

A NOTE TO GRANT APPLICANTS

At the South Dakota Arts Council, we appreciate and work to support the arts across our state. We believe in our purpose to serve South Dakotans and their communities through the arts. 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. We see deeper public awareness broadening appreciation for the fine arts; better arts education reviving school environments; wider access to the arts fostering understanding among cultures; and artists and arts organizations enhancing the quality of life for all South Dakotans.

Future.

Every three to five years the South Dakota Arts Council casts a new vision and establishes new goals for the development of a comprehensive state arts plan. In the midst of a pandemic in 2020, the South Dakota Arts Council updated the current state arts plan to provide strategic direction through Sept. 30, 2021. Our focus is on equity. Through the remainder of the current state plan and beyond, we will strive to shift our work from equal to equitable through policy, process, and practice. We seek to develop a sustainable equity practice through access, inclusion, diversity, and equality. Our overarching goal, "Striving for Equity," takes us in a new direction with our plan. Three driving forces guide us through our plan: learn, connect, progress.

To help you understand our intention as we move forward, we encourage you to review our complete strategic plan and the addendum extending it (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.

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 Tourism 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 seriously this great responsibility.

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POLICIES FOR GRANT SUPPORT

The South Dakota Arts Council has established policies regarding categories of grant support requiring special attention or clarification. Over the years, the following policies have been adopted:

Professionalism. Rather than attempting to define the term “professional artist,” the consensus of the Council is that the basis for awarding grants to artists shall be the quality of the artist’s work (as provided and presented within the application).

Support of resident artists and South Dakota arts organizations. The Council recognizes the crucial role of South Dakota’s artists and arts organizations. Priority is given to those projects involving South Dakota artists and arts organizations.

Continuing grants. Arts Council support should be considered supplementary. Although continued support may be awarded to an organization, no guarantee can be made for support from year to year.

Accessibility. All events funded by the South Dakota Arts Council (SDAC) must be accessible to persons with disabilities, including accommodations for those with visual, hearing, mobility, and learning impairments.

SDAC does not discriminate against any person on the grounds of race, color, national origin, sex, or physical or mental disability. The Council has the responsibility of ensuring that all programs using federal funds allocated by SDAC are equally accessible to all people. The Council adheres to federal Fair Labor Standards and non-discrimination guidelines stated in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the 1990 Americans with Disabilities Act. The Council requires that those accepting SDAC grant money also comply with these guidelines.

Arts Expansion and Equity. In addition, the Council strives to build active cultural participation with all ethnic and minority groups, particularly American Indians living in the state through the Council's Arts Expansion policy statements:

- The Council promotes the development of artistic work and presentations suited to the state's diverse resources and needs of small towns and geographically isolated areas.
- Educational opportunities at the state's post-secondary institutions are encouraged and supported for the development of artists to work in South Dakota.
- The Council strives to encourage private and public-sector support of cultural development, planning, and funding of the arts in South Dakota.
- The Council seeks to remove social, economic, and physical barriers to cultural activities to ensure that all citizens have a role in cultural policy and decision-making.

WE MAY FUND

The South Dakota Arts Council encourages the development of new projects and those which strengthen existing arts programs.

Priority is given to quality projects which:

- Employ professional artists, especially those living in South Dakota.
- Focus on underdeveloped arts disciplines.
- Recognize and relate to the cultural needs of the state and community.
- Make the arts available to new, minority, and geographically isolated audiences.
- Bring the arts into schools with the support of the local school.
- Advance the role of the arts in economic development efforts.
- Enhance cultural tourism.

WE DO NOT FUND

- Capital improvements, new construction, or restoration.
- Costs associated with fundraising activities such as galas, parties, or other events where alcohol is available (these items listed **CANNOT** be included in your application or evaluation as they are a direct violation of our partnership agreement with the National Endowment for the Arts).
- Tuition assistance and scholarships for which the primary purpose is to generate academic credit.
- Prize money for competitions.
- Events or projects that have already taken place.
- Events or projects that do not take place within the defined period of time (July 1, 2021 – June 30, 2022).
- Costs of entertainment, including amusement and social activities such as receptions, parties, galas, dinners, etc., and any associated costs including catering, alcohol, planning, staffing, supplies, etc. (these items listed **CANNOT** be included in your application or evaluation as they are a direct violation of our partnership agreement with the National Endowment for the Arts).
- Arts projects that exclude the public. This includes performances and workshops which are available to the public only through a subscription season ticket or membership.
- Arts activities that occur during a religious service. Faith-based and religious organizations must meet the “Requirements for Eligibility”. The primary purpose of the proposed program must be artistic expression and must be open to the public.
- Projects involving travel outside the state, except when projects involve South Dakota Arts Council cooperative projects with neighboring states, Fellowship or Artist project grants, Artist Career Development Grants, Artist Collaboration Grants, Traditional Arts Apprenticeship Grants.

SUPPORT AND RESOURCES

The South Dakota Arts Council (SDAC) has several **resources to assist grant applicants**. These materials can be found online in the Grant [Applicant Portal](#) and include:

Guide to Grants: Document provides information about grants available to individual artists and nonprofit organizations. Available online in the [Applicant Portal](#).

Guide to Required Materials: Document provides information about grant materials that applicants, both individual artists and nonprofit organizations, should include with their grant applications. Available online in the [Applicant Portal](#).

South Dakota Arts Council’s Strategic Plan: To best understand our priorities, goals, and strategies, we encourage you to review this document online (<https://artscouncil.sd.gov/NEAFY18/index.aspx>).

Tips for Applicants: Grant funding is competitive. Be sure to review the guidelines for your grant. Check out the next page of this document and the resources in the [Applicant Portal](#) to help you write a successful grant.

SDAC Grant Applicant Facebook Group: Join the SDAC Grant Applicant Facebook group to pose questions to staff and other grant applicants – online at <https://www.facebook.com/groups/486354835191552/members/>.

Online Grant System How-to: GoSmart (the SDAC’s online grant system) [provides step-by-step instructions online](#) and a stable of [instructional videos](#) are available.

“ASK THE ARTS COUNCIL” Watercooler Chats: SDAC staff will host bi-weekly conversations to answer applicant questions and provide tips about what makes a good grant application, including examples of strong grant applications and discussion on panelist scoring criteria. Schedule and registration information to come via our online mailing list, if you are not a member, register at https://mailchi.mp/ea729649b7a2/sdac_newsletter

Draft Review: Draft review deadline closes at 11:59 PM CST, Feb. 7, 2021. SDAC staff members offer a draft review prior to final grant submission deadlines to help applicants improve their applications by checking for mistakes or omissions that might cause ineligibility. Staff will review the grant narrative, budget section, and support materials for compliance and consistency. Draft reviews do not provide grammatical editing or rewriting services. SDAC staff will provide feedback to the applicant in time to make corrections ahead of the submission deadline.

TIPS FOR APPLICANTS

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.

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. 7, 2021.

GRANT APPLICATION REVIEW PROCESS

Applications must be submitted by **11:59 PM CST on Monday, March 1, 2021**. The online grant system automatically closes at this time.

