(**This is not the actual application; use 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

Arts Challenge Grants provide general operating support, enabling arts organizations and institutions to build a strong and sustainable infrastructure and provide programs and services that will have the greatest impact on their communities. Awards are based on an arts organization's commitment to arts development, artistic excellence, service to communities, and service to artists.

Arts organizations and institutions are challenged to:
- Ensure access to the arts.
- Support a robust arts economy.
- Enhance the quality of life through the arts.

Eligible Organizations
- South Dakota-based* nonprofit, tax-exempt arts organizations and institutions**
- Units of state or local government
- Federally recognized tribal governments
- Arts organizations and institutions that work permanently through the financial support and general guidance of an eligible organization. The financial records relating to SDAC grant activities are separately maintained and demonstrate the applicant's financially independent status.***

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, 2024 – June 30, 2025). 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 and 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/]

***Work through an eligible organization: This includes the following examples, a city department focusing on arts programming, a university-affiliated theater company operating autonomously, a 501c3 nonprofit foundation/"friends of" organization directly affiliated with arts programming organization, etc.

All applicants must:
- Must clearly identify themselves as an ARTS ORGANIZATION in their mission statement.
- Have been operational for a minimum of 4 years.
- Operate at a minimum eligible cash operating expense of $20,000, as verified on the *financial statement submitted with the application* and the Budget – Expense section of the application.
- Have a board of directors.

- Have diversified income from both private and public sources.
- Host an arts series/season of at least four public programs per year.

Ineligible (CANNOT APPLY)
- Schools, colleges/universities***, and historical museums not eligible for Arts Challenge Grant support. They may, however, apply for Project Grants in support of arts programming.
- Art Challenge Grant recipients are not eligible to apply for Project Grants.
- ALL Funding Restrictions pertain to Arts Challenge Applicants (see page 3 for the full list of unallowable expenses).

***Exceptions may be made for university-affiliated programs that operate autonomously for the purposes of carrying out arts-related missions/programming, e.g., theater companies, art museums, etc. (if uncertain, check with SDAC staff before starting application [Staff list, page 5]).

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/.

Applicant Checklist
Required for your application:

- ☐ UEI number (Unique Entity ID)

- ☐ List of current board of directors – 1 page maximum

- ☐ List of administrative and artistic staff – 1 page maximum

- ☐ Résumé/biography for the people/artists involved in the project – no more than 2 pages per person (10 pages total maximum)

- ☐ Narrative (use the narrative template [**linked here**] to compose your responses) – 8 pages maximum

- ☐ Strategic plan/long-range plan, calendar of events – 12 pages maximum

- ☐ Projected outcomes, budgeted expenses and income, and budget summary (included in this sample)

- ☐ List of major donors/financial contributions

- ☐ Annotated year-end statement for most recent fiscal year, signed by treasurer/authorizing official

- ☐ 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].

NOTE: The SDAC changed the order and language of narrative questions to better align with the purpose of this grant category and coordinate with a simplified scoring rubric. DO NOT simply submit an updated version of the narrative from your last application. Use the Narrative Template [**linked here**]*.*

Requested for your application:

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

☐ Letters of support from key partners or audience you will serve – 4 pages maximum

☐ Brief "Accessibility Checklist" [We provide a copy of the checklist. SEE APPENDIX B] [link provided at time of 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 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 answer and upload documents answering the following questions.

ORGANIZATIONAL SUMMARY
1. **CREATE/REVIEW, edit, and update your organization's profile, on the "Edit Profile" tab.**
2. **UPLOAD the following documents:**
   - List of current board of members – 1 page maximum
   - List of administrative and artistic staff – 1 page maximum
   - Résumé/biography for the people/artists involved in the project – 2 pages per person (10 pages total maximum)
3. **SUMMARIZE your work.**

Successful applicants demonstrate strong operations and stable management.

1. **CLICK "Edit Profile" tab. Make sure the information is accurate and up to date. Review, edit, and update the organization's Primary Information, Contact Information, Mission Statement, and Organization History.**

   ☐ Yes, I confirm that all information is accurate and up to date.

