



## New Jersey State Council on the Arts Creative Aging Initiative (CAI) Fiscal Year 2023 Grant Program Guidelines

This document is also [available in Spanish](#). (Este documento también está disponible [en español](#).)

### **ABOUT THE NEW JERSEY STATE COUNCIL ON THE ARTS**

The New Jersey State Council on the Arts (Arts Council) is a division of the New Jersey Department of State, created in 1966 by Public Law Chapter 214 and consists of 17 Governor-appointed members, and three ex-officio members representing the New Jersey Secretary of State, the Senate, and the Assembly. The Arts Council's volunteer members are supported by a professional staff who carry out its programs and services from the state capital in Trenton.

### **OUR MISSION: GIVEN TO US BY THE PEOPLE OF NEW JERSEY**

In 1966, the Legislature passed, and the governor signed, a bill creating the New Jersey State Council on the Arts and directing us to do all that is necessary and appropriate to: support, encourage, and foster public interest in the arts; enlarge public and private resources devoted to the arts; promote freedom of expression in the arts; and facilitate the inclusion of art in every public building in New Jersey.

### **HOW WE ARE FUNDED**

Public support for the arts in New Jersey comes from a dedicated, renewable revenue source - the Hotel/Motel Occupancy Fee - established in 2003. Additionally, the Arts Council receives an annual, competitive grant from the National Endowment for the Arts.

As the largest funder of the arts in New Jersey, the Arts Council is committed to providing both annual and multi-year grants to New Jersey's nonprofit arts organizations and artists. Strategic, responsive, and responsible grantmaking is the Arts Council's highest priority, ensuring programs and services are equitable, accessible, and have the greatest possible statewide impact. For more information about the Arts Council, visit:

[www.artsCouncil.nj.gov](http://www.artsCouncil.nj.gov).

### **ACCESSIBILITY**

The Arts Council is committed to ensuring its programs are accessible to all people. For accessibility services related to filing this application, please contact Accessibility Coordinator Mary Eileen Fouratt at 609-984-6815 (NJ Relay 711) or [maryeileen.fouratt@sos.nj.gov](mailto:maryeileen.fouratt@sos.nj.gov).

### **WHAT IS THE CREATIVE AGING INITIATIVE GRANT?**

The Creative Aging Initiative Grant (CAI) provides \$10,000 to eligible arts organizations, libraries, veterans homes, and senior and community centers to cover costs for two (2) eight-day residencies for New Jersey seniors/aging adults aged 55 and over.

A CAI residency is defined as an arts-based learning experience that directly impacts the same audiences for multiple sessions. Each session must be led by a teaching artist experienced in arts-based sequential learning for seniors/aging adults. The sessions do not have to take place over consecutive days. However, each session must be sequential and culminate at the conclusion of 8 sessions. Residencies can take place in any art form (i.e.:

visual, performing, literary arts, etc.). Creative aging programming should be offered without charge to the organization's senior/aging adult population.

The Arts Council is prioritizing geographic diversity in this grant program.

### **CAI ELIGIBILITY REQUIREMENTS**

To be eligible to apply for a Creative Aging Initiative Grant, an applicant must:

1. be incorporated in the state of New Jersey as a non-profit corporation, library, veterans' home, senior center, community center, college/university, or unit of government;
2. be tax-exempt by determination of the Internal Revenue Service;
3. be an organization in "good standing," which includes compliance with current Arts Council requirements, if currently a NJ Department of State grantee;
4. be current with New Jersey's [Charities Registration Bureau](#) and [Division of Revenue requirements](#);
5. be registered in the federal System for Award Management and have its CAGE and UEI codes (Please see the System for Award Management guidance section below for help on how to secure your organization's registration.); and,
6. be in compliance with all pertinent state and federal regulations including but not limited to: Fair Labor Standards, the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; the Drug-Free Workplace Act of 1988; and Section 1913 of 18 U.S.C. and Section 319 of P.L. 101-121. Apart from all other provisions of law, particularly the requirements of the Americans with Disabilities Act, which bear upon all Council grantees, those grantees whose Council grant is composed all or in part of funds derived from the National Endowment for the Arts will be required to be in compliance with Section 504 of the Rehabilitation Act of 1973 at the time of and as a condition of receipt of the grant under penalty of rescission and any others set forth under law.