- Applicants requesting a **Draft Review** must complete their application and request a review from SDAC staff by 11:59 PM CST on Feb. 7, 2021 (**DO NOT** submit your application until you have received feedback from the SDAC office and completed the recommended changes). Applications not submitted by the early-bird assistance deadline will be moved to submitted status and reviewed by panelists as is.
- Arts discipline panels made up of peer reviewers read each application and review its supporting documentation, scoring each application based on the review criteria.
- A South Dakota Arts Council (SDAC) advisory board member chairs each panel and will present funding recommendations to the full Council. An SDAC staff member will serve as a nonvoting panel facilitator.
- Final review and action is taken at a full meeting of the Council after panel reports and recommendations are presented.

Peer Review Panels

All grant applications will be reviewed by a panel of peers with expertise in the specific arts discipline. The grant panels will use the specific criteria of each grant category to evaluate and score the applications. Panels consist of a minimum of one in-state professional, one out-of-state professional, and one Council member, who serves as chair. Panelists are selected for expertise in discipline areas; diversity of background, experience, and geography; and the ability to make the necessary commitment of time and energy to the SDAC panel process.

Panelists review all applications assigned to provide an objective evaluation of grant applications based upon the philosophical commitments of the Arts Council to [Artistic Excellence](#) and [Artistic Merit](#). Following the panelists' review of each application, scoring and funding are discussed on a conference call, and then each panel decides on a recommendation for funding.

Final action on grant awards and amounts is the responsibility of the South Dakota Arts Council and takes place at its spring meeting. The Council's action is forwarded to the Governor's office for final approval prior to applicant notification.

Appeals Process

Any applicant who disputes the decision of the Council or staff must follow the appeal procedure as established by South Dakota Arts Council Administrative Rules. A copy of Chapter 24:50:01 Grant Assistance is available upon request from SDAC and is available [online](#). Incomplete or late applications are denied an appeals process.

REVIEW CRITERIA AND SCORING

All applications must be evaluated according to their “Artistic Excellence” and “Artistic Merit.”

Artistic Excellence

- Quality of the artists, arts organizations, arts education providers, works of art, or services that the project will involve, as appropriate.
- Artistic significance of the project.

Artistic Merit

- Extent to which the project deepens and extends the arts' value, including the ability to foster new connections and to exemplify creativity and innovation. This includes how the project may:
 - Prove transformative with the potential for meaningful change;
 - Be distinctive by offering fresh insights and new value for the field and/or the public through unconventional solutions; and
 - Be shared and/or emulated or lead to other advancements in the field.
- Potential to achieve results consistent with SDAC major goals.
- Appropriateness of the proposed performance measurements and their ability to demonstrate the selected SDAC objective was achieved.
- Potential impact on artists (including evidence of direct payment), the artistic field, and the organization's community.
- Appropriateness of the project to the organization's mission, audience, community, and/or constituency.
- Plans for documentation, evaluation, and dissemination of the project results as appropriate.
- Ability to carry out the project based on such factors as the appropriateness of the budget, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the project's personnel.
- Where appropriate, potential to reach underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.
- Extent to which a project is inclusive of individuals from all demographic backgrounds of the community and physical and cognitive abilities; and where applicable, the extent to which a project specifically addresses the issue of inclusion.

INDIVIDUAL ARTISTS

REQUIREMENTS FOR ELIGIBILITY

Applicants must be residents of South Dakota for at least **one year** prior to the start of, and remain residents throughout, the grant cycle (July 1, 2021 – June 30, 2022). Artists interested in an Artist Fellowship must be residents of South Dakota for at least **two years** prior to the date of their application (March 1, 2021) and remain residents throughout the grant cycle (July 1, 2021 – June 30, 2022). [Please refer to the Artist Fellowship grant guidelines for details.]

Artists may apply for only one of the following grants during an application period: Artist Fellowship, Artist Collaboration Grant, Artist Project Grant, Artist Career Development Grant, or Traditional Arts Apprenticeship Grant.

The South Dakota Arts Council **DOES NOT** fund:

- Academic research or formal study toward an academic or professional degree.
- Students pursuing high school diplomas and graduate or undergraduate degrees. These individuals **ARE NOT** eligible.
- Past recipients of Artist Fellowships are not eligible to apply for an Artist Career Development grant and may not apply for other artist grants within a three-year period following the Fellowship award.
- Recipients of an Artist Career Development grant are not eligible to apply again for a three-year period. Recipients of this grant, however, may apply the next year in other categories of support.
- Currently serving South Dakota Arts Council board members and staff are not eligible.

If you are unsure of which grant to apply for, please contact our office and we'll do our best to guide you.

DEADLINE

Applications open Dec. 16, 2020.

Draft Review deadline closes at 11:59 PM CST, Feb. 7, 2021. *SDAC encourages all applicants (especially first-time artist applicants) to take advantage of this opportunity.*

Applications close at 11:59 PM CST, March 1, 2021.

OPPORTUNITIES - GRANTS FOR ARTISTS

Please refer to the specific guidelines for each grant category for further information about eligibility and funding parameters.

[Artist Career Development Grants](#) provide financial support to emerging artists committed to advancing their work and careers as artists.

[Artist Fellowships](#) are awarded to South Dakota artists who demonstrate outstanding professional records of accomplishment and reward their individual artistic excellence in any arts discipline.

[Artist Collaboration Grants](#) support the collaboration of two South Dakota artists or a South Dakota artist and an out-of-state artist for the purpose of advancing their work and careers and contributing to the arts in each of their communities.

[Traditional Arts Apprenticeship Grants](#) support the continuation of South Dakota's traditional arts and cultures by providing grants to master artists to teach qualified apprentices.

[Artist Project Grants](#) support individual artists in their pursuit of a specific project that benefits themselves and the public.

GRANT GUIDELINES - GRANTS FOR ARTISTS

ARTIST CAREER DEVELOPMENT GRANT

ELIGIBILITY

Applicants must be residents of South Dakota for at least one year prior to the start of, and remain residents throughout, the grant cycle (July 1, 2021 – June 30, 2022).

Artists may only apply for **ONE** of the following grants per year: Artist Fellowship, Artist Collaboration Grant, Artist Project Grant, Artists Career Development Grant, or Traditional Arts Apprenticeship Grant.

WE MAY FUND

Artist Career Development Grants support South Dakota artists to:

- Produce new work.
- Market or promote work associated with a specific project.
- Reach new geographic or social audiences for their existing work.

WE DO NOT FUND

The South Dakota Arts Council **DOES NOT** fund:

- Artist Career Development Grant recipients are eligible to apply for and receive this grant every **three years**. For example, an artist awarded an Artist Career Development Grant in July 2019 (FY20) **CANNOT REAPPLY** for this grant category until the winter of 2022 (FY23). Recipients of this grant, however, may apply the next year in other categories of support.
- Academic research or formal study toward an academic or professional degree is not eligible for funding.
- Students pursuing high school diplomas and graduate or undergraduate degrees are not eligible.
- Past recipients of Artist Fellowship Grants are not eligible.
- Currently serving South Dakota Arts Council board members and staff are not eligible.

