

## Program Description

The **South Dakota Arts Council Project Grant** program helps nonprofit organizations and artists hold programs and activities that make public engagement with, and access to, the arts possible.

Awards are based on a project's demonstrated artistic excellence and its ability to provide arts opportunities and programming that foster participation in local communities.

Artists and organizations can apply to support artistic projects, including programming, presentations, events, or artistic development that results in sharing your learning or activity with the **public**.

### **ONLY ONE application per cycle. Applicants can request:**

- Organizations – Request up to \$5,000 or 50% of projected expenses, whichever is less.
- Artists – Request up to \$2,000 or 50% of projected expenses, whichever is less.

### **Required 1:1 cash match:**

Project Grants may cover up to half of the total eligible cash expenses. Projected income must at least EQUAL projected eligible cash expenses in all cases.

### **Eligibility is limited to:**

- South Dakota artists and residents\*
- South Dakota-based\*\* (tax-exempt, non-profit) organizations\*\*\*
- Units of state or local government
- Federally recognized tribal governments

\*To apply, **artists or residents** must live in South Dakota for at least one year before the grant starts (July 1, 2025) and stay in state until the grant ends on June 30, 2026, or until their project is done and reviewed.

\*\***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/>]

***Applicants that do not meet the eligibility requirements are not reviewed.***

## **FUNDING & ELIGIBILITY RESTRICTIONS**

- All programming supported with SDAC grant funding must take place in accessible spaces.
- Artists and organizations can't seek funding for the same project.
- Artists can't apply in more than one grant category.
- Artists can't apply to continue work on a project that received funding the previous grant year.
- Organizations can't seek funding to match an existing/upcoming SDAC grant (e.g., 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 cannot apply.
- Students can't apply, including high school, undergraduate, graduate, or professional certificate/degree.
- Members of the SDAC staff or current board of directors can't apply as an artist/resident.

**ELIGIBILITY****Eligibility is limited to:**

- South Dakota artists and residents
- South Dakota-based (tax-exempt, non-profit) organizations
- Units of state or local government
- Federally recognized tribal governments

I am a South Dakota resident. I have lived in the state for at least one year prior to July 1, 2025, and commit to stay until the grant ends on June 30, 2026, or until the project is done and reviewed.

My organization is physically located in the state of South Dakota or within the borders of the state's nine federally recognized Tribal reservations.

**Confirm your eligibility, choose one.**

- I am a South Dakota artist/resident.
- I am part of a South Dakota-based organization.

***Applicants that do not meet the eligibility requirements are not reviewed.***

**My organization is (confirm those that apply):**

- 501C(3) tax-exempt
- Registered and in good standing with the South Dakota Secretary of State's Office
- Unit of state or local government
- Federally recognized tribal governments
- None of the above

**We/I will not discriminate against and/or deny access to any individuals based on disability to our/my services, programs, or activities. This SDAC supported project (programs/activities) will take place in accessible spaces.**

- Yes
- No

***If you choose NO, you will need to explain how you will improve access in the upcoming year.***

**Your project (programs/activities) must take place during the grant year (July 1, 2025 – June 30, 2026).**

When will your project start?

When will your project end?

**Grant funding will support the following project (programs/activities) (Choose ONE):**

- |                                       |   |
|---------------------------------------|---|
| Arts Fair or Festival                 | Live Performance/Concert/Reading  |
| Arts Instruction in K-12 Schools      | Live Screening  |
| Arts Instruction Outside K-12 Schools | Public Installation/Public Art/Mural                                    |
| Artwork Repair/Conservation           | Publication/Broadcasting (Including Digital Distribution)               |
| Audience Services                     | Recording/Filming/Taping (Including Digital Distribution)               |
| Cultural Event                        | Teaching a Community Workshop/Class                                     |
| Curriculum Development/Implementation | Workshop/Presentation   |
| Equipment Acquisition                 | Other   |
| Exhibition                            | <b><i>(If you pick other, specify your project, 15 characters.)</i></b> |

## IMPACT

(10 Points possible)

When evaluating your project's impact, panelists evaluate the strength of your project. Panelists assess what you gain from doing this work, your motivation for doing this work, and how you will measure the success of your project.

