2024 Project/Artist Project Grant **(SAMPLE ONLY)**

*(**This is not the actual application; use this template for planning purposes only**)*

This document provides the data fields, narrative questions, and general format of our **online grant application**. Use this template to organize your information before completing and submitting the online application. ***This document cannot be submitted as an application.*** Apply online at https://sdac.gosmart.org.

***Read ALL the guidelines* [linked here]** *prior to applying for ANY SDAC grant.* Applicants that **do not** meet the eligibility requirements **will not be reviewed**. Contact SDAC staff with any questions regarding eligibility.

Program Description
Project Grants to organizations and individuals support opportunities for public engagement with, and access to the arts. They support the creation of art, arts learning at all stages of life, and integration of the arts into community life, but are not limited to these examples. **(Requires a 1:1 cash match)** (See GRANT GUIDELINES [linked here])

- Organizations – **Grants up to $5,000 or 50% of projected expenses.**
- Artists – **Grants up to $2,000 or 50% of projected expenses.**

Eligible Organizations
- South Dakota-based* nonprofit, tax-exempt organizations**
- Units of state or local government
- Federally recognized tribal governments

All ORGANIZATIONS must have a Unique Entity Identifier (UEI) from the System for Award Management (SAM) to apply. Should a grant be made, organizations must maintain an active SAM registration throughout the grant cycle (July 1, 2023 – June 30, 2024). The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. [https://sam.gov/content/duns-uei]

*South Dakota-based – Organizations must be physically located in the state of South Dakota or within the borders of the state's nine federally recognized Tribal reservations and be registered, in good standing, with the South Dakota Secretary of State's Office. [https://sosenterprise.sd.gov/BusinessServices/Business/FilingSearch.aspx]

**Nonprofit, tax exempt –Organizations must have tax-exempt status under section 501(c)(3) of the Internal Revenue Code. [https://apps.irs.gov/app/eos/]

Eligible Artists
- 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.
- Organizations cannot seek funding to match an existing/upcoming grant (i.e., Touring Arts and/or Artists in Schools and Communities) nor any other grants from federal sources.
- Current Arts Challenge and/or Statewide Services Grant recipients.
- Anyone pursuing high school diplomas, graduate, undergraduate, or professional degrees.
- Currently serving South Dakota Arts Council board members and staff cannot apply for an **Artist Project Grant**.
- 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.)

2024 Project/Artist Project Grant **(SAMPLE ONLY)**

How to apply
The following documents are required for your application. Incomplete applications will not be reviewed.

- UEI number (Unique Entity ID) **[Organizations Only]**
- Letters of support from key partners or audience you will serve – 4 pages maximum *(requested, not required)*
- Résumé/biography for the people/artists involved in the project – 2-pages maximum
- Work Samples – 10 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).

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.**

CHANGE
Applicants will not upload a narrative document but will respond to a series of narrative questions. ***Space is limited, so be sure you've answered the questions provided.*** We suggest you use **the narrative template** [posted here] to compose your narrative responses offline to ensure accurate spelling and grammar. You can then **COPY** and **PASTE** your written responses into the online application.

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 [linked here].

GRANT APPLICATION TEMPLATE
Organizational and individual Project Grant applicants are required to answer the following questions.

NARRATIVE – 1. RELEVANCE
Think about what your project and how it relates to your mission, record of work, audience, community, and/or constituency.

*When evaluating your project's **relevance**, panelists assess how well the project aligns to your mission, record of work, audience, community, and/or constituency. (10 points possible)*

* What do you want to do? (What is the proposed project/work?) *(max. 1000 characters)*

(Must be typed in the space provided. Max. 1000 characters.)

* How is this project an opportunity for the public to engage with and/or access the arts? (Include any planned outreach activities, except those directly related to K-12 education. We will ask you to include specific details/plans for K-12 education in a question to follow.) *(max. 2500 characters)*

(Must be typed in the space provided. Max. 2500 characters.)

* What do you hope your audience will learn/take away from your project? *(max. 1000 characters)*

(Must be typed in the space provided. Max. 1000 characters.)