GRANT AMOUNT

Grant amounts of \$2,000 will be awarded on a non-matching basis. Artist Career Development Grants provide financial support to emerging South Dakota artists committed to advancing their work and careers as artists. This grant category is very competitive. The total number of grants awarded each year will be left to the discretion of the South Dakota Arts Council, depending on total budget and applicant qualifications.

PROJECT PERIOD

All work presented in the grant application, narrative, and included in the projected budget expenses must take place within the defined period of time (July 1, 2021 – June 30, 2022).

SCORING CRITERIA

All grant applications will be reviewed by a peer review panel. Grant reviewers will use the following criteria to evaluate and score the applications:

- Quality of the applicant's work as demonstrated by the work samples submitted. Artistic quality accounts for 50% of an applicant's total score and plays a critical role in panel ratings and funding recommendations. Artistic quality is determined only by the quality of the submitted documentation. (Up to 30 points)
- Record of professional activity and achievement as demonstrated in the support materials. (Up to 10 points)
- How an Artist Career Development Grant will contribute to the artist's professional growth and career advancement. (Up to 10 points)

- Potential for contribution to higher standards for the arts in South Dakota. (Up to 10 points)

ARTIST STATEMENT AND NARRATIVE

Provide a document (no more than two pages) including an artist statement and narrative addressing the following:

1. ARTIST STATEMENT
 - a. Explain your artistic work. For example, what are the key ideas, issues, struggles, and goals within your work or studio practice?
2. NARRATIVE
 - a. Address how this grant will advance your professional career and/or contribute to your professional growth.
 - b. In what ways do you believe your work has potential to contribute to a higher standard for the arts in South Dakota?
 - c. Why do you believe grant support is essential at this stage of your career?

BUDGET

Complete a pre-existing budget form specifying the projected use of grant funds.

REQUIRED MATERIALS

Please note: If you submit your application without ALL of the following items, it WILL be deemed incomplete by the review panel and WILL NOT be considered for grant funding.

Project Summary: Provide the basic Who, What, When, Where, and How in the summary of the applicant's proposal.

List of Dates of Project Events/Activities: All planned project events/activities and expenditures must take place within the defined time (July 1, 2021 – June 30, 2022).

Artist Statement and Narrative: Provide a document (no more than two pages) addressing the points provided above.

Professional Artist Résumé: Upload your professional artist résumé (no more than five pages); be certain to highlight your record of activity and achievement in the arts.

Work Samples: Include representative materials that illustrate, provide context for, and affirm your artistic ability. Work samples can include images, audio, video, and written documents. You may attach 10 samples to your application, and we strongly encourage you to provide the panel with 10 samples. ***SDAC will NO LONGER accept support documentation submitted by mail.***

Support Documentation: Consider including current letters of support, newspaper reviews or articles relative to your work, brochures, programs or exhibition catalogues, or photos of your work on display. ***SDAC will NO LONGER accept support documentation submitted by mail.***

Budget: Complete the pre-existing budget form outlining specific project expenses. All submitted expenses must be related to the proposed project and take place within the defined grant period (July 1, 2021 – June 30, 2022).

Refer to the **GUIDE TO REQUIRED MATERIALS document for further details on Work Samples and Support Materials (online in the [Applicant Portal](#))**

GRANT GUIDELINES - GRANTS FOR ARTISTS

ARTIST FELLOWSHIP

Artist Fellowships reward individual artistic excellence in any arts discipline. They are awarded to South Dakota artists who demonstrate outstanding professional records of accomplishment.

ELIGIBILITY

Applicants must be residents of South Dakota for at least **two years** prior to the date of their application (March 1, 2021) and remain residents throughout the grant cycle (July 1, 2021 – June 30, 2022).

Artists may only apply for **ONE** of the following grants per year: Artist Fellowship, Artist Collaboration Grant, Artist Project Grant, Artists Career Development Grant, or Traditional Arts Apprenticeship Grant.

WE MAY FUND

Artist Fellowships are designed to:

- Recognize South Dakota artists of exceptional talent and achievement in any arts discipline.
- Encourage the creative achievement of South Dakota artists.
- Acknowledge South Dakota artists who have contributed to higher standards for the arts in the state.
- Assist South Dakota artists in the continued development of their careers in the arts.

WE DO NOT FUND

The South Dakota Arts Council **DOES NOT** fund:

- Artists with limited publication, performance, or exhibition records should apply for the [Artist Career Development Grant](#) rather than an Artist Fellowship.
- Artist Fellowship recipients are not eligible to apply again for three years. For example, an artist awarded an Artist Fellowship in July 2019 (FY20) **CANNOT REAPPLY** for any artist grants until the winter of 2022 (FY23).
- Academic research or formal study toward an academic or professional degree is not eligible for funding.
- Students pursuing high school diplomas and graduate or undergraduate degrees are not eligible.
- Currently serving South Dakota Arts Council board members and staff are not eligible.

GRANT AMOUNT

Grants of \$5,000 will be awarded on a non-matching basis. Artist Fellowships are granted to South Dakota artists in recognition of their exceptional talent and past artistic achievement and to encourage future artistic growth. This grant category is very competitive. The total number of grants awarded each year will be left to the discretion of the South Dakota Arts Council, depending on total budget and applicant qualifications.

PROJECT PERIOD

All work presented in the grant application, narrative, and included in the projected budget expenses must take place within the defined period of time (July 1, 2021 – June 30, 2022).

SCORING CRITERIA

All grant applications will be reviewed by a peer review panel. The panelists will use the following criteria to evaluate and score applications:

- Quality of the applicant's work as demonstrated by the work samples submitted. Artistic quality accounts for 50% of an applicant's total score and plays a critical role in panel ratings and funding recommendations. Artistic quality is determined only by the quality of the submitted documentation. (Up to 30 points)

- Record of professional activity and achievement as demonstrated in professional artist résumé and support materials. (Up to 10 points)
- How an Artist Fellowship will contribute to the artist’s professional growth and career advancement. (Up to 10 points)
- Potential for contribution to higher standards for the arts in South Dakota. (Up to 10 points)

ARTIST STATEMENT AND NARRATIVE

Provide a document (no more than two pages) including an artist statement and narrative addressing the following:

1. ARTIST STATEMENT
 - a. Explain your artistic work. For example, what are the key ideas, issues, struggles, and goals within your work or studio practice?
2. NARRATIVE
 - a. Address how this grant will advance your professional career and/or contribute to your professional growth.
 - b. In what ways do you believe that your work has potential to contribute to a higher standard for the arts in South Dakota?
 - c. Why do you believe grant support is essential at this stage of your career?

REQUIRED MATERIALS

Please note: *If you submit your application without ALL of the following items, it WILL be deemed incomplete by the review panel and WILL NOT be considered for grant funding.*

Project Summary: Provide the basic Who, What, When, Where, and How in the summary of the applicant’s proposal.

List of Dates of Project Events/Activities: All planned project events/activities and expenditures must take place within the defined time (July 1, 2021 – June 30, 2022).

Artist Statement and Narrative: Provide a document (no more than two pages) addressing the points provided above.

