

(This is not the actual application; use this sample for planning purposes only)

This document provides the data fields and presents the general format of our online grant application. Please use this template only to organize information before completing and submitting the online application. This document cannot be submitted as an application. The official application is available online at <https://sdac.gosmart.org>.

Program Description

Traditional Arts Apprenticeship Grants support master artists committed to teaching South Dakota's traditional arts and cultures to qualified apprentices. Grants up to \$5,000 support the continuation of time-honored skills that are vital to strengthening cultural communities across the state.

Eligible Artists

- Grants support between 100 and 120 hours of instruction over a 6-to 12-month period.
- Applications **cannot include** more than 3 apprentices.
- Apprentice(s) **must reside** in the state of South Dakota or within the borders of the state's nine federally recognized Tribal reservations for at least one year at the start of the grant (**July 1, 2024**) and remain a resident through the end of the grant (**June 30, 2025**). The master artist may reside in South Dakota or a nearby state. *(In the case of an out-of-state master artist, all payments will be made to the in-state apprentice, **who is then responsible for paying the master's fee.**)*

INELIGIBLE (CANNOT APPLY):

- Apprentice(s) **must be** at least eighteen and **cannot** be pursuing a high school diploma, or graduate, undergraduate, or professional degree.
- Master Artist and Apprentice(s) **can only** apply for one grant per cycle.
- Currently serving South Dakota Arts Council board members and staff cannot apply for any grants to artists.
- Previous **Artist Fellowships** and **Artist Collaboration** recipients cannot apply for **any grants** for a three-year period. (See GRANT GUIDELINES [[linked here](#)] for a full list of restrictions on page 8.)
- Past **Traditional Arts Apprenticeship** recipients are not eligible to apply for the same grant for one year after the completion of their grant period. For example, an apprentice/master artist with a grant that started on July 1, 2023, CANNOT APPLY for the same grant until the **winter of 2026**.

How to apply

Staff will consider and do our best to accommodate the needs of all applicants. If you need support with an online application, contact Kate Vandel as soon as possible. (605-773-5925 or kathryn.vandel@state.sd.us).

Read **ALL** the GUIDELINES [[linked here](#)] prior to applying for ANY SDAC grant. **Incomplete applications will not be reviewed.**

DEADLINE: March 1, 2024, at 11:59 pm Central. Late applications will not be accepted.

Applications must be submitted ONLINE at <https://sdac.gosmart.org/>.

SDAC will review a draft proposal and provide feedback; we request that applicants submit their draft two weeks prior to the submission deadline. **DRAFT REVIEW DEADLINE: February 14, 2024, at 11:59 pm Central.**

This document cannot be submitted as an application. Application available online at <https://sdac.gosmart.org>.

Applicant Checklist

Required for your application:

- Narrative (responses from both Master Artist and Apprentice(s))
- Work samples – 20 samples maximum (recommend 10 samples per artist)
- Letters of Recommendation (for both Master Artist and Apprentice(s) – 1-3 letters maximum)
- Written Statement from any artist(s) (other than the applicant) – Emailed to kathryn.vandel@state.sd.us
- W-9 (from applicant only) – Submit a W-9 at the time of application. We ONLY ACCEPT the State of South Dakota’s W-9 [link provided at time of application]. We provide a SAMPLE COPY and instructions for completing the W-9 [[linked here](#)].

Requested for your application:

- Support materials – 10 materials maximum

General Instructions

As you work through the application, click the “SAVE WORK” button at the bottom of each page of the application before proceeding. You can continue working through the application at any time.

Contact **Annie Hatch**, SD Traditional Arts Consultant, to discuss your proposal (605-608-0490 or sdtraditionalarts@outlook.com) *after*

If you need technical assistance, contact the South Dakota Arts Council (605-773-5925). Staff is on-hand to assist applicants during business hours, 8:00 a.m. - 5:00 p.m. Central, Monday through Friday.

Planning materials and application templates are available on the SDAC website [[linked here](#)].

GRANT APPLICATION TEMPLATE

Applicants are required to upload documents answering the following questions.

