

**(\*\*This is not the actual application; use this sample 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 official application is available online at <https://sdac.gosmart.org>.

### **Program Description**

Artist Collaboration Grants support two artists working together to advance their work and careers, \$6,000 grants. They support artists working in the same or different disciplines and from the same or different states. Application must include and be submitted by a South Dakota artist.

### **Eligible Artists**

- Artist Grants support **any** South Dakota-based individual committed to advancing their artistic work and career.
- Applicant must reside in South Dakota or within the borders of the state's nine federally recognized Tribal reservations for at least one year prior to the start of the grant (**July 1, 2023**) and remain a resident through the end of the grant (**June 30, 2024**).

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

- Artists and organizations cannot seek funding for the same project.
- Artists cannot apply in more than one grant category.
- Anyone pursuing high school diplomas, graduate, undergraduate, or professional degrees.
- Currently serving South Dakota Arts Council board members and staff cannot apply for any grants to artists.
- Previous **Artist Fellowships** and **Artist Collaboration** recipients cannot apply for **any grants** for a three-year period. (See GRANT GUIDELINES [linked here] for a full list of restrictions on page 14.)

### **How to apply**

The following documents are required for your application:

- Artist Statement - 1 page per artist (Max. 2 pages)
- Narrative – 2 pages maximum
- Artist Résumé – 2 pages per artist (Max. 4 pages)
- Work Samples – 20 samples maximum
- Support Materials – 10 materials maximum

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

**DEADLINE: March 1, 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)).*

SDAC will review a draft proposal and provide feedback; we request that applicants submit their draft two weeks prior to the submission deadline. **DRAFT REVIEW DEADLINE: February 14, 2023, at 11:59 pm Central.**

**This document cannot be submitted as an application. Application available online at <https://sdac.gosmart.org>.**

2024 Artist Collaboration Grant **(SAMPLE ONLY)**

**General Instructions**

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, contact 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.

**Planning materials and application templates are available on the SDAC website [\[linked here\]](#).**

**Full Grant Guidelines are posted online [\[linked here\]](#).**

**This document cannot be submitted as an application. Application available online at <https://sdac.gosmart.org>.**

## **ARTIST INFORMATION Page**

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

## **COLLABORATING ARTIST INFORMATION**

Include the NAME, PHONE, EMAIL, ADDRESS, CITY, STATE, ZIP CODE of the Collaborating Artist. *(Max. 250 characters.)*

## **ARTIST STATEMENT**

Think about your artistic work. What influences and motivates the work you do?

Include:

- How do you self-identify as an artist?
- What do you create?
- Why do you do this work?
- What are the key ideas, issues, struggles, and goals within your work or studio practice?

*Applicants MAY include video responses to the questions posed in the application rather than written responses.*

### **Artist Statement (File Upload)**

*Document 1 page per artist (Max. 2 pages)*

*Video 15 minutes maximum*

## **NARRATIVE**

Think about how the grant funding will impact your work, career, and advance the arts landscape of South Dakota.

Include:

- Describe the plan for the artist collaboration. Explain what will happen and who will participate.
- Explain the most important outcome or result you hoped to achieve with this work.
- How this grant will contribute to the artists' professional growth and advance their career, including why this support important right now.
- How this work will contribute to the arts landscape of South Dakota.

*Applicants MAY include video responses to the questions posed in the application rather than written responses.*

Resources [[posted here](#)] include **Narrative Templates**: These WORD documents provide all the required questions.