Professional Artist Résumé: Upload your professional artist résumé (no more than five pages); be certain to highlight your record of activity and achievement in the arts.

Work Samples: Include representative materials that illustrate, provide context for, and affirm your artistic ability. Work samples can include images, audio, video, and written documents. You may attach 10 samples to your application, and we strongly encourage you to provide the panel with 10 samples. ***SDAC will NO LONGER accept support documentation submitted by mail.***

Support Documentation: Consider including current letters of support, newspaper reviews or articles relative to your work, brochures, programs or exhibition catalogues, or photos of your work on display. ***SDAC will NO LONGER accept support documentation submitted by mail.***

Refer to the **GUIDE TO REQUIRED MATERIALS document for further details on Work Samples and Support Materials (online in the [Applicant Portal](#))**

GRANT GUIDELINES - GRANTS FOR ARTISTS

ARTIST COLLABORATION GRANT

Artist Collaboration Grants support the collaboration of two South Dakota artists or one South Dakota artist and one out-of-state artist for the purpose of advancing their work and careers and contributing to the arts in each of their communities. Online applicants MAY prepare video applications responding to the questions posed in the application rather than written material.

ELIGIBILITY

The applicant must be a resident of South Dakota for at least one year prior to the start of, and remain a resident throughout, the grant cycle (July 1, 2021 – June 30, 2022). The collaborator does not need to be a South Dakota resident.

Artists may only apply for **ONE** of the following grants per year: Artist Fellowship, Artist Collaboration Grant, Artist Project Grant, Artist Career Development Grant, or Traditional Arts Apprenticeship Grant.

WE MAY FUND

Artist Collaboration Grants support South Dakota artists to:

- Produce new work.
- Reach new geographic or social audiences for their existing work.
- Create an artistic collaboration.

A collaboration may partner two artists working in the same discipline or two artists working in different disciplines. Artist Collaboration Grants are designed to:

- Support and expand the creative achievement of South Dakota artists.
- Assist South Dakota artists in continued development of their careers in the arts.
- Support a collaboration between two artists that will result in benefits to South Dakota and may result in benefits elsewhere.

WE DO NOT FUND

The South Dakota Arts Council **DOES NOT** fund:

- Artist Collaboration Grant recipients are not eligible to apply in this grant category again for three years. For example, an artist awarded an Artist Collaboration Grant in July 2020 (FY21) **CANNOT REAPPLY** for this grant category until the Spring of 2023 (FY24). Recipients of this grant, however, may apply the next year in other categories of support.
- Academic research or formal study toward an academic or professional degree is not eligible for funding.
- Students pursuing high school diplomas and graduate or undergraduate degrees are not eligible.
- Currently serving South Dakota Arts Council board members and staff are not eligible.

GRANT AMOUNT

Grant amounts of up to \$6,000 will be awarded on a non-matching basis. The Artist Collaboration Grant is awarded to expand the horizons and artistic base of South Dakota artists by encouraging artistic collaboration. This grant category is very competitive. The total number of grants awarded each year will be left to the discretion of the South Dakota Arts Council, depending on total budget and applicant qualifications.

PROJECT PERIOD

All work presented in the grant application, narrative, and included in the projected budget expenses must take place within the defined period of time (July 1, 2021 – June 30, 2022).

SCORING CRITERIA

All grant applications will be reviewed by a peer review panel. The panelists will use the following criteria to evaluate and score the applications:

- Quality of the applicant’s work as demonstrated by the work samples submitted. Grant panelists assess the artistic quality of both the lead and collaborating artists. Artistic quality accounts for 50% of an applicant’s total score and plays a critical role in panel ratings and funding recommendations. Artistic quality is determined only by the submitted documentation. (Up to 20 points per artist)
- Record of professional activity and achievement as demonstrated in the professional artist résumé and support material. Grant panelists assess the record of professional activity and achievement of both the lead and collaborating artists. (Up to 10 points)
- Complete description of the project. (Up to 10 points)
- How this Artist Collaboration Grant will contribute to the South Dakota artist’s professional growth and career advancement. Why is support important to the development of the South Dakota artist’s career at this time? (Up to 10 points)
- How the collaboration contributes to the overall quality of the arts in South Dakota and benefits the state and, when appropriate, the out-of-state artist’s region. (Up to 10 points)

ARTIST COLLABORATION NARRATIVE

Applicants MAY include video responses to the questions posed in the application rather than written responses.

1. INTRODUCTION

- a. Provide a clear description of the artist collaboration.
 - i. Describe the plan for the artist collaboration: What will happen, who will participate, where will it take place, and when?
- b. Identify and introduce the collaborating artists.
 - i. Provide an artist statement for each artist explaining their artistic work.
 - ii. Explain the role each artist will play throughout the project.
 - iii. Provide some insight on your shared vision for the artist collaboration.

2. OUTCOMES OF THE COLLABORATION

- a. Outline the goals of this collaboration and explain how outcomes will be measured.
- b. Explain how this collaboration will contribute to the South Dakota artist’s professional growth and career advancement.
- c. Explain how the collaboration contributes to the overall quality of the arts in South Dakota and benefits the state and, when appropriate, the out-of-state artist’s region.

BUDGET

Complete a pre-existing budget form specifying the projected use of grant funds. Examples of appropriate use of funds include supplies, travel, and artists’ time, but are not limited to those examples.

REQUIRED MATERIALS

Please note: If you submit your application without ALL of the following items, it WILL be deemed incomplete by the review panel and WILL NOT be considered for grant funding.

Project Summary: Provide the basic Who, What, When, Where, and How in the summary of the applicant’s proposal.

List of Dates of Project Events/Activities: All planned project events/activities must take place within the defined grant period (July 1, 2021 – June 30, 2022).

Narrative: Provide a document (no more than four pages) addressing the points provided above.

Budget: Complete the pre-existing budget form outlining all project expenses (for the project only). All submitted expenses must be related to the proposed project and take place within the defined grant period (July 1, 2021 – June 30, 2022).

Professional Artist Résumés: Upload your professional artist résumé and the collaborating artist's professional artist résumé (no more than five pages per document); be certain to highlight your record of activity and achievement in the arts.

Work Samples: Include representative materials that illustrate, provide context for, and affirm your artistic ability and that of the collaborating artist. Work samples can include images, audio, video, and written documents. You may attach 10 samples to your application, and we strongly encourage you to provide the panel with 10 samples. ***SDAC will NO LONGER accept support documentation submitted by mail.***

Support Documentation: Consider including current letters of support, newspaper reviews or articles, brochures, programs or exhibition catalogues, or photos of your work and the work of the collaborating artist on display. ***SDAC will NO LONGER accept support documentation submitted by mail.***

Refer to the **GUIDE TO REQUIRED MATERIALS document for further details on Work Samples and Support Materials (online in the [Applicant Portal](#))**

GRANT GUIDELINES - GRANTS FOR ARTISTS

TRADITIONAL ARTS APPRENTICESHIP GRANT

Traditional Arts Apprenticeship Grants support the continuation of South Dakota's traditional arts and cultures by providing grants to master artists to teach qualified apprentices.

