At the South Dakota Arts Council, we appreciate and work to support the arts across our state. We are ready to serve our constituents, support your enthusiasm, recognize your challenges, and work alongside you to transform South Dakota's communities and people through the arts.

We believe:

Mission.

The mission of the South Dakota Arts Council is to make quality arts programs accessible throughout the state through funds, services, and information.

Vision.

Our vision is to transform South Dakota's communities and people through the arts.

Future.

South Dakota Arts Council - State Arts Plan

To help you understand our intention, we encourage you to review our complete strategic plan and the addendum extending it. Use this plan to help you identify how your grant proposal incorporates our goals to advance the arts in your community.

Review our complete strategic plan and addendum online [linked here].

The **South Dakota Arts Council**, an office of the **South Dakota Department of Tourism**, provides grants and services to artists, arts institutions, schools, and other nonprofit organizations throughout the state with funding from the **National Endowment for the Arts** and the **State of South Dakota**. The South Dakota Department of Tourism is comprised of **Travel South Dakota** and the South Dakota Arts Council. The department is led by Secretary James D. Hagen.

We are called to fairly serve and represent all South Dakotans as stewards of the public trust. The South Dakota Arts Council is mindful of taxpayers' dollars that advance the arts in South Dakota and takes this responsibility seriously.

The South Dakota Arts Council makes quality arts accessible throughout the state by providing grants to South Dakota nonprofit organizations and South Dakota artists with funding from the National Endowment for the Arts and the State of South Dakota.

The upcoming grant cycle supports activities, events, programs, or projects planned to take place **July 1, 2024 – June 30, 2025**. This document covers eligibility requirements and scoring criteria for upcoming grant opportunities.

DEADLINE: March 1, 2024, at 11:59 pm Central. Late applications are not accepted.

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).

Are you eligible?

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 any questions.[Staff list, page 5]

ELIGIBLE ORGANIZATIONS:

- South Dakota-based* nonprofit, tax-exempt organizations**
- Units of state or local government
- Federally recognized tribal governments

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/]

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**).
- **Artist Fellowship** applicants **must reside** in the state for **at least two years** prior to application (**March 1, 2024**) and remain a resident through the end of the grant (**June 30, 2025**).

ELIGIBILE ACTIVITES:

We fund activities in the following arts disciplines: dance, music, opera/music theater, theater, visual arts, design arts, crafts, photography, media arts, literature, interdisciplinary arts, folk arts, humanities, multidisciplinary arts, or any combination of the above.

Funding Restrictions

SDAC WILL NOT GRANT TO:

- fiscal agents for regranting to or on behalf of organizations that do not have nonprofit, tax-exempt status.
- religious organizations engaged in arts projects/activities that are religious, occur during a religious service, and/or benefit a limited audience/community.
- anyone pursuing a high school diploma, or a graduate, undergraduate, or professional degree.
- individuals and organizations seeking funds for the same project.

SDAC WILL NOT GRANT FOR:

- activities, events, programs, or projects that fall outside of the grant period **(July 1, 2024 – June 30, 2025).**
- costs of goods for resale, including concessions, promotional merchandise, or any items purchased for sale, even if related to your programming.
- any recognition/award to an individual (including any level of prize money), awards to individuals or organizations to honor or recognize achievement.
- meals, social activities, receptions, parties, galas, etc., and **any associated costs** including food, catering, alcoholic beverages, as well as costs for the planning, staffing, and supplies, for such activities.
- fundraising activities or events, and any associated salaries or other costs for any fundraising activities, including those for donors, or that benefit the organization.
- activities/projects that exclude the public, including performances and workshops which are only available through a subscription, season tickets, or membership.
  activities that occur during a religious service.
- any activities when the primary purpose is to generate academic credit or towards academic or professional degrees, including academic research, formal study, tuition assistance, and scholarships.
- emergency relief funds for housing, food, etc. to individuals/artists.
- construction (new or permanent structural change), renovation, or restoration.
- endowment funds.

