



Application for Intent to Host a Memory Café

*[Please submit this application attached to an email to tnfedaginggrants@outlook.com.
Include in the email any other information or comments you wish to add.]*

Name of Organization _____

Principal Contact _____

Address _____

Mailing address same as location? Yes ___ No ___

If No, please provide mailing address:

Phone number(s) _____

Email address _____ Website _____

EIN: _____

501 (c)3: Yes ___ No ___ For Profit: Yes ___ No ___

Please briefly describe your organization: _____

Contact information for responsible person: _____

What Region of the state does your organization serve? East ___ Central ___ West ___

How many individuals / families does your organization generally include as its client base? _____

Has your organization had any experience with programs that support people who are experiencing memory loss? Describe: _____

Hosting a Memory Café requires the ability to host meetings in person as well as offer meetings and activities virtually. While it is not necessary to make all meetings hybrid (in-person and virtual at same meeting) an applicant should be able to provide virtual meetings and in-person meetings. There will be some flexibility in this regard.

Technology Access and Set-up: The host organization will need the capability to set up a conversation platform such as WebEx, Zoom, Microsoft Teams or other and be fairly confident that they could sustain a meeting for at least 90 minutes, allowing time for set up, gathering, and closing activities.

Does your organization have access to consistent broadband / Wifi service? Yes ___ No ___

Do you need technical assistance for setting up a virtual café? Yes ___ No ___

Leadership / Staffing: Each Memory Café should have available at least two individuals, one to host, moderator and/or open the Café session, run the program, interact with the participants, and one person to schedule, prepare for, take notes and maintain records of attendance.

We estimate that this could require 8-10 hours of staff time per month. Volunteers are welcomed.

Does your organization have two individuals who can schedule, prepare for and host 2 Memory Cafés per month on average? Yes ___ No ___

Names and positions:

Scheduling: Can your organization commit to hosting 1-2 Cafes per month, preferably at the same weekday / time to provide consistency for participants? You should plan for at least one Café in the first month in order to host / troubleshoot, following that, excepting holiday schedules, plan for 2 Café's per month.

Can your organization commit to this schedule, allowing for extenuating circumstances? Yes ___ No ___

Promotion: Each organization will promote the existence of the Café on their websites, newsletters, local radio or newspaper and however they promote activities currently.

Can your organization promote the Café and provide information to the community on regularly scheduled Café meetings? Yes ___ No ___

Please describe how you would promote the Café:

(Amerigroup Tennessee, The Tennessee Federation for Aging and The Memory Café Directory can also help you provide notice of Café meetings.)

Accountability and Assessment:

Does your organization have someone who will be responsible for receiving and accounting for payment and distributing payment to individuals, or for materials, promotions or activities associated with running a café and reporting this to TFA? Yes ___ No ___

Please identify that person(s): _____

Amerigroup Tennessee will be interested in conducting a survey of the success of Café implementation and satisfaction of the participants.

Does your organization have someone who is able to distribute and collect survey results and send them to TFA and Amerigroup? (This could be the Host.) Yes ___ No___

Please identify that person(s): _____

Materials and Activities: Each Café plans the program for the session. Some Cafes have themes, like Old Movies or Holiday themes, or conduct activities like Bingo or Lotto or distribute crafts with simple instructions to work on together during the Café. There are numerous free resources for consideration on the Memory Café Directory Website, or from individual Café Directors.

Does your organization have someone willing to research activities, plan for each Café, including purchasing materials if needed, mailing out to participants, or collecting music or visual files to share on the Café events? Again, this could be the host. Yes ___ No___

Please identify that person (s) _____

Other questions / concerns / assets or capabilities? Please detail below.

THANK YOU FOR YOUR INTEREST IN BECOMING A MEMORY CAFÉ HOST!