NOTE TO APPLICANTS

The master artist and apprentice(s) must apply together and may submit their application by mail or through the South Dakota Arts Council's online grant system. **All materials submitted by mail must be postmarked by March 1, 2021.** Applicants can download the application online (<https://artscouncil.sd.gov/grants/traditionalarts.pdf>) or may request a paper copy of the **TRADITIONAL ARTS APPRENTICESHIP GRANT GUIDE** by phone (605.773.3301) or email (sdac@state.sd.us). Online applicants MAY prepare video applications responding to the questions posed in the application rather than written material.

ELIGIBILITY

Apprentice applicants must be residents of South Dakota for at least one year prior to the start of, and remain residents throughout, the grant cycle (July 1, 2021 – June 30, 2022). The master artist may be a South Dakota resident or reside elsewhere.

Artists may only apply for **ONE** of the following grants per year: Artist Fellowship, Artist Collaboration Grant, Artist Project Grant, Artists Career Development Grant, or Traditional Arts Apprenticeship Grant.

DEFINITIONS

Traditional Arts (or Folk Arts): Artistic practices that have a community or family base and express that community's heritage. Most traditional arts have endured through several generations. Typical communities are ethnic, tribal, occupational, regional, or religious groups. The skills are usually learned informally and passed on from one generation to the next by observation and imitation rather than through academic or formal means.

Apprenticeship: A time-honored system by which skills, techniques, values, and artistry are learned under the guidance of a recognized master.

Master Artist: Someone who is recognized generally by his or her community and peers as an exemplary practitioner of a traditional art form.

Apprentice: Someone who learns under the guidance of a master artist. Prospective apprentices should have some prior experience in the traditional art form they wish to learn and have a serious long-term commitment to continuing the art form.

WE MAY FUND

Traditional Arts Apprenticeship Grants are designed to:

- Recognize the achievements of South Dakota traditional artists.
- Provide support for traditional artists in passing on their skills and knowledge to committed apprentices.
- Strengthen the commitment of South Dakota traditional artists to their long-term work.

Examples of eligible art forms include, but are not limited to, the following: saddle-making, Native American and European style quilting, rawhide and buckskin work, quill work, bead work, traditional music and dance such as Czechoslovakian accordion music or pow wow songs and dances, basket weaving, wood carving, rug braiding, lace-making and other needlework.

WE DO NOT FUND

The South Dakota Arts Council **DOES NOT** fund:

- Arrangements with more than three apprentices are not eligible. Apprenticeship Grants are not intended to support large classes, but rather, intensive individual teaching and learning experiences.
- Examples of art forms that are not eligible under this program include the work of professional teachers or contemporary studio craft workers, re-creations of antiques or past traditions like mountain man crafts, or contemporary interpretations of traditional art forms (for instance, a theater artist who wants to create a performance based on traditional storytelling or dance).
- Students pursuing graduate or undergraduate degrees are not eligible.
- Academic research or formal study toward an academic or professional degree is not eligible for funding.
- Currently serving South Dakota Arts Council board members and staff are not eligible.

GRANT AMOUNT

Grant amounts of up to \$4,000 will be awarded on a non-matching basis. The number of Traditional Arts Apprenticeship Grants awarded each year will be left to the discretion of the South Dakota Arts Council, based on the Council's budget and the quality of applications.

PROJECT PERIOD

All work presented in the grant application, narrative, and included in the projected budget expenses must take place within the defined grant period (July 1, 2021 – June 30, 2022).

Most apprenticeships in this program probably will include between 100 and 120 hours of guidance over a period of six to 12 months. However, we recognize that each art varies and expect the lengths of proposed apprenticeships to differ.

During the artist's apprenticeship, a representative of the South Dakota Arts Council will visit with the master artist and the apprentice to document the process. SDAC staff may record interviews and photograph progress at that time.

SCORING CRITERIA

All grant applications will be reviewed by a Traditional Arts/Folk Arts discipline review panel. The panelists will use the following criteria to evaluate and score applications:

- Degree to which the art form is endangered. (Up to 10 points)
- Feasibility and thoughtfulness of the timetable and work plan. (Up to 10 points)
- Shared membership of the master artist and apprentice in the cultural community (family, ethnic, tribal, religious, occupational, etc.) where the traditional art form originates. (Up to 10 points)
- Significance of the art form to the community or group. (Up to 10 points)
- Extent of the apprentice's prior familiarity with the art form and artistic merit of their work. (Up to 10 points)
- Traditional and artistic merit of the master artist's work. (Up to 10 points)

REQUIRED MATERIALS

Please note: If you submit your application without ALL of the following items, it WILL be deemed incomplete by the review panel and WILL NOT be considered for grant funding.

Application Form: Complete the application form online or submit your application and support materials by mail. Applicants can apply through SDAC's online grant system. Applicants who would prefer to mail their applications can download the form online (<https://artscouncil.sd.gov/grants/traditionalarts.pdf>) or request a paper copy by phone (605.773.3301) or email (sdac@state.sd.us).

Master Artist and Apprentice Narrative: The application form includes questions to be addressed by the master artist, the apprentice, and collectively by both artists. Be certain to respond to all the questions posed in the application. Online applicants MAY include video responses to the questions posed in the application rather than written responses.

List of Dates of Project Events/Activities: All planned project events/activities must take place within the defined grant period (July 1, 2021 – June 30, 2022).

Budget: Complete the pre-existing budget form outlining all project expenses (for the project only). All submitted expenses must be related to the proposed project and take place within the defined grant period (July 1, 2021 – June 30, 2022).

Work Samples: Include representative materials that illustrate, provide context for, and affirm your artistic ability. Work samples can include images, audio, video, and written documents. You may attach 10 samples to your application, and we strongly encourage you to provide the panel with 10 samples.

Applicants submitting paper applications: You may include your digital work samples as a hard copy along with your application or by email to Annie Hatch (Folk Arts Consultant) at SDTraditionalArts@outlook.com.

Refer to the **GUIDE TO REQUIRED MATERIALS document for further details on Work Samples and Support Materials (online in the [Applicant Portal](#))**

GRANT GUIDELINES - GRANTS FOR ARTISTS

ARTIST PROJECT GRANT

Artist Project Grants support individual artists in their pursuit of a specific project that benefits themselves and the public. Artist Project Grants require matching funds.

ELIGIBILITY

Applicants must be residents of South Dakota for at least one year prior to the start of, and must remain residents throughout, the grant cycle (July 1, 2021 – June 30, 2022).

Artists may only apply for **ONE** of the following grants per year: Artist Fellowship, Artist Collaboration Grant, Artist Project Grant, Artists Career Development Grant, or Traditional Arts Apprenticeship Grant.

WE MAY FUND

Artist Project Grants are designed to:

- Recognize talented artists in any arts discipline.
- Encourage the creative achievement of South Dakota artists.
- Encourage artists to plan and implement projects that benefit the public.
- Encourage artists to collaborate with community organizations.

