

## General Instructions

As you work through the application, CLICK THE “SAVE WORK” BUTTON AT THE BOTTOM OF EACH APPLICATION PAGE before clicking proceeding. You can save your information at any time, and you can resume completing the application later.

The South Dakota Arts Council created several resources to assist applicants in using the online grant portal and in completing their application. These documents are included in the Applicant Portal. Online at <https://artscouncil.sd.gov/grants/ApplicantPortal.aspx>.

Refer to the [Guide to Grants](#) for a FULL description of the Artist Career Development Grant. Applications, Work Samples/Artistic Documentation, and all Support Documentation for the Artist Career Development Grant MUST be submitted online. Hard copy applications or support materials submitted through the mail WILL NOT BE ACCEPTED.

If you have questions, do not hesitate to call the South Dakota Arts Council (605-773-3301). Staff is on-hand to assist applicants during business hours, 8:00 a.m. - 5:00 p.m. Central, Monday through Friday.

*Applicant Worksheet: Please note, this document is just a **WORKSHEET**. You must provide all this information within your application and cannot submit a copy of work done on this PDF form.*

# Applicant Profile

## Primary Contact Information

Salutation	
*First Name	
Middle Initial	
*Last Name	
Title	
*Phone	
*Email	
*Email	
*Username	
*Password	
*Confirm Password	

## Applicant Information

Legal Name	
Date of 501(c)3 incorporation (if applicable)	<b>NOT APPLICABLE FOR INDIVIDUAL ARTISTS</b>
*Address	
Address (line 2)	
*City	
*Country	
*State/Province	
*Postal Code	
*Phone	
Fax	
*Artist Description (See NOTE)	
*Applicant Discipline (See NOTE)	
<i>Applicant Discipline</i> (See NOTE)	
*Grantee Race (See list below)	
*State House District (Available <a href="#">online</a> )	
*State Senate District (Available <a href="#">online</a> )	
Web Address	

\* Denotes a required field

NOTE: The [Data fields for the Applicant Profile and Application](#) document provides lists of the options

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**Grantee Race**

- Asian
- Black/African American
- Hispanic/Latino
- American Indian/Alaska Native
- Native Hawaiian/Pacific Islander
- White
- No single race/ethnic group

# Artist Information & Summary Page

## Instructions:

### Artist's Summary:

Provide the basic Who, What, When, Where, and How in the summary of the applicant's proposal.

### List of Dates of Proposed Events/Activities:

All planned project events/activities and expenditures must take place within the defined time (July 1, 2019 – June 30, 2020).

### Eligibility requirement:

Artist Career Development Grant Applicants must be residents of South Dakota for at least one year prior to the start of the grant cycle (July 1, 2019) and remain residents throughout the grant cycle (July 1, 2019 – June 30, 2020).

### Artist's Status:

Students pursuing high school diplomas and graduate, or undergraduate degrees are not eligible.

Please also note:

- Artist Career Development Grant recipients are eligible to apply for this grant category every three years. For example, an artist awarded an Artist Career Development Grant in July 2018 (FY19) CANNOT REAPPLY for this grant category until the Spring of 2021 (FY22). Recipients of this grant, however, may apply the next year in other categories of support.
- Academic research or formal study toward an academic or professional degree is not eligible for funding.
- Past recipients of Artist Fellowship Grants are not eligible.
- Currently serving South Dakota Arts Council board members and staff are not eligible.

## Questions:

### ***Project Discipline (General)***

Select the option that best describes the art form as it relates to this grant proposal. Your selected discipline may differ from your Applicant Discipline (included within your Applicant Profile).

The [Data fields for the Applicant Profile and Application](#) document provides lists of the options

### ***Project Discipline (Specific)***

Select the option that best describes the specific art form as it relates to this grant proposal. Your selected discipline may differ from your Applicant Discipline (included within your Applicant Profile).

The [Data fields for the Applicant Profile and Application](#) document provides lists of the options

### ***Type of Activity***

Select the option that best describes the type of activity of this grant proposal.

The [Data fields for the Applicant Profile and Application](#) document provides lists of the options

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### **Artist's Summary**

Provide the basic Who, What, When, Where and How in the summary of the applicant's proposal. Summarize the information explained in detail in the narrative section. Your response should be no longer than 2 or 3 sentences.

\*Must be typed in the space provided. No more than 1500 Characters.

### **Dates of proposed events/activities**

Do your planned project events/activities and expenditures take place within the defined grant period? Check the box to confirm that ALL of your planned project events/activities and expenditures take place within the defined grant period (July 1, 2019 – June 30, 2020).