In addition, the applicant must demonstrate that it:

1. has experience working with creative aging or arts-based learning with aging adults/seniors aged 55 and over for two years or more;
2. is governed by an independent board of directors responsible for the governance and administration of the organization, its programs, and finances;
3. employs at least one half-time administrative staff person (20 hours/week at minimum) responsible for contributing to the administrative oversight of the organization;
4. primarily serves New Jersey communities;
5. provides a location that is barrier free and accessible by all participants;
6. demonstrates capacity to support a teaching artist and their programming; and,
7. will be registered as a vendor with Department of Treasury's NJSTART before the execution of the CAI contract. The [Quick Reference Guide](#) provides step-by-step instructions on how to register your organization as a vendor in NJSTART.

*NOTE: Multi-county or state-wide impact is not a requirement for this program.*

If an organization cannot meet these eligibility requirements, the application will not move forward to the panel process.

## **System for Award Management Guidance**

All applicants must register in and maintain current registration with the federal System for Award Management (SAM). Once registered, you will need to provide the Arts Council your SAM CAGE Code. Register at [www.sam.gov](http://www.sam.gov).

In addition, all grantees are required to have a Unique Entity ID (UEI). Please view [this short tutorial](#) on how to obtain a UEI, capture your 12-digit alphanumeric code and provide the Arts Council with your code by entering it into your Organization Profile page in SAGE.

For assistance with entering your SAM CAGE code or your UEI into SAGE, please reach out to Robert Worshinski, the Arts Council's Director of Operations and Technical Assistance at [robert.worshinski@sos.nj.gov](mailto:robert.worshinski@sos.nj.gov).

## **GRANT CYCLE**

The CAI grant period runs from January 1 to December 31, 2023.

Successful awardees will receive 75% of the award upon execution of the contract and the remaining 25% upon execution and Council approval of the final report. If changes are necessary, the Arts Council must approve proposed changes *before* any modifications are implemented at the contract execution stage.

A final report will be due 30 days after the completion of the grant period. Grantees may be able to submit their final report earlier if the project is complete and all funds are fully expended. Changes to the project scope or budget will not be accepted at the time of the final report.

## **HOW TO APPLY FOR A FY23 CAI GRANT**

To access and submit a CAI application, an organization must be registered first in the SAGE system. The [System for Administering Grants Electronically \(SAGE\)](#) is the state of New Jersey's grant management system. This system requires authorization by the Arts Council for access.

If you do not have a username and password, please click the [New User link](#) to request access to the site. Please contact Robert Worshinski at [robert.worshinski@sos.nj.gov](mailto:robert.worshinski@sos.nj.gov) or call 609-633-1049 for technical assistance in SAGE.

*Note: Access and approval of registration is not automatic. It may take up to 48 hours to approve/validate your organization's registration by a system administrator. Therefore, please do not wait to create a new account.*

### **How to access a CAI application:**

Log into SAGE and go to the "View Available Opportunities" section. Click "View Opportunities" under the NJSCA section. Search for the NJSCA 2023 application – "Creative Aging." Click on the "Apply Now" button to create a new application.

If the application is not visible in the "View Available Opportunities" section, contact Robert Worshinski at [robert.worshinski@sos.nj.gov](mailto:robert.worshinski@sos.nj.gov) or call 609-633-1049 to request access to the application.

## **DEADLINES AND SCHEDULE FOR THE FY23 CAI GRANT**

Late submissions will not be accepted for any reason including technical/human error. Applicants are strongly urged to submit applications well before the deadline.

**August 2022**

CAI guidelines available.

<b>August – September 2022</b>	Application Assistance: see schedule below.
<b>September 1, 2022</b>	CAI application available in <a href="#">SAGE</a> .
<b>September 29, 2022</b>	CAI applications due in <a href="#">SAGE</a> by 4:00 PM EST. Requests for extensions to the deadline will not be permitted.
<b>October/November 2022</b>	Arts Council convenes peer panel and crafts recommendations.
<b>December 2022</b>	Arts Council takes action on and announces grant awards.
<b>January – December 2023</b>	Grant period for successful applications.

An organization may submit one application per grant application round.

*Note: Submission of an application does not guarantee eligibility or that all requirements have been met.*

### **APPLICATION ASSISTANCE AVAILABLE**

The following assistance is available to help you compose and submit your application:

1. Application webinars/workshops and virtual office hours. Please check the Arts Council's [website](#) for opportunities, details, and schedules.
2. Staff is available to help with questions specific to your application.
  - a. Samantha Clarke – Arts Organizations and Senior/Community Centers  
[samantha.clarke@sos.nj.gov](mailto:samantha.clarke@sos.nj.gov) | 609-984-7019
  - b. Mary Eileen Fouratt – Libraries and Veterans Homes  
[maryeileen.fouratt@sos.nj.gov](mailto:maryeileen.fouratt@sos.nj.gov) | 609-984-6815

Applicants seeking assistance are advised to contact staff well in advance of the application deadline. Prior to contacting a program officer, applicants should read the guidelines thoroughly.