WE DO NOT FUND

The South Dakota Arts Council **DOES NOT** fund:

- Artists and organizations may not seek SDAC funds for the same project.
- Artist Fellowship and Artist Collaboration Grant recipients are not eligible to apply for an Artist Project Grant for three years after the completion of their grant period. For example, an artist awarded an Artist Fellowship or Artist Collaboration Grant in July 2020 (FY21) **CANNOT APPLY** in this grant category until the winter of 2023 (FY24). Recipients of this grant, however, may apply the next year in other categories of support.
- Academic research or formal study toward an academic or professional degree is not eligible for funding.
- Students pursuing high school diplomas and graduate or undergraduate degrees are not eligible.
- Currently serving South Dakota Arts Council board members and staff are not eligible.

GRANT AMOUNT

Grants of up to \$2,000 will be awarded to individual artists to fund specific arts-related activities that incorporate the applicant's artistry with a project that benefits the public. Applicants **CANNOT** request more than 50% of the total projected costs, and all grant funds **MUST** be matched at least dollar for dollar by the applicant. Applicants are strongly encouraged to partner with a community organization(s) that may assist in providing that cash match (in dollars). The number of Artist Project Grants awarded each year will be left to the discretion of the South Dakota Arts Council, based on the Council's budget and the artistic excellence and merit of applications.

PROJECT PERIOD

All work presented in the grant application, narrative, and included in the projected budget expenses must take place within the defined grant period (July 1, 2021 – June 30, 2022).

SCORING CRITERIA

All grant applications will be reviewed by a peer review panel. The panelists will use the following criteria to evaluate and score the applications:

- Complete description of the proposed project including how the applicant's artistic skills will be incorporated in the project. (Up to 10 points)
- How the project will make a positive contribution to the arts and/or quality of life in the community or region. (Up to 10 points)
- Record of the artist's professional activity and artistic achievement as determined from the work samples and the professional artist résumé. (Up to 10 points)
- Detailed description the artist's intended use of grant funds for the proposed project, including a realistic budget showing a 1-to-1 cash match. (Up to 10 points)

Bonus points (each item is worth one additional point) will be given to applications that reveal:

- Especially innovative or creative projects.
- Involvement of underserved populations including artists and audiences in the communities within the borders of the nine American Indian reservations in South Dakota; people of color, refugee and immigrant populations; people with disabilities; non-English speaking people; low-income individuals and families; rural communities that are geographically isolated.
- Inclusion or development of advocacy, visibility, or public awareness of the arts as specifically addressed in the narrative.
- Specific plans for enhancing K-12 arts education.

ARTIST PROJECT NARRATIVE

Provide a document (no more than four pages) addressing the following:

1. INTRODUCTION

- a. Introduce the narrative by providing a description of the project for which you are requesting funds.
 - Describe the project: What will happen, who will participate, where will it take place, and when? What are the goals of the proposed project?
 - Clearly identify any collaborating partners. Identify key people and collaborating organizations and explain the role of each in the planning of the project.
 - Discuss plans for promoting the project.

2. EXPLANATION OF THE PROJECT IMPACT

- a. Explain how the proposed project benefits you as an artist.
 - How will this project make a positive impact on the arts and/or quality of life in your community or region?
 - What are the identified needs addressed by this project?
 - What are the expected outcomes of the project?
 - Explain any planned educational and outreach activities associated with the project.
- b. Explain how the success of the project will be measured.
 - How do you plan to evaluate the project? What methods will be used? How will the information be used?
- c. Describe the project's target audience.
 - Why is this group the focus of the project?
 - Provide current demographics of your city and/or region so the reviewer might better understand your community.

- d. Explain how you plan to actively engage with new and/or underserved audiences. This includes people with disabilities, students, older adults, the geographically isolated, and/or people from diverse cultures.
3. EXPLANATION OF THE PROJECT BUDGET
 - a. How will SDAC grant funds be used to support the project?
 - b. Explain any items on the budget expense page the review panel may find unclear.
For example:
 - If you budget \$500 for travel, what does the travel entail and how did you calculate the amount?
 - If you budget \$600 dollars for marketing, how will this money be used?

BUDGET

In the budget, you will be required to provide the following:

- Your budget must be balanced (Total Expenses must equal Total Income).
- Applicants CANNOT request more than 50% of the total projected costs.
- All grant funds MUST be matched at least dollar for dollar. In-kind contributions ***MAY NOT*** be used as a cash match to SDAC grant funds; however, they may be included in your overall project budget and are encouraged.

Please click [here](#) for a blank PDF copy of the budget (expenses and income) for reference/worksheet. Please note: You must fill in these values within your online application and cannot submit a copy of the work done in this PDF.

REQUIRED MATERIALS

Please note: If you submit your application without ALL of the following items, it WILL be deemed incomplete by the review panel and WILL NOT be considered for grant funding.

Project Summary: Provide the basic Who, What, When, Where, and How in the summary of the applicant’s proposal.

List of Dates of Project Events/Activities: All planned project events/activities must take place within the defined grant period (July 1, 2021 – June 30, 2022).

Narrative: Provide a document (no more than four pages) addressing the points provided above.

Budget: Complete the pre-existing budget form outlining all project expenses (for the project only) and income. All submitted expenses and income must be related to the proposed project and take place within the defined grant period (July 1, 2021 – June 30, 2022). Your budget must be balanced (total expenses must equal total income). Please refer to the “[WE DO NOT FUND](#)” section – your budget ***MAY NOT*** include any of the items listed there.

Professional Artist Résumés: Upload your professional artist résumé (no more than five pages); be certain to highlight your record of activity and achievement in the arts.

Work Samples: Include representative materials that illustrate, provide context for, and affirm your artistic ability. Work samples can include images, audio, video, and written documents. You may attach 10 samples to your application, and we strongly encourage you to provide the panel with 10 samples. ***SDAC will NO LONGER accept support documentation submitted by mail.***

Support Documentation: Consider including current letters of support, newspaper reviews or articles relative to your work and the proposed project, brochures, programs or exhibition catalogues, or photos of your work on display. ***SDAC will NO LONGER accept support documentation submitted by mail.***

Refer to the **GUIDE TO REQUIRED MATERIALS document for further details on Work Samples and Support Materials (online in the [Applicant Portal](#))**

ORGANIZATIONS

REQUIREMENTS FOR ELIGIBILITY

South Dakota organizations may apply for funding if they:

- Are incorporated as a 501 (c)(3) non-profit organization and are physically located in the state of South Dakota, with articles of incorporation current and on file in the South Dakota Secretary of State's office; or they are a unit of government or nonprofit educational institution. Confirm your status, visit the [Secretary of State's website](#). (Online at <https://sosenterprise.sd.gov/BusinessServices/Business/FilingSearch.aspx>)
- Are units of state or local government (including public schools), institutions of higher education, or federally recognized American Indian tribal governments.
- Have a Dun & Bradstreet Number (DUNS). (Online at <https://www.dnb.com/duns-number.html>)
- Have a Federal Employer Identification Number (FEIN) or Tax ID Number (TIN). Confirm your 501 (c)(3) status with the IRS at <https://apps.irs.gov/app/eos/>
- Are designated as federally tax-exempt under the IRS Section 501(c)(3). [Unsure about the nonprofit status of your organization? Refer to [Addendum 1](#) for details.]
- Organizations receiving funds through an existing Arts Challenge Grant or Statewide Services Grant **are not eligible** to apply for Project Grants.
- Organizations receiving funds through an existing Arts Challenge Grant or Statewide Services Grant **are not eligible** to apply for Importation of Musicians Grants.