2. **UPLOAD the following documents (all required):**

Upload list of current board of directors. Include current board members with addresses and occupations. (single document – 1 page maximum)

Upload list of administrative and artistic staff. Include principal administrative and artistic staff by name, title, and current salary. If these positions are filled by volunteer staff, indicate such. (single document – 1 page maximum)

Upload résumé/biography for key people/artistic personnel. (single document – no more than 2 pages per person,10 pages total maximum)

3. **SUMMARY** Distill the primary work of your organization down to one sentence. SDAC staff use your project summary for our annual list of grantees (posted online) and Annual Report to the Legislature. (Must be typed in the space provided, 250 characters maximum.)

SAMPLE APPLICATION
Applicants are required to answer the following questions.

A. **NARRATIVE**
UPLOAD a single document; restate and then answer each question. (8 pages maximum).

==The SDAC changed the order and language of our narrative questions to better align with the purpose of this grant category and coordinate with a simplified scoring rubric. DO NOT simply submit an updated version of the narrative from your last application.==

*When evaluating the **artistic merit** of your proposal, panelists are looking for clear responses and explanations, as well as materials that emphasize your organization's work and connects to the overall application.*
*(Review the scoring criteria included in the GRANT GUIDELINES [**linked here**]).*

I. **RELEVANCE – NARRATIVE QUESTIONS** *(30 points possible)*
1. Describe the audience, community, and/or constituency you serve. [Provide the general demographics for the audience, community, and/or constituency you serve in the PROJECTED OUTCOMES (next section of the application) so panelists can better understand who you serve.]
2. Describe the arts and cultural programs and services you offer that engage and support the audience, community, and/or constituency you serve.
3. Describe the arts and cultural priorities of your organization. Include:
    i. How do you collect input from the audience, community, and/or constituency you serve?
    ii. How do you use this feedback in setting your priorities?
    iii. What actions are being taken to address these priorities? (If the answer to this question is directly stated in the strategic plan to accompany this application - see "B. Additional Documents" below - please indicate here by writing CONTAINED IN STRATEGIC PLAN.)
4. Describe relevant and responsive outreach strategies for engagement used by your organization.

Objective: Arts access is a priority for the applicant. The opportunities they provide are relevant to the community they serve. Successful applicants demonstrate a strong commitment to making artistic programs accessible and relevant to a diverse range of participants, provide well-defined objectives (both short and long-term goals), offer a clear plan for evaluating and measuring success, and explain practical methods for listening and responding to the community they serve.

II. **IMPACT – NARRATIVE QUESTIONS** *(30 points possible)*
5. Describe the actions your organization will take to contribute to the general well-being of the community you serve. What actions are your organization taking to significantly promote/support the arts and enhance the quality of life for people in the community you serve?
    i. Address how you evaluate success and what success looks like.
6. Describe the actions your organization takes to advance arts education opportunities for all ages (preschool and K-12 as well as lifelong learning for youth, adults, and older adults).
    i. Address how you evaluate success and what success looks like.

Objective: Applicant works to have a significant effect on the quality of life for the community they serve. Successful applicants provide well-defined objectives (both short and long-term goals) and a clear plan for evaluating and measuring achievement.

III. **FEASIBILITY – NARRATIVE QUESTIONS** *(30 points possible)*
7. Describe the approaches your organization takes to contribute to the economic well-being of the community you serve.
    i. How do you have a positive impact on the production, distribution, and consumption of artistic goods and services within your community?
    ii. Do you partner with any outside organizations to advance your local economy? (Requested,

not required: Upload letters of support from key partners representing the community or audience you will serve; see "B. Additional Documents" below.)

      iii.   How does your organization support artists through its programming and services? Include any examples of direct and indirect financial support, including professional development provided by your organization, and any other examples of encouraging and supporting artists in their careers.

8.   Identify and explain any budget items that may raise questions from panelists.

Objective: Applicant works to support a robust arts economy and can carry out proposed activities successfully, resulting in positive impact on the production, distribution, and consumption of artistic goods and services within the community they serve. Successful applicants demonstrate strong operations and stable management.

    IV.   **ACCESSIBILITY – NARRATIVE QUESTIONS** *(10 points possible)*

9.   Review your "Brief Accessibility Checklist" responses. What do you need to address/improve? (Requested, not required: Upload letters of support from key partners representing the community or audience you will serve; see "B. Additional Documents" below.)