SDAC <u>MAY</u> CONSIDER GRANTS FOR:

The following project costs must be included in the project budget and outlined in the narrative:

- Travel costs based on: (1) costs include only eligible expenses for mileage, lodging, meals, other transportation, and related items incurred by individuals directly related to your grant proposal, and (2) planned expenses are in accordance with the State's written travel reimbursement policies. *(See Appendix B)*
- Indirect costs (Facilities & Administration) based on: (1) A current and appropriate indirect cost rate negotiated with your Federal Cognizant Agency, or; (2) A de minimis rate of 10% on modified total direct costs. *(See Appendix B)*

Grant Categories

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. Guidelines and sample application for this category of support [**linked here**].

Statewide Services Grants fund cultural service organizations through a partnership agreement with the South Dakota Arts Council. Grants are made to help meet the mission, goals, and strategies of the Council's long-range plan. **Application by invitation only** (Discussion of the need for the proposed services, a plan for providing these services, and a proposed grant amount must take place with the South Dakota Arts Council staff and executive committee prior to January 1).

Project Grants/Artist Project Grants support opportunities for public engagement with, and access to the arts.

- Organizations – Grants up to $5,000 or 50% of projected expenses.
- Artists – Grants up to $2,000 or 50% of projected expenses.

Artist Career Development Grants support **anyone** committed to advancing their artistic work and career, $2,000 grants. Grants support individuals to produce new artwork, market or promote their work, reach new audiences, or purchase materials and equipment, but are not limited to these examples.

Artist Fellowships reward individuals for their **past artistic achievement** and **exceptional talent**, $5,000 grants. Grants support individuals to explore and build their artistic practice and encourage future growth.

Artist Collaboration Grants support **two or more 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.*

Traditional Arts Apprenticeship Grants support artists committed to teaching South Dakota's traditional arts and cultures to qualified apprentices, grants of up to $5,000. The teaching artist may be a South Dakotan or from a nearby state. Guidelines and sample application for this category of support [**linked here**]. *Contact Annie Hatch, Traditional Arts Specialist: 605-608-0490, Email SDTraditionalArts@outlook.com with questions.*

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).

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.

Resources

Webinar

SDAC staff will hold a grants webinar in **January**, hosted by Arts South Dakota, schedule and registration information [linked here].

Q&A Sessions

Bring your questions to online "watercooler chats." Weekly schedule and registration information [linked here].

Grant Applicant Portal

The Grant Applicant Portal includes sample applications, narrative templates, and planning materials. [linked here].

- Sample applications: PDF copy of the full application.
- Narrative templates: WORD copy of all narrative questions. We offer these templates as a space to compose your responses offline to ensure accurate spelling and grammar. You can then copy and paste your responses OR upload this document into your application.

Staff Contacts

Contact SDAC Staff to ask questions and discuss potential applications. Staff are available Monday through Friday between 8 am and 5 pm Central Time.

Kate Vandel, Arts Grant Specialist: 605-773-5925, Email Kathryn.Vandel@state.sd.us

Annie Hatch, Traditional Arts Specialist: 605-608-0490, Email SDTraditionalArts@outlook.com

Patrick Baker, Director: Email Patrick.Baker@state.sd.us

Rebecca Cruse, Deputy Director: Email Rebecca.Cruse@state.sd.us

Sarah Carlson, Arts Program Specialist: Email Sarah.Carlson@state.sd.us

Grant Review

SDAC staff review applications for eligibility and will contact applicants if issues arise.

Grant review panels evaluate applications and assign points based on the artistic merit and artistic excellence of each proposal. Panels consists of in-state and out-of-state professionals, with arts knowledge and experience, and are chaired by an Arts Council board member and facilitated by an SDAC staff member. Service on panels is limited to two years, consecutively.

SDAC staff submits funding recommendations from grant review panels to Arts Council board members for consideration and to facilitate final funding decisions.

After notification, applicants may contact SDAC staff to seek feedback on the application/discuss panelists' comments The SDAC reports the names of panelists and grantees in our Annual Report to the Legislature.

The SDAC is looking for individuals with experience and/or expertise in the arts to serve as panelists. If you are interested, fill out the nomination form online [linked here] or contact staff.

Grant Guidelines

Grants are divided into two general categories, project grants and artist grants. These guidelines explain these categories, eligibility, and review criteria.

GUIDELINES: PROJECT GRANTS

Project Grants to organizations and individuals support opportunities for public engagement with, and access to the arts. They support the creation of art, arts learning at all stages of life, and integration of the arts into community life, but are not limited to these examples.

