

About this Sample Application

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This sample application is **entirely fictional**. The artist, project, and supporting materials were created for **educational purposes only** and do not represent a real applicant, funded project, or actual panel review outcome.

This example is meant to help applicants understand **what a strong application can look like** under the current guidelines. It shows how responses can be clear, well aligned with program goals, and connected across different sections of the application.

Applicants should use this sample as a **guide—not a template**. There is no single “correct” way to apply, and panelists do not expect applications to follow a specific writing style, format, or artistic discipline.

Why This Sample Scores Highly

This example demonstrates:

- Clear alignment between the applicant’s goals and the purpose of the grant
- Specific, realistic activities appropriate to the grant type
- Strong connections between the narrative responses and the work samples
- A feasible plan that matches the scope, timeline, and budget of the project

Together, these elements reflect what panelists look for when reviewing **high-quality applications**, not a checklist applicants are expected to copy.

Project Details

1. Project Summary

(What are you planning? Who is leading the project, and who are the key artistic contributors? Where will it happen?)

I am proposing “**River Ledger**,” a series of five new large-scale ceramic vessels and an accompanying community exhibition that explores water, memory, and land use along the Missouri River. I will lead all artistic aspects of the project, including research, design, fabrication, firing, and installation.

The work will be created in my home studio in central South Dakota and culminate in a two-week public exhibition at the [Community Art Center], a local, accessible venue. The exhibition will include an opening artist talk and informal gallery conversations. This project builds on my existing ceramic practice while allowing me to experiment with larger forms and surface treatments that respond directly to local landscapes and stories.

2. Impact

(Why are you doing this project? What will it mean for you and your community? Include anticipated results.)

This project allows me to deepen my practice by creating work at a scale and level of complexity I could not otherwise afford. Artistically, it represents a significant step forward in my technical skills and conceptual focus, particularly in working with layered surfaces and narrative forms.

For the community, “River Ledger” offers a free opportunity to engage with artwork that reflects shared relationships to place, water, and history. The exhibition will create space for reflection and conversation around environmental change and local experience.

Anticipated results include: creation of five finished ceramic vessels; approximately 30 studio workdays; one public exhibition; one artist talk; and engagement with an estimated 150–200 community members. Project success will be measured through completed works, exhibition attendance, informal audience feedback, and documentation for future opportunities.

3. Engagement

(Who are you serving, and how will you reach and involve them? How will the project be accessible and inclusive?)

The project serves local community members, including students, families, and adults with an interest in visual art, regional history, and environmental topics. I will promote the exhibition through the hosting venue’s newsletter, local newspapers, community Facebook pages, flyers at libraries and schools, and word-of-mouth through existing networks.

The exhibition space is ADA accessible, and all events will be free and open to the public. Artist talks will be conversational rather than lecture-based, allowing visitors to ask questions and share their own experiences related to the river and surrounding landscape. Clear wall labels and plain-language descriptions will be provided to make the work accessible to a broad audience.

4. Feasibility

(How will you carry out this project with the people, time, and budget you have?)

I have an established studio practice and the technical experience needed to complete this work. The project will take place over four months, with time allocated for research, fabrication, drying, firing, finishing, and installation. I will manage all aspects of the project and coordinate with the exhibition venue.

Total cash expenses for the project are \$4,000. Expenses include clay and materials (\$1,200), kiln firing costs (\$800), exhibition preparation and installation materials (\$500), marketing and documentation (\$500), and artist labor (\$1,000). Income includes \$2,000 in requested SDAC Project Grant funds and \$2,000 in applicant cash, meeting the required 1:1 cash match.

The project timeline and budget are realistic and aligned with my existing studio schedule and resources, ensuring the work can be completed as proposed.

Budget

Requested Grant Amount

☒ **\$2,000**

Sources of Project Cash Income

- A. Earned Income: Exhibition venue contract: \$2,000-
- B. Contributed Income: \$0
- C. State Arts Agency Income: Grant Amount: \$2,000
- D. Local Government Income: \$0
- E. Other Income: Applicant Cash (my own money): \$0
- F. Total Project Income: \$4,000

Sources of Project Cash Expenses – Actual Cash Expenses

- A. Artist Fees: Artist labor: \$1,000
- B. Production Costs:
 - a. Clay and materials: \$1,200
 - b. Exhibition preparation and installation materials: \$500
- C. Space Rental: kiln firing costs: \$800
- D. Marketing: Marketing and documentation: \$500
- E. Other Expenses: \$0
- F. Total Project Cash Expense: \$4,000

Share My Work

Supporting Materials (Summary for Example)

- Images of recent ceramic vessels created within the last three years
- Detail shots showing surface and scale
- Installation photos from past exhibitions
- Short artist résumé and bio