



Delaware Division of the Arts
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ACCESS CREATIVE AGING Guidelines

The Delaware Division of the Arts provides funding to support creative aging programs that actively engage 55+ adults in the creative process with a professional artist.

Access Creative Aging Goals

Access Creative Aging programs accomplish one or more of the following:

- Provide opportunities for learning and creative expression
- Promote good physical and cognitive health
- Strengthen social bonds
- Improve emotional well-being

Eligible organizations may request funding to fully support creative aging programs that actively engage 55+ adults in the creative process utilizing the visual, literary, or performing arts. The programs are to be led by teaching artists trained in creative aging who are current members of the [Delaware Artist Roster](#). Creative aging programs are presented as sequential learning over the course of eight (8) weeks and include a culminating event. The weekly classes are 60-120 minutes in length and may accommodate up to twelve (12) participants.

Eligibility

To be eligible for Access Creative Aging as a library or senior center, you must:

- Be an established unit of municipal, county, or state government within Delaware, **OR** be based and chartered in Delaware as a nonprofit organization; exempt from federal income tax under Section 501(c)(3) or 501(c)(4) or 509(a) of the Internal Revenue Code; and eligible to receive donations allowable as charitable contributions under Section 170(c) of the Internal Revenue Code of 1954

Note to First-time applicants (excluding public libraries): A copy of your **State of Delaware Certificate of Incorporation** and **IRS Nonprofit Determination Letter** must be submitted with your first application

- Be committed to or have a strong interest in arts learning for 55+ adults
- Be trained as a hosting organization through the Delaware Division of the Arts

Please note the following restrictions:

- An organization may receive only **one** Access Creative Aging grant each fiscal year (July 1 – June 30)
- The Division will not accept applications through fiscal agents

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- No individual may compile or submit an application on behalf of an organization if that individual is a member or relative of a member of the Delaware State Arts Council or Division staff

Application Components

The Access Creative Aging grant application includes:

- Organization profile
- Narrative
- Financial information (upload **Project Budget**, \$4,500 max)
- Support Materials (upload the **Creative Aging Program Curriculum Guideline** and the **Memo of Understanding (MOU)/Agreement** between teaching artist and organization)

Program Length

Access Creative Aging programs must be sequential learning experiences totaling eight (8) class meetings typically scheduled over the course of eight (8) weeks and include a corresponding culminating event, such as a performance, exhibit, or presentation, open to the community at large.

Matching Funds and Grant Award Limits

Applicants may request 100% of the eligible program expenses, as outlined on the **Project Budget** form, not to exceed \$4,500. No financial match is required, but if available, may be used to support the expenses of the program. Eligible applications will be funded throughout the programming year until funding is depleted. Prior funding does not guarantee future support.

Application Deadline and Filing

Access Creative Aging grant applications are accepted on an ongoing basis but must be submitted at least six (6) weeks prior to the start of the scheduled program. Earlier applications are recommended, whenever possible. The Access Creative Aging online application may be accessed at [smARTDE](#).

Grant Review Process

Division staff members, in conjunction with the Division Director, review Access Creative Aging grant applications for completeness and alignment with the program goals. The Director then makes final funding decisions. For details on the grant review process and appeals procedure, read the Delaware Division of the Arts [Grant Review Process](#).

Notification of Grant Awards

Applicants will be notified of the decision of the grant review committee within four (4) weeks of application submission. Awardees will receive full payment following notification of their selection.

Grant Payment Procedures

Grantees will be notified of awards via email. Grantees may opt to receive payment through electronic fund transfer (recommended) by updating their information on Delaware's [eSupplier Portal](#).

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Final Report

Final Reports for Access Creative Aging grants must be submitted through [smARTDE](#) within 30 days following the end date of the project. Failure to submit this report may impact future Division of the Arts funding.

Statement of Assurances

The Statement of Assurances is the contract that all Division grantees must sign. Grant applicants must indicate that their organization's authorizing official has read and agreed to the obligations of grant recipients should a grant be awarded. Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Division of the Arts grant application, applicants are affirming that they are familiar with the requirements of the Delaware Division of the Arts and the National Endowment for the Arts, as presented in the Division of the Arts [Statement of Assurances](#), including but not limited to:

- Crediting the Division appropriately on all materials
- Keeping public events current on DelawareScene.com
- Notifying the Division of any significant changes to the programs, budget, or staff/board
- Providing opportunities for on-site evaluations
- Compliance with Accessibility Requirements
- Submitting required Final Report

Contact

Please direct all inquiries concerning Access Creative Aging to Sheila Dean Ross, Program Officer, Arts in Education - Sheila.Ross@delaware.gov - 302-577-8286.