**Artists** can build their narrative and upload this document into their application.

### **\*Narrative (File Upload)**

*Document 2 page maximum*

*Video 15 minutes maximum*

## **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?

**Panelists assess your résumé and support materials as they relate to the overall application when evaluating your record of work.**

### **\* Artist Résumé**

*2 pages per artist (Max. 4 pages)*

**\* PROJECT SUMMARY** Distill your planned work down to one sentence. SDAC staff use your **project summary** for our annual list of grantees (posted online) and Annual Report to the Legislature. *(Max. 250 characters.)*

## GRANT APPLICATION TEMPLATE

*Applicants are required to answer the following questions.*

### PROJECTED OUTCOMES

*Applicants can request \$6000. We expect that you may be the only person directly benefiting from this grant. Please select the options that best reflect your age/race/ethnicity.*

The National Endowment for the Arts (NEA) requires the South Dakota Arts Council to collect specific information from all grant applicants. The NEA Questions Guide includes definitions to aid applicants in responding. The NEA Questions Guide is available online at [https://artscouncil.sd.gov/grants/NEA\\_Individual\\_Questions\\_Guide.pdf](https://artscouncil.sd.gov/grants/NEA_Individual_Questions_Guide.pdf).

**\*Type of Activity** Select...

**\*Project Discipline** Select...

**\*% of Arts Education** Select...

**\* NEA Primary Strategic Outcome:** *The NEA no longer tracks this, select **Engagement**.*  
Choose one item that best describes the PRIMARY strategic outcome associated with the award.

**\* Total Adults Engaged In Person**

**\* Artists Directly Involved**

**Youth (under age 18) Engaged In Person**

**\* Populations Benefited by Race** Select...

**\* Populations Benefited By Age:** Select...  
Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

**\* Populations Benefited By Distinct Groups:** Select...  
Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

**\* Project Descriptors** *The NEA no longer tracks this, select **None of the Above**.*

**\* Amount Requested** *Applicants request \$6000.*

**GRANT APPLICATION TEMPLATE**

*Applicants are required to include all project-related expenses.*

**BUDGET – EXPENSES**

All expenses must be related to the grant proposal, take place within the defined grant period (**July 1, 2023 – June 30, 2024**), and total at least **\$6000**. Your budget must be balanced (Total Expenses must equal Total Income). The Grant Guidelines explain the BUDGET section (page 12 – 13) [[linked here](#)]. For C. Travel Cost (Project-related), use the “travel reimbursement rates” (based on the State’s written travel reimbursement policies) on page 13 of the Grant Guidelines [[linked here](#)].

<b>A. Staff/Personnel</b>	<b>Cash Expenses</b>	<b>In-Kind Contributions</b>	<b>Number of Personnel (Section A only)</b>
Administrative Staff			
Artistic Staff			
Outside Artistic Fees/Services			
Other Outside Fees and Services			

<b>B. Facilities Costs (Project-related)</b>	<b>Cash Expenses</b>	<b>In-Kind Contributions</b>
Space Rental		
Utilities (e.g., electric, phone, gas bills)		

<b>C. Travel (Project-related)</b>	<b>Cash Expenses</b>	<b>In-Kind Contributions</b>
Mileage		
Lodging		
Meals		
Other (*Explain in your <b>NARRATIVE</b> )		

<b>D. Marketing</b>	<b>Cash Expenses</b>	<b>In-Kind Contributions</b>
Marketing Expenses		

<b>E. Remaining Operating Expenses (Project-related)</b>	<b>Cash Expenses</b>	<b>In-Kind Contributions</b>
Project/work related supplies and equipment		

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

**GRANT APPLICATION TEMPLATE**

*Applicants are required to include all project-related income.*

**BUDGET – INCOME**

All submitted income must be related to the grant proposal and take place within the defined grant period (July 1, 2023 – June 30, 2024). Your budget must be balanced (Total Expenses must equal Total Income). The Grant Guidelines explain the BUDGET section (page 13 - 14) [[linked here](#)].

	Income
<b>A. Admissions</b>	
<b>B. Contracted Services Revenue</b>	
<b>C. Other Earned Income</b> (Please specify below)	
<b>D. Cash Support - Corporate</b>	
<b>D. Cash Support – Foundation</b>	
<b>D. Cash Support – Other/Private</b>	
<b>E. Government Support – City/County Support</b>	
<b>E. Government Support – Regional/State</b>	
<b>E. Government Support – Federal</b> (Not SDAC Funds)	
<b>F. SDAC Grant Request</b> ( <b>*REQUIRED, \$5000</b> )	
<b>G. Applicant Cash</b>	
<b>H. Total Income</b>	

## GRANT APPLICATION TEMPLATE

**Applicants are required to include WORK SAMPLES.**

### ARTISTIC EXCELLENCE – WORK SAMPLES

Panelists assess the work samples/support materials as they relate to the overall application to determine artistic excellence. The Grant Guidelines provide the allowable file types and media restrictions (page 11) [\[linked here\]](#).

