

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

This document provides the data fields and presents the general format of our **online grant application**. Please use this template only to organize information before completing and submitting the online application. **This document cannot be submitted as an application**. The official application is available online at <https://sdac.gosmart.org>.

Program Description

Grants of up to 50% of projected expenses support arts activities that serve the public and meet the needs of the applicant. Grants must be matched at least dollar for dollar. *South Dakota artists can request up to \$2,000.*

Artist Eligibility Requirements

- Applicant must currently reside in South Dakota.
- Applicant can ONLY apply for one ARTIST GRANT. (For example, applicant CAN NOT apply for an ARTIST PROJECT grant and any other grant categories.)
- Applicant must be a South Dakota resident for at least one year at the start of your grant (July 1, 2022) and remain a resident through the end of the grant (June 30, 2023).
- Applicants seeking funds to produce new work, for marketing, supplies, or professional development should apply for an Artist Career Development grant or Artist Fellowship.

The following individuals are NOT ELIGIBLE to apply:

- Artists and organizations may not seek SDAC funds for the same project.
- Recipients of this grant may only reapply for this grant after a three-year period. Recipients of this grant, however, may apply the next year in other categories of support.
- Academic research or formal study toward an academic degree.
- Students pursuing a high school diploma, undergraduate or graduate degrees.
- South Dakota Arts Council current board members, staff, and grant review panelists.

General Instructions

Please visit the Applicant Portal for access to all grant resources. As you work through the application, click the "SAVE WORK" button at the bottom of each application page 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.

For all grant resources visit the [Applicant Portal](#). The complete Guide to Grants is also available [online](#).

ARTIST INFORMATION

Program Description

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*** Summary: Provide the basic Who, What, When, Where and How in the summary of the applicant's proposal. Summarize the information explained in detail in the narrative section.** (Must be typed in the space provided. 500 characters.)

*** Professional Artist Résumé/Biographies:** upload file
Upload a single document (no more than 5 pages) including the résumés or biographies of key artistic personnel. Keep in mind, panelists evaluate the applicant's record of professional activity and achievement. *Before uploading, convert your document to a PDF if possible.*

*** Dates of proposed events/activities: Do ALL of your planned project events/activities and expenditures take place within the defined grant period of July 1, 2022 – June 30, 2023? If so, check the box to confirm.** Yes

*** Eligibility: Do you meet the eligibility requirements for this grant category and is your application in line with what this grant category may fund? If so, check the box to confirm.** Yes

ARTISTS in checking this box, you certify that you ARE NOT a student at the time of application. Students pursuing high school diplomas and graduate, or undergraduate degrees are not eligible.

PROJECTED OUTCOMES

Note regarding "Amount Requested": Grant program provides a grant of up to 50% of projected expenses. *Artists can request up to \$2000. Amount Requested CAN NOT EXCEED 50% of projected expenses.*

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 an itemized description of terms and definitions to aid applicants in their response to specific information requested and/or questions provided. The NEA Questions Guide is available online at https://artscouncil.sd.gov/grants/NEA_Individual_Questions_Guide.pdf.

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***Type of Activity** Select...

***Project Discipline** Select...

***% of Arts Education** Select...

*** NEA Primary Strategic Outcome:** Select...
Choose one item that best describes the PRIMARY strategic outcome associated with the award.

*** 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...
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.

*** Populations Benefited By Distinct Groups:** Select...
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.

*** Project Descriptors** Select...

*** Amount Requested** *Artists can request up to \$2000. Amount Requested CAN NOT EXCEED 50% of projected expenses.*

NARRATIVE

Narrative (REQUIRED):

UPLOAD a single document (no more than 4 pages) addressing the following:

INTRODUCTION

Introduce the narrative by providing a description of the project for which you are requesting funds.

- Describe the project: What will happen, who will participate, where will it take place, and when? What are the goals of the proposed project?
- Clearly identify any collaborating partners. Identify key people and collaborating organizations and explain the role of each in the planning of the project.
- Discuss the artistic merit of the project, including any artists who will be involved.
- Discuss plans for promoting the project.

EXPLANATION OF THE PROJECT IMPACT

Explain how the proposed project benefits your organization.

- How will this project make a positive impact on the arts and/or quality of life in your community or region?
- What are the identified needs addressed by this project?
- What are the expected outcomes of the project?
- Explain any planned educational and outreach activities associated with the project.

Explain how the success of the project will be evaluated.

How do you plan to evaluate the project? What methods will be used? How will the information be used?

Describe the project's target audience.

- Why is this group the focus of the project?
- Provide current demographics of your city and/or region so the reviewer might better understand your community.