- Organizations – Grants up to $5,000 or 50% of projected expenses.
- Artists – Grants up to $2,000 or 50% of projected expenses.

Project Grants require a 1:1 cash match: whether to organizations or artists, Project Grants may cover up to half 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. [Details, Appendix B]**)**

Ineligible (CANNOT APPLY):

- Artists and organizations **cannot** seek funding for the same project.
- Organizations **cannot** seek funding to match an existing/upcoming SDAC grant (i.e., Touring Arts and/or Artists in Schools and Communities) nor any other grants from federal sources.
- Current **Arts Challenge** and/or **Statewide Services Grant** recipients.
- Anyone pursuing high school diplomas, graduate, undergraduate, or professional degrees.
- Currently serving South Dakota Arts Council board members and staff **cannot apply** for an **Artist Project Grant**.
- STRIKE Some previous **Artist Grant** recipients **cannot apply** for an Artist Project Grant for a three-year period. *(Restrictions, Appendix C)*

Eligible Project Costs

Support is limited to any or all the following:
- Salary support, full or partial, for one or more staff positions.
- Fees/stipends for artists and/or contractual personnel to support services they provide for specific activities of organizational operations.
- Supplies and equipment.
- Facilities costs such as rent and utilities, e.g., electric, phone, gas bills.
- Marketing and promotion costs.
- Related travel. [Details, Appendix B]

REVIEW CRITERIA

Grant review panels evaluate applications and assign points based on the **artistic merit** and **artistic excellence** of each proposal. Project Grants carry a total of 40 points with 10 additional bonus points available (50 points maximum).

ARTISTIC MERIT *(30 points/75% of total score, plus bonus points available)*

Artistic merit is evaluated based on:

1. **RELEVANCE** (10 points possible)
    *   Project is relevant to the applicant's mission, record of work.
    *   Project is responsive to the needs and priorities of the audience, community, and/or constituency.
    *   Project is an opportunity for the public to engage with and/or access the arts, creation of artworks, arts learning, or integrates the arts into the fabric of a community.

When evaluating your project's **relevance**, panelists assess how well the project aligns to your mission, record of work, audience, community, and/or constituency.

2. **IMPACT** (10 points possible)
    *   Well-defined project goals and a clear plan for evaluating and measuring success.
    *   Intended audience is identified and explained with demographic information (in both the projected outcomes and narrative).
    *   Plans for promoting the project relate to and include the intended audience.

When evaluating **impact**, panelists are looking for how you define and plan to measure the success of the project. Panelists assess your ability to forecast, measure, and report on expected and actual outcomes.

3. **FEASIBILITY** (10 points possible)
    *   Project budget identifies how you will spend the grant funds and how you plan to compensate artists/people/partners fairly for any work they will do.
    *   Any budget items that may raise questions are identified and explained in the narrative.
    *   Names and general responsibilities of key people/partners are identified. Application includes letters of support from key partners and/or résumés/biographies for the people/artists that will be involved in the project.

When evaluating **feasibility**, panelists evaluate the applicant's demonstrated ability to carry out the project based on the appropriateness of the budget, the resources involved, and the personnel.

4. **ADVANCE (BONUS POINTS – 10 points possible)**

Panelists will award **BONUS POINTS** to applicants that actively serve populations that are underserved, defined by the National Endowment for the Arts as, "those whose opportunities to experience the arts are limited by ethnicity, economics, geography, or disability"; directly impact the quality of life in in the community; or advance the arts landscape of South Dakota.

*   Application includes specific details/plans for presenting art to and/or engaging with artists, audiences, or communities of/with populations that are underserved.
*   Application includes specific details/plans for enhancing K-12 arts education.
*   Application includes specific details/plans for developing advocacy, visibility, or public awareness of the arts.

Panelists assess the potential to **advance** the quality of life in in the community and the arts landscape of South Dakota.

(PROJECT GRANTS continued)

ARTISTIC EXCELLENCE *(10 points/25% of total score)*

Artistic excellence is evaluated based on 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.

When determining **artistic excellence**, panelists assess the work samples/support materials as they relate to the overall application.

