



# QUICK START GUIDE TO GRANTS

## APPLICANT SUPPORT & GRANT DEADLINES

**NOV 26** **Applicant Portal** online at [artscouncil.sd.gov/grants/ApplicantPortal.aspx](http://artscouncil.sd.gov/grants/ApplicantPortal.aspx)  
The page will include the Applicant Resources listed below.

**NOV 30** **WEBINAR Online Grant System**  
Step-by-step instructions for using the online grant system.

**DEC 3** **FY2020 SDAC Applications Open**  
Apply online using the online grants system at <https://sdac.gosmart.org/>.

**DEC 3-7 | JAN 28 - FEB 1**  
“ASK THE ARTS COUNCIL” Office Hours  
SDAC staff is available for one-on-one support.

**DEC 14** **WEBINAR GREAT Applications**  
Break down scoring criteria used to evaluate applications, including our GREAT examples of past recipients.

**FEB 10** **DRAFT REVIEW DEADLINE**  
Upon request, staff will review your application prior to submission. Applications must be completed by 11:59 PM Central.

**MAR 1** **APPLICATION DEADLINE**  
All applications must be submitted by 11:59 PM Central.



**HOW DO I SUBMIT A GREAT APPLICATION?** See checklist on the next page for tips on submitting a great application.

## APPLICANT RESOURCES

### Opportunities

**SDAC’S Grant Applicant Facebook Group:** Join the group to pose questions to SDAC staff and applicants. Search for *South Dakota Arts Council Grants Support*.

### **WEBINAR Online Grant System:**

Step-by-step instructions for using the online grant system. Friday, Nov. 30, at 10:00 AM CT.

**WEBINAR Guide for Applicants:** Hints on what makes a good grant application, including examples of strong applications and review of scoring criteria used by panelists to evaluate applications.

**For Organizations** - Friday, Dec. 14, at 10:00 AM CT.

**For Artists** - Friday, Dec. 14, at 3:00 PM CT.

### **“ASK THE ARTS COUNCIL” Office Hours:**

SDAC staff is available for one-on-one support from 1:00 – 5:00 PM CT, Dec. 3-8, 2018, and from 1:00 – 5:00 PM CT Jan. 28-Feb. 1, 2019.

### Draft Review

Upon request, staff will review your application prior to submission. This is to help with your application and check for mistakes or omissions that might cause ineligibility. Staff will provide feedback ahead of the application deadline. ***Applicants must request a Draft Review prior to submitting their application and before the February 10 deadline.***

### Documents on the Grant Applicant Portal

**SDAC’s Strategic Plan:** Lays out our priorities, goals, and strategies.

**FY2020 Guide to Grants:** Including all information pertinent to the grant for which you will apply.

### **Online Grant System Guide:**

Step-by-step instructions for using the online grant system. We will post this document following the Nov. 30 webinar.



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## READY TO SUBMIT A GREAT APPLICATION

Use this checklist to make sure you are ready to apply:

- Review the South Dakota Arts Council Strategic Plan.** This plan lays out SDAC's priorities, goals, and strategies. This document is available online at <https://artscouncil.sd.gov/about/18SDACPlan.pdf>.
- Review the FY2020 Guide to Grants. Familiarize yourself with the grant for which you're applying.** Read and understand the guidelines specific to that grant and prepare any required materials. This document is available online in the [Applicant Portal](#).
- Review Eligibility Requirements.** Make sure that you are eligible for the grant or which you're applying. General eligibility policies for both individual artists and organizations are included in the **FY2020 Guide to Grants**.
- Attend the WEBINAR Guide for Applicants:** Hints on what makes a good grant application, including examples of strong applications and review of scoring criteria used by panelists to evaluate applications. **For Organizations** - Friday, Dec. 14, at 10:00 AM CT; **For Artists** - Friday, Dec. 14, at 3:00 PM CT.
- Build/Review your online profile.** First-time applicants must create an online profile. **ALL** users should review their profile prior applying. Step-by-Step Guide for Online Grant System is included online in the [Applicant Portal](#).
- Review and gather all the required materials.** Gather and/or update your artistic documentation, support materials, and artist biographies and/or professional resumes. Make sure these materials represent the quality of your work and the record of professional activity and achievement.
- Compose and provide a clear grant narrative.** Be certain to address the questions laid out for your grant in the **Guide to Grants**. Include all the required components for your application.
- Submit a clear and complete budget.** Carefully outline your projected budget, making certain to only include items related to our grant proposal.
- Request a Draft Review**  
Upon request, SDAC staff will review of your application prior to submission. This is to help with your application and check for mistakes or omissions that might cause ineligibility. Staff will review the grant narrative, budget, and support materials for compliance and consistency. Staff will not provide grammatical editing or rewriting services. Staff will provide feedback ahead of the application deadline. ***Applicants must request a Draft Review prior to submitting their application and before the February 10 deadline.***
- When in doubt, ask.** If you are unsure which program is most appropriate for your project, are having technical difficulties with an application, or have other questions, contact us. Join us for one of our scheduled webinars, call us during our "ASK THE ARTS COUNCIL" Office Hours, or pose a question to the **SDAC's Grant Applicant Facebook Group**.
- Submit your completed application prior to the APPLICATION DEADLINE.**  
All applications must be submitted by 11:59 PM Central on Friday, March 1, 2019.

South Dakota Arts Council 711 E Wells Ave Pierre, SD 57501

Contact by phone at 605-773-3301 or email to [sdac@state.sd.us](mailto:sdac@state.sd.us)

Find us online at [artscouncil.sd.gov](http://artscouncil.sd.gov) or [www.facebook.com/SouthDakotaArts](http://www.facebook.com/SouthDakotaArts)