



New Jersey State Council on the Arts Creative Aging Initiative (CAI) Fiscal Year 2024 Grant Program Guidelines

Estas pautas están disponibles [en español](#).

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 arts learning experiences with New Jersey older adults aged 55 and over.

A CAI grant is defined as an arts-based learning experience that directly impacts older adults for multiple sessions. Sessions may be sequential and build to a project culmination or experiences may be singular offerings that focus on skill-building and development. Each session must be led by a teaching artist experienced in arts-based learning for older adults. Attendance at events, performances, gallery openings, etc. may be offered for the participating population as a support component. However, grant funds cannot be applied to these events. Creative aging programming must be offered without charge to session participants.

The Arts Council is prioritizing geographic diversity in this grant program. Multi-county or state-wide impact is not a requirement for this program.

GRANT CYCLE

The CAI grant period runs from January 1 to December 31, 2024.

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

ABOUT THE NEW JERSEY STATE COUNCIL ON THE ARTS

The New Jersey State Council on the Arts (Arts Council), created in 1966, is a division of the New Jersey Department of State and a partner agency of the National Endowment for the Arts. The Arts Council was established 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. For more information about the Arts Council, visit: 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.

CREATIVE AGING INITIATIVE ELIGIBILITY REQUIREMENTS

In order to be eligible to receive a Creative Aging Initiative Grant, an applicant must meet or exceed the following requirements. If an organization does not meet these eligibility requirements, its application will not move forward to the panel process.

Applicants must be:

1. 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. tax-exempt by determination of the Internal Revenue Service;
3. an organization in "good standing," which includes compliance with current Arts Council requirements, if currently a NJ Department of State grantee;
4. current with New Jersey's [Charities Registration Bureau](#) and [Division of Revenue requirements](#);
5. 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. 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 adults 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.

If you need help understanding how these eligibility requirements pertain to your organization, staff is available to help with questions specific to your application:

Samantha Clarke – Arts Organizations and Senior/Community Centers
samantha.clarke@sos.nj.gov | 609-984-7019

Mary Eileen Fouratt – Libraries and Veterans Homes
maryeileen.fouratt@sos.nj.gov | 609-984-6815

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.

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.

HOW TO APPLY FOR A FY24 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 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 2024 application – "Creative Aging." Click on the "Apply Now" button to create a new application.

If you are experiencing difficulties accessing the application or navigating the SAGE system, contact Robert Worshinski at robert.worshinski@sos.nj.gov or 609-633-1049.

DEADLINES AND SCHEDULE FOR THE FY24 CAI GRANT

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

July 27, 2023	CAI application available in SAGE .
August 2023	Application Assistance: see schedule below.
August 22, 2023	CAI applications due in SAGE by 12:00 PM EST . Requests for extensions to the deadline will not be permitted. No late applications will be accepted.
October/November 2023	Arts Council convenes panel and crafts recommendations.
December 2023	Arts Council takes action on and announces grant awards.
January – December 2024	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. Applications that have not met the eligibility criteria or that are deemed incomplete will not move forward to the panel process.

APPLICATION ASSISTANCE AVAILABLE

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

1. Application webinar and virtual office hours. Please check the Arts Council’s [website](#) for opportunities, details, and schedules.
3. 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 | 609-984-7019
 - b. Mary Eileen Fouratt – Libraries and Veterans Homes
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: The Creative Aging category will be pre-selected for you. Please select this category, regardless of art form(s) presented.

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: “The CAI grant will help support the Smith County Library in providing two residencies on visual and performative storytelling for approximately 50 older 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, major programs, and the community or communities that you serve. Be sure to detail the organization’s experience serving older adults.

Proposed Project:

1. Fully describe the proposed arts-learning experiences, including art form(s), number of activities, number of hours per day, audience reached, etc.
2. Discuss why the proposed projects are a high priority and what community need is being addressed and served.

3. How will the projects be accomplished? How will participants be selected and/or these offerings be promoted to the community? What resources (staffing, existing/planned partnerships) will be used?
 - a. Detail which teaching artist(s) you will be working with, including their experience and background working with older adults.
 - b. 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.
 - c. Include key personnel at each organization (if applicable) and their roles and responsibilities during the project.
 - d. Include details of how a teaching artist will be selected at that organization.
4. What are the proposed learning goals for each of the arts-learning experiences? Learning goals must be specific, measurable, arts-based, and aligned with the proposed audience.
5. How will the host organization provide an equitable, accessible, barrier-free experience for all participants?
 - a. Please include details about the host organization's site, including its accessibility to the community.
 - b. What programmatic accommodations are you able to provide? (i.e.: captioning, assisted listening devices, large print programs, ASL interpretation, etc.)

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 staff responsible for managing the proposed project.

Finance Charts: Provide a project chart that clearly designates existing staff time, teaching artist compensation, and additional expenses such as supplies, marketing, etc. It is strongly recommended that applicants fully utilize the Budget Notes section to provide clear information about the project budget, including artist stipends, supplies, administrative costs, travel, etc.

Note: Teaching artist fees should be commensurate with experience and total no less than \$80/hour, plus travel to and from location. Programming should be provided without cost to older adult participants.

ADA Checklist: All applicants, including GOS/GPS grantees, must complete the ADA checklist. The checklist applies only to the proposed project and relates to facilities, programmatic accommodations, marketing, employment, sensitivity training, and policies. Further resources and the [ADA 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.

1. Teaching artist(s) CV/resume OR letter of support from arts organization to provide teaching artist(s)
2. Timeline of CAI project, including:
 - a. Planning
 - b. Project activities, including number and length of days
 - c. Evaluation and/or assessment
 - d. Documentation
3. Documentation/description of past creative aging or arts-based work with older 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. Applicants will not be notified of an incomplete application.

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 Arts Council.
- Aggregate anecdotal data from evaluation or surveys from participants

END OF GUIDELINES