### **APPLICATION COMPONENTS**

The application is comprised of forms and charts. Please follow form instructions and upload all the documents/files as PDFs in the order requested. All questions and support materials are required components. “Not applicable” is not an acceptable response in any area of the application. All application and support materials must be submitted in English.

**Organizational Profile Form:** This form provides the essential information about the organization.

**Panel Category:** This form identifies the artistic discipline of the proposed project.

**Application Detail Summary:** This statement is limited to approximately 50 words or 300 characters. It will be used in press releases and for other public inquiries. It should contain the basic “who, what, where, and when” information.

Sample Statement: “This grant will help support the Smith County Library in providing two residencies on visual and performative storytelling for approximately 50 aging adults.”

**Narrative:** This statement is limited to 3 pages (approximately 12,500 characters or less) in length that responds to the following narrative topics. Please use the narrative topic headers in the body of your narrative.

#### Organization:

Briefly describe your organization, its mission, its major programs or offerings serving seniors/aging adults, and the community or communities that you serve.

Proposed Project:

- Fully describe the proposed residencies, including art forms and audience reached. Host organizations may apply for funding for two sessions of the same residency/art form or two residencies of differing art forms.
- Discuss why the proposed projects are a high priority and what community need is being addressed and served.
- How will the project be accomplished? What resources (staffing, existing/planned partnerships) will be used?
  - Detail which teaching artist(s) you will be working with, including their experience and background working with seniors/aging adults.
  - If your organization is partnering with another organization to provide teaching artists, please clearly describe the partnership, detailing the roles and responsibilities of each organization.
    - Include key personnel at each organization (if applicable) and their roles and responsibilities during the project.
- What are the proposed learning goals for each of the residencies? Learning goals must be specific, measurable, arts-based, and aligned with the proposed audience.
- How will the host organization provide an equitable, accessible, barrier-free experience for all participants?
  - Please include details about the host organization's site, including its accessibility to the community.
  - What programmatic accommodations are you able to provide? (i.e.: captioning, assisted listening devices, large print programs, ASL interpretation, etc.)
- How does the organization plan to continue work with seniors/aging adults in the arts beyond the funded period?

**Board Chart:** This chart identifies who is on the organization's current board and advisory board. Current grantees should check for accuracy if the chart is already completed in SAGE.

**Staff Chart:** This chart identifies the organization's current staff.

**Finance Charts:** Provide two organizational charts (income and expenses) and one project chart. Use the Budget Notes section to provide clear information about the organization's financial picture in context of the project budget.

*Host organizations will be granted \$10,000 to facilitate two (2) eight-day residencies, with funds for teaching artists to total no less than \$350/day, plus travel and planning time. Programming should be provided without cost to senior/aging adult participants.*

**Accessibility Self Assessment Survey:** The checklist applies only to the proposed project and relates to facilities, programmatic accommodations, marketing, employment, sensitivity training, and policies. Further resources and the [NJ Cultural Access Network Self Assessment Survey](#) are available at [NJ Cultural Access Network Project](#).

**Required Support Materials:** Please upload the following materials as a PDF in the order listed.

- Teaching artist(s) CV/resume OR letter of support from arts organization to provide teaching artist(s);
- Timeline of proposed residencies; and,

- Documentation/description of past creative aging or arts-based work with seniors/aging adults (no more than 5 pieces)

### **REVIEW PROCESS**

All applications received by the deadline will be reviewed for eligibility and completeness by Arts Council staff. Applications that have been deemed complete and eligible will be reviewed by an independent panel of subject area experts and evaluated against the stated criteria. The panel will utilize [this rubric](#) to score applications. Applicants are welcome to use the rubric for self-assessment prior to submission.

### **FINAL REPORT**

Grantees must detail how the funds were spent and how final project results compare to the application.

Grantees will be required to upload supporting attachments, including but not limited to:

- Photo/Video documentation (no more than five publishable images/video files. Include a short caption and the appropriate permissions to reproduce without limitations by the Council.
- Aggregate and anecdotal data from evaluation or surveys from participants