

At the South Dakota Arts Council, we appreciate and work to support the arts across our state. We are ready to serve our constituents, support your enthusiasm, recognize your challenges, and work alongside you to transform South Dakota's communities and people through the arts.

We believe:

**Mission.**

The mission of the South Dakota Arts Council is to make quality arts programs accessible throughout the state through funds, services, and information.

**Vision.**

Our vision is to transform South Dakota's communities and people through the arts.

**Future.**

**South Dakota Arts Council - State Arts Plan**

To help you understand our intention as we move forward, we encourage you to review our complete strategic plan and the addendum extending it. Use this plan to help you identify how your grant proposal incorporates our goals to advance the arts in your community.

Review our complete strategic plan and addendum online [\[linked here\]](#).

The **South Dakota Arts Council**, an office of the **South Dakota Department of Tourism**, provides grants and services to artists, arts institutions, schools, and other nonprofit organizations throughout the state with funding from the **National Endowment for the Arts** and the **State of South Dakota**. The South Dakota Department of Tourism is comprised of Tourism and the South Dakota Arts Council. The department is led by Secretary James D. Hagen.

We are called to fairly serve and represent all South Dakotans as stewards of the public trust. The South Dakota Arts Council is mindful of taxpayers' dollars that advance the arts in South Dakota and takes seriously this great responsibility.



**Touring Arts Grants** widen the distribution of arts events throughout South Dakota and offer new opportunities to artists, arts-producing organizations, schools, and audiences. The intent of the program is to provide quality arts programming to schools and communities and help make the arts available in all regions of the state.

The Touring Arts program is designed to:

- Increase opportunities for artists and ensembles to obtain successful touring engagements.
- Provide quality arts programming to schools and communities.
- Help make the arts available in all regions of the state.

Grants support touring by artists and ensembles within the state. Touring activities are restricted to those hosted by an eligible presenter (*South Dakota-based federally tax-exempt 501c3 nonprofit organizations, units of government, public schools, or nonprofit educational institutions*). **To participate, artists must apply for endorsement on the South Dakota Arts Council's Touring Arts roster.**

**DEADLINE: September 4, 2023, at 11:59 pm Central. Late applications will not be accepted.**

## What is a Touring Artist?

A **touring artist** is a professional artist, ensemble, or arts-producing organization willing to tour South Dakota with performances, exhibits, or specific programs for a two-year period. Touring artists represent all arts disciplines: dance, music, opera/music theater, theater, visual arts, design arts, crafts, photography, media arts, literature, interdisciplinary arts, folk arts, humanities, multidisciplinary arts, or any combination of the above.

Touring artists are:

- Accomplished artists in their field, able to demonstrate a successful history of professional touring engagements.
- Willing to travel outside of their community to do a performance.
- Business-minded, possessing the ability to self-market and work within a budget. The SDAC cannot act as an agent on behalf of any artists. Artists must network and market their services directly to presenters.

Touring artists are responsible for:

- Offering **public performances** as well as optional services that may include workshops, master classes, lecture demonstrations, arts education components, residencies, or short performances.
- Establishing a fee for each activity of their program (performance, exhibit, residency, workshop, etc.).
- Booking and contracting directly with an eligible presenter (*South Dakota-based, federally tax-exempt 501c3 nonprofit organizations, units of government, public schools, or nonprofit educational institutions*). ALL activities sponsored by the South Dakota Arts Council **MUST** take place in South Dakota.
- Booking and submitting contracts to SDAC staff **no less than 30 days prior to any performance.**
- A **performance** is any presentation, concert, show, exhibit, or program offered by a touring artist.

A **tour** is a **public performance** in a venue or venues. This includes both one-time performances and longer, multi-engagement performances. *Elementary and secondary schools, senior living facilities, correctional facilities, and hospitals are exempt from the **public performance** requirement.*

Grants are made to the touring artist, not the presenter. The artist/ensemble receives up to 50% of their negotiated fees paid from their grant and the rest from the presenter.