Yes

### **Eligibility requirement**

Do you meet the eligibility requirement for this grant category and is your application in line with what this grant category may fund? Artist Career Development Grant Applicants must be residents of South Dakota for at least one year prior to the start of the grant cycle (July 1, 2019) and remain residents throughout the grant cycle (July 1, 2019 – June 30, 2020). Check the box to indicate that you meet the eligibility requirement for this grant category and your application in line with what this grant category may fund.

Yes

### **Artist's Status**

Are you a student at the time of application? Students pursuing high school diplomas and graduate, or undergraduate degrees are not eligible. Check the box to indicate that you ARE NOT a student at the time of application.

No

### **Please also note:**

- *Artist Career Development Grant recipients are eligible to apply for this grant category every three years. For example, an artist awarded an Artist Career Development Grant in July 2018 (FY19) CANNOT REAPPLY for this grant category until the Spring of 2021 (FY22). Recipients of this grant, however, may apply the next year in other categories of support.*
- *Academic research or formal study toward an academic or professional degree is not eligible for funding.*
- *Past recipients of Artist Fellowship Grants are not eligible.*
- *Currently serving South Dakota Arts Council board members and staff are not eligible.*

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# Audience Projections Page

## Instructions:

To the best of your ability, please describe the projected audience that will directly engage with or directly benefit from this grant proposal.

## Questions

### **Number of Adults Engaged in Person**

How many adults (age 18 and older) do you believe will directly engage with/benefit from this grant proposal? Your projected adult audience may include attendance at any type of activity in which people are directly involved with you as the artist or with your art. If you believe you are the only adult who will directly benefit from this grant proposal, please indicate so by submitting "1".

### **Number of Youth Engaged in Person**

How many youth (under age 18) do you believe will directly engage with/benefit from this grant proposal? Your projected youth audience may include attendance at any type of activity in which people are directly involved with you as the artist or with your art. If you believe you are the only person who will directly benefit from this grant proposal, please indicate so by submitting "0".

### **Number of Artists Involved**

How many artists will be directly involved in providing the artistic services identified in this grant proposal? If you believe you are the only artist who will directly benefit from this grant proposal, please indicate so by submitting "1".

### **Population Engaged by Race/Ethnicity**

Do you believe your proposal will directly engage/benefit specific groups of people? If so, please select all the categories that, by your best estimate, will make up 25% or more of the people who will directly engage with your grant activities. If you believe you are the only person who will directly benefit from this grant proposal, please select the option that best reflects your race/ethnicity.

- Asian
- Black/African American
- Hispanic/Latino
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- White
- No single racial/ethnic group made up more than 25% of the population directly engaged.

### **Population Engaged by Age**

Do you believe your grant proposal will directly engage/benefit people from specific age groups? If so, please select all the categories that, by your best estimate, will make up 25% or more of the people who will directly engage with your grant activities. If you believe you are the only person who will directly benefit from this grant proposal, please select the option that best reflects your age.

- Children/Youth (0-18 years)
- Young Adults (19-24 years)
- No single age group made up more than 25% of the population directly engaged.
- Adults (25-64 years)
- Older Adults (65+ years)

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### ***Specific Populations Engaged by Group***

Do you believe your Artist Career Development grant proposal will directly engage/benefit specific groups of people? If so, please select all the categories that, by your best estimate, will make up 25% or more of the people who will directly engage with your grant proposal. If you believe you are the only person who will directly benefit from this grant proposal, please select the option the best reflects your identity. If you do not personally identify with ANY of these groups listed, please select “No single distinct group made up more than 25% of the population directly benefited.”

- Individuals with Disabilities
- Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- Individuals below the Poverty Line
- Individuals with Limited English Proficiency
- Military Veterans/Active Duty Personnel
- Youth at Risk
- No single distinct group made up more than 25% of the population directly engaged.

## **Artist Statement & Narrative Page**

### **Instructions:**

#### Artist Statement & Narrative

Provide a document (no more than two pages) including an artist statement and narrative addressing the following:

1. ARTIST STATEMENT
  - a. Explain your artistic work. For example, what are the key ideas, issues, struggles, and goals within your work or studio practice?
2. NARRATIVE
  - a. Address how this grant will advance your professional career and/or contribute to your professional growth.
  - b. In what ways do you believe your work has potential to contribute to a higher standard for the arts in South Dakota?
  - c. Why do you believe grant support is essential at this stage of your career?

### **Required Documentation**

Upload a single document (no more than 2 pages) including an artist statement and narrative addressing the questions provided.

\*If possible, please convert your documents to PDF.

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# Budget Page

Complete the pre-existing budget form outlining specific project expenses. All submitted expenses must be related to the proposed project and take place within the defined grant period (July 1, 2019 – June 30, 2020).



South Dakota Arts Council  
Artists

## BUDGET WORKSHEET

### Budget

#### Fees

Applicant Artist Fees

Fees to others (e.g., photographers, assistants, etc.)

