

## WHAT IS IT?

Lifelong Arts Engagement Grants support projects that foster meaningful arts learning experiences in community settings for adult learners of any age. Projects can include, but are not limited to, using creative expression to improve quality of life for older adults (Creative Aging), intergenerational projects, and/or providing sequential hands-on learning in, through, or about the arts for adult learners.

## WHO'S IT FOR?

Arizona nonprofit organizations with tax-exempt status or units of government working with adult learners of any age and/or intergenerational programming. Unincorporated organizations who are otherwise eligible may apply with a nonprofit fiscal sponsor.

## ELIGIBLE EXPENSES

Grant funds may be used for any of the following (this list is not comprehensive):

- artist, consultant, and other fees
- administrative costs related to the project
- materials or supplies
- in state travel costs
- technology
- documentation
- evaluation

Grant funds cannot be used for any projects, or days of a project, that take place before the start date of the cycle in which they are submitted, and/or after the end of the fiscal year (June 30, 2023). If your full project timeline starts before or ends after the funding period, you are still eligible to apply and should articulate the full timeline in your application, but should only request and use grant funds for project activities taking place within the funding period.

### AWARD AMOUNT

Organizations can request \$5,000 to \$7,500.

### FUNDING PERIOD AND DUE DATES

#### Application Due Date

April 7, 2022

#### Grant review panels convened

May 2022 (dates and times TBA)

#### Grantees notified

July 1, 2022

#### Funding Period

July 1, 2022 - June 30, 2023

CYCLE A

#### Application Due Date

September 15, 2022

#### Grant review panels convened

November 2022 (dates and times TBA)

#### Grantees notified

December 12, 2022

#### Funding Period

January 1, 2023 - June 30, 2023

CYCLE B

### PRIMARY STAFF CONTACT

#### Elisa Radcliffe

Arts Learning Manager

Phone: (602) 771-6528

Email: [eradcliffe@azarts.gov](mailto:eradcliffe@azarts.gov)

### TECHNICAL SUPPORT

For questions regarding the Submittable online submission platform:

Email: [support@submittable.com](mailto:support@submittable.com)

Phone: (855) 467-8264, ext. 2

Web: [help.submittable.com](http://help.submittable.com)

## THE APPLICATION

When you're ready, go to <https://azarts.gov/grant/lifelong-arts-engagement/> and click on "Apply Now." This will take you to a website called Submittable where you'll submit your application materials. Please note that late or incomplete applications will be ineligible for review or funding.

You can type up your proposal narrative or you can upload it in video or audio recordings. Narrative responses are limited to a maximum word (not character) count. Some applicants find it helpful to develop responses using word processing software, then to copy/paste into the Submittable application. A word document version of the narrative questions can be downloaded at <https://azarts.gov/grant/lifelong-arts-engagement/>.

If you share your proposal narrative in video or audio recordings keep it simple and to the point. The recordings should be just you, describing your proposal and answering the questions listed. Please do not include edits of your work samples or special effects. Production quality of these recordings will not be considered in your review. Just make sure we can hear and understand you and keep editing and post-production embellishment to a minimum.

Please contact the Arts Commission before the application deadline if you require an accessibility accommodation or have other extenuating circumstances affecting your use of the online platform.

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## ORGANIZATION INFORMATION

Organization Information collected in this section of the application is used solely for internal and reporting purposes and will not be considered during the application review.

- Organization Name
- Organization Mission Statement
- Secondary Point of Contact
- Authorizing Official
- IRS Letter of Determination (if applicable).
- Fiscal Sponsor Letter of Agreement (if applicable).

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## PROJECT INFORMATION

- Project Title (10 word limit)
- Project Summary (75 word limit)  
*Provide a brief snapshot of your project.*
- Proposed Start and End Date of Project
- Partner Organizations (if applicable)  
*Please list any organizations that are collaborating on this project.*

## NARRATIVE

### Project Overview (400 word limit, 4 minute audio/video limit)

Provide a detailed description of your proposed arts learning project. Focus on the who, what, where, and when of your proposed project. What learning outcomes do you hope the project will achieve? If this is an ongoing project, describe how the project will build and shift based on previously conducted work.

- If proposing therapeutic outcomes, explain any strategies that will be incorporated to ensure the arts learning activities are appropriate for the community of learners. (200 word limit, 2 minute video/audio limit)

### Community of Learners (300 word limit, 3 minute video/audio limit)

What specific population(s) of learners are central to this project? Describe their assets and what they bring to the project.