10.   Describe your organization's approach, including allocation of financial resources, to ensuring the accessibility of programs and services and inclusion of people with disabilities. Consider both physical and communication accessibility, including in-person and online activities.

11.   Describe how your organization offers people with disabilities a way to request an accommodation to access programs and services. In your response, consider organizational personnel and any partnering organizations, as well as the participants and beneficiaries of arts programming and services, including creatives with disabilities and potential audience members.

12.   Identify the primary individual who will be responsible for managing accessibility for your organization. This may be a program manager, accessibility coordinator, or other staff member of the applicant organization. Include their name, title, phone number, and email address.

Objective: All programs and services are accessible to people with disabilities. Successful applicants demonstrate that programs, services, information, and facilities are accessible for individuals with disabilities and provide a clear plan to address issues related to accessibility.

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

Narrative (File Upload) *(Single document – 8 pages maximum.)*

B. ADDITIONAL DOCUMENTS

1.   **Upload strategic plan/long range plan, calendar of events.** *(Upload a single document – 12 pages maximum.)*

2.   **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.)*

3.   **Applicants have the option to submit a completed Accessibility Checklist.** [link provided at the time of application]. This is a tool that will assist you in making your organization and project inclusive and available to everyone. Your responses will not exclude you from grant funding. *(Requested, not required.) [We provide a copy of the checklist, SEE APPENDIX A.]*

SAMPLE APPLICATION
Applicants are required to answer the following questions.

PROJECTED OUTCOMES
Note regarding "Amount Requested": Applicants may request up to 10% of eligible operating expenses.

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	*CANNOT EXCEED 10% of eligible operating expenses.*

SAMPLE APPLICATION
Applicants are required to include all project-related expenses.

BUDGET – EXPENSES

Report ALL eligible costs. **Arts Challenge Grants require a 1:1 cash match:** Arts Challenge Grants may cover up to 10% of the total eligible cash expenses and require at least a 1:1 cash match. Projected income must EQUAL projected eligible cash expenses in all cases. Do not include any items listed under **Funding Restrictions**. (Refer to GRANT GUIDELINES [**linked here**].)

A. Personnel	Cash Operating Expenses for Most Recently Completed Fiscal Year	Operating Budget Expenses for Current Fiscal Year
Administrative Staff		
Artistic Staff		
Outside Artistic Fees/Services		
Other Outside Fees and Services		

B. Remaining Operating Expenses	Cash Expenses	Cash Expenses
Project/work related supplies and equipment		
(Please specify)		
(Please specify)		

C. Facilities Costs	Cash Expenses	Cash Expenses
Space Rental		
Utilities (e.g., electric, phone, gas bills)		

D. Marketing	Cash Expenses	Cash Expenses
Marketing		

E. Travel	Cash Expenses	Cash Expenses
Mileage		
Lodging		
Meals		
Other (Include in your **BUDGET EXPLANATION**)		

F. TOTAL Cash Operating Expenses (Most Recent Fiscal Year)	G. TOTAL Cash Operating Expenses (Current Fiscal Year)

Indirect costs (facilities and administration): Organizations must identify and report "Overhead and Administrative Costs" as a line item under "B. Remaining Operating Expenses." Applicants cannot use "Overhead and Administrative Costs" as part of their match. Applicants should calculate actual indirect costs associated with the proposal and not simply use a percentage of their project budget. Be sure that you are not "double dipping"; costs must be consistently charged as either indirect or direct costs, not charged as both. Grantees must be able to easily document the specific expenses that fit within this line item on their final report.

SAMPLE APPLICATION
Applicants are required to include all project-related income.

BUDGET – INCOME
Report ALL income. Projected income **MUST EQUAL** projected cash expenses. *Amount Requested CANNOT EXCEED 10% of eligible operating expenses.* (Refer to Appendix B, GRANT GUIDELINES [**linked here**].)