## What is a presenter?

A **presenter** is a *South Dakota-based, federally tax-exempt 501c3 nonprofit organization, unit of government, public school, or nonprofit educational institution* hosting a touring artist.

Presenters are:

- Festivals and Concert Associations, Performing Arts Center/Venues, Art Centers and Galleries, Community Arts Councils, Native American Organizations, and any other *South Dakota-based, federally tax-exempt 501c3 nonprofit organizations*.
- Units of state or local government.
- Federally recognized tribal governments.
- Public schools or **501c3 nonprofit** educational institutions.

Presenters are responsible for:

- Booking touring artists **no less than 30 days prior to any performance**.
- Offering **public performances**. Any Touring Arts performance must be open to the public, and the presenter must provide community-wide publicity. *Elementary and secondary schools, senior living facilities, correctional facilities, and hospitals are exempt from this requirement.*
- Providing a space that is fully accessible to all participants and must agree that no person shall be excluded from participating in, nor be denied the benefits of, any program, activity, or service on the basis of race, color, religion, ancestry, national origin, age, sex, or disability.
- Acknowledging SDAC funding in all promotional materials.
- Submitting an evaluation **no more than 30 days following the performance**. Presenters with incomplete or missing evaluations will be ineligible to participate in future Touring Arts performances and any other programs supported by the SDAC.

## Note to Applicants

### Notice to TOURING ARTISTS

- The SDAC awards Touring Arts grants for a two-year period, for fiscal years 2025 and 2026 (July 1, 2024 – June 30, 2026) with the same award provided each year, pending federal and state appropriations. Should appropriations be increased, reduced, or eliminated, second-year awards will reflect such action.
- **Artists who do not receive bookings within the first fiscal year (July 1 - June 30) will be required to submit a request for continuance on the roster that will be reviewed by SDAC staff.**
- Staff may reduce funding if an artist is not in **good standing**. **In good standing** means the artist received satisfactory evaluations and worked with SDAC staff to address any concerns.
- Inclusion on the roster is not a guarantee of employment.

The SDAC provides a list of roster artists online at [https://artscouncil.sd.gov/ta/Touring\\_Arts\\_List.pdf](https://artscouncil.sd.gov/ta/Touring_Arts_List.pdf).

The SDAC works with a nonprofit arts advocacy partner, Arts South Dakota, which provides a directory of participating organizations. Touring artists are encouraged to use this directory as an additional resource for booking touring engagements. The directory is found online at <https://artssouthdakota.org/arts-directory/>.

## Are you eligible?

**Read ALL the guidelines prior to applying for ANY SDAC grant.** Applicants that **do not** meet the eligibility requirements **will not be reviewed**. Contact SDAC staff with any questions regarding eligibility.

### **ELIGIBLE ARTISTS:**

- Professional artists in all arts disciplines are eligible to apply.
- Artists must be willing to travel throughout South Dakota and to work year-round with a variety of audiences.
- Artists who live and work in South Dakota, Indigenous artists, and artists who live in bordering states are given priority.
- In addition to these requirements, applicants must demonstrate they have a successful history of professional touring engagements (public event in a venue or venues within the state).

### **INELIGIBLE (CANNOT APPLY):**

- Anyone younger than 18 years old.

### **PROGRAM REQUIREMENTS/ELIGIBLE ACTIVITIES:**

- Touring Arts performance is booked and the contract is submitted to SDAC staff **no less than 30 days prior to any performance**.
- Touring Arts performance is hosted by an eligible presenter (***South Dakota-based federally tax-exempt 501c3 nonprofit organizations, units of government, public schools, or nonprofit educational institutions***).
- Touring Arts performance is open to the public.
- Touring Arts performance is fully accessible to all participants and presenter/artist must agree that no person shall be excluded from participating in, nor be denied the benefits of, any program, activity, or service on the basis of race, color, religion, ancestry, national origin, age, sex, or disability.

