

## Required Materials – Overview

**Build/Review your online profile.** First-time applicants must create an online profile. ALL users should review their profile prior applying. Step-by-Step Guide for Online Grant System is included online on the [AISC Artis Page](#).

The South Dakota Arts Council is required to collect specific information from all grant applicants for the purpose of reporting to the National Endowment for the Arts (NEA). Use document provided for itemized descriptions of terms and definitions needed in collecting information from constituents. Click the link to PDF guides of for [AISC Applicants](#).

**Review and gather all the required materials.** Gather and/or update your artistic documentation, support materials, and artist biographies and/or professional resumes. Make sure these materials represent the quality of your work and the record of professional activity and achievement. We encourage applicants to gather these items before beginning an application.

### **REQUIRED MATERIALS CHECKLISTS**

**ALL ARTISTS** must include the following in their application:

- ✓ **Professional Artist Résumé** highlighting recent activity and a record of achievement in the arts. (2-page limit)
- ✓ **Narrative\*** addressing the questions provided (5-page limit)
- ✓ **Residency Plan\*** including objectives, sequential activities, and a supply list with approximate costs (3-page limit)
- ✓ **Work Samples** including examples of your work that illustrate, provide context for, and affirm your artistic ability. Can include images, audio, video, and written documents. (10 sample limit)
- ✓ **References** that can attest to your work as a teaching artist (3 requested)
- ✓ **Letters of Support** signed by the letter writer and endorsing your work as a teaching artist (3 document limit)

*\*Questions provided in [AISC Application Template \(PDF linked here\)](#).*

Be sure to review the AISC Guide to Grants for Artists in the Applicant Portal BEFORE YOU BEGIN online at [https://artscouncil.sd.gov/grants/AISC\\_Guide\\_Artists.pdf](https://artscouncil.sd.gov/grants/AISC_Guide_Artists.pdf)

If you have questions about the AISC program, including whether or not you need to apply after having served as an artist on the AISC roster, please contact program coordinator Rebecca Cruse, [rebecca.cruse@state.sd.us](mailto:rebecca.cruse@state.sd.us), 605-295-4052.

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.