* Is this project accessible for individuals with disabilities, including but not limited to individuals who are deaf, hard of hearing, deaf-blind, have difficulty speaking, have a physical disability, visual disability, developmental disability, learning disability, mental illness, or chronic illness?

☐ Yes

☐ No

If no, explain how you intend to improve access in the upcoming year? *(max. 1000 characters)*

(Must be typed in the space provided. Max. 1000 characters.)

* When (anticipated dates) and where (locations) will the project take place? *(max. 250 characters)*
*NOTE: This grant cycle supports activities, events, programs, or projects planned to take place **July 1, 2023 – June 30, 2024.** If your proposal falls outside the upcoming grant cycle, you are NOT ELIGIBLE to apply. **Applicants that do not meet the eligibility requirements will not be reviewed.**

(Must be typed in the space provided. Max. 250 characters.)

PROJECT SUMMARY Distill your responses above 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)*

(Must be typed in the space provided. Max. 250 characters.)

GRANT APPLICATION TEMPLATE
Organizational and individual Project Grant applicants are required to answer the following questions.

NARRATIVE – 2. IMPACT
Think about what will make this a successful project and how you plan to forecast, measure, and report your results.

Think about who your audience is and what you want them to take away from your project. How will they know about your project, and why will they want to be a part of it?

*When evaluating **impact**, panelists are looking for how you define and plan to measure the success of the project. Panelists assess your ability to forecast, measure, and report on expected and actual outcomes. (10 points possible)*

* Explain the most important outcome or result you hope to achieve with your project. [We provide a common list of goals at the end of this document. It may be helpful to refer to this list and identify what resonates with you. What feels most important?]
(max. 1000 characters)

(Must be typed in the space provided. Max. 1000 characters.)

* How will you evaluate the project and measure success?
(max. 1000 characters)

(Must be typed in the space provided. Max. 1000 characters.)

* Who is the intended audience? Why do you plan to target this audience? Clarify any details that could not address in the in the PROJECTED OUTCOMES (next section of the application)
(max. 1000 characters) NOTE: If you plan to serve a "general audience," explain what that looks like for your community. Provide current demographics for your community so the reviewer will better understand your audience.

(Must be typed in the space provided. Max. 1000 characters.)

* Discuss your plans for promoting the project. How will your intended audience know about the project?
(max. 1000 characters)

(Must be typed in the space provided. Max. 1000 characters.)

GRANT APPLICATION TEMPLATE
Organizational and individual Project Grant applicants are required to answer the following questions.

PROJECTED OUTCOMES
Note regarding "Amount Requested": Grant program provides a grant of up to 50% of projected expenses.
Organizations can request up to $5000. Artists can request up to $2000.

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_Questions_Guide.pdf.

*Type of Activity	Select…
*Project Discipline	Select…
*% of Arts Education	Select…
* NEA Primary Strategic Outcome: Choose one item that best describes the PRIMARY strategic outcome associated with the award.	*The NEA no longer tracks this, please choose Engagement.*
* 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 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.	Select…
* Populations Benefited By Distinct Groups: 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.	Select…
* Project Descriptors	*The NEA no longer tracks this, select **None of the Above.***
* Amount Requested	*Organizations can request up to $5000. Artists can request up to $2000. Amount Requested CAN NOT EXCEED 50% of projected expenses.*

GRANT APPLICATION TEMPLATE
Organizational and individual Project Grant applicants are required to answer the following questions.

NARRATIVE – 3. FEASIBILITY

*When evaluating **feasibility**, panelists evaluate the applicants demonstrated ability to carry out the project based on the appropriateness of the budget, the resources involved, and the personnel. (10 points possible)*

BUDGET EXPLANATION
Have you planned your **project budget** and thought about how much you will need from SDAC?

* How will you spend grant funding? Clarify any expense/income items that may raise questions in your budget sections. *(max. 1000 characters)*

(Must be typed in the space provided. Max. 1000 characters.)

* Are you paying artists/people/partners fairly for any work they do for you? Describe how artists will be supported through payment of fees, services, or other appropriate benefits. *(max. 1000 characters)*

(Must be typed in the space provided. Max. 1000 characters.)