You must provide a minimum of 1 and maximum of 20 samples (20 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 20 examples.


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 this 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 20 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 20 audio file(s).
- You have attached 0 audio file(s).
- Audio file size must not exceed 15.00 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 500.00 MB.

 Attach Document

- You may attach up to 20 document file(s).
- You have attached 0 document file(s).
- Document file size must not exceed 4.00 MB.

## Attached Media

*Each artist should provide 10 work samples.* Review the thumbnails below to ensure your intended media is attached.

**This document cannot be submitted as an application.** Application available online at <https://sdac.gosmart.org>.

**GRANT APPLICATION TEMPLATE**

***Applicants are required to include SUPPORT MATERIALS.***

**ARTISTIC EXCELLENCE – SUPPORTING MATERIALS**

Panelists assess the work samples/support materials as they relate to the overall application to determine artistic excellence. The Grant Guidelines provide the allowable file types and media restrictions (page 11) [\[linked here\]](#).

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.

Include:

- Press: Articles written about you or your work/the organizations or the work of the organization where you are featured or mentioned
- Reviews: Critical reviews of your work/the work of the organization
- Audience Reactions: Social media posts about your work, in-person feedback, emails, letters
- Quotes, Testimonials, Feedback: Similar to audience reactions, but these are triggered by you requesting this from individuals and participants (i.e. comments on an audience survey)
- Process Photos and Videos: Any documentation of the art works before and after to show the context of the work. This may include footage/photos taken during an exhibit, performance, or activity.

**Direct Links: Applicants may include direct links to support materials (no more than 10 links total); be sure such content does not require a password or present other barriers to easy access. Please provide a short description of the media (such as video of educational outreach/programming, video of live performances/presentations, photos of events, publicity articles of events or programs, etc.) followed by the associated hyperlink. Be sure to include https:// in the links provided.**

*Examples:*

*Video of public performance – [https://...link to video]*

*Press on public art tour – [https://...link to article]*

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

**Upload Materials: Applicants may upload materials (no more than 5 documents/10 pages total). Submit at least 1 and up to 5 support documents. Before uploading, convert your document to a PDF if possible.**

upload file

upload file

upload file

upload file

upload file



**GRANT APPLICATION TEMPLATE**

***Applicants are required to answer the following questions.***

**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.

Draft Review: Draft review deadline closes at 11:59 PM CST, Feb. 14, 2023. Staff will review your application prior to submission to check for mistakes or omissions that might cause ineligibility and provide feedback ahead of the application deadline. Staff will not provide feedback on wording, spelling, or grammar.

Written Statement from Collaborating Artist: SDAC requires a written statement from the collaborating artist to certify that they have read, understand, and agree to these statements and agree to participate as the collaborator on the proposed work. Email to [Kathryn.Vandel@state.sd.us](mailto:Kathryn.Vandel@state.sd.us) at the time of the application.

\* 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.

\* Certification of the proposed activities dates: I certify ALL of the planned project events/activities and expenditures take place within the defined grant period of July 1, 2023 – June 30, 2024.

✓ 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.

Written Statement from Collaborating Artist: SDAC requires a written statement from the collaborating artist to certify that they have read, understand, and agree to these statements and agree to participate as the collaborator.

✓ By checking this box, I certify that I submitted a written statement for the collaborating artist.

\* Initials of authorized individual  
(South Dakota Artist)

*(First and last initials only)*

2024 Artist Collaboration Grant **SAMPLE ONLY**

\* Date of submitted application (serves as date of agreement to above statements) (MM/DD/YYYY)