

(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 sample 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>.

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).

Read ALL the guidelines prior to applying for ANY SDAC grant. Applicants that **do not** meet the eligibility requirements **are not reviewed**. Contact SDAC staff with questions. GRANT GUIDELINES [[linked here](#)].

Program Description

Artist Career Development Grants support anyone committed to advancing their artistic work and career, \$2,000 grants. They support individuals to produce new artwork, market or promote their work, reach new audiences, or purchase materials and equipment, but are not limited to these examples.

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, 2024**) and remain a resident through the end of the grant (**June 30, 2025**).

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.
- Previous **Artist Career Development** recipients cannot apply for a three-year period. (See Appendix C, GRANT GUIDELINES [[linked here](#)])
- Previous **Artist Collaboration** recipients cannot apply for any grants for a three-year period. (See Appendix C, GRANT GUIDELINES [[linked here](#)])
- Previous **Artist Fellowships** cannot apply for this grant. (See Appendix C, GRANT GUIDELINES [[linked here](#)])

How to apply

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).

Read ALL the guidelines prior to applying for ANY SDAC grant. Incomplete applications are not reviewed.

DEADLINE: March 1, 2024, at 11:59 pm Central. Late applications are not accepted.

Applications must be submitted **ONLINE** at <https://sdac.gosmart.org/>.

DRAFT REVIEW DEADLINE: February 13, 2024, at 11:59 pm Central.

SDAC will review a draft proposal and provide feedback; we request that applicants submit their draft two weeks prior to the submission deadline.

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

Applicant Checklist

Required for your application:

- Projected outcomes, budgeted expenses and income, and budget summary (Included in this sample)
- Artist statement – 1 page maximum
- Narrative– 1 page maximum
- Artist record of work/skills – 2-pages maximum
- Work samples – 10 samples maximum
- Support materials – 10 materials maximum
- W-9 – Submit a W-9 at the time of application. We ONLY ACCEPT the State of South Dakota’s W-9 [link provided at time of application]. We provide a SAMPLE COPY and instructions for completing the W-9 [\[linked here\]](#).

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 return to and continue working through the application at any time.

Contact SDAC staff to ask questions and discuss potential applications (605-773-5925). Staff are available Monday through Friday between 8 am and 5 pm Central Time. (staff list [\[linked here\]](#))

The **Grant Applicant Portal** includes sample applications, narrative templates, and planning materials. [\[linked here\]](#).

SAMPLE APPLICATION

Applicants are required to upload documents answering the following questions.

ARTIST INFORMATION Page

When evaluating the artistic merit of your proposal, panels are looking for how you define and plan to measure the success of the grant, clear responses and explanations, and materials that emphasize your career and connect to the overall application. (50% of total score.)

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?

Artist Statement (File Upload)

Document 1 page maximum

NARRATIVE

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

Include:

- Explain the most important outcome or result you hope to achieve with this work.
- How this grant will contribute to your professional growth and advance your career, including why this support is important right now.
- How this work will contribute to the arts landscape of South Dakota.

Use the *Narrative Template* [[linked here](#)] to build your narrative and upload this document.

Narrative (File Upload)

Document 1 page maximum

ARTIST RECORD OF WORK/SKILLS

Think about what your artistic path has been to get to where you are now. 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/artistic background, work history/experience, and skills?

Artist Record (File Upload)

2 pages maximum

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. *(250 characters maximum)*

SAMPLE APPLICATION

Applicants are required to answer the following questions.

PROJECTED OUTCOMES

Applicants can request \$2000. We expect that you may be the only person directly benefiting from this grant (unless an event/exhibition is planned to take place during the grant period, in which case you may also include audience projections). Please select the options that best reflect your age/race/ethnicity.

The South Dakota Arts Council is required to collect specific information from all grant applicant for the purpose of reporting to the National Endowment for the Arts (NEA). We ask you to identify the type of work you will do and include audience projections (who will benefit). The Projected Outcomes Guide includes definitions to aid applicants in responding [[linked here](#)].

Select the project discipline. *Choose at least one of the options*

Select the activity type. *Choose at least one of the options*

Select the percentage of funded activities that are arts education. *Choose at least one of the options*

Enter the total number of adults engaged in person. *Estimate your audience*

Enter the total number of children/youth engaged in person. *Estimate your audience*

Enter the number of artists that are directly involved. *Estimate your audience*

Select all races/ethnicities that make up the population, 25% or more, that benefit from the award. *Choose at least one of the options*

Select all age ranges that make up the population, 25% or more, that benefit from the award. *Choose at least one of the options*

Select all distinct groups that make up the population, 25% or more, that benefit from the award. *Choose at least one of the options*

Amount Requested **\$2000**

SAMPLE APPLICATION

Applicants are required to include all project-related expenses.

BUDGET – EXPENSES

Eligible costs related to your grant proposal; paid during grant period (July 1, 2024 – June 30, 2025); and totaling at least **\$2000**. Projected income **MUST EQUAL** projected cash expenses. (Refer to Appendix B, page 12 GRANT GUIDELINES [[linked here](#)].)

| A. 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. Remaining Operating Expenses | Cash Expenses | In-Kind Contributions |
|---|----------------------|------------------------------|
| Project/work related supplies and equipment | | |
| (Please specify) | | |
| (Please specify) | | |

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

| D. Marketing | Cash Expenses | In-Kind Contributions |
|---------------------|----------------------|------------------------------|
| Marketing | | |

| E. Travel (Project-related) | Cash Expenses | In-Kind Contributions |
|---|----------------------|------------------------------|
| Mileage | | |
| Lodging | | |
| Meals | | |
| Other (Explain in your NARRATIVE) | | |

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

SAMPLE APPLICATION

Applicants are required to include all project-related income.