	Income for Most Recently Completed Fiscal Year	Income for Current Fiscal Year
Earned Income		
G. Admissions		
H. Contracted Services Revenue		
I. Other Earned Income (Please specify below)		
J. Contributed Income (Cash Support)		
Corporate		
Foundation		
Other/Private		
K. All SDAC Grants (Specify below)		
Government Support		
L. City/County Support		
L. Regional/State		
M. Federal (Not SDAC Funds)		
N. Applicant Cash		

	N. Income for Most Recently Completed Fiscal Year	**O. Income for Current Fiscal Year**

Indirect costs (facilities and administration): Organizations must identify and report "Overhead and Administrative Costs" as a line item under "B. Remaining Operating Expenses." Applicants cannot use "Overhead and Administrative Costs" as part of their match. Applicants should calculate actual indirect costs associated with the proposal and not simply use a percentage of their project budget. Be sure that you are not "double dipping"; costs must be consistently charged as either indirect or direct costs, not charged as both. Grantees must be able to easily document the specific expenses that fit within this line item on their final report.

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

SAMPLE APPLICATION

BUDGET – SUMMARY
Please record the dollar amounts you included on the BUDGET – EXPENSES and BUDGET – INCOME forms, using the "Most Recently Completed Fiscal Year" columns. (Refer to Appendix B, GRANT GUIDELINES [**linked here**].)

Fiscal Year	Previous	Current	Upcoming
Operating Income			
Operating Expense			

Project Expenses (from BUDGET – EXPENSES form)
Total Artistic Fees *(= [Cash Expense] Artistic Staff + Outside Artistic Fees/Services)*
Total expense for this project *(= F. Total Cash Expense)*
Total in-kind for this project *(= Total in-kind contributions for most recent fiscal year)*

Sources of Project Cash Income (from BUDGET – INCOME form)
A. Earned income *(= Total Earned Income)*
B. Contributed income *(=Total Contributed Income (Cash Support))*
C. State arts agency income *(= Total All SDAC Grants)*
D. Local government income *(=Total Government Support)*
E. Other income (include applicant cash) *(=Applicant Cash)*
F. Total project cash income *(MUST MATCH F. Total Income)*

Sources of Project Cash Expenses (Actual Cash Expenses) (from BUDGET – EXPENSES form)
A. Artistic Fees *(=Total Personnel)*
B. Production Costs *(=Total Remining Operating)*
C. Space Rental *(=Total Facilities Costs)*
D. Marketing *(=Marketing)*
E. Other Expenses *(=Total Travel)*
F. Total project cash expense *(MUST MATCH F. Total Expense)*

SAMPLE APPLICATION
Applicants are required to answer and upload documents answering the following questions.

FINANCIAL INFORMATION

1.   **CALCULATE your eligible operating expenses.** *Do not include any expenses listed under **Funding Restrictions** (GRANT GUIDELINES [**linked here**]).*
2.   **PROVIDE the requested financial information.**
3.   **UPLOAD list of major financial contributions to the applicant organization. Include contributions from individuals, corporations, businesses, and foundations broken down by name and amount of gift for the past (most recent) fiscal year.**

1.   **CALCULATE your eligible operating expenses.**

LINE A. Expenses (from BUDGET – EXPENSES)   *(Must be typed in the space provided.)*
= F. TOTAL Cash Operating Expenses
(Most Recent Fiscal Year)

LINE B. Federal Funds (from BUDGET – INCOME)   *(Must be typed in the space provided.)*
= M Federal (Not SDAC Funds) + K. SDAC Grants

Calculate your eligible operating expenses   *(Must be typed in the space provided.)*
= LINE A EXPENSES – LINE B FEDERAL FUNDS

2.   **PROVIDE the requested financial information.**

Cash Balance: What was the cash balance at the   *(Must be typed in the space provided.)*
beginning of the most recent fiscal year?

Checking: What amount of your cash balance was   *(Must be typed in the space provided.)*
in a checking account?

Savings: What amount of your cash balance was in   *(Must be typed in the space provided.)*
a savings account?

Other Investments: What was the cash balance in   *(Must be typed in the space provided. 250 characters.)*
other investments? (List investment types and
dollar amounts.)

3.   **Upload a single document listing major financial contributions.** Include contributions from individuals, corporations, businesses, and foundations broken down by name and amount of gift for the past (most recent) fiscal year.

SAMPLE APPLICATION
Applicants are required to upload documents answering the following questions.

ANNOTATED YEAR-END STATEMENT

Upload a year-end, annotated financial statement for your most recent fiscal year, signed by your treasurer or appropriate authorizing official. Your year-end financial statement must be annotated (see table below) and correlate to the line items of the "BUDGET – EXPENSES" and "BUDGET – INCOME" sections for your most recent fiscal year.