## Funding Restrictions

### **SDAC WILL NOT FUND:**

- Activities/projects that exclude the public.
- Activities that occur during a religious service.

## How to apply

**Read ALL the guidelines prior to applying for ANY SDAC grant. Incomplete applications will not be reviewed.**

**DEADLINE: September 4, 2023, at 11:59 pm Central. Late applications will not be accepted.**

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

*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](mailto:kathryn.vandel@state.sd.us).*

*If you have questions about the Touring Arts program, contact program coordinator Sarah Carlson, [sarah.carlson@state.sd.us](mailto:sarah.carlson@state.sd.us) or 605-773-3102.*

## Resources

### **Touring Artist Applicant Portal**

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

Review the **Touring Arts program information** online at <https://artscouncil.sd.gov/ta/intro.aspx> .

*If you have questions about the Touring Arts program, contact program coordinator Sarah Carlson, [Sarah.Carlson@state.sd.us](mailto:Sarah.Carlson@state.sd.us) or 605-773-3102.*

## Grant Review

SDAC staff review applications for eligibility and will contact applicants if issues arise.

Grant review panels evaluate applications and assign points based on the artistic work and indication of talent and an artist's description of the touring arts programs. The SDAC strives to select a diverse roster. Panels consist of in-state and out-of-state professionals, with arts knowledge and experience, and are facilitated by an Arts Council board and SDAC staff member. Service on panels is limited to two consecutive years.

SDAC staff submits roster recommendations from review panels to Arts Council board members for consideration and to facilitate final decisions.

The SDAC reports the names of panelists and grantees in our Annual Report to the Legislature. After notification, any applicant may ask SDAC staff for a summary of the panel's comments.

The SDAC is looking for individuals with experience and/or expertise in the arts to serve as panelists. Please, fill out the nomination form online [\[linked here\]](#) or contact SDAC staff if you are interested.

## Review Criteria

Grant review panels evaluate applications and assign points based on the **artistic merit** and **artistic excellence** of each proposal with a maximum of **60 points** available.

**ARTISTIC MERIT** (30 points/75% of total score, plus bonus points available)

**Artistic merit is defined as your demonstrated ability or achievement. Artistic merit is evaluated based on:**

**1. PROGRAM DESCRIPTION** (10 points possible)

- Application includes specific details/plans for presenting art to engage with artists, audiences, or communities.

When evaluating your **program description**, panelists assess how well you explain your/your ensemble's program, how well the project aligns to your primary audience, and your ability to enhance/supplement the Touring Arts roster.

**2. ARTISTIC GOALS AND EXPERIENCE** (10 points possible)

- Well-defined artistic goals and a clear connection to touring.
- Application includes specific details about relevant qualifications and experience of the artists involved.
- Names and general responsibilities of key member(s) are identified.

When evaluating your **artistic goals and experience**, panelists are looking for how you define success within the Touring Arts program. Panelists consider how the Touring Arts program is authentically aligned with your goals, qualifications, and experiences of the artist(s) involved.

**3. TOUR MANAGEMENT** (10 points possible)

- Application includes specific details about how tours are managed, how programming is developed, and how programming is prepared for tour.
- Application includes specific details outlining space requirements that support the best possible performance environment for the artist/ensemble, balanced with reasonable and informative expectations for a presenter.

When evaluating your tour management, panelists assess how tours are managed, how programming is developed, and how programming is prepared for tour and audiences. Panelists also consider how the performance environment for the artist/ensemble is balanced with reasonable and informative expectations for a presenter.

**4. ARTISTIC QUALITY** (30 points possible)

- Quality of artist's work / indication of exceptional talent within the art form.

When determining **artistic quality**, panelists assess the work samples/supplemental materials as they relate to the overall application.

## Grant Application

The remainder of this document is intended to supplement and clarify specific sections of our grant application.