ARTIST INFORMATION Page

Written Statement from Master Artist/Apprentice(s): SDAC requires a written statement from **any artist(s) listed here (other than the applicant)** certifying they have read, understand, and agree to these statements and agree to participate in the proposed work. Email to Kathryn.Vandel@state.sd.us at the time of the application.

Master Artist Information: Provide the following for the Master Artist.

Master Artist's Name

Master Artist's Mailing Address (including Address, City, State, Zip)

Master Artist's Phone (include home and/or cell if applicable)

Master Artist's Email

Master Artist's Website (if applicable)

(Must be typed in the space provided. Max. 250 characters.)

Apprentice Artist Information: Provide the following for EACH APPRENTICE ARTIST

Apprentice Artist's Name

Apprentice Artist's Mailing Address (including Address, City, State, Zip)

Apprentice Artist's Phone (include home and/or cell if applicable)

Apprentice Artist's Email

Apprentice Artist's Website (if applicable)

(Must be typed in the space provided. Max. 250 characters.)

GRANT APPLICATION TEMPLATE

Applicants are required to upload documents answering the following questions.

NARRATIVE SECTION I: To be completed by the Master

Applicants MAY include video responses to the questions posed in the application rather than written responses.

What is your experience with this art form? Where, when, and how did you learn the tradition? From whom did you learn? Have you received formal or informal recognition for your work? (Must be typed in the space provided. Max. 2000 characters.)
(max. 2000 characters)

Describe the current artistic activities and your connection to the art form's community of origin. (Must be typed in the space provided. Max. 2000 characters.)
(max. 2000 characters)

Describe why you have chosen this (or these) apprentice(s) to receive your training? Have you worked together before this project? What do you expect from your apprentice following the project? (Must be typed in the space provided. Max. 2000 characters.)
(max. 2000 characters)

Master Narrative (Video Upload) Video 10 minutes maximum
(You can upload a document with direct links to videos; be sure content does not require a password or present access barriers.)

NARRATIVE SECTION II: To be completed by the Apprentice(s)

Applicants MAY include video responses to the questions posed in the application rather than written responses.

Why do you want to study with this master artist? Please describe how you know this person and in what capacity, if any, you have worked with him or her before. (Must be typed in the space provided. Max. 2000 characters.)
(max. 2000 characters)

When, where, how, and from whom did you first learn this skill? (Must be typed in the space provided. Max. 2000 characters.)
(max. 2000 characters)

What are your plans for working in this art form and in the community after the apprenticeship is complete? (Must be typed in the space provided. Max. 2000 characters.)
(max. 2000 characters)

Apprentice(s) Narrative (Video Upload) Video 10 minutes maximum
(You can upload a document with direct links to videos; be sure content does not require a password or present access barriers.)

GRANT APPLICATION TEMPLATE

Applicants are required to upload documents answering the following questions.

ARTIST INFORMATION Page

NARRATIVE SECTION III: To be completed by the Master and Apprentice(s) together

Applicants MAY include video responses to the questions posed in the application rather than written responses.

Please describe the ways in which you share the same cultural community. (max. 2000 characters)

(Must be typed in the space provided. Max. 2000 characters.)

What is the role or importance of this art in your community? How will the apprenticeship benefit the community? (max. 2000 characters)

(Must be typed in the space provided. Max. 2000 characters.)

Please describe exactly what will be taught during this apprenticeship. What skills and/or techniques will the apprentice learn? How will cultural information be shared? What do you expect to accomplish during this apprenticeship? (max. 2500 characters)

(Must be typed in the space provided. Max. 2000 characters.)

Master & Apprentice(s) Narrative (Video Upload)

Video 10 minutes maximum

(You can upload a document with direct links to videos; be sure content does not require a password or present access barriers.)

PROJECT SUMMARY Distill your planned work down to one sentence. SDAC staff use your **project summary** for our annual list of grantees (posted online) and Annual Report to the Legislature. *(Max. 250 characters.)*

GRANT APPLICATION TEMPLATE

Applicants are required to answer the following questions.

PROJECTED OUTCOMES

Applicants can request up to \$5000. We expect that you may be the only person directly benefiting from this grant (unless an event/exhibition is planned to take place during the grant period, in which case you may also include audience projections). Please select the options that best reflect your age/race/ethnicity.