The following groups may also apply, provided the proposed activities meet the required parameters:

South Dakota Colleges and Universities

South Dakota colleges and universities may apply only if the proposed project benefits and is easily accessible to the public. Grants are not awarded for college and university events which are normally considered a part of regular or extracurricular programs, or if the primary purpose is to offer course credit.

Non-arts Entities

Non-arts entities such as tribal, city, and county governments and agencies, parks and recreation departments, social service organizations, healthcare agencies, juvenile centers, and public schools may apply for SDAC grant funds as long as the funding will be used to support arts projects and programs. Any South Dakota 501 (c)(3) non-profit is eligible.

Faith-based and Religious Organizations

Faith-based and religious organizations must meet the "Requirements for Eligibility". The primary purpose of the proposed program must be artistic expression, SDAC-funded activities must be open to the public. Funds cannot be used for projects (by an organization, institution, or individual) with implicit religious content that may be perceived as advancing a religious purpose, nor can the project be viewed as attempting to convert people to a particular religious viewpoint.

Additional South Dakota organizations (including organizations that share a 501(c)(3) tax ID number with another organization) may be eligible to apply. These groups must contact SDAC staff to confirm eligibility prior to beginning the application process. (Refer to [Addendum 2](#) for further information regarding these groups.)

GRANT DEADLINES

Applications open Dec. 16, 2020.

Draft Review deadline closes at 11:59 PM CST, Feb. 7, 2021.

Applications close at 11:59 PM CST, March 1, 2021.

If you are unsure of which grant to apply for, please contact our office and we'll do our best to guide you.

To help you understand our intention as we move forward, we encourage you to review our complete strategic plan and the addendum extending it as our plan moving forward (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.

OPPORTUNITIES - GRANTS FOR SOUTH DAKOTA ORGANIZATIONS AND SCHOOLS

Please refer to the specific guidelines for each grant category for further information about eligibility and funding parameters.

Project Grants support arts activities such as arts programming, productions, or events open to the public that meet the specific needs of the South Dakota nonprofit organization applying. Organizations may apply for only one Project Grant per grant cycle. Organizations receiving funds through an existing Arts Challenge Grant or Statewide Services Grant **are not eligible** to apply for Project Grants.

Importation of Musicians Grants assist nonprofit symphony orchestras with the importation of musicians not available in their own communities. Organizations receiving funds through an existing Arts Challenge Grant or Statewide Services Grant **are not eligible** to apply for Importation of Musicians Grants.

GRANT GUIDELINES - GRANTS FOR ORGANIZATIONS

PROJECT GRANT

Project Grants support arts activities such as arts programming, productions, or events open to the public that meet the specific needs of the South Dakota nonprofit organization applying.

WE MAY FUND

Project Grants are designed to:

- Enable South Dakota nonprofit organizations to reach the public more effectively through special arts projects.
- Recognize and assist artistic endeavors of excellence that contribute to the quality of life in the applicant's community or region.
- Accommodate projects with creative/innovative potential.

South Dakota nonprofit organizations may apply for only one Project Grant per grant cycle. Organizations receiving funds through an existing Arts Challenge Grant or Statewide Services Grant **are not eligible** to apply for Project Grants.

Please refer to the "FUNDING POLICIES - GRANTS FOR SOUTH DAKOTA ORGANIZATIONS AND SCHOOLS" section for a detailed list of funding priorities and activities that our office CANNOT fund.

GRANT AMOUNT

Grant amounts of up to \$5,000 will be awarded. Applicants CANNOT request more than 50% of the total projected costs, and all grant funds MUST be matched at least dollar for dollar. A strong cash commitment by the applicant organization is encouraged.

PROJECT PERIOD

All work presented in the grant application, narrative, and included in the projected budget expenses must take place within the defined grant period (July 1, 2021 – June 30, 2022).

SCORING CRITERIA

All grant applications will be reviewed by an arts discipline grants panel. A scoring rubric for **bonus points** is available online at [LINK](#). The grants panel will use the following criteria to evaluate and score the applications:

- Complete description of the project. (Up to 10 points)
- How the project will make a positive contribution to the arts and/or quality of life in the community or region. (Up to 10 points)
- Quality within the art form(s) as determined from work samples. (Up to 10 points)
- Realistic budget showing cash support from other public and private sources; organizational and fiscal management, i.e., indication of the applicant's ability to manage and complete the proposed activity. (Up to 10 points)

Bonus points (each item is worth one additional point) will be given to applications that reveal:

- Especially innovative or creative projects.
- Involvement of underserved populations including artists and audiences in the communities within the borders of the nine American Indian reservations in South Dakota; people of color, refugee and immigrant populations; people with disabilities; non-English speaking people; low-income individuals and families; rural communities that are geographically isolated.
- Inclusion or development of advocacy, visibility, or public awareness of the arts as specifically addressed in the narrative.

- Specific plans for enhancing K-12 arts education.

PROJECT NARRATIVE

Provide a document (no more than four pages) addressing the following:

1. INTRODUCTION

- a. Introduce the narrative by providing a description of the project for which you are requesting funds.
 - Describe the project: What will happen, who will participate, where will it take place, and when? What are the goals of the proposed project?
 - Clearly identify any collaborating partners. Identify key people and collaborating organizations and explain the role of each in the planning of the project.
 - Discuss the artistic merit of the project, including any artists who will be involved.
 - Discuss plans for promoting the project.

2. EXPLANATION OF THE PROJECT IMPACT

- a. Explain how the proposed project benefits your organization.
 - How will this project make a positive impact on the arts and/or quality of life in your community or region?
 - What are the identified needs addressed by this project?
 - What are the expected outcomes of the project?
 - Explain any planned educational and outreach activities associated with the project.
- b. Explain how the success of the project will be evaluated.
 - How do you plan to evaluate the project? What methods will be used? How will the information be used?
- c. Describe the project's target audience.
 - Why is this group the focus of the project?
 - Provide current demographics of your city and/or region so the reviewer might better understand your community.
- d. Explain how you plan to actively engage with new and/or underserved audiences. This includes people with disabilities, students, older adults, the geographically isolated, and/or people from diverse cultures.

3. EXPLANATION OF THE PROJECT BUDGET

- a. How will SDAC grant funds be used to support the project?
- b. Explain any items on the budget expense page the review panel may find unclear.

For example:

- If you budget \$500 for travel, what does the travel entail and how did you calculate the amount?
- If you budget \$600 dollars for marketing, how will this money be used?

BUDGET

In the budget, you will be required to provide the following:

- Your budget must be balanced (total expenses must equal total income).
- Applicants CANNOT request more than 50% of the total projected costs.
- All grant funds MUST be matched at least dollar for dollar. In-kind contributions ***MAY NOT*** be used as a cash match to SDAC grant funds; however, they may be included in your overall project budget and are encouraged.

