizabeth Johnson](#), [Tara Krantzman](#), [Jorge Merced](#), Mandy Tripoli, [Tessa Windt](#)
 The two-day symposium will lay the groundwork for the remainder of the program, providing deep professional development and allowing time for teams to design their plans.
- **One-on-one Meetings and Plan Development**
[November/December/January](#)
 Teams will continue developing plans and will meet one-on-one with Arts Commission staff to identify areas of focus for consultancies and/or specialized trainings.
- **On-site Work and Half-day Cohort Meetings**
[February/March/April](#)
 Consultancies and specialized trainings will take place at each participating organization, and the full cohort will meet twice in person, for teams to check in on plans and share resources and ideas with peers.
 Cohort Meeting One: Thursday, February 16, 2017, 1pm – 4pm
 Cohort Meeting Two: Thursday, April 20, 2017, 1pm – 4pm
- **Generation(s) Lab Closing Convening**
[Monday, May 22, 2017, 9am – 1pm](#)
 Generation(s) Lab will culminate with a final half-day meeting and celebratory/reflective lunch.

**Schedule and presenters/facilitators subject to change.*

APPLICATION PROCESS AND GUIDELINES

Selection Process

Applications will be reviewed by *AZ Creative Aging* partners and Arts Commission staff. The panel will seek a balance of arts disciplines and geography within the participant cohort. Up to 11 arts organizations will be selected.

Successful organizational applicants to this program have a strong desire to serve older adults through *participatory engagement as a first priority* (audience development may be a secondary priority), an interest in learning about the aging and healthcare services field, a willingness to examine old paradigms and explore new ideas, a desire to be a part of a peer network, and an ability to fully commit to the program schedule.

Applicants will be notified of their application status on Friday, September 30, 2016.

How to Apply

All applications must be submitted online through Submittable by the deadline: **11:59 PM, Monday, September 26, 2016.**

The application submission link is <https://azarts.submittable.com/submit/64581>. For more information about using Submittable, see the FAQ on page 4.

The application consists of the following sections: **[1] Profile, [2] Federal Reporting Information, [3] Organization Information, and [4] Application Narrative.** Incomplete applications or applications which do not follow all published guidelines will be ineligible for review.

[1] Profile

In this section, you will provide general information about the applicant organization and contact information for the primary point of contact for this application.

[2] Federal Reporting Information

In this section you will provide federal reporting information about the applicant organization. Federal reporting information will be used for reporting purposes only and will not be considered in the application review process.

[3] Organization Information

This section collects baseline information for planning purposes only.

1. Does your organization have an education, engagement, or outreach department and/or staff? What are your current staff resources in these areas? (300 word limit)
2. Has anyone from your organization participated in any previous creative aging training or related professional development? If so, please list those activities. (300 word limit)
3. Do you currently have existing partnerships with aging or healthcare service organizations? If so, please list partner organization names. (300 word limit)
4. Briefly describe the ADA/accessibility policies and practices employed within your organization's programming or service, as well as within facilities utilized by your organization. (300 word limit)

[4] Application Narrative

You will create the Application Narrative as a PDF or Word (.doc or .docx) document, and upload it to this section of the online form. Application Narratives must be formatted as follows:

- Typed in at least 11-point font, single or double spaced.
- Labeled clearly with the organization name using page headers in the top right-hand corner of each page.
- Numbered sequentially; place page numbers in the bottom right-hand corner of each page.
- Saved with the following file name format: [Organization Name]_ApplicationNarrative, *example:* "SampleOrganization_ApplicationNarrative"

In one single document, **no more than 3 pages in length**, please respond to the following questions. Include the questions in your narrative as headings for each response.



1. Briefly describe your organization and its mission.
2. What types of arts experiences does your organization feel are most beneficial to older adults and why?
3. Describe any groundwork your organization has laid in the area of creative aging. If no current programs or services exist, please describe your organization's interest and readiness for doing this work.
4. Describe your organization's dreams and goals for serving older adults. What would you like to work on or reimagine? What don't you currently have that you would need?
5. Please describe 1-3 areas you currently feel your organization would focus on if paired with a creative aging consultant.
6. Describe your organization's potential team. Provide the names and titles of the two primary team members, as well as any additional team members, and describe why they were identified/what role(s) they might play.

Once you have completed all sections of the online application and uploaded all application materials, submit your application. Applicants are solely responsible for ensuring their application is complete before submitting. **After an application has been submitted, no changes can be made.** Once your application is submitted, you will receive a follow-up email confirming the application has been received. This email does not validate that the submitted application is complete or eligible for review, only that it has been received by the online system.

SUBMITTABLE FAQ

Q1: I have never used Submittable before. Do I need a user account?

A1: Yes. When you first go to the application submission page you will be prompted to create your user account. Once you enter and submit your user account information, you will be directed to the online application page. Submittable will send you a confirmation email. Follow the instructions in the confirmation email and you will then be able to sign into Submittable and complete your online application.

Q2: I have already made a Submittable account, do I need to make a new account in order to apply?

A2: No, you can use your current Submittable account. When you go to the application submission page you will see a link that says "If you already have a Submittable account, click here to sign in now." Click that link to enter your username and password. Once you sign in, you will be directed to the online application page. *Please Note: If you are using a pre-existing Submittable account, make sure your contact information in Submittable is up-to-date.*

Q3: Can I save a draft of my online application?

A3: Yes, you can save a draft of your online application and return to your application at a later time. Click the "Save Draft" button at the bottom of the application page. When you return to the application submission page, follow the instructions under Question 2 above. Once you sign you, you will be directed to your saved application.

Q4: How do I submit an online application?

A4: Once your application is complete, click the "Apply Now" button at the bottom of the application page. Please remember, once applications are submitted they cannot be edited or changed.

One of 56 state and jurisdictional arts agencies across the United States, the **Arizona Commission on the Arts** is a 49-year-old agency of the State of Arizona and a leading force in the creative and professional development of Arizona's arts sector. Through robust programs, research initiatives and strategic grantmaking, the Arts Commission catalyzes arts-based partnerships that strengthen Arizona communities through the arts.

We imagine an Arizona where everyone can participate in and experience the arts.

For more information, contact us at (602) 771-6501 or email info@azarts.gov or visit www.azarts.gov. To request this or any other publication in an alternate format, contact the Arts Commission offices. *An equal employment opportunity agency.*