The Touring Arts “Application Template” is posted on our website. This document provides all the required fields for the online application. We suggest you use the “Application Template” and compose your narrative responses offline to ensure accurate spelling and grammar. You can then UPLOAD your materials into the online application. Planning materials and application templates are available on the SDAC website [[linked here](#)]. ***Before uploading any documents, convert your document to a PDF.***

### The following documents are required for your application:

- Artist résumé(s)/biography – 2 pages maximum
- Supplementary materials – 10 materials maximum (including examples of promotional materials)
- Work samples – 10 samples maximum

### Incomplete applications will not be reviewed.

**DEADLINE: September 4, 2023, at 11:59 pm Central. Late applications will not be accepted.**

## WORK SAMPLES/SUPPLEMENTARY MATERIALS

ALL APPLICANTS must provide a minimum of 1 and maximum of 10 **work samples** (**10 total** across all file types/media) and a minimum of 1 and maximum of 10 **supplementary materials** (**10 pages total** across all materials).

- Submit your works in the order in which you would like them to be viewed. We recommend starting with your strongest work sample. Panelists want to see a range of work related to your application, dedication to the field, your craft, and your potential.
- Panels prefer work created within the last 3 – 5 years. Older samples may be submitted with an explanation.

If your application **does not contain work samples/support materials**, 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.**

## WORK SAMPLES

Applicants have TWO options for submitting **work samples**:

- Upload individual files into your **Media Library** in GoSmart (online at <https://sdac.gosmart.org/>). Select and attach work from your **Media Library** to the application. The guidelines below detail what you can include your **Media Library** in GoSmart (online at <https://sdac.gosmart.org/>).
- Provide a single document of direct links to work samples. Upload a single file to the “Documents” section of your **Media Library** in GoSmart (online at <https://sdac.gosmart.org/>). Select and attach the document from your **Media Library** to the application. Work samples must still follow these guidelines. Provide direct links to work samples and an explanation of what panelists will be viewing; be sure content does not require a password or present access barriers.
- If you are submitting a combination of file types (i.e., videos and audio), **you cannot exceed a total of 10 samples.**

- 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 samples.**

**Allowable file types and media restrictions:****IMAGES: Individual images may not exceed 4MB/image.**

Allowable image files: JPG, JPEG

**AUDIO:** Samples do not need to be professionally produced but **MUST** be easy to hear. All samples should be cued to the most relevant activity. **Individual audio files may not exceed 10MB/sample (max runtime 4 minutes/sample)**

Allowable audio files: MP3, WAV, AIF, WMA

**VIDEO:** Videos do not need to be professionally produced but **MUST** be easy to see and hear. All samples should be cued to the most relevant activity. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work. **Individual video files may not exceed 150MB/video (max runtime 15 minutes/sample)**

Allowable Video Files: MP4, MOV, MPG, MPEG, MXF, WMV

**DOCUMENT:** May provide a single document of direct links to work samples. **Individual documents may not exceed 4MB/file [see page restrictions below]**

Allowable files: Convert Word (DOC) and Excel (XLS) files to PDF.

## **SUPPLEMENTARY MATERIALS**

Include:

- Press: Articles written about you or your work in which you are featured or mentioned
- Reviews: Critical reviews of your work
- Letters of support from presenters: Letters/emails endorsing your work as a touring artist that must be signed by the letter writer
- Audience reactions: Social media posts about your work, in-person feedback, emails, letters, etc.

Applicants have TWO options for submitting supplementary materials:

- Upload individual files (maximum 10 pages) in the GoSmart application (online at <https://sdac.gosmart.org/>).
- Provide direct links to specific supporting materials (no more than 5 links). Provide direct links to materials and an explanation of what panelists will be viewing; be sure such content does not require a password or present other barriers access.

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 samples.**If you have further questions about the SDAC grants program not answered in the guidelines, please contact SDAC Grants Specialist Kate Vandel at [Kathryn.Vandel@state.sd.us](mailto:Kathryn.Vandel@state.sd.us) or 605-773-5925.**Thank you for applying for a grant from the South Dakota Arts Council.**