

**(\*\*This is not the actual application; use this template for planning purposes only\*\*)**

This document provides the data fields and presents the general format of our online grant application. Please use this template only to organize information before completing and submitting the online application. This document cannot be submitted as an application. The application must be completed and submitted online at <https://sdac.gosmart.org>.

### **Program Description**

The Artists in Schools & Communities (AISC) program is designed to:

- Provide students and communities an opportunity to work with and learn from a professional artist.
- Assist in the development of a school/community commitment to the arts as basic to education and life-long learning.
- Serve teachers by providing a resource person in a specific arts discipline who can help develop methods of creative teaching and assist schools/teachers in meeting educational content standards.
- Serve communities by providing artists to assist with community betterment, i.e., artistic and environmental design projects, theater residencies, murals, classes and workshops, etc.
- Support individual artists by providing time during the residency to pursue their own artistic development.

AISC grants support schools and non-profit organizations hosting **teaching artists** from the roster. **Artists must apply to join the South Dakota Arts Council's teaching artist roster.**

### **Eligible Artists**

- Professional artists in all arts disciplines are eligible to apply. *The South Dakota Arts Council defines professional artists as individuals who earn 50% or more of their income from their artistic work.*
- Artists must be willing to travel throughout South Dakota, to work in residencies year-round, and to work with a variety of grade and age levels.
- Artists who live and work in South Dakota, Indigenous artists, and artists who live in bordering states are given priority.

### **INELIGIBLE (CANNOT APPLY):**

- Anyone pursuing high school diplomas, graduate, undergraduate, or professional degrees.

### **Notice to EXISTING ROSTER ARTISTS**

- Artists are endorsed for three years. Second- and third-year participation is contingent upon successful evaluations.
- Artists who have been endorsed through a panel review process at least twice and who have received favorable evaluations are **not required** to reapply.
- Artists that **do not** wish to continue participating on the AISC roster, please **notify SDAC staff**.

### **How to apply**

The following documents are required for your application:

- Artist Résumé – 2 pages maximum
- Narrative – 5 page maximum
- Residency Plan – 5 page maximum
- References & Letters of Support – 3 references required; 3 letters maximum
- Work Samples – 10 samples maximum

Submit application online at <https://sdac.gosmart.org>. **DEADLINE: September 4, 2023, at 11:59 pm Central.**

Artists in Schools and Communities FY25 #AISC **(TEMPLATE ONLY)**

Read **ALL** the guidelines [linked here] prior to applying for ANY SDAC grant. Incomplete applications will not be reviewed.

**DEADLINE: September 4, 2023, at 11:59 pm Central. Late applications will not be accepted.**

Applications must be submitted ONLINE at <https://sdac.gosmart.org/>.

*Staff will consider and do our best to accommodate the needs of all applicants. If you need support with an online application, contact Kate Vandel as soon as possible, 605-773-5925 or [kathryn.vandel@state.sd.us](mailto:kathryn.vandel@state.sd.us).*

### **General Instructions**

**Before uploading any documents, convert your document to a PDF.**

As you work through the application, click the "SAVE WORK" button at the bottom of each page of the application before proceeding. You can continue working through the application at any time.

If you have questions about the AISC program, including whether or not you need to apply after having served as an artist on the AISC roster, contact program coordinator Rebecca Cruse, [rebecca.cruse@state.sd.us](mailto:rebecca.cruse@state.sd.us) or 605-773-5084.

Planning materials and application templates are available on the SDAC website [linked here].

Full Grant Guidelines are posted online [linked here].

Submit application online at <https://sdac.gosmart.org/>. **DEADLINE: September 4, 2023, at 11:59 pm Central.**

## GRANT APPLICATION TEMPLATE

Applicants are required to upload documents answering the following questions.

### ARTIST INFORMATION Page

#### ARTIST RÉSUMÉ

Think about what your path has been to get to where you are now. Be certain to provide an overview of your professional qualifications and emphasize your most relevant experience and skills while highlighting your most notable accomplishments.

Include:

- What are your most notable artistic accomplishments?
- What is your relevant educational background, work history/experience, and skills?

#### \* Artist Résumé

*2 pages maximum*

#### RESIDENCY PLAN

Provide a residency plan(s), no longer than 3 pages, outlining your objectives, sequential activities, and a supply list with approximate costs. If applicable, include outlines demonstrating appropriate activities planned for different age levels, i.e., elementary, middle school, high school, adult learners, etc. Artists are encouraged to develop plans for community-wide residencies in addition to standard school residencies.

#### \* Residency Plan

*5 pages maximum*

#### REFERENCES & LETTERS OF SUPPORT

Materials should demonstrate your artistic excellence and merit and relate to the work included in your application.

- Provide 3 references (including email addresses and phone numbers)
- Provide up to 3 letters of support, signed by the letter writer, endorsing your work as a teaching artist. Letters of support do not need to come from references, but they may overlap.

#### \* References: Provide three references with email addresses and phone numbers.

*(Must be typed in the space provided. 1500 characters.)*

**Upload Materials: Applicants may upload letters of support (no more than 3 documents/10 pages total). Submit at least 1 and up to 3 documents. Before uploading, convert your document to a PDF if possible.**

upload file  
upload file  
upload file

## NARRATIVE

Resources [[linked here](#)]. include **Narrative Templates:** These WORD documents provide all of the required narrative questions. **Artists** can build their narrative and upload this document into their application.

**Applicants are required to upload documents answering the following questions:**

**Artistic Capacity:** Provide a brief history and vision of your work as an individual artist. What steps do you take to stay current as an artist?

