



## South Dakota Arts Council - FY2027 General Operations

Belleville Studio Theatre

Application #GOS0001

Name: Jane A Doe  
Phone: (605) 555-1234  
Email: jane.doe@belleville.com

### Program Overview & Eligibility

SDAC has implemented several updates to improve access, clarity, and fairness within the former Arts Challenge Grants, now renamed General Organizational Support.

General Organizational Support (GOS) provides operating funds to help nonprofit arts and cultural organizations in South Dakota sustain day-to-day operations, build organizational capacity, and expand access to the arts in their communities. These funds support a wide range of eligible operating expenses but are not unrestricted; recipients must use them to advance their mission and deliver public benefit through the arts.

General Organizational Support provides two years\* of funding at the same level.

- Grant Period: July 1, 2026 – June 30, 2028
- Application Deadline: March 1, 2026, 11:59 p.m. Central

Eligibility: Newly established organizations are now eligible after 1 year of operation as a 501(c)(3) producing arts or cultural programming for the public in South Dakota (reduced from the previous 4-year requirement).

SDAC has adopted a tiered application system based on organizational budget size. Award amounts continue to follow the guideline of 10% of annual operating support, with the following structure now in place:

#### Tiered Funding Structure:

- Category 4: \$10,000–24,999 annual budget → *Minimum award: \$1,500*
- Category 3: \$25,000–99,999 annual budget → *Minimum award: \$2,750*
- Category 2: \$100,000–299,999 annual budget
- Category 1: \$300,000+ annual budget → *Maximum award: \$40,000*

This updated structure expands eligibility to smaller organizations, provides award amounts more proportional to organizational scale, and reduces barriers for applicants. These changes aim to support small organizations doing vital work while ensuring continued rigor, planning, and accountability for larger entities.

Simplified Application Requirements: Application requirements are now directly tied to the Tiered Funding Structure. Each category (1–4) has its own set of required materials, and applicants should only submit the documents specified for their tier. This ensures that smaller organizations face a lighter administrative burden while larger organizations provide the level of planning and documentation appropriate to their scale.

In short: Submit only the materials listed for your category—nothing more is expected or required.

\* Year two funding depends upon the continued availability of appropriated funds and expenditure authority



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from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of the law or federal funds reduction, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.



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## Organizational Narrative

### Narrative Instructions

Upload one document containing your responses to Questions 1–9.  
Your narrative may be no more than 4 pages total.

#### Formatting Requirements:

- File type: PDF preferred
- Length: Maximum of 4 pages
- Font: At least 11-point, easy-to-read font (e.g., Arial, Calibri, Times New Roman)
- Spacing: Single or 1.15 spacing
- Margins: Minimum 1-inch margins on all sides
- Headings: Use section headings (Questions 1–9) to organize your responses
- Content: Keep answers clear, concise, and focused on the information requested

#### Reminder

Only one file may be uploaded for this section. Additional pages or separate attachments will not be reviewed. The page suggestions are only guides to help you stay within the 4-page limit. You can use more or less space for each question as needed, as long as your full narrative fits on four pages.

### Narrative Questions

#### 1. Who You Serve (~½ page)

- Brief description of your audience or community
- Key groups reached (ages, demographics, regions, or special populations)
- Summary of annual reach (numbers optional but helpful)

#### 2. What You Do (~½ page)

- Overview of core arts or cultural programs
- How programs benefit your community
- Any signature events, initiatives, or services

#### 3. Your Priorities & Feedback (~½ page) [If this information is already included in your strategic plan, you may write “See Strategic Plan,” but it must be clearly identified in that plan.]

- Artistic or community priorities: 2–4 major goals or focus areas
- Audience feedback: How you gather input (surveys, conversations, advisory groups, post-event evaluations, etc.). How that input shapes programming or organizational decisions

#### 4. Community Impact (~½ page)



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- How your organization makes a positive difference: Examples of community outcomes or stories
- What “success” looks like for your organization: How you assess or measure impact (qualitative and/or quantitative)

### 5. Arts Education (~ $\frac{1}{3}$ page)

- Programs or activities supporting arts education
- How you serve youth, adults, elders, or multigenerational learners
- Partnerships with schools or community groups (if applicable)

### 6. Organizational Capacity (~ $\frac{1}{2}$ page)

Explain who does the work of your organization and how you manage your operations effectively. This section helps reviewers understand your ability to carry out your programming and use grant funds responsibly. Please describe:

- Staff, volunteers, and key partners who help deliver your programs and keep your organization running
- How you manage operations, finances, and resources (for example: planning processes, financial oversight, scheduling systems, board involvement, or tools you use)
- Any policies or practices that support accountability, safety, or smooth operations

### 7. Support for Artists (~ $\frac{1}{3}$ page)

- How you pay, hire, or contract artists: Professional development, mentoring, or partnership opportunities
- How your work contributes to the local creative economy

### 8. Accessibility (~ $\frac{1}{3}$ page)

- How your programs, events, or facilities are accessible: Steps you take to welcome people with disabilities
- How participants can request accommodations or assistance

### 9. Future Goals (~ $\frac{1}{3}$ page)

- 2–4 clear organizational goals for the next year (and year after that if possible)
- How these goals connect to mission, community needs, or strategic planning

**Upload one document containing your responses to Questions 1–9. Your narrative may be no more than 4 pages total.**

**File type: PDF preferred**

*No File Uploaded*



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## Financial Documentation & Budget Instructions

### Financial Documentation

SDAC staff will conduct a financial review and prepare a standardized financial summary for panelists. Panelists will review only the staff-prepared summary, ensuring that all applicants within a category are evaluated using comparable financial information—not raw financial documents.

For current Arts Challenge grantees, staff will use the final reports already submitted to determine operating income and expenses from the most recently completed fiscal year. No additional P&L statements are required. Staff can provide copies of the most recent reports for your review upon request.

Applicants who are new to General Organizational Support (or who did not receive an Arts Challenge grant in 2025) must submit a Profit and Loss (P&L) statement for their most recently completed fiscal year. Submit your P&L statement by email to Kate Vandel (kathryn.vandel@state.sd.us) as early as possible, prior to the application deadline.

### What is a Profit and Loss (P&L) Statement?

A Profit and Loss statement (sometimes called an Income Statement) is a basic financial report that shows:

- How much money came in during your last fiscal year (income)
- How much money went out (expenses)
- Whether you made money, broke even, or spent more than you earned

That's it. It's simply a list of all the money your organization received and all the money it spent from your most recently completed fiscal year.

### Examples:

- For a small volunteer group with only a few expenses, it might be just a short list showing one or two income sources and a few costs.
- For a large arts organization, it may be a longer, more detailed report—but the purpose is the same: to show income, expenses, and the overall financial result.

If you keep a basic budget or a simple record of money in and money out, you already have the information needed for a P&L statement. Reminder: To apply for General Organizational Support, your organization's annual operating budget must be at least \$10,000.

### Budget Instructions

You do not need to calculate your own Eligible Operating Expenses (EOE) or your 10% request amount.



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SDAC staff will calculate both for you using:

- Your most recent final report (for current Arts Challenge grantees), or
- Your submitted Profit & Loss (P&L) statement (for new applicants)

From these documents, staff will determine:

1. Your Eligible Operating Expenses (EOE) for your last completed fiscal year
2. Your request amount, equal to 10% of your EOE, adjusted to meet the minimum or maximum for your tier

Staff will enter your request amount directly into your application before we send it to panel review.

**Please tell us whether your organization receives any federal government funding (not including SDAC funds), such as federal grants, contracts, or appropriations.**

**1. Do you receive federal funding?**

Yes

**2. If yes, please list the sources and amounts. (We need this information because federal funds cannot be used to match federal funds, including SDAC/NEA dollars.)**

**3. Is more than 50% of your organization's annual income from federal government funding (not including SDAC)?**



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### Projected Expenses and Income

Do not complete the Fiscal Year section. We DO NOT NEED your operating income/expense. Universities should also disregard the note about department-level budgets.

#### What to Include in Your Budget – Projected Expenses and Income

- When completing your budget, enter your projected expenses and projected income for your next fiscal year—the year in which you will use the grant funds.
- This applies whether your next fiscal year begins on July 1, 2026, or January 1, 2027.
- We want to see how you plan to spend money in the future and how your projected income will support those plans.

#### What a Healthy Budget Looks Like

- A healthy budget shows projected income that at least matches your projected expenses.
- Your budget does *not* need to show a surplus, but it should demonstrate that you can reasonably cover the costs of your planned programs and operations.

