



Linden Center for Creativity & Aging

2009 Community Arts Grants

supporting the advancement and study of
public creativity & aging programming



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Deadline	Friday, January 9, 2009, 5pm
Consultation	Mandatory - see page 3
Download	at ArtsPartner.org
Questions?	Robin Schwartz, Program Director, programs@artspartner.org 273-5072, ext. 2

Linden Center Guidelines

Introduction

The Linden Center for Creativity and Aging, within the Gerontology Institute at Ithaca College, was inaugurated on October 11, 2007 by a generous gift from Judi and Jay Linden.

The Linden Center is grounded in the growing awareness of the many ways that older adults can benefit physically, socially, psychologically, and spiritually from the engagement in creative pursuits. The link between creativity and aging is seen as a two-way street where creativity blossoms not in spite of, but because of aging. This new perspective on aging pushes us to look more closely at old age as a time when creativity not only contributes to better individual health and well-being but also benefits others- family, friends, community and the arts.

One of the primary goals of the Linden Center is to develop cutting edge programs that advance our understanding of creativity and aging, in academia and in the community. Learn more at www.ithaca.edu/lindencenter

The Linden Center Community Arts Grants

The Linden Center for Creativity and Aging, in collaboration with the Community Arts Partnership, has established the Linden Center Community Arts Grants. The purpose of these grants is to provide Tompkins County not-for-profit organizations with funds to create, support and assess arts activities that involve older adults. (For the purpose of this grant, “older adults” is defined as persons age 60 and over of any health status at any level/ability of artistic expression.) The arts activities can involve music, theatre, visual arts, dance and the written or spoken word. Qualified artists must be involved in the funded programs. Organizations can use their own staff or hire outside artists.

Eligibility

- Applicant must have 501(c)3 status and be located in Tompkins County.
- Applicant must be actively engaged in providing programming since January of 2007.
- Applicant must have an active Board of Directors which meets at least 3 times per year.

Sponsors For Individual Artists Or Small Groups

Individual artists or organizations that do not have not-for-profit status can seek sponsorship with an organization that fits the eligibility criteria.

Essential Program Criteria

- The maximum grant request is \$2,500. Awards will be in the amount of \$1,000 to \$2,500. We have \$10,000 to distribute so expect to award four or five grants.
- All funded programs must be carried out in 2009.
- Grant funds must be used to initiate new programming or significantly expand existing programming that features arts activities solely for older adults or for groups having a significant number or percentage of older adults.
- Grants are for programs that involve older adults in the creation of art, (i.e. playing instruments, singing, painting, writing, and acting) rather than attending or observing arts events/shows.
- Programs that have an intergenerational focus are encouraged.
- Programs must support the Linden Center's goals of advancing our understanding of how creativity affects aging.
- Funded programs can be short term or long term, but must include at least 8 contact sessions between artists and older adults. The program can result in performances, readings or shows, but that is not required.
- The qualifications and caliber of participating artists is a large part of the evaluation process. The older adults themselves need not have any artistic experience and/or abilities.
- Programs must have at their core an activity that is fundamentally arts or culturally related, as opposed to an activity the outcome of which is fundamentally rehabilitative, therapeutic or recreational.
- Grants can fund costs such as artistic fees, marketing and publicity, postage, printing, supply costs, space rental and the like.
- Funded programs must complete evaluation materials provided by CAP and the Linden Center.

Linden Center Grants Can Not Fund:

- Capital expenditures, construction, mortgage payments, improvements or expenditures for establishment of new organizations.
- Activities that are primarily geared towards older adults outside of Tompkins County.
- Fundraising events, awards, prizes, lobbying or entertainment costs, receptions.
- Acquisition of works of art or the creation of books.
- Activities that have taken place prior to 2009.
- Equipment purchases, unless consumed during the course of the program, e.g. art supplies.

Consultation with CAP Staff

All applicants are required to speak to the Program Director at CAP (Robin Schwartz) for a consultation. The consultation is an opportunity for applicants to discuss program ideas and get technical assistance in developing their request. Please call or e-mail to schedule. (Please be advised that although CAP staff may make suggestions, they do not make funding decisions. Therefore, recommendations by CAP staff in no way constitute a guarantee of funding.)

Panel Review Criteria

- **Artistic Merit:**
 - Artistic merit, program quality
 - Caliber and credentials of artists supported by resumes and/or work samples
- **Guidelines and Application:**
 - Adherence to these guidelines
 - Application clarity and completeness
- **Feasibility:**
 - Clearly defined program objectives, program implementation and management
 - Demonstrated ability of personnel to administer program
 - Reasonable program budget and need for public support

Due Date

The deadline is Friday, January 9th, 2008 at 5pm delivered to the Community Arts Partnership office. If mailing, please schedule to arrive no later than at 5pm on Friday, January 9, 2008. No applications will be accepted after this date and time.