**Teaching Capacity:** Why do you want to be a teaching artist? How have you prepared yourself for the role of teaching artist? Describe your experiences working with students, schools and/or community arts programs.

**Residency Planning:** Describe one idea or project that you might offer to a school for a residency. **Address the following:**

- State the overall goal of your residency work. What do you want students and teachers to know and be able to do once a residency has been completed?
- Describe the main steps you will take to implement your residency plan. What will happen at the beginning, middle, and end?
- Artists in Schools & Communities Guidelines require the teaching artist to work with a designated core group of students each day of the residency with the intent of providing an in-depth experience. This often consists of one specific grade-level or small group of students. Describe how you might deepen or extend your described project to provide an in-depth experience for the core group of students?
- During your residency, you may also have time to meet with students not included in the core group. For this group of students, you will be asked to provide an abbreviated lesson or exposure to your art form. Describe how you might adjust/modify the above-described residency project to fit the needs of the non-core students.
- Does your residency help teachers meet any of the Fine Arts Content Standards or integrate the arts with other content areas? If so, describe how. (Online at <https://doe.sd.gov/contentstandards/documents/FineArts-051822.pdf>) (Listed by grade level, online at <https://doe.sd.gov/contentstandards/documents/FineArts-GradeLevels.pdf>)
- How will you incorporate reflection in the described residency and emphasize its importance in the learning process?

**Teacher/Artist Involvement:** Involving teachers and Administrators in your residency plan is essential to overall success. Describe what steps you will take to engage these key players in your residency plan. **Consider the following:**

- How will you foster communication and collaboration in the planning prior to the residency?
- What information and resources will you share with teachers and/or students prior to your residency to foster excitement as they prepare for your visit?
- What information and resources will you leave upon completion of your residency to extend the learning for both students and teachers?

**Community Engagement:** Engaging the community (students, teachers, school-board members, parents, and others) during the residency provides a platform for sharing your art and student work. In addition, it provides an opportunity for the community to discover the value of partnerships in arts education. It is a good idea and often requested to include some form of performance or presentation to the community (parents, other teachers, students, community members, etc.) at the end of the residency. Describe your ideas for this community event.

**\*Narrative (File Upload)**

*Document 5 page maximum*

## WORK SAMPLES

Panelists assess the work samples/support materials as they relate to the overall application to determine artistic excellence.

You must provide a minimum of 1 and maximum of 10 samples (10 samples total across all file types).

- Submit your works in the order in which you would like them to be viewed. We recommend starting with your strongest materials. Panelists want to see a range of support of your work over time and prefer materials related to your work within the last 3 – 5 years.
- If you are submitting a combination of uploaded materials (files) and direct links (to outside web-based sources), you cannot exceed a total of 10 examples.


We strongly recommend submitting the MAXIMUM number of work samples. If your application does not contain work samples, the panel will not have enough information to gauge the quality of your work. As a result, your application will be considered incomplete and will not be reviewed.

Include:


- Images/videos/samples that show the type of work you have done in the past –as well as showing that you can do the type work you plan to do.
- Images/videos/samples that show the type of work you plan to do.
- Images/videos/samples that show you working alongside the community or audience you will serve.

Use the MEDIA LIBRARY tab to upload and manage your media files. The MEDIA LIBRARY is not your application. Applicants must attach work samples from the MEDIA LIBRARY to their application. Use the WORK SAMPLES SECTION to attach work samples to the application located in your MEDIA LIBRARY. Be sure to attach your best work to the application.


Learn more about that page and how to use the MEDIA LIBRARY by watching this video [[linked here](#)].

 Attach Image

- You may attach up to 10 image file(s).
- You have attached 0 image file(s).
- Image file size must not exceed 4.00 MB.

 Attach Audio

- You may attach up to 10 audio file(s).
- You have attached 0 audio file(s).
- Audio file size must not exceed 10.00 MB.

 Attach Video

- You may attach up to 2 video file(s).
- You have attached 0 video file(s).
- Video file size must not exceed 150.00 MB.

 Attach Document

- You may attach up to 10 document file(s).
- You have attached 0 document file(s).
- Document file size must not exceed 4.00 MB.

## Attached Media

*Applicants can provide no more than 10 work samples total.* Review the thumbnails below to ensure your intended media is attached.

Files will be viewed as shown below:

Submit application online at <https://sdac.gosmart.org>. **DEADLINE: September 4, 2023, at 11:59 pm Central.**

**APPLICANT ASSURANCES**

Before you submit your application, review the entire application, and then print/save a copy of the PDF for your records. Once you submit your application you will not be able to make changes.

In checking these boxes, adding your (first and last) initials, and providing the date of your agreement, you certify that that you have read, understand, and agree to these statements.

\* Guidelines Certification: I certify that I have read and understand the grant guidelines and meet the eligibility requirements.

✓ By checking this box, I agree that I have read, understand, and agree to this statement.

\* True and Complete Certification: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein.

✓ By checking this box, I agree that I have read, understand, and agree to this statement.

\* Authorized Individual Certification: I certify that I am the individual authorized to commit the applicant to abide by all relevant Terms and Conditions. In addition, I give the SDAC permission to duplicate submitted documentation for use in the grant review process.

✓ By checking this box, I agree that I have read, understand, and agree to this statement.

\* Initials of authorized individual (applicant)

*(First and last initials only)*

\* Date of submitted application (serves as date of agreement to above statements)

*(MM/DD/YYYY)*