#### Important Reminder

- You will not enter your grant request on line C. State arts agency income under Sources of Project Cash Income.
- SDAC staff will add your request amount (10% of your Eligible Operating Expenses) before you submit your application.

Need help completing your budget? Use this cheat sheet to see exactly what belongs in each income and expense category. It's designed to guide you and help you avoid common mistakes.

Fiscal Year	Previous	Current	Upcoming
Operating Income	0	0	0
Operating Expense	0	0	0

#### Project Expenses

Total artistic fees for this project	\$0
Total expenses for this project	\$0
Total In-kind for this project	\$0

#### Sources of Project Cash Income

A. Earned income	\$0
B. Contributed income	\$0
C. State arts agency income	\$0



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<b>D. Local government income</b>	<b>\$0</b>
<b>E. Other income (include applicant cash)</b>	<b>\$0</b>
<b>F. Total project cash income</b>	<b>\$0</b>

**Sources of Project Cash Expenses - Actual Cash Expenses**

<b>A. Artistic Fees</b>	<b>\$0</b>
<b>B. Production Costs (personnel, equip.)</b>	<b>\$0</b>
<b>C. Space rental</b>	<b>\$0</b>
<b>D. Marketing (publicity, etc.)</b>	<b>\$0</b>
<b>E. Other expense</b>	<b>\$0</b>
<b>F. Total project cash expense</b>	<b>\$0</b>





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## Support Materials

What Are Support Materials and Why Are They Important?

Support materials are documents, images, links, or samples that help reviewers understand the quality, impact, and credibility of your organization's work. They provide real evidence of what you do—not just what you describe in your application.

Support materials help reviewers see:

- The quality of your programs
- Your organization's capacity to deliver services
- Your connection to the community
- Your ability to carry out the proposed work
- The overall public benefit you provide

In short, support materials strengthen your application by helping reviewers see your work in action.

What to Include - Examples of useful support materials:

- Photos or videos of recent programs, events, or performances
- Marketing samples (brochures, posters, social media posts)
- Press articles or media coverage
- Testimonials or community feedback
- Educational materials or sample curriculum
- Links to your website or online galleries
- Program booklets or season brochures

### Category Requirements for Support Materials

Different categories require different levels of documentation. Please follow the requirements for your category:

#### Category 1 (Largest Organizations)

Required:

- Community support letters
- Strategic/long-range plan
- Projected calendar of events
- Support materials showing recent programming (include at least 1 / up to 20. We recommend 20)

Category 1 applicants should submit materials that demonstrate broad impact, program quality, community reach, and organizational planning.

#### Category 2

Required:



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- Either a strategic/long-range plan or a projected calendar of events
- Support materials showing recent programming (include at least 1 / up to 20. We recommend 10)

Support materials should illustrate program quality and community engagement.

### Categories 3 and 4 (Smallest Organizations)

Required:

- Support materials showing recent programming (include at least 1 / up to 20. We recommend 5)

These materials may be simple—photos, flyers, short videos, or social media posts are acceptable. No strategic plan, calendar, or community letters are required.

### Instructions for Work Samples and Support Materials

- All applicants must include examples of past work—either your own or the work of artists involved in the project.
- If you don't include materials, your application will not be reviewed.
- You may include up to 20 total items (links, files, documents, images, etc.).

### How to Submit Materials:

#### Option 1: Share My Work (THIS SECTION)

- Add direct links to your materials.
- Make sure links open easily (no passwords).
- You may also upload PDFs.

#### Option 2: Portfolio of My Work (NEXT SECTION)

- Upload files to the Media Library.
- Attach those files to your application to create a portfolio.

Panelists spend about 15 minutes on your materials, so choose wisely.

Preferred formats: website links, PDFs, JPEGs.

Links to videos or audio online are better than uploading large files.

**Direct Links: Applicants may include direct links to support materials (no more than 10 links total); be sure such content does not require a password or present other barriers to easy access. Provide a short description of the media followed by the associated hyperlink. Be sure to include https:// in the links provided.**

### **Examples:**

**Video of public performance – [https://...link to video]**

**Press on public art tour – [https://...link to article]**



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**Upload Materials:** Applicants may upload materials (no more than 5 documents/10 pages total). Submit at least 1 and up to 5 support documents.

***Before uploading, convert your document to a PDF if possible.***

*No File Uploaded*

*No File Uploaded*

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## Portfolio of My Work

No Work Samples are assigned to this application.