You must identify and annotate using A – M:
EXPENSES
- A.   Personnel (Administrative Staff, Artistic Staff, Outside Artistic Fees/Services)
- B.   Remaining Operating Expenses*
- C.   Facilities Costs
- D.   Marketing
- E.   Travel

INCOME
- G.   Admissions
- H.   Contracted Services Revenue
- I.   Other Earned Income
- J.   Contributed Income (Cash Support)
- K.   All SDAC Grants
- L.   Government Support - City/County/Regional/State (NOT SDAC funds)
- M.   Government Support – Federal

** Do not include any items listed under **Funding Restrictions** (Page 3, GRANT GUIDELINES [__linked here__]). Remaining operating expenses cannot include capital improvements, new construction, or restoration; costs associated with fundraising activities/events such as galas, parties, or other events where alcohol is available; costs of entertainment, including amusement and social activities such as receptions, parties, galas, dinners, etc., and any associated costs including catering, alcohol, planning, staffing, supplies, etc.*

Upload an annotated year-end financial statement for the most recent completed fiscal year, signed by your treasurer or appropriate authorizing official. Your year-end financial statement MUST BE ANNOTATED (see table above)**.**

SAMPLE APPLICATION
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. (Refer to Appendix A, 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 of 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 from your MEDIA LIBRARY.

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 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. (Refer to Appendix A, GRANT GUIDELINES [**linked here**].)*

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

- Submit materials 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 or articles where you are featured or mentioned
- Reviews: assessments 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. *Convert your document to a PDF.*

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.

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)

Brief Accessibility Checklist

All granted projects must be accessible to people with disabilities. The **South Dakota Arts Council** requires applicants to consider physical and programmatic accessibility as an integral part of each project's planning and budgeting process. *Applicants may include the cost of access accommodations as part of their project's budget, including sign language interpreters and audio describers. Applicants may also consider conducting programs in accessible venues other than their own organization to meet accessibility requirements.*

This is a tool that **will assist** you in making your organization and project inclusive and available to everyone. Your responses **will not** exclude you from grant funding. The checklist includes links to a wide variety of resources. We recommend you first review the National Endowment for the Arts' **Design for Accessibility: A Cultural Administrator's Handbook.**

COMPLETING THIS CHECKLIST: This checklist is presented as a guide to identify barriers that might restrict access to individuals with disabilities. In **CHECKING** each box, you attest that, **"YES, my organization/project offers this accommodation."**

<u>**Physical Access**</u>

☐ Ground-level entry, ramped access, and/or elevators to the venue

☐ Signage at inaccessible entrances with directions to accessible entrances

☐ Integrated and dispersed wheelchair seating in assembly areas

☐ Wheelchair-accessible box office, stage, and dressing rooms

☐ Wheelchair-accessible display cases, exhibit areas, and counters

☐ Wheelchair-accessible restrooms, including accessible sinks, water fountains, and soap & paper dispensers

☐ Wheelchair-accessible toilet stall, including a 60" diameter or T-turn clear floor space, free of the door swing

☐ Accessible emergency exits and audio/visual emergency alarms

☐ Designated accessible parking spaces with adjoining curb cuts, and an accessible route from parking to the venue entrance

Programmatic Accessibility

☐ Organization has a designated staff member who is responsible for overseeing accessibility

☐ Organization has a stated accessibility policy

☐ Organization has an Access Committee that includes people with various disabilities to advise on access issues

☐ Sign language interpretation

☐ Scripts and text of verbal presentations

☐ Assistive listening system

☐ Open or Closed captioning of audio visuals

☐ Audio description of visual art, media, performances, or other presentations

☐ Print materials in alternate formats, including Braille, computer disk, and large print

☐ Large-print labeling with high contrast

☐ Accessible Website (including alt tags & captioned audio)

☐ Tactile tours

☐ TDD, telephone/typewriter

☐ Access information/accommodations with appropriate disability symbols are included in all publicity about the project (i.e., press release, program, media, e-mail)

This checklist was inspired by and adopted from the National Endowment for the Arts' Brief Accessibility Checklist. Available online [linked here].