Guide to Required Materials

1. Why do I need to include supplemental materials?

In addition to completing the application form, applicants **MUST** submit supplemental materials as part of their application. Electronic submission of all supplemental materials through the online grant system is **REQUIRED**. The South Dakota Arts Council **WILL NOT** accept any materials submitted by mail or email.

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

Grant Panelists base their scores and final funding decisions *only on the material submitted in the application*. Be sure to select material which best portrays artistic strengths.

Grant Panelists **DO NOT** independently explore websites to find work samples. If you choose to direct panelists to online content, provide **DIRECT LINKS** to specific documentation and an explanation of what support material panelists will be viewing.

The following supplemental materials are **REQUIRED** with each application:

Résumé or Biographies (REQUIRED): Applicants **MUST** submit résumés or biographies of key artistic personnel. Applicants may upload a single document of up to 1 page per person (extra pages will be discarded) and no more than 5 pages in total. *Applicants should highlight their record of activity and achievement in the arts.*

Work Samples (REQUIRED): Applicants **MUST** submit at least 1 and may include up to 10 work samples. *Work samples should demonstrate the artistic excellence, ability of the applicant, and the work that is included in your grant application. Work samples should include clear, good quality audio or video samples and feature performances rather than promotional videos.* You may attach 10 samples to your application, and we strongly encourage you to provide the panel with as many samples as possible showing the range of the artist/arts organization/artist group. Work samples can include images, audio, video, and written documents. Detailed instructions and parameters for submitting a work sample are available in the Appendix.

Support Materials (REQUIRED): Applicants must submit at least 1 and may include up to 5 support documents. Please limit each document to 2 pages or submit a single document of no more than 10 pages. Consider including letters of recommendation from presenters who have worked with the applicant, newspaper reviews, or articles relative to your work. *Support materials should relate to the work that is included in your grant application and demonstrate the applicant's artistic merit.*

2. What is the difference between the various types of required supplemental materials?

Work Samples
Work samples play a critical role in helping grant panelists evaluate artistic excellence. A work sample is a representation or selection of your work as an artist. It introduces your art to the grant panelists in the form of still images, audio (sound) and/or video samples, or written documents. Work samples should demonstrate your artistic excellence, your ability, and the work that is included in your grant application. Work samples should include clear, good quality audio or video samples and feature performances rather than promotional videos. Detailed instructions and parameters for submitting a work sample are available in the Appendix.

Support Materials
Support materials play a critical role in helping grant panelists evaluate artistic merit. Support materials help to demonstrate eligibility (present the applicant as a professional artist/arts organization/artist group), as well as provide proof of the applicant's experience and ability. Consider including letters of support, newspaper reviews, or articles relative to your work.

3. What should I include for work samples?

Work samples are a crucial element in the competitive application process. Applicants should select their support materials carefully. Work samples are often the grant panelist's only exposure to the applicant's work (and/or the work of participating artists), so it is essential to select examples of the highest artistic quality.

- Submitted samples should demonstrate the artistic excellence/artistic ability of the applicant(s).
- Submitted samples should be recent (within the last 5 years) and relevant to the application.
- Photos, videos, audio, and other documents should be of the highest quality to present the best work for review. The materials themselves do not need to be professionally produced but should be easy to view and hear. All audio and visual materials should be cued to the most relevant activity.
- Have work samples reviewed by others and by other artists. An outside opinion is key in making certain that you are presenting the BEST samples of your work.

Work samples can include images, audio, video, and written documents. You may include up to 10 work samples. *We strongly encourage you to provide the panel with as many samples as possible showing the range of the artist/ensemble*. Detailed instructions and parameters for submitting work samples are available in the Appendix.

GoSmart (SDAC's online grant system) provides step-by-step [instructional videos](https://www.youtube.com/playlist?list=PLqnUWEndFeHTp3lJv-fVtQtQ8SX3qEEqu) on how to manage work samples in the Media Library online at https://www.youtube.com/playlist?list=PLqnUWEndFeHTp3lJv-fVtQtQ8SX3qEEqu and instructions on how to "Detach or Uncommit Media in the Media Library" online at https://www.gosmart.org/uncommit/.

4. What should I include for support materials?

Support materials are central to a grant panelists' evaluation of artistic merit. Choose materials that will best support your grant proposal and that you feel best represents your work.

- Submitted materials should present the applicant as a professional artist/arts organization/artist group.
- Letters of support should provide proof of the applicant's experience and ability and *may* represent the applicant's impact on audience, participants, or community.
- Performing artists or exhibiting artists may also consider including evaluations and recommendations from past venues.

Support materials can include letters of support, samples of recent reviews (please include the name of the publication, the name of the reviewer, and the date of the review), or articles relative to your work. You may include up to 5 support documents (up to 10 pages total). *We strongly encourage you to provide the panel with as many examples as possible that support the work of the artist/arts organization/artist group.*

APPENDIX

Work Samples

Work samples submitted for review are an important component of your application. Review panels are instructed to base their decisions only on the material included in the application packet. Be sure to select materials which best portray artistic strengths. Do not expect panelists to independently check general websites to find artistic documentation; if you do not provide direct links to specific documentation and an explanation of what a panelist is to review online, it will not be considered.

