

How To Complete Your Final Grant Report

The South Dakota Arts Council requires all grantees to submit a Final Grant Report. This ensures accountability for public funds and helps us demonstrate the impact of the arts in our communities.

Step 1: NEA-Required Project Information

What to Do: Enter accurate numbers for adults, youth, and artists engaged (no ranges or estimates). Complete all required fields.

Purpose: The National Endowment for the Arts (NEA) requires this data to understand the reach of funded projects and the public benefit they provide.

Step 2: Who Did You Serve?

What to Do: Answer questions about who your project engaged, especially people who may face barriers to the arts (e.g., rural residents, low income, disability).

Purpose: Shows how projects expand access to the arts and ensures compliance with federal anti-discrimination laws. Your answers do not affect future funding.

Step 3: How Did It Go?

What to Do: Share your main project goal, how close you came to achieving it, and what you learned along the way. Keep responses short (1–2 sentences).

Purpose: Helps the Arts Council learn from grantees' experiences and improve support for future projects.

Step 4: Income and Expense Report

What to Do: Fill in actual project income and expense totals. Include cash and in-kind support.

- Do NOT fill in Fiscal Year Operating Income/Expense fields.
- Report only on project expenses, project in-kind, and sources of income/expenses.
- Make sure total income and total expenses match.

Purpose: Required for federal reporting. Demonstrates accountability and shows how grant funds were used.

Need Help?

If you have questions, contact SDAC staff at 605-773-5925 (Monday–Friday, 8 am–5 pm Central).