Please click [here](#) for a blank PDF copy of the budget (expenses and income) for reference/worksheet. Please note: You must fill in these values within your online application and cannot submit a copy of the work done in this PDF.

REQUIRED MATERIALS

Please note: If you submit your application without ALL of the following items, it WILL be deemed incomplete by the review panel and WILL NOT be considered for grant funding.

Project Summary: Provide the basic Who, What, When, Where, and How in the summary of the applicant's proposal.

List of Dates of Project Events/Activities: All planned project events/activities must take place within the defined grant period (July 1, 2021 – June 30, 2022).

Narrative: Provide a document (no more than four pages) addressing the points provided above.

Budget: Complete the pre-existing budget form outlining all project expenses (for the project only) and income. All submitted expenses and income must be related to the proposed project and take place within the defined grant period (July 1, 2021 – June 30, 2022). Your budget must be balanced (total expenses must equal total income). Please refer to the "[WE DO NOT FUND](#)" section – your budget **MAY NOT** include any of the items listed there.

Professional Artist Résumés: Upload your professional artist résumé (no more than five pages); be certain to highlight your record of activity and achievement in the arts.

Work Samples: Include representative materials that illustrate, provide context for, and affirm artistic ability as related to the project. Work samples can include images, audio, video, and written documents. You may attach 10 samples to your application, and we strongly encourage you to provide the panel with 10 samples. ***SDAC will NO LONGER accept support documentation submitted by mail.***

Support Documentation: Consider including current letters of support, newspaper reviews or articles relative to your work and the proposed project, brochures, programs or exhibition catalogues, or photos of your work on display. ***SDAC will NO LONGER accept support documentation submitted by mail.***

Refer to the **GUIDE TO REQUIRED MATERIALS document for further details on Work Samples and Support Materials (online in the [Applicant Portal](#))**

GRANT GUIDELINES - GRANTS FOR ORGANIZATIONS

IMPORTATION OF MUSICIANS GRANT

Importation of Musicians Grants assist nonprofit symphony orchestras with the importation of musicians not available in their own communities. Organizations receiving funds through an existing Arts Challenge Grant or Statewide Services Grant **are not eligible** to apply for Importation of Musicians Grants.

Nonprofit symphony orchestras may only apply for **ONE** of these grants – Project Grant or Importation of Musicians Grant – per year.

GRANT AMOUNT

Grant amounts of up to \$5,000 will be awarded. Applicants CANNOT request more than 50% of the total musician importation costs, and all grant funds MUST be matched at least dollar for dollar. A strong cash commitment by the applicant organization is encouraged.

PROJECT PERIOD

All work presented in the grant application, narrative, and included in the projected budget expenses must take place within the defined grant period (July 1, 2021 – June 30, 2022).

SCORING CRITERIA

All grant applications will be reviewed by the music discipline panel. The grant panel will use the following criteria to evaluate and score the applications:

- Quality within the art form. (Up to 10 points)
- Contribution to overall quality of the arts in applicant's region. (Up to 10 points)
- Complete description of the applicant organization. (Up to 10 points)
- Realistic artistic fees and grant request. (Up to 10 points)

APPLICANT NARRATIVE

Provide a document (no more than one page) that includes a brief description of the applicant organization's purpose, background, and programming.

LIST OF PROPOSED MUSICIANS FOR IMPORTATION

Provide a document that lists the proposed imported musicians. Create and upload a list of the imported musicians. Organize your list in the following columns:

Name of musician	Musician's city	Instrument(s) played	Musician's fee	Number of performances
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BUDGET

Complete a pre-existing budget form outlining importation expenses including the number of artists, artists' fees, and artists' travel costs. Please note: Applicants CANNOT request more than 50% of the total musician importation costs.

Please click [here](#) for a blank PDF copy of the budget (expenses and income) for reference/worksheet. Please note: You must fill in these values within your online application and cannot submit a copy of the work done in this PDF.

REQUIRED MATERIALS

Please note: If you (your organization) submit(s) an application without ALL of the following items, it WILL be deemed incomplete by the discipline panel and WILL NOT be considered for grant funding.

Project Summary: Provide the basic Who, What, When, Where, and How in the summary of the applicant's proposal.

List of Dates of Project Events/Activities: All planned project events/activities must take place within the defined grant period (July 1, 2021 – June 30, 2022).

Applicant Narrative: Provide a document (no more than one page) as directed above.

Budget: Complete the pre-existing budget form outlining importation expenses. All submitted expenses must be related to the proposed season and take place within the defined grant period (July 1, 2021 – June 30, 2022).

List of Imported Musicians

Provide a document that lists the proposed imported musicians as directed above.

Biographies and/or Résumés: Create and upload biographies or professional artist résumés for the conductor (biographies or professional résumés are not needed for the musicians). Attach all résumés and biographies as one file.

Work Samples: Include representative materials that illustrate, provide context for, and affirm the artistry of the series/event, efforts to promote it, and its impact on the community. Examples include brochures, programs or exhibition catalogues, outreach materials, newsletters, newspaper reviews or articles, or photos. ***SDAC will NO LONGER accept support documentation submitted by mail.***

Support Documentation: Include current letters of support from partners or collaborators that demonstrate the partnerships discussed in the narrative regarding outreach to underserved communities, educational programs, and service to the community. Consider also including program brochures, published reviews, feature stories, newspaper/media clips, brochures/flyers, schedules, reports, etc. ***SDAC will NO LONGER accept support documentation submitted by mail.***

Refer to the **GUIDE TO REQUIRED MATERIALS document for further details on Work Samples and Support Materials (online in the [Applicant Portal](#))**

ADDENDUMS

ADDENDUM 1

Unsure about the nonprofit status of your organization? [Guidestar](#) is a listing of nonprofit organizations that file Form 990s with the IRS. Note: If your nonprofit organization does not have an annual budget larger than \$25,000 and you have not filed a Form 990, then your organization will not be listed. (Online at <https://www2.guidestar.org/search>)

You may also confirm the status of your nonprofit organization and its incorporation in the State of South Dakota by visiting the [Secretary of State's website](#). (Online at <https://sosenterprise.sd.gov/BusinessServices/Business/FilingSearch.aspx>)

ADDENDUM 2

Nonprofit organizations without 501(c)(3) status may apply under the auspices of a qualifying organization which then becomes responsible for all fiscal and contractual arrangements.

South Dakota organizations that for logical reasons share a 501(c)(3) tax ID number with another organization are eligible to apply for Project Grants provided:

- The relationship between the organizations is real and not contrived merely for the purpose of each writing a separate grant proposal. [Appropriate examples include, but are not limited to (1) college/university organizations and departments that for practical reasons share the school's nonprofit status and tax number; (2) an organization that functions independently but has a legal working relationship with a parent company whose tax number it shares; (3) a consortium of separate organizations each with its own board of directors which for fiscal purposes share the same tax number.]
- The financial records relating to any and all SDAC grant activities are separately maintained and demonstrate each organization's autonomous, financially independent status.