- If your project requires a process of selection (i.e., an audition or application) and or a cost to participate, how are you ensuring all learners are able to participate? Describe how the project will be accessible and open to all interested. (200 word limit, 2 minute video/audio limit)

### Integrity of Project (300 word limit, 3 minute audio/video limit)

How will the work you propose reflect or respond to this community of learners? How is the project dealing with questions of culture, relevance, bias, and power dynamics?

### Organization (300 word limit, 3 minute video/audio limit)

Describe the mission of your organization and its connection to arts learning based work. Who on your team, including teaching artists and/or partners, will lead this work? Describe their assets and what they bring to the project. Why are they a strong fit for the project?

- If proposing therapeutic outcomes, explain the qualifications of the teaching artist and/or the service provider(s). (200 word limit, 2 minute video/audio limit)

### Project Setting (150 word limit, 2 minute video/audio limit)

Where is the work taking place? Describe how this location is accessible to the community of learners and why it is important to the proposed project.

### Project Timeline Table

Use the table provided to create a detailed timeline for the activities that will occur within the proposed start and end date of the project. Activities can include: planning the project, proposed project activities, and any evaluation or assessment. Convey a sense of the arc of the project from beginning, through the middle, to the end.

*Grant funds cannot be used for any projects, or days of a project, that take place before the start date of the cycle in which they are submitted, and/or after the end of the fiscal year (June 30, 2023). However, if your full project timeline starts before or ends after the funding period, please articulate the full timeline here.*

**NARRATIVE QUESTIONS CONTINUED ON NEXT PAGE**

## NARRATIVE QUESTIONS (CONTINUED)

### Project Timeline Narrative (200 word limit, 2 minute video/audio limit)

The Project Timeline Narrative should correspond with and provide context for the Project Timeline Table. Be as specific as possible about how often and how long activities will be; along with the proposed dates they will take place. Explain how your timeline will provide enough time to foster learning amongst the community participating. This is your opportunity to communicate your project timeline to the panel, as if you were describing it to the community of learners involved.

### Evaluation (200 word limit, 2 minute audio/video limit)

State three major objectives and outcomes for this project. What method(s) will you use to evaluate how well the project achieved these objectives? If you have completed a similar project in the past, please share the evaluation results.

## PROJECT BUDGET

### Grant Amount Requested

Enter the grant amount you are requesting for this project. Organizations can request \$5,000 to \$7,500.

### Project Expenses Table

List all expenses related to the project in the first column. Provide a short explanation of the expense in the second column. Note what type of funding will cover the expense (LAE Grant, Other Grant Funds, Tax Credit, Cash, In-Kind, etc.) in the third column. Please list only expenses related to your project. A full organizational budget is not needed.

Please only include project expenses which occur within the funding period (July 1, 2022- June 30, 2023). Grant funds cannot be used for any projects, or days of a project, that take place before the start date of the cycle in which they are submitted, and/or after the end of the fiscal year (June 30, 2023). *You will have an opportunity to explain any expenses that occur before or after the funding period in the following Project Expenses Narrative.*

Additionally, please thoroughly review the funding restrictions listed on page 6 of these guidelines.

### Project Expenses Narrative (200 word limit, 2 minute video/audio limit)

The Project Expenses Narrative should align with the Project Expenses Table. Be as specific as possible about the eligible expenses the Lifelong Arts Engagement grant would cover, and the project's various fees and costs. If your total project expenses exceed the grant amount requested, explain the additional funding sources you noted in the third column of the table. If your project starts before and/or ends after the funding period, explain how those expenses will be covered. This is your opportunity to bring your project's expenses to life, as if you were explaining them to the grant review panel.

## EVALUATION CRITERIA

Your narrative responses will be evaluated by the panelists based on the following criteria.

### Quality of Proposed Project

Application demonstrates a strong arts learning project and asset-based premise.

**What panelists will be thinking about:** *Does the application clearly outline the important details of the project? Have you articulated the specific assets and contributions of the community of learners and collaborators involved? Does the application use asset-based language (like unique, passionate, capable, thriving) as opposed to deficit-based language (like at-risk, lacking, marginalized, underserved)? (See FAQ #2 for more information)*

### Integrity of Proposed Project

Viewed as a whole, the application demonstrates a consistency of proposed actions, values, methods, and goals.