*(Must be typed in the space provided. 1500 characters maximum.)*

What is your project?

What will happen?

How will you make it happen?

Where will the project take place? *Include the name of the anticipated venue, location, or digital platforms, if applicable.*

*(Must be typed in the space provided. 1500 characters maximum.)*

How does your project benefit/impact you/your organization? In addition, how will this project make a positive impact on the local community or region?

*(Must be typed in the space provided. 1000 characters maximum.)*

Why are you doing this project? What are your goals?

## ENGAGEMENT

(10 Points possible)

When evaluating your project's engagement, panelists evaluate your connection to who you are serving. Panelists assess what your audience and participants will gain from this project and how you will invite them to participate.

*(Must be typed in the space provided. 1500 characters maximum.)*

Describe your audience and participants, i.e., who are you serving?

*(Upload a single document. 4 pages maximum.)*

Upload letters of support from key partners representing the community or audience you will serve.

*(Must be typed in the space provided. 1500 characters maximum.)*

What, if any, specific needs are being addressed?

*(Must be typed in the space provided. 1500 characters maximum.)*

Discuss plans for promoting the project, including strategies for sharing it with your audience and/or community.

*(Select any group(s) that will make up more than 25% of your audience/participants)*

**Does your project involve or engage any of the groups identified below?**

Classroom Students (K-12)

Children/Youth (Age 0 – 18)

Adults (Age 19 – Under 65)

Older Adults (Over 65)

Individuals with disabilities

Individuals below the poverty line

Youth at risk

Military Veterans/Active-Duty Personnel

Individuals with limited English Proficiency

Individuals in Institutions

*(Using whole numbers only, no number range.)*

**How many people do you estimate will be in your audience or participating?**

Adults

Youth

Artists

## FEASIBILITY (Budget)

(10 Points possible based on both budget and narrative responses)

When evaluating your project's feasibility, panelists evaluate your ability to carry out the project. Panelists assess your financial readiness (including your budget and requested amount as it relates to the project) and personnel (including volunteers/anyone involved in doing the work).

### BUDGET

Use the budget table and instructions [\[linked here\]](#) to complete. Make sure to only include Do not include ANY items on this list [\[linked here\]](#).

**Required 1:1 cash match:** Project Grants may cover up to half of the total eligible cash expenses. Projected income must **AT LEAST EQUAL** projected eligible cash expenses in all cases.

#### You can request:

- Organizations –Up to \$5,000 or 50% of projected expenses, whichever is less.
- Artists –Up to \$2,000 or 50% of projected expenses, whichever is less.

Include your grant request on line C. State arts agency income in the *Sources of Project Cash Income* section.

1.	Fiscal Year	Previous	Current	Next
	Operating Income	0	0	0
	Operating Expense	0	0	0
<b>Project Expenses</b>				
2.	Total artistic fees for this project		\$	
3.	Total expenses for this project		\$	
<b>Project In-kind</b>				
4.	Total In-kind for this project		\$	
<b>5. Sources of Project Cash Income</b>				
	A. Earned Income		\$	
	B. Contributed Income		\$	
	C. State Arts Agency Income		\$	
	D. Local Government Income		\$	
	E. Other income (include applicant cash)		\$	
	F. Total project cash income		\$	
<b>6. Sources of Project Cash Expenses - Actual Cash Expenses</b>				
	A. Artistic Fees		\$	
	B. Production Costs (personnel, equip.)		\$	
	C. Space rental		\$	
	D. Marketing (publicity, etc.)		\$	
	E. Other expense		\$	
	F. Total project cash expense		\$	

**FEASIBILITY (Narrative)**

(10 Points possible based on both budget and narrative responses)

When evaluating your project's feasibility, panelists evaluate your ability to carry out the project. Panelists assess your financial readiness (including your budget and requested amount as it relates to the project) and personnel (including volunteers/anyone involved in doing the work).

**NARRATIVE**

Refer to your budget, do any of your planned expenses or income items need clarification for grant panel review?

