

# How To Complete Your Interim Grant Report

The South Dakota Arts Council requires all grantees to submit a Mid-point (Interim) Report. This helps us understand how funds are being used and ensures you are on track with your project.

## Step 1: Mid-point Budget

**What to Do:** Fill in the table with the amount you've spent so far in each category of your grant budget. Use your best numbers as of today.

**What You're Tracking:** Artist Fees (paying yourself or other artists), Program Supplies (materials, equipment), Marketing/Outreach (ads, printing, promotions), Travel (mileage, lodging, meals, transport), Administrative Support (admin or office help).

**Purpose:** This check-in helps us understand how grant funds are being used and ensures you're on track to meet your goals. It also fulfills federal monitoring requirements.

## Step 2: Mid-point Update

**What to Do:** Answer the questions about how your project is going. Share any updates, challenges, or changes to your timeline or plans. You are **required** to upload at least one document (receipt, invoice, or payroll stub) that shows how funds are being used.

**Purpose:** This check-in confirms your progress, identifies challenges, and fulfills federal monitoring requirements.

## Need Help?

If you're unsure how to complete the check-in or have questions, please reach out. We're happy to walk through it with you — our goal is to support you, not burden you.

Contact Kate Vandel at 605-773-5925 or [kathryn.vandel@state.sd.us](mailto:kathryn.vandel@state.sd.us) (Monday–Friday, 8 am–5 pm Central).