Amount

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

#### Project Materials & Equipment (group like items)

Amount

\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_

#### Mileage

Figure the number of miles to be traveled and multiply by .42 cents per mile.

Amount

\$ \_\_\_\_\_

#### Other Travel (cost such as lodging, meals, airfare, etc.)

Amount

\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_

#### Space Rental

Amount

\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_

#### Marketing

Amount

\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_

#### Other

Amount

\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_

Expense Totals \$ \_\_\_\_\_

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## Professional Artist Résumé Page

### Instructions:

#### Professional Artist Résumé

Upload your professional artist résumé (no more than five pages); be certain to highlight your record of activity and achievement in the arts.

#### **Required Documentation**

Upload your professional artist résumé (no more than five pages); be certain to highlight your record of activity and achievement in the arts.

\*If possible, please convert your documents to PDF.

## Artistic Documentation Page

### Instructions:

Include representative materials that illustrate, provide context for, and lend affirmation to your artistic ability. Work samples can include images, audio, video, and written documents. You may attach 10 samples to your application, and we strongly encourage you to provide the panel with 10 samples. ***SDAC will NO LONGER accept support documentation submitted by mail.***

Please use the "[Manage Work Samples](#)" section to create, manage, and maintain your "bank" of sample files.

Artistic documentation submitted for review is an important component of your application. Review panels are instructed to base their decisions only on the material included in the application packet. Be sure to select material which best portrays artistic strengths. Do not expect panelists to check general websites to find artistic documentation; if you do not provide direct links to specific documentation and an explanation of what a panelist is to review online, it will not be considered.

\*\*Refer to the [Guide to Grants](#) for further details on Artistic Documentation and Support Materials\*\*

## Support Materials Page

### Instructions:

#### Support Documentation:

Consider including current letters of support, newspaper reviews or articles relative to your work, brochures, programs or exhibition catalogues, or photos of your work on display. You may attach up to 5 documents. Please limit each document to 2 pages per document or a single document of no more than 10 pages. ***SDAC will NO LONGER accept support documentation submitted by mail.***

#### **Required Documentation**

Upload a up to five documents. Please limit each document to 2 pages per document or a single document of no more than 10 pages. Consider including current letters of support, newspaper reviews or articles relative to your work, brochures, programs or exhibition catalogues, or photos of your work on display. ***SDAC will NO LONGER accept support documentation submitted by mail.*** \*If possible, please convert your documents to PDF.

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## Signature Page

### Instructions:

After completing all the requirements for this grant, PRINT (print the Signature Page while in the PDF view), sign, and mail the "Signature Page" to the South Dakota Arts Council, 711 E. Wells Ave., Pierre, SD 57501. Before you submit your application, look over the PDF for changes and then print a copy for your records. Once you submit your application you will not be able to make changes.

**Draft Review:** Draft review deadline closes at 11:59 PM CST, Feb. 10, 2019. SDAC staff members offer a draft review prior to final grant submission deadlines to help applicants improve their applications by checking for mistakes or omissions that might cause ineligibility. Staff will review the grant narrative, budget section, and support materials for compliance and consistency. Draft reviews do not provide grammatical editing or rewriting services. SDAC staff will provide feedback to the applicant in time to make corrections ahead of the submission deadline. To receive a draft review, applicants must contact [Kathryn.Vandel@state.sd.us](mailto:Kathryn.Vandel@state.sd.us) prior to submitting their grant application in the online system and prior to the Feb. 10 deadline.

### Questions

#### ***Dates of proposed events/activities***

Do your planned project events/activities and expenditures take place within the defined grant period? Check the box to confirm that ALL of your planned project events/activities and expenditures take place within the defined grant period (July 1, 2019 – June 30, 2020).

Yes

#### ***Guide to grants***

Did you read the SDAC's [Guide to Grants](#)? Do you meet the eligibility requirement for this grant category and is your application in line with what this grant category may fund? Check the box to confirm that you read the SDAC's [Guide to Grants](#), meet the eligibility requirement for this grant category, and that your application is in line with what this grant category may fund.

Yes

#### ***Required Materials***

Does your application include ALL of materials requested within this application? If you submit your application without ALL of the requested materials, it MAY be deemed incomplete by the review panel and MAY NOT be considered for grant funding. Check the box to confirm that your application includes all the materials requested and understand this policy.

- Yes, my application includes all the materials requested.
- Yes, I understand this policy.

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***AGREEMENT (Print, Sign, Date, and Return by Mail)***

**AGREEMENT:**

By checking this box, 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. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by all relevant Terms and Conditions. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process. Artist(s) certifies that work samples (other than digital art or graphics) submitted as digital images have not been digitally or otherwise altered from the original work.

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