

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 Collaboration..

Applications, Work Samples/Artistic Documentation, and all Support Documentation for the Artist Collaboration 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)	NOT APPLICABLE FOR INDIVIDUAL ARTISTS
*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 online)	
*State Senate District (Available online)	
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

One of the applicants must be a resident of South Dakota for at least one year prior to the start of the grant cycle (July 1, 2019) and remain a resident throughout the grant cycle (July 1, 2019 – June 30, 2020). The collaborator may be a resident of any state. Artists may only apply for one of the following grants per year: Artist Fellowship, Artist Collaboration Grant, Artist Project Grant, Artist Career Development Grant, or Traditional Arts Apprenticeship Grant.

Artist's Status

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

Please also note:

- Artist Collaboration Grant recipients are not eligible to apply in this grant category again for three years. For example, an artist awarded an Artist Collaboration 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.
- 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? One of the applicants must be a resident of South Dakota for at least one year prior to the start of the grant cycle (July 1, 2019) and remain a resident throughout the grant cycle (July 1, 2019 – June 30, 2020). The collaborator may be a resident of any state. Artists may only apply for one of the following grants per year: Artist Fellowship, Artist Collaboration Grant, Artist Project Grant, Artist Career Development Grant, or Traditional Arts Apprenticeship Grant..

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 Collaboration Grant recipients are not eligible to apply in this grant category again for three years. For example, an artist awarded an Artist Collaboration 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.*
- *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 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 Collaboration Narrative Page

Instructions:

Artist Collaboration Narrative

Provide a document (no more than four pages) including an artist collaboration narrative addressing the following:

1. A INTRODUCTION
 - a. Provide a clear description of the artist collaboration.
 - i. Describe the plan for the artist collaboration: What will happen, who will participate, where will it take place, and when?
 - b. Identify and introduce the collaborating artists.
 - i. Provide an artist statement for each artist explaining their artistic work.
 - ii. Explain the role each artist will play throughout the project.
 - iii. Provide some insight on your shared vision for the artist collaboration.
2. OUTCOMES OF THE COLLABORATION
 - a. Outline the goals of this collaboration and explain how outcomes will be measured.
 - b. Explain how this collaboration will contribute to the South Dakota artist's professional growth and career advancement.
 - c. Explain how the collaboration contributes to the overall quality of the arts in South Dakota and benefits the state and, when appropriate, the out-of-state artist's region.

Required Documentation

Upload a single document (no more than 4 pages) including an artist collaboration narrative addressing the questions provided. *If possible, please convert your documents to PDF.

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Budget



South Dakota Arts Council
Artist Collaboration

BUDGET WORKSHEET

Budget

Fees

Lead Artist Fees

Collaborating Artist Fee

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 (Lead Artist)

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

Professional Artist Résumé (Collaborating Artist)

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

Required Documentation

(Lead Artist) Upload your professional artist résumé (no more than five pages); be certain to highlight your record of activity and achievement in the arts. (Lead artist is the individual submitting the application) *If possible, please convert your documents to PDF.

(Collaborating Artist) Upload the professional artist résumé (no more than five pages) for the collaborating artist; be certain to highlight this artist's 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 and that of the collaborating artist. 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****

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Support Materials Page

Instructions:

Support Documentation:

Consider including current letters of support, newspaper reviews or articles, brochures, programs or exhibition catalogues, or photos of your work and the work of the collaborating artist 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, brochures, programs or exhibition catalogues, or photos of your work and the work of the collaborating artist 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.

**Signatures from both artists are required, however they do not have to both be on the same form. Each artist may submit a copy of the "Signature Page" if that is easier.*

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 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:

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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