KEY PEOPLE
Are you working with partners or other organizations to deliver your project? Working with other people or organizations can be an important part of managing your project. If you need to do this, have you thought about who they are and how they will be involved?

* Include details about any artists involved in the project. Who are your partners and how will they be involved? *(max. 1000 characters)*

(Must be typed in the space provided. Max. 1000 characters.)

Upload letters of support from key partners representing the community or audience you will serve.
(Upload a single document – 4 pages maximum) (requested, not required)

* Upload résumé/biography for the people/artists involved in the project.
(Upload a single document – 2 pages maximum)

GRANT APPLICATION TEMPLATE
Organizational and individual Project Grant 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). Applicants CANNOT request more than **50% of the Total Cash Expenses**. 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].

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

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

C. Travel Cost (Project-related)	Cash Expenses	In-Kind Contributions
Mileage		
Lodging		
Meals		
Other (*Explain in your **BUDGET EXPLANATION**)		

D. Marketing	Cash Expenses	In-Kind Contributions
Marketing		

E. Remaining Operating Expenses	Cash Expenses	In-Kind Contributions
Project/work related supplies and equipment		

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

INDIRECT COSTS NOTICE – Applicants with a federally negotiated Indirect Cost Rate Agreement may want to recover the Indirect Costs (or a portion of them) that are incurred because of implementing and meeting the goals of their proposal. If this is the case, your organization must identify "Overhead and Administrative Costs" as a line item under "E. Remaining Operating Expenses" in the "Budget - Expenses" section of the application. Applicants cannot use "Overhead and Administrative Costs" as part of their match. We ask that applicants calculate actual indirect costs associated with the proposal and do not simply use a percentage of their project budget. Please ensure that you are not "double dipping," i.e., costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Upon reporting, your organization must be able to easily document the discrete, specific expenses that would fit within this line item.

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

GRANT APPLICATION TEMPLATE
Organizational and individual Project Grant applicants are required to include all project-related income.

BUDGET – INCOME
All income must be related to the grant proposal, take place within the defined grant period (July 1, 2023 – June 30, 2024). Applicants CANNOT request more than **50% of the Total Cash Expenses**. Your budget must be balanced (Total Expenses must equal Total Income). The Grant Guidelines explain the BUDGET section (page 12 – 13) [linked here].

	Income
A. Admissions	
B. Contracted Services Revenue	

C. Other Earned Income (Please specify below)

	Income
D. Cash Support	
Corporate	
Foundation	
Other/Private	

	Income
E. Government Support	
City/County Support	
Regional/State	
Federal (Not SDAC Funds)	

	Income
F. SDAC Grant Amount Requested (*REQUIRED)	*Must match your "**Amount Requested**" on the **PROJECTED OUTCOMES** page.*

	Income
G. Applicant Cash	

H. Total Income	

INDIRECT COSTS NOTICE – Applicants with a federally negotiated Indirect Cost Rate Agreement may want to recover the Indirect Costs (or a portion of them) that are incurred because of implementing and meeting the goals of their proposal. If this is the case, your organization must identify "Overhead and Administrative Costs" as a line item under "E. Remaining Operating Expenses" in the "Budget - Expenses" section of the application. Applicants cannot use "Overhead and Administrative Costs" as part of their match. We ask that applicants calculate actual indirect costs associated with the proposal and do not simply use a percentage of their project budget. Please ensure that you are not "double dipping," i.e., costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Upon reporting, your organization must be able to easily document the discrete, specific expenses that would fit within this line item.

GRANT APPLICATION TEMPLATE
Organizational and individual Project Grant applicants are required to answer the following questions.

NARRATIVE – 4. ADVANCE (BONUS POINTS – 10 points possible)

Panelists will award **BONUS POINTS** to applicants that demonstrate effort to actively engage with underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.

