

HOW YOU PLAN TO USE GRANT FUNDS

We ask Art Challenge and Statewide Services grantees to ***identify how they plan to spend the grant funds.***

You received an email with a direct link to complete your form on Adobe Sign. Use that online form to ***identify how you will use your grant funds.*** You cannot use your grant to cover costs associated with fund raising and capital expenses. Do not include or identify any expenses associated with fund raising and capital expenses.

Note: The online form is not efficient to TAB through. We apologize. We recommend you CLICK THROUGH the document following the steps provided.

1. **EXPENSES: How will you SPEND your grant funds from the South Dakota Arts Council?**
Identify the dollar amount of your grant funds that will cover the following EXPENSES. You cannot use your grant to cover costs associated with fund raising and capital expenses. Do not include or identify any expenses associated with fund raising and capital expenses.
 - a. SALARIES: ***identify the dollar amount of your grant funds*** that will pay salaries.
 - b. OTHER PERSONNEL: Identify the dollar amount of your grant funds that will for others (not on your payroll). This may include Artistic Staff, Outside Artistic Fees/Services, Other Outside Fees and Services.
 - c. MARKETING: This may include promotional materials, mailings, publications, etc.
 - d. TRAVEL: This may include mileage, lodging, etc.
 - e. OTHER OPERATING/PRODUCTION COSTS: This may include any project/work related supplies and equipment. This may include space rental, utilities (e.g., electric, phone, gas bills), other facilities costs.
2. **INCOME: How will you MATCH your grant funds from the South Dakota Arts Council?**
Identify the dollar amount that will MATCH your grant funding. You cannot use federal funds to MATCH your grant funding; however, local government funding is eligible match.
 - a. EARNED INCOME: This may include admissions, ticket sales, registrations, other contracted services revenue, etc.
 - b. CONTRIBUTED CASH INCOME: This may include corporate, foundation, private donations, other cash contributions.
 - c. GOVERNMENT SUPPORT: This may include cash support from the city, county, state, or region.
3. **Check your TOTALS:** Be certain that your totals ALL match (as follows) BEFORE you sign and submit.
 - a. TOTAL PROJECT COST: Does the total project cost EQUAL your Grant Award?
 - b. TOTAL MATCH: Does the total match EQUAL your Grant Award?
4. Sign and return the form through Adobe Sign.

HOW WILL YOU USE YOUR GRANT FUNDS

Follow the instructions online [linked here].
We ask **Art Challenge** and **Statewide Services** grantees to identify how they plan to use grant funds. **Do not include or identify** any expenses associated with fund raising and capital expenses. You cannot use your grant to cover costs associated with fund raising and capital expenses.

EXPENSES How will you **SPEND** grant funds from the South Dakota Arts Council? *Identify the dollar amount of your grant funds that will cover the following EXPENSES. You cannot use your grant to cover costs associated with fund raising and capital expenses. Do not include or identify any expenses associated with fund raising and capital expenses.*

SALARIES: List key staff positions and combine similar functions. Include the title/type of personnel, the number of personnel, percentage of their time that will be paid with grant funds, and the dollar amount.

Title/type of personnel	# Positions	% of time	\$ Amount
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OTHER PERSONNEL: Include artistic staff (if artists are not salaried), outside artistic/other fees and services.

MARKETING: Include promotional materials, mailings, publications, etc.

TRAVEL: Include mileage, lodging, etc.

OTHER OPERATING/PRODUCTION COSTS: Include any work-related supplies and equipment, production expenses, acquisition fees, rights, facilities costs (space rental, utilities, etc.) and any other general work-related costs.

Any other general work-related expenses

EXPENSES

Do your EXPENSES EQUAL your Grant Award? \$«Awarded»

Grantee (Organization): «Grantee»

Contact Person: «Contact_Name_First» «Contact_Name_Last»

Grant Award \$«Awarded»
(Amount on award letter/agreement)

INCOME How will you **MATCH** grant funds from the South Dakota Arts Council? *Identify the dollar amount that will MATCH your grant funding. You cannot use federal funds to MATCH your grant funding; however, local government funding is eligible match.*

EARNED INCOME: Include admissions, ticket sales, registrations, other contracted services revenue, etc.

\$ Amount

Revenue from admissions, ticket sales, registrations
Revenue from contracted services
Any other revenue

CONTRIBUTED CASH INCOME: Include corporate, foundation, private donations, other cash contributions.

Contributed corporate income
Contributed income from a foundation
Other private/cash contributions

GOVERNMENT SUPPORT: Include cash support from the city, county, state, or region. *You CAN NOT use federal funds to match your Arts Council grant.*

Support from local/city government
Support from the county
Support from the state
Regional support

INCOME

Does your INCOME EQUAL your Grant Award? \$«Awarded»

Before you sign and submit: Make certain your totals match. *Do your EXPENSES EQUAL your Grant Award? Does your INCOME EQUAL your Grant Award?*