Applicants have TWO options for submitting Work Samples:

- Upload individual files to the Media Library. Select and attach work from their Media Library to the application. Applicants should refer to the guidelines below on what to include.
- Provide a single document of links to work samples. Upload a single document to the Media Library DOCUMENTS. Work samples must still follow the guidelines below on what to include.

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=PLqnUWEndFeHTp3lJv-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.

Applicants may provide up to 10 work samples.

You may include the following file types (*see alternative method of including work samples below file types):

IMAGES: An inventory of your digital images. *Individual images may not exceed 4MB/image*

Allowable image files: JPG, JPEG

AUDIO: An inventory of your digital audio. The audio samples do not need to be professionally produced but MUST be easy to hear. All audio should be cued to the most relevant activity. *Individual audio files may not exceed 10MB/sample*

Allowable audio files: MP3, WAV, AIF, WMA

VIDEO: An inventory of support videos. Videos do not need to be professionally produced but MUST be easy to see and hear. All video should be cued to the most relevant activity. Limit your video submission(s) to no more than 15 minutes. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work. *Individual video files may not exceed 150MB/video*

Allowable Video Files: MP4, MOV, MPG, MPEG, MXF, WMV

*Applicants may choose instead to provide links to specific image, audio, and video samples in a single document instead of uploading the individual files. In this case, work samples must still follow the guidelines listed above for each category. Total runtime of performance videos may not exceed 30 minutes in length. Review panels will view the submission from the beginning; therefore, submitting edited material will allow panelists to view your most representative work. *If you choose to direct panelists to online content, please provide direct links to specific documentation and an explanation of what support material panelists will be viewing; be sure such content does not require a password or present other barriers to easy access.*

DOCUMENT: Upload and manage your written document files. Here you can store your written work samples and support documentation, which may include poetry, fiction and creative non-fiction, plays and screenplays, letters of support, newspaper/media clips, brochures/flyers, schedules, etc. ***Individual documents may not exceed 4MB/file***

Allowable Document Files: XLS, DOC, PDF*
*If possible, please convert your Word (DOC) and Excel (XLS) files to PDF.

<u>**Support Materials**</u>

Scan and upload a single document of up to 5 documents of supporting print materials (no more than 10 pages total), e.g., published reviews, feature stories, exhibition catalogs, event programs, letters of support, etc.

Allowable Document Files: XLS, DOC, PDF* (*If possible, please convert your documents to PDF.)

Applicants may choose instead to provide links to specific supporting materials instead of uploading files. In this case, applicants must provide direct links to materials and provide no more than 5 links; be sure such content does not require a password or present other barriers to easy access.

<u>**Artistic Discipline Specific Guidelines**</u>

Dance
Dance includes choreography and performances in ballet, modern, jazz, tap, and traditional dance.

Work samples must be clearly labeled with the names of the performers, title and choreographer, duration of each work, date and location of taping. Review panels will view the submission from the beginning; therefore, submitting edited material will allow panelists to view your most representative work.

Design Arts
Design Arts include architecture, landscape architecture, product design, graphic design, urban design, historic preservation, and community planning.

Literature
Literature includes poetry, fiction and creative non-fiction, plays, and screenplays.

A cover page should list the legal name and address of the applicant and the title(s) and date(s) of the work(s) submitted. Titles of poems, stories, or novels should appear at the top of every page. This will be uploaded in the application.

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

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

Media Arts
Media Arts include video work, but not photography, holography, or digital art, which are referred to the Visual Arts Panel.

An outline and description of a longer work may be included. Sample materials should include title, length, date made, technique, original format, experimental or documentary, and specific role of applicant in creating submitted work.

Music

The music category includes performance and composition in classical, traditional, choral, jazz, contemporary, experimental, popular music, and opera.

Performance

Applicants may submit audio works or performance videos.

Both video and audio should be clearly labeled with the name of the performers, title and creator of the work, duration of each work and date of taping, and the applicant's artistic role. Review panels will view the submission from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Composition

In addition to audio or video (described above), composers may submit up to 3 different scores, up to 20 pages each. Scores should be titled and orchestrated and include date of composition. When possible, provide scores to accompany submitted samples. For electronic compositions for which there is no score, send a description of the equipment and techniques used.

Theater

Theater includes production and performances in classical and experimental theater, mime, puppetry, storytelling, musical theater, and theater for young audiences.

Applicants may submit audio works or performance videos.

Both video and audio should be clearly labeled with the name of the performers, title and creator of the work, duration of each work and date of taping, and the applicant's artistic role. Review panels will view the submission from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Visual Arts

Visual arts include drawing, painting, printmaking, sculpture, photography and holography, digital art, crafts, and mixed media.