The South Dakota Arts Council is required to collect specific information from all grant applicant for the purpose of reporting to the National Endowment for the Arts (NEA). We ask you to identify the type of work you will do and include audience projections (who will benefit). The Projected Outcomes Guide includes definitions to aid applicants in responding [[linked here](#)].

Select the project discipline. Select **Folk/Traditional Arts**

Select the activity type. Select **Apprenticeship/Internship**

Select the percentage of funded activities that are arts education. Select **50% or more of the funded activities are arts education**

Enter the total number of adults engaged in person. *Estimate your audience*

Enter the total number of children/youth engaged in person. *Estimate your audience*

Enter the number of artists that are directly involved. *Estimate your audience*

Select all races/ethnicities that make up the population, 25% or more, that benefit from the award. *Choose at least one of the options*

Select all age ranges that make up the population, 25% or more, that benefit from the award. *Choose at least one of the options*

Select all distinct groups that make up the population, 25% or more, that benefit from the award. *Choose at least one of the options*

Amount Requested ***Applicants request up to \$5000.***

GRANT APPLICATION TEMPLATE

Applicants are required to include all project-related expenses.

BUDGET – EXPENSES

All expenses must be related to the grant proposal, take place within the defined grant period (**July 1, 2024 – June 30, 2025**), and between **\$4500** and **\$5000**. Your budget must be balanced (Total Expenses must equal Total Income). The Grant Guidelines explain the BUDGET section (page 7) [[linked here](#)]. For C. Travel Cost (Project-related), use the “travel reimbursement rates” (based on the State’s written travel reimbursement policies) on page 7 of the Grant Guidelines [[linked here](#)]. *Grant funds will cover no more than \$1,500 of travel and supply costs. Additional costs over \$1,500 must be provided by the applicants.*

A. Master Artist Fee (not to exceed \$4,000)	Cash Expenses	Total Number of Lessons	Total Number of Hours
Master Artist Fees (\$35/hour)			

B. Travel (Project-related)	Cash Expenses
Mileage	
Lodging	
Meals	
Other (*Explain in your NARRATIVE)	

C. Related supplies and equipment (List each item and its cost)	Cash Expenses

H. Total Expenses	
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GRANT APPLICATION TEMPLATE

Applicants are required to include all project-related income.