Yes

No

***If you choose YES, you will need to explain any income/expense items.***

*(Must be typed in the space provided. 1000 characters maximum.)*

Clarify any expense/income items.

*(Upload a single document. 2 pages maximum.)*

Do you have the necessary people to carry out and support a successful project? Upload record of work/biographies for lead staff, key personnel (including volunteers/anyone involved in carrying out this work), contractors, consultants, etc.

## ABOUT YOUR WORK

(10 Points possible based on both record of work and your work)

When evaluating your work, panelists evaluate the artistic ability, skill, and talent as it relates to your project. Panelists want to see proof that your project is an opportunity for the public to engage with and access quality arts programs, activities, and experiences. Panelists assess the artists involved in the project (including volunteers/anyone involved in doing the work) and review your materials.

*(Upload a single document. 2 pages maximum.)*

Who are the artists that will carry out and support a successful project? Upload record of work/biographies for the artists involved in the project.

All applicants **MUST** provide materials showcasing your previous work. If your application does not contain materials, it will not be reviewed. **DO NOT EXCEED 20** materials, samples, examples, documents, links, files, etc.

### **Applicants have two paths for providing materials:**

1. **SHARE MY WORK:** Include direct links to materials; be sure there is easy access, i.e., you do not need a password. Upload materials (PDF documents only).
2. **PORTFOLIO OF MY WORK:** Upload materials using the MEDIA LIBRARY. Create a portfolio attaching MEDIA LIBRARY files to your application.

Keep in mind that panelists will spend an average of 15 minutes reading, watching, and reviewing materials, so selecting appropriate material is important. Preferred format and file types are website links, PDFs, and JPEGs. Links to hosted media are preferred to large media file uploads.

### **We suggest you include:**

- Recent work, created within the last 3 – 5 years. Older samples may be submitted with an explanation.
- Work samples in the order you want them to be viewed. Start with your strongest materials.
- Examples of work you have done in the past that show you can do the type of work you plan to do.
- Examples of the type of work you plan to do.
- Examples of you working alongside the community or audience you will serve.
- 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, etc.
- Quotes, testimonials, feedback: statements you request, e.g., 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.

## SHARE MY WORK

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Here, applicants can include direct links to materials and/or upload materials (PDF documents only).

Keep in mind that panelists will spend an average of 15 minutes reading, watching, and reviewing materials, so selecting appropriate material is important. Preferred format and file types are website links, PDFs, and JPEGs. Links to hosted media are preferred to large media file uploads.

You do not have to provide materials here; you can instead create a portfolio attaching materials you select from your MEDIA LIBRARY in the next section.

*(Must be typed in the space provided. 1500 characters maximum.)*

Direct Links: Include direct links; be sure content does not require a password or present other barriers to easy access. Provide a short description of the media followed by the associated hyperlink. Be sure to include <https://> in the links provided.

*(Upload documents. PDF ONLY.)*



## PORTFOLIO OF MY WORK

All applicants **MUST** provide materials showcasing your previous work. If your application does not contain materials, it will not be reviewed. **DO NOT EXCEED 20 materials, samples, examples, documents, links, files, etc.**

Here, applicants can create a portfolio attaching materials you select from your MEDIA LIBRARY. The MEDIA LIBRARY is not your application. Applicants must attach work samples from the MEDIA LIBRARY to their application. Use this SECTION to attach work samples from your MEDIA LIBRARY. Learn more about that page and how to use the MEDIA LIBRARY by [watching this video](#).

Keep in mind that panelists will spend an average of 15 minutes reading, watching, and reviewing materials, so selecting appropriate material is important. Preferred format and file types are website links, PDFs, and JPEGs. Links to hosted media are preferred to large media file uploads.

You do not have to provide materials here; you can instead include direct links to materials and/or upload materials in the previous section.

 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.

## 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.

**DRAFT REVIEW DEADLINE:** February 10, 2025, at 11:59 pm Central. 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.

**Certify that that you have read, understand, and agree to these statements.**

This application is true and complete. I understand that any funds granted are to be used for the purposes set forth herein.

I am authorized to commit the applicant to abide by all relevant Terms and Conditions.

COPY ONLY