GUIDELINES – ARTIST GRANTS

Career Development/Fellowship/Collaboration

Artist grants support **anyone** committed to advancing their artistic work and career.

INELIGIBLE (CANNOT APPLY):

- 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 **cannot apply** for any grants to artists.
- Some previous **Artist Grant** recipients **cannot apply** for grants for a three-year period. *(Restrictions, Appendix C)*

REVIEW CRITERIA

Grant review panels evaluate applications and assign points based on the **artistic merit** and **artistic excellence** of each proposal. Artist Grants carry a maximum of 60 points.*

ARTISTIC MERIT *(30 points/50% of total score)*

Artistic merit is evaluated based on:

- Applicant identifies and explains how this grant will contribute to their professional growth and advance their career, including why this support important right now. ***Panelists are looking for how you define and plan to measure the success of the grant.*** (10 points possible)
- Applicant identifies and explains how this work will contribute to the arts landscape of South Dakota. ***Panelists are looking for a clear response and explanation.*** (10 points possible)
- Applicant details their most relevant experience/skills and highlights their most notable accomplishments. Applicant includes a range of support materials spotlighting their work over time and related to recent work. ***Panelists are looking for materials that emphasize your career and connect to the overall application.*** (10 points possible)

ARTISTIC EXCELLENCE *(30 points/50% of total score)**

Artistic excellence is evaluated based on the:

Quality of the artist's record of work and/or proposed work and the relevance to the artist's career.

Panelists assess the work samples/support materials as they relate to the overall application to determine **artistic excellence**.

*Artist Collaboration grants carry a maximum of 80 points.

ARTISTIC MERIT (40 points/50% of total score) Additionally, panelists assess the clarity of the work plan. Panelists look for details on how the planned work will impact both artists. (10 points possible).

ARTISTIC EXCELLENCE (40 points/50% of total score) Panelists assess the work samples/support materials from both the lead and collaborating artist as they relate to the overall application to determine **artistic excellence**. (20 points possible per artist).

Appendix Materials

The following supplements provide instructions for specific sections of the application. *Appendix A – WORK SAMPLES/SUPPORT MATERIALS: How and what to include*

Appendix B – BUDGET: Budget terms and definitions

Appendix C – ARTIST RESRICTIONS: Eligibility for past artist grantees

The Grant Applicant Portal includes PDF copies of each document. [[linked here]].

If you have further questions about the SDAC grants program not answered in the guidelines, please contact SDAC specialist Kate Vandel at Kathryn.Vandel@state.sd.us or 605-773-5925.

If you need support with an online application, contact Kate Vandel as soon as possible. (605-773-5925 or kathryn.vandel@state.sd.us). Staff will consider and do our best to accommodate the needs of all applicants.

Appendix A – WORK SAMPLES/SUPPORT MATERIALS

If your application **does not contain work samples/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**.

WORK SAMPLES

A minimum of 1 and maximum of 10 work samples (**10 total** across all file types/media).

Include:

- Work samples in the order you want them to be viewed. We recommend starting with your strongest work sample.
- Work related to your application, dedication to the field, your craft, and your potential.
- Recent work, created within the last 3 – 5 years. Older samples may be submitted with an explanation.

Applicants have TWO options for submitting Work Samples:

1. Upload individual files into your **Media Library** in GoSmart (online at https://sdac.gosmart.org/). Select and attach work from your **Media Library** to the application. Files must follow allowable type and size guidelines below
2. Upload a single document of direct links to the "Documents" section of your **Media Library** in GoSmart (online at https://sdac.gosmart.org/). Select and attach the document from your **Media Library** to the application. Files must follow allowable type and size guidelines below. Provide direct links to work samples and an explanation of what panelists will be viewing; be sure content does not require a password or present access barriers.

Restrictions

- If you are submitting a combination of file types (i.e., videos and audio), **you cannot exceed a total of 10 samples.**
- 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 samples.**

Allowable file types and size limits

IMAGES: Individual files cannot exceed 4MB/image. Files: JPG, JPEG

AUDIO: Individual files cannot exceed 10MB/sample (max runtime 4 minutes/sample). Samples do not need to be professionally produced but MUST be easy to hear. All samples should be cued to the most relevant activity. Files: MP3, WAV, AIF, WMA

VIDEO: Individual files cannot exceed 150MB/video (max runtime 15 minutes/sample). Videos do not need to be professionally produced but MUST be easy to see and hear. All samples should be cued to the most relevant activity. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work. files: MP4, MOV, MPG, MPEG, MXF, WMV

DOCUMENT: Individual files cannot exceed 4MB/file [page limits below]. May provide a single document of direct links to work samples. Files: PDF (Convert Word (DOC) and Excel (XLS) files to PDF.)

