

## INSTRUCTIONS TO ESTABLISH/EDIT PROFILE – GOSMART

Applications must be submitted ONLINE at <https://sdac.gosmart.org/>. Organizations must have a GoSmart account to apply.

Follow these instructions for setting up/updating your GoSmart profile. Use the links for information on options and descriptions for select questions.

**Artists, select “*Organization*” in response to the question, “Please choose the type of profile you are creating:”**

### Profile Type: Organization

#### CONTACT INFORMATION

Provide business information if you are registering on behalf of an organization.

**LEGAL NAME:** Provide the organization’s legal name. (required)

**PHONE:** Applicant phone. (required)

**ALTERNATIVE PHONE:**

**ADDRESS:** Street address or rural route number of organization’s address. (required)

**ADDRESS LINE 2:**

**COUNTRY:** Default UNITED STATES (required)

**STATE/PROVINCE** (required)

**CITY** (required)

**ZIP CODE** (required)

**WEBSITE:** Do not include http://.

#### ADDITIONAL INFORMATION

**ORGANIZATION TYPE:** SELECT ONE to describe the type of organization applying. (required)

**APPLICANT STATUS:** SELECT ONE to describe the legal status of the applicant. (required)

**APPLICANT DISCIPLINE:** SELECT ONE that best describes the artist’s primary artistic discipline. (required)

**SUBDISCIPLINE:** SELECT ONE that best describes your artistic practice.

**FEIN/Tax ID:** (required)

**MISSION STATEMENT:** Organization’s mission statement. This field does not accept or reflect formatting that includes bullets, numbered lists, or hard returns. (Maximum Characters: 1,600)

**ORGANIZATION HISTORY:** Brief history of the organization. This field does not accept or reflect formatting that includes bullets, numbered lists, or hard returns. (Maximum Characters: 1,600)

**DATE ORGANIZATION FORMED:** Refer to the “Initial Filing Date” included on your Business Entity Detail found online at <https://sosenterprise.sd.gov/BusinessServices/Business/FilingSearch.aspx>)

**Unique Entity ID (UEI):** ALL ORGANIZATIONS must have a Unique Entity Identifier (UEI) from the System for Award Management (SAM) to apply. Should a grant be made, organizations must maintain an active SAM registration throughout the grant cycle (July 1, 2023 – June 30, 2024). The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. [<https://sam.gov/content/duns-uei>]

**STATE HOUSE DISTRICT/STATE SENATE DISTRICT** – search by address online at <https://sdlegislature.gov/Legislators/Find>

**ORGANIZATION TYPE – SELECT ONE** option to describe the specific type of organization receiving funds.

- Performing Group: Group of artists who perform works of art (e.g., an orchestra, theatre, or dance group).
- Performing Group - College/University: A group of college or university students who perform works of art.
- Performing Group - Community: A group of persons who perform works of art vocationally and who may be but are not necessarily directed by professionals.
- Performing Group for Youth: A group which may but does not necessarily include children who perform works of art for young audiences.
- Performance Facility: A building or space used for presenting concerts, drama presentations, etc.
- Museum - Art: An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes works of art, cares for them, and exhibits them to the public in some regular schedule.
- Museum - Other: An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public in some regular schedule (e.g., non-arts organizations such as historical, agricultural, scientific, industrial, and anthropological museums; zoos; aquariums; and arboretums).
- Gallery/Exhibition Space: An organization or space which primarily exhibits works of art from collections other than its own and may be involved in selling those works.
- Cinema: A motion picture theatre or organization which regularly shows films.
- Independent Press: A non-commercial publisher or printing press which issues small editions of literary and other works.
- Literary Magazine: A non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.
- Fair/Festival: A seasonal program of arts events.
- Arts Center: A multi-purpose facility for arts programming of various types.
- Arts Council/Agency: An organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs, and/or funding within a specific geographic area (e.g., county, state, local).
- Arts Service Organization: An organization that has as its central function the provision of services that assist or promote the arts and/or arts organizations (e.g., statewide assemblies, NASAA, Opera America, arts education alliances, etc.). Not to include presenters or producers of the arts or regional arts organizations.
- Union/Professional Association: Include artist coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
- School District: A geographic unit within a state comprised of member schools within that area as defined by the state government.
- School - Parent-Teacher Association: An organization composed of school parents who work with local schoolteachers and administrators.
- School - Elementary: Also called a grammar school.
- School - Middle: Also called a junior high school.
- School - Secondary: Also called a senior high school.
- School - Vocational/Technical: Trade school (e.g., school for secretarial, business, computer training).
- Other School: Non-arts schools not included previously.
- College/University: Include state-supported colleges and universities, privately supported colleges and universities, junior colleges, and community colleges.
- Library
- Historical Society/Commission: A historical "society" is an organization dedicated to the study and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical "commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.
- Humanities Council/Agency: An organization whose primary purpose is to stimulate and promote the humanities through services, programs, and/or funding, within a specific geographic area (e.g., county, state, local).

