

## Tips for a Successful Grant Application

Grant funding is competitive. Be sure to review the guidelines for your grant. Check out the general tips below and the resources online in the Applicant Portal to help you write a successful grant.

**Learn to Navigate the GoSmart System.** GoSmart (SDAC's online grant system) [provides step-by-step instructions online](#) and a stable of [instructional videos](#) are available.

**Learn to use the Media Library.** GoSmart (SDAC's online grant system) provides step-by-step instructional videos on how to use the Media Library online at <https://www.youtube.com/playlist?list=PLqnUWEndFeHTp3Ijv-fVtQtQ8SX3qEEqu> and instructions on how to "Detach or Uncommit Media in the Media Library" online at <https://www.gosmart.org/uncommit/>. Submit samples of your most recent work that are consistent with and useful in accomplishing your application proposal. Panelists will look for connections between your work samples and your artistic direction.

**Start preparing early.** Applications are submitted electronically through the [GoSmart System](#). Ensure adequate time is allotted to register and upload applicable documents

**Review SDAC's priorities, goals, and strategies.** To help you understand our intention as we move forward, we encourage you to review our complete strategic plan and 2020-2021 addendum (online at <https://artscouncil.sd.gov/NEAFY18/index.aspx> ). Use this plan as a guide to explain how your grant proposal incorporates our mission and goals to advance the arts in your community.

**Pay attention to deadlines – applications WILL NOT be accepted past the deadline of March 1, 2021.**

**Follow the instructions and application guidance carefully.** Read the entire Guide to Grants and follow instructions carefully. All prospective applicants should review the eligibility criteria found in the Guide to Grants. Awards are made to South Dakota organizations and artists. The Guide to Grants outlines who is eligible to apply and any special eligibility requirements. Contact SDAC staff if additional assistance is required.

**All sections of the application are required for submittal.** Be sure to include any additional materials or documents. Pay close attention to the scoring criteria and address all points to the best of your ability.

**Be concise and clear.** Make each point understandable. Provide accurate information, including candid accounts of problems and realistic plans to address them. Make sure the information provided is consistent throughout the application. When writing your proposal, be clear and concise, establish your major points, and avoid unnecessary complexity. These points are the primary items on which the application will be evaluated.

**Keep the audience in mind.** Reviewers will evaluate only the information provided in the application. The application and responses to program requirements and expectations should be complete and clearly written. Do not assume that reviewers are familiar with your organization. Keep the review criteria in mind when writing the application.

**Proofread the application.** Avoid misspellings and grammatical errors. Pass your application on to someone else for review. Have an unbiased third party read your application.

**Consider requesting a Draft Review.** SDAC staff help applicants improve their applications by checking for mistakes or omissions that might cause ineligibility. Draft review deadline closes at 11:59 PM CST, Feb. 9, 2020.