BUDGET – INCOME

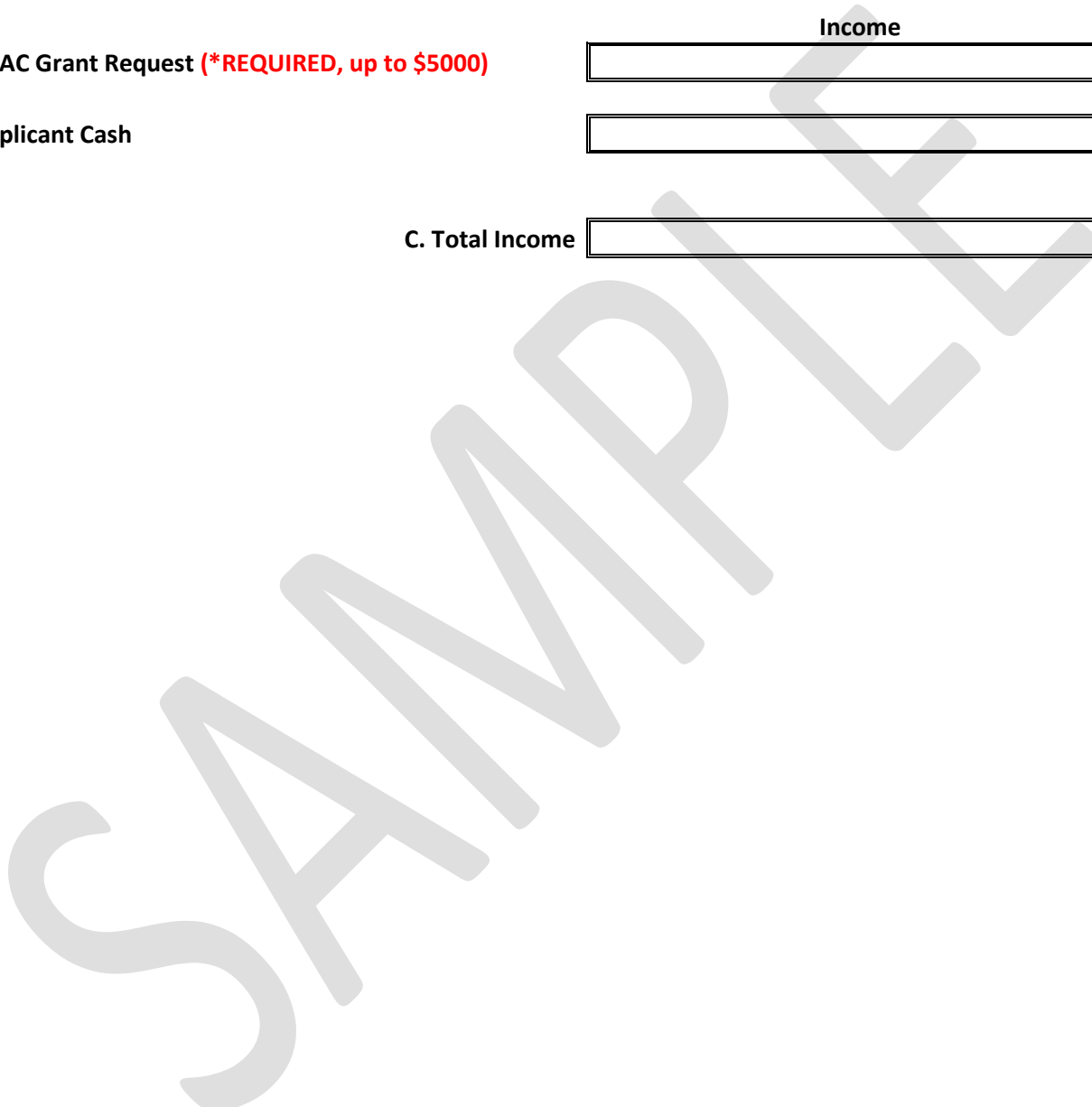
All submitted income must be related to the grant proposal and take place within the defined grant period (July 1, 2024 – June 30, 2025). Your budget must be balanced (Total Expenses must equal Total Income). The Grant Guidelines explain the BUDGET section (page 7) [\[linked here\]](#).

Income

A. SDAC Grant Request (*REQUIRED, up to \$5000)

B. Applicant Cash

C. Total Income



GRANT APPLICATION TEMPLATE***Applicants are required to include WORK SAMPLES.*****ARTISTIC EXCELLENCE – WORK SAMPLES**

Panelists assess the work samples/support materials as they relate to the overall application to determine artistic excellence. The Grant Guidelines provide the allowable file types and media restrictions (page 5) [\[linked here\]](#).

You must provide a minimum of 1 and maximum of 10 samples per artist (20 samples total across all file types).

- Submit your works in the order in which you would like them to be viewed. We recommend starting with your strongest materials. Panelists want to see a range of support of your work over time and prefer materials related to your work within the last 3 – 5 years.
- If you are submitting a combination of uploaded materials (files) and direct links (to outside web-based sources), you cannot exceed a total of 20 examples.

If your application does not contain work samples, the panel will not have enough information to gauge the quality of your work. As a result, your application will be considered incomplete and will not be reviewed.

Include:

- Images/videos/samples that show the type of work you have done in the past –as well as showing that you can do the type work you plan to do.
- Images/videos/samples that show the type of work you plan to do.
- Images/videos/samples that show you working alongside the community or audience you will serve.

Use the ***MEDIA LIBRARY*** tab to upload and manage your media files. *The MEDIA LIBRARY is not your application. Applicants must attach work samples from the MEDIA LIBRARY to their application.* Use this SECTION to attach work samples to the application located in your MEDIA LIBRARY. Be sure to attach your best work to the application.

Learn more about that page and how to use the MEDIA LIBRARY by watching this video [\[linked here\]](#).