—SPECIFIC PAGE LIMITS—

Literature Titles of poems, stories, or novels should appear at the top of every page.

> **Poetry** Submit 1 copy of representative poems or 1 narrative poem (or section of narrative poem) not to exceed 15 pages to be uploaded.

> **Prose** Submit 1 copy of a minimum of 10 to a maximum of 30 pages (5,000 to 7,500 words) of short fiction, short stories, plays or screenplays, creative non-fiction, or a novel excerpt in typescript, double-spaced. Applicants submitting novel excerpts may include one additional page at the beginning of their submissions in which they set the scene or offer a plot synopsis.

Music Composition

Composers may also submit up to 3 different scores, up to 20 pages each. Provide the title, orchestration, and date of composition. When possible, audio samples/performance videos to accompany scores. For electronic compositions, for which there is no score, submit a description of the equipment and techniques used.

SUPPORT MATERIALS

A minimum of 1 and maximum of 10 **support materials** (*__10 pages total__* across all materials).

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 (i.e. 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.

Applicants have TWO options for submitting Support Materials:

1. Upload individual files (maximum 10 pages) in the GoSmart application (online at https://sdac.gosmart.org/).
2. Provide direct links to specific supporting materials (no more than 5 links). Provide direct links to materials and an explanation of what panelists will be viewing; be sure such content does not require a password or present other barriers access. (1500 characters max)

Restrictions

- 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 samples.**

Appendix B – BUDGET

Budget Terms and Definitions

Project Grants require a *1:1 cash match: whether to organizations or artists, Project Grants may cover up to half 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. For example:

- If an organizational Project Grant includes a total budget of $15,000 of eligible cash expenses, the grant may cover up to $5,000, leaving $10,000 of eligible cash expenses not covered by grant funds and constituting more than the required 1:1 cash match.
- If an Artist Project Grant includes a total budget of $3,800 of eligible expenses, the applicant may request $1,900 of grant funding, or 50% of the total cost, with the remaining matching funds of $1,900 covered by the applicant.

Artist Grants require that projected income **EQUALS** projected eligible cash expenses. If your proposal exceeds grant funding level, identify where other funding will cover additional expenses.

Indirect Costs (Facilities and Administration): Organizations must identify and report "Overhead and Administrative Costs" as a line item under "B. Remaining Operating Expenses" in the "Budget - Expenses" section. 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 and not double or inconsistently charged as both. Grantees must be able to easily document the specific expenses that fit within this line item on their final report.

BUDGET EXPENSES: *Eligible costs* related to your grant proposal; paid during grant period (July 1, 2024 – June 30, 2025) (list of unallowable expenses, page 3). Your budget includes the following categories of expenses.

Cash Expense: The dollar amount for all projected, eligible costs related to your grant proposal. **If you are applying for annual/operational support, identify projected, eligible costs related to your annual/ongoing work.*

In-kind contributions: The dollar value of services, labor, rental space, equipment, or supplies. provided at no cash cost to the applicant. Include the fair market value for all in-kind expenses. Volunteer hours may be figured at no less than minimum wage *($10.80/hour non-tipped employees in South Dakota).* In-kind contributions must be reported as Budget – Expenses and **do not** count as cash match.

A. Personnel

- Administrative - Employee salaries, wages and benefits for staff, business managers, clerical, and supportive personnel such as maintenance and box office personnel.
- Artistic - Employee salaries, wages and benefits for artists, instructors, artistic directors, etc. specifically identified with this project.
- Outside Artistic Fees and Services - Payments for services by artists that are not employees.
- Other Outside Fees and Services - Payments to firms or persons for non-artistic services such as legal, financial, etc.

Number of Personnel: If your budget includes expenses (cash or in-kind) for administrative/artistic staff, outside artistic fees/services, or other outside fees/services, include the number of people.

