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.

Purpose

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. Awards are based on an arts organization's commitment to arts development, artistic excellence, service to communities, and service to artists.

Arts organizations and institutions are challenged to:

- Ensure access to the arts.

- Support a robust arts economy.

- Enhance the quality of life through the arts.

Arts Challenge Grants require a 1:1 cash match: Arts Challenge Grants may cover up to 10% 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]**)**

Eligible Organizations

- South Dakota-based* nonprofit, tax-exempt arts organizations and institutions**

- Units of state or local government

- Federally recognized tribal governments

- Arts organizations and institutions that work permanently through the financial support and general guidance of an eligible organization. The financial records relating to SDAC grant activities are separately maintained and demonstrate the applicant's financially independent status. 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/]

***Work through an eligible organization: This includes the following examples, a city department focusing on arts programming, a university-affiliated theater company operating autonomously, a 501c3 nonprofit foundation/"friends of" organization directly affiliated with arts programming organization, etc.

All applicants must:

- Must clearly identify themselves as an **ARTS ORGANIZATION** in their mission statement.

- Have been operational for a minimum of **4 years.**

- Operate at a minimum eligible cash operating expense of **$20,000**, as verified on the financial statement submitted with the application and the Budget – Expense section of the application.

- Have a board of directors.

- Have diversified income from both private and public sources.

- Host an arts series/season of at least four public programs per year.

Ineligible (CANNOT APPLY)

- Schools, colleges/universities***, and historical museums not eligible for Arts Challenge Grant support. They may, however, apply for Project Grants in support of arts programming.

- Art Challenge Grant recipients are **not eligible** to apply for Project Grants.

- ALL Funding Restrictions pertain to Arts Challenge Applicants (**see FUNDING RESTRICTIONS list**).

***Exceptions may be made for university-affiliated programs that operate autonomously for the purposes of carrying out arts-related missions/programming, e.g., theater companies, art museums, etc. (if uncertain, check with SDAC staff before starting application [Staff list, page 5]).

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 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:

<u>The following project costs must be included in the project budget and outlined in the narrative:</u>

- 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)*

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/.

NOTE: The SDAC changed the order and language of narrative questions to better align with the purpose of this grant category and coordinate with a simplified scoring rubric. DO NOT simply submit an updated version of the narrative from your last application. Use the Sample Application and Narrative Template in the Grant Applicant Portal [linked here].

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

Arts Challenge Grant applications are reviewed based on their annual operating budget.

- Category #1: Organizations with annual budgets of $140,000 or more
- Category #2: Organizations with annual budgets between $20,000 and $139,999

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 facilitated by an Arts Council Board and SDAC staff member. Service on panels is limited to two years.

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 discuss panelist's 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.

NOTE: The SDAC changed the order and language of narrative questions to better align with the purpose of this grant category and coordinate with a simplified scoring rubric. DO NOT simply submit an updated version of the narrative from your last application. Use the Sample Application and Narrative Template in the Grant Applicant Portal [linked here].

Review Criteria

Grant review panels evaluate applications and assign points based on the artistic merit and artistic excellence of each proposal. **Arts Challenge Grants carry a maximum of 130 points.**

ARTISTIC MERIT (100 points possible)

Artistic merit is evaluated based on:

1. RELEVANCE (30 points possible)
    - Applicant is aware of and responsive to the needs and priorities of the audience, community, and/or constituency it serves through its programming and services.
    - Applicant prioritizes providing opportunities 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.
    - Applicant uses relevant and responsive outreach strategies to engage underserved communities.

When evaluating your **relevance**, panelists assess your commitment and ability to *ensure access to the arts*. Panelists assess how your arts programs and services are relevant to your organization and how these opportunities relate to the community you serve. Successful applicants show a strong commitment to making artistic programs accessible and relevant to a diverse range of participants from the community they serve, provide well-defined objectives (both short and long-term goals), and explain practical methods for listening and responding to the community they serve.

2. IMPACT (30 points possible)
    - Evidence of quality planning by the organization to promote and support, including public awareness activities, and to advance arts education opportunities for all ages.
    - Provide a clear plan of action and for evaluating and measuring success.
3. When evaluating your **impact**, panelists assess how your planning, actions, arts programs, and services may *enhance the quality of life through the arts* for the community you serve. Successful applicants provide well-defined objectives and a clear plan for evaluating and measuring achievement. FEASIBILITY (30 points possible)
    - Demonstrates effective management. Names and general responsibilities of key people/partners are identified.
    - Evidence of strong fiscal management as demonstrated by a year-end financial statement with diversified income from both private and public sources and a realistic operating budget for the current fiscal year.
    - Any budget items that may raise questions are identified and explained in the narrative.
    - Organization currently has or plans to build relationships with outside organizations and artists to contribute to the economic well-being of the community they serve.
    - A clear plan to encourage, support and promote artists, and compensate artists/people/partners fairly for any work they will do.

When evaluating **feasibility**, panelists assess your commitment and ability to *support a robust arts economy*. Successful applicants demonstrate the capacity to carry out the work successfully, resulting in a positive impact on the production, distribution, and consumption of artistic goods and services within the community they serve. Successful applicants demonstrate effective management, fiscal planning, and strategic partnerships to sustain the arts economy.

4. ACCESSIBILITY AND ACCOMODATIONS (10 points possible)

- Applicant demonstrates that its programs, services, information, and facilities where funded activities are to take place, including online spaces, will be accessible for individuals with disabilities, including but not limited to individuals who are deaf, hard of hearing, deaf-blind, have difficulty speaking, have a physical disability, visual disability, developmental disability, learning disability, mental illness, or chronic illness.
- Applicant has an individual responsible for managing accessibility and accommodation requests.

When evaluating **accessibility**, panelists assess your commitment and ability to be accessible to people with disabilities. Successful applicants demonstrate that programs, services, information, and facilities are accessible for individuals with disabilities and provide a clear plan to address issues related to accessibility.

ARTISTIC EXCELLENCE (30 points possible)

Artistic excellence is evaluated based on the:

Quality of the artists, arts education providers, works of art, and/or services provided by the applicant and relevance of the programs and services to the audience or community they serve.

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

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

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

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) (**see FUNDING RESTRICTIONS list**). Your budget includes the following categories of expenses.

Cash Expense: The dollar amount for all projected, eligible costs related to your grant proposal.

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.