**What panelists will be thinking about:** *Does the application articulate how the proposed project reflects or responds to the community of learners involved? Are the collaborators of the community or culture in which the project is rooted, and if not, how is the project dealing with questions of relevance, bias, and power dynamics?*

### Potential Impact

Application centers expected benefit to learners.

**What panelists will be thinking about:** *Are the objectives, outcomes and methods of evaluation well defined and relevant for the learners involved? Do the community of learners have a voice in the development and implementation of the project?*

### Viability

Application demonstrates a strong project plan and appropriateness of budget.

**What panelists will be thinking about:** *Does the application demonstrate substantial evidence that the proposal will be realized within the proposed project timeline? Are the expenses you describe appropriate to the project you propose?*

## APPLICATION REVIEW PROCESS

Applications undergo a public review process. They are first reviewed by Arts Commission staff for completeness and eligibility.

Eligible applications are then evaluated by independent review panels made up of arts learning and other professionals from communities throughout the state. Each application is reviewed based on how well it demonstrates alignment with the evaluation criteria.

Panelists first review applications individually then meet to discuss the applications and finalize assessment as a group. This deliberation meeting is open to the public and applicants are encouraged to attend or listen-in online. Applicants being reviewed will be notified when panel dates are set.

Grant panel recommendations are then approved by the Arts Commission's Governor-appointed board of commissioners.

## APPLICANT ELIGIBILITY

Eligible organizations include: adult day centers, assisted living facilities, arts and cultural organizations, community-based service organizations, libraries, neighborhood centers, parks and recreation departments, retirement communities, rehabilitation centers, social service organizations, university/college departments and more. Unincorporated organizations may apply through a registered nonprofit fiscal sponsor.

An applicant may submit only one application per cycle and may receive only one Lifelong Arts Engagement Grant per fiscal year.

Across grant programs, the Arts Commission limits the number of applications that may be submitted by a given organization or unit of government to one (1) application per funding period (July 1 – June 30 of the following year). While an organization or unit of government may be eligible for more than one grant program, they may only apply for one of them in a given funding period. (See FAQ #8 for more information)

Individual teaching artists or arts organizations may be listed as partners on a maximum of three (3) funded Arts Learning Grant applications (both Lifelong Arts Engagement and Youth Arts Engagement) in a given fiscal year. If the number of applications on which a given individual teaching artist or arts organization is listed as a partner in a single funding cycle exceeds the total number that may be funded for that fiscal year, they will be asked to advise the Arts Commission on which application(s) will be withdrawn from consideration. The Arts Commission requests that prospective applicants consider this restriction before applying.

## FUNDING RESTRICTIONS

This program does not fund the following:

- Strictly field trip or performance-based activities. (See FAQ #3 for more information)
- Producing organizations to tour or present themselves.
- Support for individual professional development activities.
- Support for projects which would otherwise be eligible for a Festival Grant.
- Funding for insurance.
- Food and beverages for any purpose.
- Fundraising projects.
- Scholarships, awards and competitions.
- Indirect costs.
- Organizations that received Arts Commission funding in Fiscal Year 2022, but failed to file a final report.
- Applications submitted by for-profit organizations.
- Grant administration, overhead or processing fees taken by an umbrella/parent organization as a percentage of the total award, with the exception of fiscal sponsors.
- Religious institution-led or religious group-sponsored projects not open to participation by non congregants.
- Religious institution-led or religious group-sponsored projects whose primary purpose is the religious socialization of individuals or which exist as parts of religious sermons or services.

*This list is not comprehensive.*



Additionally, according to the Arts Commission's enabling statutes, "Notwithstanding any other law, no monies from the Arizona Commission on the Arts may be spent for payment to any person or entity for use in desecrating, casting contempt on, mutilating, defacing, defiling, burning, trampling or otherwise dishonoring or causing to bring dishonor on religious objects, the flag of the United States or the flag of this state." Recipients of Arts Commission support are further instructed to "take into consideration general standards of decency and respect for the diverse beliefs and values of the American public" within funded programs.

## FREQUENTLY ASKED QUESTIONS

The following section provides answers to a few of the most frequently asked questions regarding Lifelong Arts Engagement Grant applications. This section is not comprehensive. If your questions are not answered here, please contact the appropriate staff contact.

