



# MANAGE YOUR GRANT

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HOW TO GUIDE FROM SDAC

# Initiate your FY21 Grant

## GRANT AGREEMENT

- **ALL GRANT RECIPIENTS** received their grant agreement by email. Grant Recipients must sign and return. By signing this agreement, you agree to all terms and conditions.\*

## W-9

- **ALL GRANT RECIPIENTS** received the W9 form by email. Grant Recipients must complete and return. The W9 form is available [online](#).

## ARTS CHALLENGE

- **ARTS CHALLENGE GRANTEES** must also submit the Projected Use of Funds Form. This form and instructions are available [online](#).

\*If you need an additional copy of your Grant Agreement or the terms and conditionals of your agreement, please contact the SDAC Office at 605-773-3301 or email [kathryn.vandel@state.sd.us](mailto:kathryn.vandel@state.sd.us).

# Request Funds

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**ALL GRANT RECIPIENTS must request payments from their grant award.**

Grant payments are made in installments. Only request what you plan to spend within a 60-day period.\* You may need to make multiple requests. Use the **REQUEST FOR PAYMENT** form each time you seek additional grant funds. Requests must be made within the current fiscal year (July 1, 2020 – June 30, 2021).

The **REQUEST FOR PAYMENT** form is available [online](#).

\*Payment of the final 10% of the grant amount will be awarded upon receipt of a completed Evaluation Form.

# Grant Evaluation

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**ALL GRANT RECIPIENTS** must complete a Grant Evaluation form.

To receive the **FINAL 10%** of your grant , you must complete the **GRANT EVALUATION** form and **REQUEST FOR PAYMENT** within 30 days of completing the project or the end of the fiscal year (June 30th)—whichever comes first.

Failure to submit the **GRANT EVALUATION** will jeopardize future funding from the South Dakota Arts Council.

The **GRANT EVALUATION** form is available [online](#).

# Public Events

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This grant is funded in part by a grant from the National Endowment for the Arts. All published material and announcements regarding any project financed in part under this grant must include the following acknowledgment statement: ***South Dakota Arts Council support is provided with funds from the State of South Dakota, through the Department of Tourism, and the National Endowment for the Arts.***

In order to inform audiences of the importance of governmental support for the arts, we request that you include/display logos when applicable.

**SOUTH DAKOTA ARTS COUNCIL LOGOS** are available [online](#).

# Accessibility

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The South Dakota Arts Council believes that **ALL AMERICANS** should be able to participate in the arts and humanities including the 54 million citizens with disabilities and the 35 million Americans age 65 and older. The goal should be full inclusion in all arts and humanities programs and facilities.

The 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 the 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.

**ACCESSIBILITY RESOURCES** are available [online](#).

# QUESTIONS

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Contact **Arts Grant Specialist, Kate Vandel** directly by email at [kathryn.vandel@state.sd.us](mailto:kathryn.vandel@state.sd.us).

Contact the Arts Council:

Phone: 605-773-3301

Email: [sdac@state.sd.us](mailto:sdac@state.sd.us)