Explain how you plan to actively engage with new and/or underserved audiences. This includes people with disabilities, students, older adults, the geographically isolated, and/or people from diverse cultures.

EXPLANATION OF THE PROJECT BUDGET*

How will SDAC grant funds be used to support the project?

Explain any items on the budget expense page the review panel may find unclear. For example:

- If you budget \$500 for travel, what does the travel entail and how did you calculate the amount?
- If you budget \$600 dollars for marketing, how will this money be used?

Artists can request up to \$2000. Amount Requested CAN NOT EXCEED 50% of projected expenses.

*** Narrative: Upload a single document (no more than 4 pages) addressing the questions provided. Keep in mind, panelists evaluate, and score based on an applicant's responses. Before uploading, convert your document to a PDF if possible.** upload file

WORK SAMPLES

Attach Work Samples (REQUIRED):

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.

Use the MEDIA LIBRARY tab to upload and manage your media files. [Please Note: The MEDIA LIBRARY is not your application. Applicants must select work samples from the MEDIA LIBRARY to attach to the application.]

Applicants must demonstrate quality within the art form (by the applicant(s) or artist(s) involved in the work of an organization). Grant panels review artist/artistic quality and consider this in all funding recommendations for grants.

All applicants MUST provide samples of their work and/or examples of the work they plan to do for review. Keep in mind, panelists review only the work applicants submit.

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:

SUPPORTING MATERIALS

Support Materials (REQUIRED):

Supporting materials should relate to the work included in your application. Supporting materials should demonstrate the applicant's artistic excellence and merit. Keep in mind, panelists evaluate, and score based on the materials provided. Applicants may provide direct links or upload support materials. Consider the following types of supporting materials:

- Press: Articles written about you, your work, or where your work is featured or mentioned
- Reviews: Critical reviews of your work
- Audience Reactions: Social media posts, in-person feedback, emails or letters about your work
- Quotes, Testimonials, Feedback: Like audience reactions, but this feedback is requested from audience members or participants
- Process Photos and Videos: Documentation of your artwork in progress. May include photos taken during an exhibit, performance, or activity

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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. 1000 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

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BUDGET – EXPENSES

Budget: Complete the pre-existing budget form outlining specific project expenses. All submitted expenses must be related to the grant proposal and take place within the defined grant period (July 1, 2022 – June 30, 2023). Your budget must be balanced (Total Expenses must equal Total Income). Applicants CANNOT request more than 50% of the Total Cash Expenses. All grant funds MUST be matched at least dollar for dollar. In-kind contributions may not be used as a match to SDAC request and cannot be included in your overall project budget.

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

| B. Space Rental | Cash Expenses | In-Kind Contributions |
|------------------------|----------------------|------------------------------|
| Space Rental | | |

| C. Travel (Mileage, Lodging, Meals) | Cash Expenses | In-Kind Contributions |
|---|----------------------|------------------------------|
| Mileage (at a rate of 42 cents/mile) | | |
| Lodging | | |
| Meals | | |
| Other (Please explain in Grant Narrative) | | |

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

| E. Remaining Operating Expenses | Cash Expenses | In-Kind Contributions |
|--|----------------------|------------------------------|
| | | |
| | | |
| | | |

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

Applicant Worksheet: [Fillable PDF COPY available online](#). This document is just a **WORKSHEET**. You must provide all this information within your application and cannot submit a copy of work done on this PDF form.

BUDGET – INCOME

Budget: Complete the pre-existing budget form outlining specific project income. All submitted income must be related to the grant proposal and take place within the defined grant period (July 1, 2022 – June 30, 2023). Your budget must be balanced (Total Expenses must equal Total Income). Applicants CANNOT request more than 50% of the Total Cash Expenses. All grant funds MUST be matched at least dollar for dollar. In-kind contributions may not be used as a match to SDAC request and cannot be included in your overall project budget.

| | |
|--|---------------|
| A. Admissions | Income |
| B. Contracted Services Revenue | |
| C. Other Earned Income | |
| D. Cash Support - Corporate (Please specify below) | Income |
| | |
| | |
| | |
| D. Cash Support – Foundation (Please specify below) | Income |
| | |
| | |
| | |
| D. Cash Support – Other/Private (Please specify below) | Income |
| | |
| | |
| | |
| E. Government Support - City/County Support (Please specify below) | Income |
| | |
| E. Government Support - Regional/State (Not SDAC Funds - Specify below) | Income |
| | |
| F. SDAC Grant Request | |
| G. Applicant Cash | |
| H. Total Income | |

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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. I confirm that my application is in line with what this grant category may fund.

✓ 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, 2022 – June 30, 2023.

✓ 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)