BUDGET – INCOME

Revenue related to your grant proposal; acquired during the grant period (July 1, 2024 – June 30, 2025); and totaling at least **\$2000**. Projected income **MUST EQUAL** projected cash expenses. (Refer to Appendix B, page 12 GRANT GUIDELINES [[linked here](#)].)

| | Income |
|--|--------|
| A. Earned Income | |
| Admissions | |
| Contracted Services Revenue | |
| Other Earned Income (Please specify below) | |
| | |
| | |
| | |

| | Income |
|---|--------|
| B. Contributed Income (Cash Support) | |
| Corporate | |
| Foundation | |
| Other/Private | |

| | Income |
|--|---------------|
| C. Amount requested from the SDAC (REQUIRED \$2000) | \$2000 |

| | Income |
|------------------------------|--------|
| D. Government Support | |
| City/County Support | |
| Regional/State | |
| Federal (Not SDAC Funds) | |

| | Income |
|--------------------------|--------|
| E. Applicant Cash | |

| | |
|------------------------|--|
| F. Total Income | |
|------------------------|--|

SAMPLE APPLICATION

BUDGET – SUMMARY

Please record the dollar amounts you included on the **BUDGET – EXPENSES** and **BUDGET – INCOME** forms. (Refer to Appendix B, page 12 GRANT GUIDELINES [[linked here](#)].)

Fiscal Year

| | Previous | Current | Upcoming |
|--|----------|---------|----------|
| Operating Income <i>(not required, enter 0)</i> | 0 | 0 | 0 |
| Operating Expense <i>(not required, enter 0)</i> | 0 | 0 | 0 |

Project Expenses (from BUDGET – EXPENSES form)

| | |
|---|--|
| Total Artistic Fees <i>(= [Cash Expense] Artistic Staff + Outside Artistic Fees/Services)</i> | |
| Total expense for this project <i>(= F. Total Cash Expense)</i> | |
| Total in-kind for this project <i>(= G. Total In-Kind Contributions)</i> | |

Sources of Project Cash Income (from BUDGET – INCOME form)

| | |
|---|--|
| A. Earned income <i>(= A. Total Earned Income)</i> | |
| B. Contributed income <i>(= B. Total Contributed Income (Cash Support))</i> | |
| C. State arts agency income <i>(= C. Amount requested from the SDAC)</i> | |
| D. Local government income <i>(= D. Total Government Support)</i> | |
| E. Other income (include applicant cash) <i>(= E. Applicant Cash)</i> | |
| F. Total project cash income <i>(MUST MATCH F. Total Income)</i> | |

Sources of Project Cash Expenses (Actual Cash Expenses) (from BUDGET – EXPENSES form)

| | |
|--|--|
| A. Artistic Fees <i>(= A. Total Personnel)</i> | |
| B. Production Costs <i>(= B. Total Remaining Operating)</i> | |
| C. Space Rental <i>(= C. Total Facilities Costs)</i> | |
| D. Marketing <i>(= D. Marketing)</i> | |
| E. Other Expenses <i>(= E. Total Travel)</i> | |
| F. Total project cash expense <i>(MUST MATCH F. Total Expense)</i> | |

SAMPLE APPLICATION

Applicants are required to include WORK SAMPLES.

ARTISTIC EXCELLENCE – WORK SAMPLES

When assessing **artistic excellence**, panelists assess the work samples/support materials as they relate to the overall application to determine artistic excellence. (Refer to Appendix A, page 10 GRANT GUIDELINES [[linked here](#)].)

Applicants **MUST** include a minimum of 1 and maximum of 10 work samples (**10 total** across all file types/media).

- Submit your works in the order in which you would like them to be viewed. We recommend starting with your strongest materials.
- Submit recent work, created within the last 3 – 5 years. Older samples may be submitted with an explanation.
- **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:

- 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.


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**.

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:

SAMPLE APPLICATION

Applicants are required to include SUPPORT MATERIALS.

ARTISTIC EXCELLENCE – SUPPORTING MATERIALS

*When assessing **artistic excellence**, panelists assess the work samples/support materials as they relate to the overall application to determine artistic excellence. (Refer to Appendix A, page 11 GRANT GUIDELINES [[linked here](#)].)*

Applicants **MUST** include a minimum of 1 and maximum of 10 support materials (**10 pages total**).

- Submit your works in the order in which you would like them to be viewed. We recommend starting with your strongest materials.
- Include recent material, from within the last 3 – 5 years. Older materials may be submitted with an explanation.
- **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, e.g., comments on an audience survey
- Process photos and videos: footage/photos taken throughout your process or during an exhibit, performance, or activity to show the context of your work

If your application **does not contain support materials**, 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**.

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. *Provide a short description of the media 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

SAMPLE APPLICATION

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 DEADLINE: February 13, 2024, at 11:59 pm Central. 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, 2024 – June 30, 2025.

✓ 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)