

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 Project Grant.

Applications, Work Samples/Artistic Documentation, and all Support Documentation for the 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	
*Confirm Email	
*Username	
*Password	
*Confirm Password	

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ARTIST 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

Grantee Race

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

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ORGANIZATION Applicant Information

Legal Name	
Date of 501(c)3 incorporation (if applicable)	
*FIEN/TAX ID	
*Address	
Address (line 2)	
*City	
*Country	
*State/Province	
*Postal Code	
*Phone	
Fax	
*Organization Type (See NOTE)	
*Applicant Status (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)	
Date Organization Formed	
Fiscal Year Ends Date	
Mission Statement(Maximum Characters: 1,600)	
Organization History(Maximum Characters: 1,600)	
* DUNS Number**	
Web Address	

* Denotes a required field

** To retrieve your DUNS number please visit <https://iupdate.dnb.com/iUpdate/companylookup.htm>. Your **organization** MUST have a DUNS number prior to beginning ANY grant.

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

Grantee Race

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

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Project Information & Summary Page

Instructions:

Project Summary:

Provide the basic Who, What, When, Where, and How in the summary of the proposed project.

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).

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

Project Summary

Provide the basic Who, What, When, Where and How in the summary of the proposed project. 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

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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 are applying as an artist and believe you are the only artist who will directly benefit from this grant proposal, please include yourself and 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.

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Project Narrative Page

Instructions:

Provide a document (no more than four pages) addressing the following:

1. INTRODUCTION

- a. Introduce the narrative by providing a description of the project for which you are requesting funds.
 - Describe the project: What will happen, who will participate, where will it take place, and when? What are the goals of the proposed project?
 - Clearly identify any collaborating partners. Identify key people and collaborating organizations and explain the role of each in the planning of the project.
 - Discuss the artistic merit of the project, including any artists who will be involved.
 - Discuss plans for promoting the project.

2. EXPLANATION OF THE PROJECT IMPACT

- a. Explain how the proposed project benefits for your organization.
 - How will this project make a positive impact on the arts and/or quality of life in your community or region?
 - What are the identified needs addressed by this project?
 - What are the expected outcomes of the project?
 - Explain any planned educational and outreach activities associated with the project.
- b. Explain how the success of the project will be evaluated.
 - How do you plan to evaluate the project? What methods will be used? How will the information be used?
- c. Describe the project's target audience.
 - Why is this group the focus of the project?
 - Provide current demographics of your city and/or region so the reviewer might better understand your community.
- d. Explain how you plan to actively engage with new and/or underserved audiences. This includes people with disabilities, students, the elderly, the geographically isolated, and/or people from diverse cultures.

3. EXPLANATION OF THE PROJECT BUDGET

- a. How will SDAC grant funds be used to support the project?
- b. Explain any items on the budget expense page the review panel may find unclear.

For example:

- If you budget \$500 for travel, what does the travel entail and how did you calculate the amount?
- If you budget \$600 dollars for marketing, how will this money be used?

Required Documentation

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

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Budget – Expense



South Dakota Arts Council
PROJECT GRANT

BUDGET WORKSHEET

Please note, this form is just a **WORKSHEET**. You must fill in these values within your application and cannot submit a copy of work done on this PDF form.

Budget – Expenses

A. Personnel

- Personnel - Administrative Staff
- Personnel - Artistic Staff
- Outside Artistic Fees/Services
- Other Outside Fees and Services

	In-Kind Contributions	Number of Personnel (Section A only)
Cash Expenses		

B. Space Rental

- Space Rental

	In-Kind Contributions
Cash Expenses	

C. Travel (Mileage, Lodging, Meals)

- Mileage (at a rate of 42 cents/mile)
- Lodging
- Meals
- Other (Please explain in **Grant Narrative**)

	In-Kind Contributions
Cash Expenses	

D. Marketing

- Marketing Expenses

	In-Kind Contributions
Cash Expenses	

E. Remaining Operating Expenses

	Cash Expenses	In-Kind Contributions

	F. Total Cash Expenses	G. Total In-Kind Contributions	Number of Personnel (Section A only)
H. Total Expenses			

Please Note: Your budget must be balanced (Total Expenses must equal Total Income). Applicants CANNOT request more than 50% of the total projected costs. All grant funds MUST be matched at least dollar for dollar. In-kind contributions may not be used as a match to SDAC request and cannot be included in your overall project budget.