B. Remaining Operating Expenses – Include insurance, office expenses such as program expenses such as scripts/scores, sets, royalties, equipment rental, shipping and hauling, art and workshop supplies (list of unallowable expenses, page 3). *NOTE:* The costs of goods for resale, including concessions, promotional merchandise, or any items purchased for sale **ARE NOT eligible expenses**, even if related to your programming. DO NOT INCLUDE costs of goods for resale in Budget – Expenses.

C. Facilities Costs: Expenses related to your grant proposal.

- Space Rental - Rental of office, theater, gallery, and other such spaces.
- Utilities - Electric, phone, gas bills, etc.

D. Marketing: All costs for marketing/publicity/promotion including costs of newspaper, radio, TV advertising, printing, and mailing of brochures, flyers, etc.

E. Travel: Expenses for mileage, lodging, meals, other transportation, and related items incurred by individuals related to your grant proposal. Rates are in accordance with the State's written travel reimbursement policies:

- **Mileage:** $0.51/mile
- **Lodging:** up to a maximum of $75 plus tax per day
- **Meals:** $6 for breakfast, $14 for lunch, and $20 for dinner, up to a maximum of $40 a day
- **Other:** Includes air travel or other transportation (detailed in your narrative).

NOTE: **Meals/food is ONLY ALLOWABLE when related to travel.** Food, snacks, meals, and any associated costs, as well as costs for the planning, staffing, and supplies, for such activities are NOT eligible expenses. DO NOT include any costs associated with food, snacks, or meals for classes, meetings, receptions, etc.

BUDGET INCOME: *Revenue* related to your grant proposal; acquired during the grant period (July 1, 2024 – June 30, 2025). Your budget includes the following categories of income.

A. Earned Income

- Admissions: Revenue from the sale of tickets, subscriptions, memberships, participation/classroom fees, registration, tuition, etc.
- Contracted Services: Income earned through sale of goods or services, advertising space, catalog sales, gift shop income, concessions, parking, and similar sources.
- Other Revenue: Income from other sources (not listed elsewhere), including non-operating revenue like interest, proceeds from the sale of an asset, a windfall from investments, and similar sources.

B. Contributed Income: Cash support from businesses, corporations, foundations, individuals, fund-raisers, and similar sources.

C. SDAC Income – Amount requested from the Arts Council.

D. Government Support - Cash support from City/County, Regional/State, and Federal (Not including SDAC funding) government, including grants or appropriations for the project.

E. Applicant Cash (Other Income) – Cash support the applicant has budgeted for this work, i.e. money from "your own pocket" to support the work.

Appendix C – Artist Restrictions

Recent Recipient – Artist Grant recipients are generally not eligible to apply for the **same grant for three years after the completion of their grant period.** For example, an artist with a grant that started on July 1, 2023, CANNOT APPLY for the same grant until the winter of 2026. Many artist grant categories carry specific exclusions, so check the table below for specifics. Not sure when you got your grant? Past lists grantee lists are posted by fiscal year (July 1 – June 30) online at https://artscouncil.sd.gov/about/aboutindex.aspx.

Recent Recipient Grant Category	Can apply for these grants:	Cannot apply for these grants:
Artist Career Development	Artist Fellowship Artist Collaboration Artist Project Grant Traditional Arts Apprenticeship	Artist Career Development
Artist Fellowship	**Artist Fellow Grantees** cannot apply for any other **artist grants** for three years after the completion of their grant period.	Artist Career Development Artist Fellowship Artist Collaboration Artist Project Grant Traditional Arts Apprenticeship
Artist Collaboration (Primary and collaborating artists)	**Artist Collaboration Grantees** cannot apply for any other artist grants for three years after the completion of their grant period.	Artist Career Development Artist Fellowship Artist Collaboration Artist Project Grant Traditional Arts Apprenticeship
Artist Project	Artist Career Development Artist Fellowship Artist Collaboration Artist Project Grant Traditional Arts Apprenticeship	
Traditional Arts Apprenticeship (Master artist and apprentice)	Artist Career Development Artist Fellowship Artist Collaboration Artist Project Grant	*Master artist and apprentice must wait **one grant cycle** before reapplying for this grant.*