

(This is not the actual application; use this sample 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 Collaboration Grants support 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, 2024**) and remain a resident through the end of the grant (**June 30, 2025**).

INELIGIBLE (CANNOT APPLY) (including collaborating artists):

- 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 Fellowships** and **Artist Collaboration** recipients cannot apply for **any grants** for a three-year period. (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 per artist (2 pages maximum)
- Narrative– 2 pages maximum.
- Artist record of work/skills – 2-pages per artist (4 pages maximum)
- Work samples – 20 samples maximum (recommend 10 samples per artist)
- Support materials – 10 materials maximum
- Written statement from collaborating artist – Certifying that they have agree to APPLICANT ASSURANCES and to participate as the collaborator on the proposed work – submitted by email.
- W-9 (from applicant only) – 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, panelists 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.)

COLLABORATING ARTIST INFORMATION

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

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 (2 pages maximum)

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 is 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.

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

Narrative (File Upload)

Document 2 page maximum

Video 15 minutes 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 per artist (4 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)*

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

SAMPLE APPLICATION

Applicants are required to answer the following questions.

PROJECTED OUTCOMES

Applicants can request \$6000. We expect that you and your collaborating artist will be the only people 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 ***\$6,000***

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 **\$6000**. 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 **\$6000**. 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 \$6000)	\$6,000

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

	Income
E. Applicant Cash	

F. Total Income	
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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 20 work samples (**20 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. **We recommend you include 10 samples per artist.**
- 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 20 examples. We recommend you include 10 samples per artist.**


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 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.

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.

Written Statement from Collaborating Artist (REQUIRED): 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 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, 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.

Statement: I certify that I submitted a written statement from the collaborating artist.

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

Initials of authorized individual
(South Dakota Artist)

(First and last initials only)

Date of submitted application (serves as date of agreement to above statements)

(MM/DD/YYYY)