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Budget – Income



South Dakota Arts Council
PROJECT GRANT

BUDGET WORKSHEET

Please note, this form is just a **WORKSHEET**. You must fill in these values within your application and cannot submit a copy of work done on this PDF form.

Budget – Income

Income

A. Admissions	
B. Contracted Services Revenue	
C. Other Earned Income	

Income

D. Cash Support - Corporate (Please specify below)	

Income

D. Cash Support – Foundation (Please specify below)	

Income

D. Cash Support – Other/Private (Please specify below)	

Income

E. Government Support - City/County Support (Please specify below)	
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Income

E. Government Support - Regional/State (Not SDAC Funds - Specify below)	
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Income

F. SDAC Grant Request	
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Income

G. Applicant Cash	
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H. Total Income

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Please Note: Your budget must be balanced (Total Expenses must equal Total Income). Applicants CANNOT request more than 50% of the total projected costs. All grant funds MUST be matched at least dollar for dollar. In-kind contributions may not be used as a match to SDAC request and cannot be included in your overall project budget.

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Project Details Page

Instructions:

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).

Project Budget (Total Cash Expense)

Provide the "Total Cash Expense" amount (Item F) from the Budget - Expense page of your application.

SDAC Grant Request

Provide the "SDAC Grant Request" amount (Item F) from the Budget - Income page of your application. Applicants CANNOT request more than 50% of the total projected costs.

Eligibility requirement

Artists and organizations may not seek SDAC funds for the same project.

Organizations:

South Dakota organizations may apply for funding if they are incorporated as a nonprofit organization and are physically located in State of South Dakota, with articles of incorporation current and on file in the South Dakota Secretary of State's office; or they are a unit of government or nonprofit educational institution. For a full list of eligibility requirements as well as details on what we may and cannot fund, please refer to the [Guide to Grants](#).

Artists:

Artists in any discipline may apply. Artists 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.). Artists can only apply for one of the following grants per cycle: Artist Fellowship, Artist Collaboration Grant, Artist Project Grant, Artists Career Development Grant, or Traditional Arts Apprenticeship Grant.

Additional note regarding Artists:

- Artist Fellowship and Artist Collaboration Grant recipients are not eligible to apply for an Artist Project Grant for three years after the completion of their grant period. For example, an artist awarded an Artist Fellowship or Artist Collaboration Grant in July 2018 (FY19) cannot APPLY in 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.
- Students pursuing high school diplomas and graduate or undergraduate degrees are not eligible.
- Currently serving South Dakota Arts Council board members and staff are not eligible.

Questions:

Proposed Project Start Date

What is the start date of the proposed project? Remember, all planned project events/activities and expenditures must take place within the defined time (July 1, 2019 – June 30, 2020).

Proposed Project End Date

What is the end date of the proposed project? Remember, all planned project events/activities and expenditures must take place within the defined time (July 1, 2019 – June 30, 2020).

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Project Budget

Provide the "Total Cash Expense" amount (Item F) from the Budget - Expense page of your application. Be certain that your proposed budget does not include any of the items listed under the "WE DO NOT FUND" section of the [Guide to Grants](#).

SDAC Grant Request

Provide the "SDAC Grant Request" amount (Item F) from the Budget - Income page of your application. Applicants CANNOT request more than 50% of the total projected costs.

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?

Yes

Biographies/Professional Artist Résumé Page

Instructions:

Upload biographies or a professional artist résumé for any key personnel that will be involved with this project. Please combine and upload all biographies and/or résumés as one file (no more than five pages). Allowable Document Files: DOC, PDF* (*If possible, please convert your documents to PDF.)

Required Documentation

Upload biographies or a professional artist résumé for any key personnel that will be involved with this project. Please combine and upload all biographies and/or résumés as one file (no more than five pages). Allowable Document Files: DOC, PDF* (*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.

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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