Does this project improve access to and/or engage (through artistic representation, audience, or leadership) underserved populations? **(If not, enter N/A for all fields.)**

*Panelists assess the potential to **advance** the quality of life in in the community and the arts landscape of South Dakota. (10 points possible)*

* Explain how this project will engage underserved populations of people. Identify the populations of people you intend to serve and explain how this work is responsive to the needs and priorities of these communities. *(max. 1000 characters)*	*(Must be typed in the space provided. Max. 1000 characters.)* **(If not, enter N/A for all fields.)**
* Explain how you have involved these groups in your plans to date.? How will they know about your project? Why will they want to be a part of it? What will they take away from your project? *(max. 1000 characters)*	*(Must be typed in the space provided. Max. 1000 characters.)* **(If not, enter N/A for all fields.)**
* Does this project aim to improve access to and inclusion of arts education in K-12 schools? *(Include specific details/plans for enhancing K-12 arts education.) (max. 1000 characters)*	*(Must be typed in the space provided. Max. 1000 characters.)* **(If not, enter N/A for all fields.)**
* Does this project aim to develop advocacy, visibility, or public awareness of the arts? *(Include specific details/plans for developing advocacy, visibility, or public awareness of the arts.) (max. 1000 characters)*	*(Must be typed in the space provided. Max. 1000 characters.)* **(If not, enter N/A for all fields.)**

GRANT APPLICATION TEMPLATE
Organizational and individual Project Grant applicants are required to include WORK SAMPLES.

ARTISTIC EXCELLENCE – WORK SAMPLES

*When assessing **artistic excellence,** panelists evaluate the quality of the artists, organizations, arts education providers, works of art, and/or services that the project will involve and relevance of the project to the audience or community.* 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.**

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.

🖼 Attach Image	• You may attach up to 10 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 10 audio file(s). • You have attached 0 audio file(s). • Audio file size must not exceed 10.00 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 150.00 MB.
📄 Attach Document	• You may attach up to 10 document file(s). • You have attached 0 document file(s). • Document file size must not exceed 4.00 MB.

Attached Media

Applicants can provide no more than 10 work samples total. Review the thumbnails below to ensure your intended media is attached.

Files will be viewed as shown below:

GRANT APPLICATION TEMPLATE
Organizational and individual Project Grant applicants are required to include SUPPORT MATERIALS.

ARTISTIC EXCELLENCE – SUPPORTING MATERIALS

*When assessing **artistic excellence**, panelists evaluate the quality of the artists, organizations, arts education providers, works of art, and/or services that the project will involve and relevance of the project to the audience or community.* The **Grant Guidelines** provide 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
Organizational and individual Project Grant 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. 6, 2022. 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.

* 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.

* Initials of authorized individual (applicant)   *(First and last initials only)*

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

IMPACT – QUESTION

Explain the most important outcome or result you hope to achieve with your project.

Look over **this list common list of goals**. It may be helpful to refer to this list and identify what resonates with you. What feels most important?

- ☐ Provide opportunities for people from all backgrounds to encounter different artists, art forms, and artistic and cultural traditions.
- ☐ Provide the public with lifelong learning opportunities in the arts at all stages of life.
- ☐ Support arts projects that focus on advancing the health and well-being of individuals.
- ☐ Embed the arts in system-wide initiatives that strengthen or heal my community.
- ☐ Support professional development and technical assistance opportunities to develop the capacity of artists, arts professionals, and organizations.
- ☐ Facilitate the creation and presentation of artistic works.
- ☐ Enhance public engagement with, and access to, the arts.
- ☐ Foster greater cultural understanding.
- ☐ Enrich lives within my community through the arts.
- ☐ Form new connections and develop new relationships.
- ☐ Cultivate new audiences.
- ☐ Share my/our creative practice with a wider audience.
- ☐ Expand the idea of what art is, who can do art, and how and where the arts can happen.
- ☐ Engage people in addressing a community issue.
- ☐ Make a positive contribution to my/our community.
- ☐ Change the status quo, disrupt systems.
- ☐ Envision and build new futures.

List courtesy of *The Handbook for Artists Working in Community*, developed by Springboard for the Arts and made possible through the generous support of the National Endowment for the Arts through the Our Town Knowledge Building grant.
The handbook and other valuable resources are available FREE for download from https://springboardforthearts.org/.