- Foundation: An endowed organization which dispenses funds for designated philanthropic purposes (include charitable trusts and corporate foundations).
- Corporation/Business: A legal entity engaged in business or authorized to act with the rights and liabilities of a person.
- Community Service Organization: A non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs, Elks Clubs, the Salvation Army, Junior League, etc. (See also Social Service Organization.)
- Correctional Institution: A prison, penitentiary, reformatory, etc.
- Health Care Facility: A hospital, nursing home, clinic, etc.
- Religious Organization: A church, synagogue, etc.
- Seniors' Center: A facility or organization offering programs, care or services for people age and over.
- Parks and Recreation: Usually a municipal agency which provides a wide variety of experiences for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays, and participatory activities (e.g., ceramics, macramé, and other crafts).
- Government - Executive: The administrative branch of the government, federal, state, county, local, or tribal. Include grants to municipalities.
- Government - Judicial: Judges and courts of law.
- Government - Legislative (House): The representative body of government (commonly the House of Representatives) creating statutes/laws (include representatives and related others, such as legislative research personnel).
- Government - Legislative (Senate): The other legislative body of government (commonly the Senate) creating statutes/laws (include senators and related others, such as legislative research personnel).
- Media - Periodical: A periodical publication (include magazines, journals, newsletters, etc.; do not include daily or weekly newspapers).
- Media - Daily Newspaper
- Media - Weekly Newspaper
- Media - Radio
- Media - Television
- Cultural Series Organization: An organization whose primary purpose is presentation of single arts events or cultural series (e.g., Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, film series).
- School of the Arts: Any school which has arts education as its primary educational mission. Include magnet schools for the arts, community arts schools, conservatories, schools for the artistically gifted, etc.
- Arts Camp/Institute: An organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a children's summer music camp).
- Social Service Organization: Governmental or private agencies designed to provide services addressing specific social issues (e.g., public housing, drug abuse, welfare, violence, the environment, health issues, etc. See also Community Service Organization).
- Child Care Provider: An organization providing childcare.

**APPLICANT STATUS – SELECT ONE** option to describe the legal status of the applicant.

- Organization - Nonprofit: Not engaged in profit-making activities (i.e., no part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses).
- Organization - Profit: Engaged in profit-making activities (i.e., income or assets do not inure to the benefit of directors, officers, employees, or stockholders).
- Government - Federal: A unit of or individual associated with the federal government.
- Government - State: A unit of or individual associated with the state government.
- Government - Regional: A unit of or individual associated with sub-state regional government.
- Government - County: A unit of or individual associated with county government.

- Government - Municipal: A unit of or individual associated with municipal government.
- Government - Tribal: The governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.

**APPLICANT/PROJECT DISCIPLINE: SELECT ONE** from the options below that best describes the organization's primary area of work in the arts.

- Dance: Include ballet, ethnic/jazz-folk-inspired, and modern; do not include mime. See Theatre for mime.
- Music: Include band, chamber, choral, new, ethnic folk inspired, jazz, popular, solo/recital, and orchestral.
- Opera/Music Theatre: Include opera and musical theater.
- Theatre: Include theatre general, mime, puppet, theatre for young audiences, and storytelling as performance.
- Visual Arts: Include experimental, graphics, painting, and sculpture.
- Design Arts: Include architecture, fashion, graphic, industrial, interior, landscape architecture, and urban/metropolitan.
- Crafts: Include clay, fiber, glass, leather, metal, paper, plastic, wood, and mixed media.
- Photography: Include holography.
- Media Arts: Include film, audio, video, and work created using technology or experimental digital media.
- Literature: Include fiction, non-fiction, playwriting, and poetry.
- Interdisciplinary: Pertaining to art forms/artworks that integrate more than one arts discipline to form a single work (e.g., collaboration between/among the performing and/or visual arts). Include performance art. Do not include Multidisciplinary work, described below in Multidisciplinary.
- Folk/Traditional Arts: Pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups.
- Humanities: Pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.
- Multidisciplinary: Pertains to grants (including general operating support) that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of Multidisciplinary. Do not include "interdisciplinary" activities or events; see code Interdisciplinary.
- Non-arts/Non-humanities: Use this code for projects that do not have the arts as their primary mission (e.g., social service organizations, civic groups, technical consultants or banks).