- You may attach up to 20 image file(s).
- You have attached 0 image file(s).
- Image file size must not exceed 4.00 MB.



- You may attach up to 20 audio file(s).
- You have attached 0 audio file(s).
- Audio file size must not exceed 5.00 MB.



- You may attach up to 2 video file(s).
- You have attached 0 video file(s).
- Video file size must not exceed 100.00 MB.



- You may attach up to 20 document file(s).
- You have attached 0 document file(s).
- Document file size must not exceed 4.00 MB.

Attached Media

Master Artist and apprentice(s) should provide up to 20 work sample total. Review the thumbnails to ensure intended media is attached.

Files will be viewed as shown below:

This document cannot be submitted as an application. Application available online at <https://sdac.gosmart.org>.

GRANT APPLICATION TEMPLATE***Applicants are required to include SUPPORT MATERIALS.*****ARTISTIC EXCELLENCE – SUPPORTING MATERIALS**

Panelists assess the work samples/support materials as they relate to the overall application to determine artistic excellence. The Grant Guidelines provide the allowable file types and media restrictions (page 6) [\[linked here\]](#).

Applicants may include a maximum of 10 additional support materials (10 samples total across all file types).

- Submit your works in the order in which you would like them to be viewed. We recommend starting with your strongest materials. Panelists want to see a range of support of your work over time and prefer materials related to your work within the last 3 – 5 years.
- If you are submitting a combination of uploaded materials (files) and direct links (to outside web-based sources), you cannot exceed a total of 10 examples.

Include:

- Press: articles written about you or your work/the organizations or the work of the organization where you are featured or mentioned
- Reviews: critical reviews of your work/the work of the organization
- Audience reactions: social media posts about your work, in-person feedback, emails, letters
- Quotes, testimonials, feedback: similar to audience reactions, but these are triggered by you requesting this from individuals and participants (i.e. comments on an audience survey)
- Process photos and videos: any documentation of the art works before and after to show the context of the work. This may include footage/photos taken during an exhibit, performance, or activity.

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. Please provide a short description of the media (such as video of educational outreach/programming, video of live performances/presentations, photos of events, publicity articles of events or programs, etc.) 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]

(Must be typed in the space provided. 1500 characters.)

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.*

upload file

upload file

upload file

upload file

upload file

GRANT APPLICATION TEMPLATE***Applicants are required to answer the following questions.*****APPLICANT ASSURANCES**

Before you submit your application, review the entire application, and then print/save a copy of the PDF for your records. Once you submit your application you will not be able to make changes.

In checking these boxes, adding your (first and last) initials, and providing the date of your agreement, you certify that that you have read, understand, and agree to these statements.

Draft Review: Draft review deadline closes at 11:59 PM CST, Feb. 14, 2024. Staff will review your application prior to submission to check for mistakes or omissions that might cause ineligibility and provide feedback ahead of the application deadline. Staff will not provide feedback on wording, spelling, or grammar.

Written Statement from Master Artist/Apprentice(s): SDAC requires a written statement from **any artist(s)** (*other than the applicant*) certifying they have read, understand, and agree to these statements and agree to participate in the proposed work. Email to Kathryn.Vandel@state.sd.us at the time of the application.

Guidelines Certification: I certify that I have read and understand the grant guidelines and meet the eligibility requirements.

✓ By checking this box, I agree that I have read, understand, and agree to this statement.

Certification of the proposed activities dates: I certify ALL of the planned project events/activities and expenditures take place within the defined grant period of July 1, 2024 – June 30, 2025.

✓ By checking this box, I agree that I have read, understand, and agree to this statement.

True and Complete Certification: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein.

✓ By checking this box, I agree that I have read, understand, and agree to this statement.

Authorized Individual Certification: I certify that I am the individual authorized to commit the applicant to abide by all relevant Terms and Conditions. In addition, I give the SDAC permission to duplicate submitted documentation for use in the grant review process.

✓ By checking this box, I agree that I have read, understand, and agree to this statement.

Initials of authorized individual (applicant)

(First and last initials only)

Date of submitted application

(MM/DD/YYYY)