### 1. What is arts learning?

Arts learning projects include sequential, hands-on learning through the arts to develop artistic skills, processes and creativity. Artistic and/or cultural discipline(s) may include, but are not limited to dance, literary arts, media arts, music, theatre, traditional and folk arts, and visual arts. Arts learning projects include specific learning objectives, outcomes and methods of evaluation that are well defined and relevant for the learners involved.

### 2. What is asset-based vs. deficit-based language? How can we address various inequalities in our narrative?

Asset-based language focuses on the unique attributes the participants bring to the project (passionate, capable, thriving) as opposed to deficit-based language that define people and places by perceived insufficiencies (like at risk, lacking, marginalized, underserved). Let's not define people and places by their deficits. This reinforces negative stereotypes and is not conducive to the type of arts learning this grant program seeks to support. Deficit based language also contributes to a dynamic where learners are not seen as partners, but as objects of charity. If you're talking about a problem, use language that reflects that systematic disparities and community wide problems in fact have systemic causes, that these are not self-caused problems, and explicitly describe those systems whenever possible.

### 3. Are field trips or strictly performance-based projects eligible for this grant?

No. While a field trip or culminating performance may be a part of the project, it should not be the primary focus. This grant program supports arts programs that seek to activate participant voices, narratives, and perspectives. It is important to articulate how a community of learners has a voice and agency in the development and implementation of the project. This grant values active participation over exposure or passive engagement.

### 4. Are school-based projects, or partnerships with schools or school districts, eligible for a Lifelong Arts Engagement Grant?

No. Projects partnering with schools or school districts working with youth 24 and under, outside of traditional school time, would be eligible for a Youth Arts Engagement Grant.

### 5. Can my organization apply for a Lifelong Arts Engagement Grant in multiple cycles?

Organizations may only receive one Lifelong Arts Engagement Grant per fiscal year. For example, if an organization applies in Cycle A for Fiscal Year 2023 and IS funded, they may not apply again in Cycle B for that Fiscal Year. If the application is NOT funded, it can be resubmitted in the next cycle.

**6. Can my organization apply for both a Lifelong Arts Engagement Grant and a Youth Arts Engagement Grant?**

No. Though an organization may be eligible for more than one arts learning grant program, the Arts Commission limits the number of applications which may be submitted by an applicant to one (1) arts learning grant program within the same funding period. An applicant who applies to the Lifelong Arts Engagement Grant program in Fiscal Year 2023 may not apply for a Youth Arts Engagement Grant that same year.

**7. I'm an arts organization, am I eligible to apply directly and serve as a partner in another project?**

As outlined above, as a direct applicant an arts organization may only receive one Lifelong Arts Engagement grant per fiscal year. Those arts organizations may still serve as a partner in a different project, but all applications, including the one submitted directly, count toward the total partner limit of 3 arts learning applications (both Lifelong Arts Engagement and Youth Arts Engagement) per fiscal year.

**8. My organization is eligible for other Arts Commission grants. Can I apply to those?**

No. Across grant programs, the Arts Commission limits the number of applications that may be submitted by a given organization or unit of government to one (1) application per funding period (July 1 – June 30 of the following year). While an organization or unit of government may be eligible for more than one grant program, they may only apply for one of them in a given funding period. As an example, an applicant who applies to the Creative Capacity Grant program or the Festivals Grant program in Fiscal Year 2023 may not apply for a Lifelong Arts Engagement Grant that same year.

**9. My organization has received grants from the Arts Commission before, but I am new in my role and cannot access our Submittable account. What should I do?**

Submittable accounts reflect individuals and not organizations. In other words, the staff member who was previously managing your organization's grant possessed a Submittable account on behalf of your organization. In some instances, as one staff member exits, they will leave behind their Submittable login credentials to their successor so they may access prior grant application materials and update the pre-existing account information. If you do not have access to a prior grant manager's Submittable login credentials, you will have to set up a new account.

## ARIZONA COMMISSION ON THE ARTS

One of 56 state and jurisdictional arts agencies across the United States, the Arizona Commission on the Arts is a 54-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](mailto:info@azarts.gov) or visit [www.azarts.gov](http://www.azarts.gov). To request this or any other publication in an alternate format, contact the Arts Commission offices. An equal employment opportunity agency.