After the Due Date

Applications will be checked for eligibility, completeness, and accuracy. Applicants may be contacted for clarification and/or additional information. A panel composed of community members, artists, and CAP and Linden Center staff will evaluate the applications. The panel then makes recommendations to the Director of the Ithaca College Gerontology Institute acting on behalf of the Linden Center for Creativity and Aging for final approval. Applicants will be informed of the decision regarding their requests by letter in late January or early February of 2009. Award funds are released in February.

Grantee Responsibilities

All awarded organizations will be required to sign and return a contract which will outline all agreements with regard to fulfilling obligations, such as:

- An Interim Status Report (This may or may not be required and depends on the scope of the program)
- A Final Program Report due in December of 2009.
- Award check is made out to Applicant Organization. It is the Applicant Organization's responsibility to distribute funds.
- Completion of evaluation materials supplied by CAP and the Linden Center by December of 2009.
- Credit to CAP and the Linden Center for support on all publicity and printed materials.
- Immediate notification is required if a program cannot take place or if there are any changes in plans. Awarded funds must be returned before October 31, 2009 if a program does not occur.

Submission Instructions

- The entire application must be typed. Type must be at least 12 pt.
- All italicized text in the application must be erased.

Submit one copy of your 501(c)3 letter from the IRS

Submit ten stapled sets in the following order:

- Application
- Board of Director List with Names, Addresses & E-mails for both the Applicant Organization and, if applicable, any smaller sponsored organization.
- Artist Resume(s)
Attach artist resumes. If more than two artists are involved and their resumes are very lengthy, it is permissible to attach a brief paragraph about each artist summing up their artistic accomplishments and careers. If the artist has a brochure or other materials, please include.

Linden Center Application

Please erase all italicized text in this application before submission.

CONTACT INFORMATION

- 1. Applicant Organization Name and Street Address:**
- 2. Contact person for Applicant Organization:**
(Name, address, phone, e-mail, website)
- 3. If different than above, person writing this application:**
(Name, address, phone, e-mail)

GRANT REQUEST

- 1. Name of Program:**
- 2. Amount of grant request:**
- 3. Applicant Organization:**
Very briefly (no more than 3 sentences) describe the activities of the Applicant Organization:
- 4. Sponsored Groups and Artists**
If the Applicant Organization is sponsoring a program by an artist, group of artists or smaller arts organization, list the names, addresses, e-mails and websites of those artists and/or of the smaller organization.
If there is a smaller organization involved, briefly (no more than 3 sentences) describe the purposes and activities of that organization.
- 5. Summary Statement**
Summarize your proposed program in a few sentences.
- 6. Detail Statement**
Describe your program (after erasing all text in italics) on up to two additional pages. Address all points listed below. You do not need to write a separate paragraph for each bullet. Just make sure that every subject below is covered somewhere in your narrative.
 - Please write a clear, concise, detailed description of your proposed program.*
 - Include a timeline and tentative schedule.*
 - Include goals, purpose, relationship to creativity & aging and desired impacts of program.*
 - Speak about the qualifications or experience of your proposed artistic personnel that you listed above. Note that you will also be attaching a resume.*
 - Describe or name the administrators of the program and their qualification to administer.*
 - Describe the older adult population that you would like to attract for your program.*
 - Describe how you will attract/enroll these people to your program.*
 - Tell us about services that are being donated to your program such as reduced artist fees, space rental, printing, utilities, volunteers, food, etc.:*

7. Budget

- Please use this form. If you need more room to itemize certain expenses, feel free to attach as a separate page. Do not include in-kind costs on this form, just actual expenses.

PROGRAM EXPENSES (No in-kind)	<i>Provide an explanation & breakdown of all expense below. Examples: Jane Dey @ \$15 hr x 10 hrs = \$150</i>	TOTAL
Artistic Fees Artistic		
Technical		
Other (explain)		
Outside Professional Service		
Other (explain)		
Space Rental		
Equipment Rental, Supplies		
Travel/Transportation		
Advertising/Promotion		
Remaining Operating Expenses (itemize)		
	TOTAL EXPENSES:	

PROGRAM INCOME	<i>Provide explanation for income lines below.</i>	TOTAL
Admissions		
Membership or Dues		
Tuition, Workshops		
Contributions – Individual		
Contributions - Corporate		
Other Foundations, Grants		
Other (explain)		
	TOTAL INCOME:	

8. **Expenses minus income for program:** _____

9. **Linden Grant Request: (no more than \$2,000)** _____

10. Certification and Release

The undersigned certifies that she/ he has read and understands the Linden Center Community Arts Grants Guidelines and agrees that this request complies with and is made subject to said guidelines.

SIGNATURE of President or Director of applicant organization

_____ Date: _____

Print name: _____ Title: _____

SIGNATURE of individual filling out application

_____ Date: _____

Print name: _____