

About this Sample Application

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

The purpose of this sample is to help applicants understand what a strong **Project Grant application** looks like under the current guidelines. It is designed to illustrate how project narratives can clearly describe the proposed activity, demonstrate public benefit, and show feasibility through well-aligned goals, timelines, and budgets.

Applicants should use this example as a **guide—not a template**. There is no single “correct” way to propose a project, and panelists do not expect applications to follow a specific style, format, discipline, or scale. Successful applications clearly communicate intent, impact, and readiness in ways that fit the proposed project.

Why This Sample Scores Highly

This example demonstrates:

- A **clear, well-defined project** with a strong artistic or cultural purpose
- **Public benefit and community engagement** that are appropriate to the project’s scope
- **Strong alignment** between the project description, work samples, timeline, and budget
- A **realistic and feasible plan** that shows the applicant can successfully carry out the project as proposed

Together, these elements model what panelists look for when reviewing **high-quality Project Grant applications**.

Program Overview & Eligibility

This application form reflects updates for FY2027, including fixed award levels, streamlined narrative questions, and simplified supporting material requirements.

- Grant Period: July 1, 2026 – June 30, 2027
- Draft Review Deadline: February 10, 2026, 11:59 p.m. Central
- Application Deadline: March 1, 2026, 11:59 p.m. Central

Project Grants support nonprofit organizations and individual artists in creating or presenting programs, events, and activities that expand public access to the arts in South Dakota.

Awards are based on a project's artistic excellence and artistic merit—its ability to provide meaningful arts opportunities and foster participation in local communities.

Funding Amounts

- **You will either receive the full amount you request or not receive a grant.**
- Organizations may request one of three fixed amounts: **\$3,500, \$5,750, or \$8,000.**
- Artists may request **\$2,000.**
- Grants may cover up to 50% of total eligible cash expenses.
- A 1:1 cash match is required. Projected income must equal or exceed projected expenses.

Eligible Applicants

- South Dakota artists or residents (must have lived in-state at least one year before July 1, 2026, and remain through project end).
- South Dakota-based nonprofit organizations with 501(c)(3) status and in good standing.
- Units of state or local government.
- Federally recognized tribal governments.

Not Eligible

- Students (high school, undergraduate, graduate, or professional degree programs).
- Arts Challenge or Statewide Services applicants.
- SDAC staff or board members (during service) aren't eligible for artist project grants, but can apply on behalf of an organization.

Funding Rules

- **You will either receive the full amount you request or not receive a grant.**
- Programming must take place in accessible spaces.
- Artists and organizations may not apply for funding for the same project.
- You can only apply in one grant category per year.
- **Artist Projects** previously funded by SDAC cannot be continued with new Project Grant funding.
- Organizations may not use Project Grant funds to match another SDAC or federal grant.

Project Details

Instructions

Answer the following narrative questions. Responses should be concise and clear (recommended length: 1,000–1,500 characters per question).

Questions

1. Project Summary

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

The Playwrights Workshop is a six-month program that supports emerging and mid-career South Dakota playwrights as they develop new, original scripts from concept to staged performance. Led by Black Spoke Theatre’s Artistic Director and supported by guest teaching artists, the workshop combines structured writing sessions, one-on-one mentorship, peer feedback, and developmental readings.

The project will take place at The Smith, BST’s community performance and rehearsal space, and will culminate in a public showcase of newly developed works. Scripts will be rehearsed and staged by BST volunteer directors, actors, and designers, with open rehearsals and post-show discussions to invite community participation. This project expands BST’s work beyond presenting productions to cultivating original theatrical voices rooted in rural South Dakota communities.

2. Impact

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

This project addresses a gap in professional development opportunities for playwrights in rural South Dakota, where access to mentorship, feedback, and production support is limited. By providing structured guidance and public sharing opportunities, the Playwrights Workshop helps writers strengthen their skills, complete new scripts, and build confidence in presenting original work.

For BST, the project deepens our role as a creative hub by generating locally rooted content and strengthening relationships with artists and audiences. For the community, it offers access to original stories that reflect local experiences and perspectives, fostering connection and dialogue through live theatre.

Anticipated results include: a six-month program with 12–18 workshop and rehearsal days; development of 4–6 new scripts; participation by approximately 40 artists (playwrights, directors, actors, designers, and mentors); and 7 public performances or readings reaching an estimated audience of 900 people (approximately 750 adults and 150 youth). Success will be measured through script completion, participant feedback, audience attendance, and continued engagement of participating playwrights in future BST projects.

3. Engagement

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

The workshop serves emerging and mid-career playwrights from across South Dakota, with a focus on rural artists and voices historically underrepresented in professional theatre. Recruitment will take place through libraries, schools, community organizations, tribal partners, and BST's volunteer and audience networks. Outreach materials will be shared through local radio, newspapers, community Facebook groups, newsletters, and regional arts networks.

Audiences will be engaged through open rehearsals, public readings, and post-performance talkbacks that invite dialogue between artists and community members. Performances will take place in an accessible venue with ADA-compliant seating, clear signage, and flexible ticket pricing to reduce barriers to participation. By making both the creative process and final performances visible, the project encourages community members to engage not only as audience members but as participants in the artistic journey.

4. Feasibility

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

The Playwrights Workshop is supported by BST's experienced artistic leadership, established volunteer base, and accessible venue. The project has a total projected value of \$48,845, including \$24,500 in cash expenses and \$24,345 in in-kind support. Cash expenses include \$12,000 in artistic fees, \$8,000 in production costs, \$2,500 in marketing and promotion, and \$2,000 in additional project expenses.

Income sources include \$4,000 in earned revenue, \$4,000 in contributed income, \$5,750 in state support, \$5,500 in local government funding, and \$5,250 in applicant cash, meeting the required 1:1 cash match. In-kind support includes venue use, volunteer artist and crew hours, and staff administrative time.

Volunteers play a significant role and are recruited year-round through digital outreach, social media, and community partnerships. They receive on-site orientation, flexible scheduling, and ongoing support from staff and lead artists. This combination of experienced leadership, diversified funding, and strong volunteer engagement ensures the project can be carried out successfully within the proposed timeline and budget.

Budget

Do not complete the Fiscal Year section. We do not need your operating income or expenses.

Project Grants require a 1:1 cash match. Grants may cover up to 50% of eligible cash expenses.

Projected income must at least equal projected eligible expenses.

Eligible costs include:

artist fees, staff salaries, supplies, space rental, utilities, marketing, promotion, travel.

Ineligible costs include:

fundraising activities, meals/receptions/catering (except travel meals), construction, tuition, endowments, emergency relief.

Line C (Grant Request):

Line C: Requested Grant Amount

- Indicate your requested amount.
- Organizations may request one of three fixed amounts: **\$3,500, \$5,750, or \$8,000.**
- Artists may request **\$2,000.**

You will either receive the full amount you request or not receive a grant.

Sources of Project Cash Income

- A. Earned Income: \$4,000
- B. Contributed Income: \$4,000
- C. State Arts Agency Income: Grant Amount: \$5,750
- D. Local Government Income: \$5,500
- E. Other Income: Applicant Cash (my own money): \$5,250
- F. Total Project Income: \$24,500

Sources of Project Cash Expenses – Actual Cash Expenses

- A. Artist Fees: \$12,000
- B. Production Costs: \$8,000
- C. Space Rental: \$0
- D. Marketing: \$2,500
- E. Other Expenses: \$2,000
- F. Total Project Cash Expense: \$24,500

Share My Work

What this means:

How good the art is, based on what you've made before and what you plan to make for this project.

What we look at:

- Your Project Summary, where you explain your idea.
- At least one sample of your artwork (like a picture, video, song, script, or music).
- Any extra materials you want to share (like short bios or past news articles).

Instructions

- All applicants must upload a short document, no more than two pages, that shows their past work and gives a brief bio for each artist. Tell us who the artists are for your project.
- 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

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

Option 2: Portfolio of My Work

- 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.

What to Include (Suggestions)

- Recent work from the last 3–5 years (older work is okay with a quick explanation).
- Your strongest work first.
- Examples that show you can do the kind of project you're proposing.
- Examples of the type of work you plan to make for this project.
- Work showing you engaging with a community or audience.
- Press or articles about you or your work.
- Reviews or assessments of your work.
- Audience reactions—social posts, feedback, emails, or letters.
- Quotes or testimonials (such as survey comments).
- Photos or videos showing your process or your work in action (rehearsals, exhibits, events, etc.).