Disability. Dance. Artistry. Residency Program Application Guide - 2021

Application Guide Introduction:

- This application guide includes all possible questions that appear in the application. You may not have to answer every question as you are completing your application.
- As part of the application, you must also complete and/or provide the following:
 - Proof of 501(c)(3) status such as an IRS Determination Letter OR proof of fiscal sponsorship such as a contract or agreement letter with your fiscal sponsor
 - Link to work sample that follows best practices for accessibility
 - Equity matrix Download the Equity Matrix by copying and pasting (<u>www.Dance.NYC/uploads/2021_DDA_Residency_Equity_Matrix.xlsx</u>) into your web browser
 - Anonymous Self-Identification Survey Complete the survey by visiting (http://s.alchemer.com/s3/d33330bbc874).
- As part of the application, you have the option to provide the following:
 - Biographical Information of Key Artistic Lead and Collaborators (upload)
 - Other support material including but not limited to additional video footage, images, interviews, press reviews, articles, playbills, etc. that offer context of your artistry
 - Diversity, Justice, Equity, and Inclusion Policy (upload)
- Dance/NYC is looking for clear, concise answers to application questions. Suggested
 word counts are provided on some fields as recommendations, however applicants can
 write as little or as much as they need in order to answer the questions as best they can.
 Applicants will not be penalized for the length of their submission as long as they answer
 the questions fully.
- Grammar and video quality are not taken into consideration in scoring by the review panel, unless the grammar or video quality disturbs overall comprehension of the application. Scores are not connected to whether or not an applicant has strong written English skills or access to the highest-quality documentation.
- Dance/NYC discourages applicants from trying to answer in a way that is based on what they think reviewers might want to hear. Please be honest in your responses.

APPLICATION CONTENT

Instructions

Dance/NYC invites eligible disabled dance artists and integrated dance companies led by people with disabilities to submit proposals for residencies hosted at Gibney.

This application will close on Sunday, October 10, 2021 at 11:59 p.m. EST.

Before completing the application form, interested applicants are asked to first complete a series of questions to determine baseline eligibility. If eligible, applicants will be prompted to

complete the application and provide relevant artistic and organizational information for the Residency Program. All questions are required unless otherwise indicated.

Applicants may save draft content by scrolling to the bottom of the application form and clicking "Save Draft," and may return to finish the form at any time prior to the deadline. Complete applications must be submitted online no later than 11:59 p.m. EST on October 10, 2021. Incomplete applications, hard copy submissions, and applications received after the October 10 deadline will not be considered.

Dance/NYC is committed to accessibility and equity for disabled people in its programs. If you need assistance accessing any part of this application, please:

Visit Full Call for Proposals:

(<u>https://www.dance.nyc/programs/funds/dda/artist-residency/overview</u>) for information on the program and technical assistance offerings

Visit Frequently Asked Questions (FAQ): <u>Dance.NYC/DDA_Residency_FAQ_2021</u> Contact us at artistresidency@dance.nyc

Eligibility confirmation

Please answer the questions below to determine whether you or your dance group is eligible for this grant program.

Do you identify as: (Required)

- A disabled dance artist
- An integrated dance company led by disabled artists
- None of the above

Are you based (reside) in the United States? (Required)

- Yes
- No

Are you able to provide current proof of 501(c)(3) status or fiscal sponsorship? (Required)

For details on how to become fiscally sponsored, please visit https://www.dance.nyc/for-artists/resource-pages/fiscalsponsorship/resources.

- Yes
- No

Section 1 -- Applicant information

Please complete all required fields.

Name of applicant artist/ensemble (Required)

Provide the name of the applicant artist/ensemble.

Applicant contact name (Required)

Provide contact name. This may be the same as the applicant artist.

Email address (Required)

Provide your email address.

Phone number (Required)

Provide your phone number.

What is your preferred communications method with respect to your application and the Disability. Dance. Artistry. Residency Program? (Required)

- Email
- Phone call (voice-only)
- Text message
- Not listed

If not listed, please specify (Required)

Street/P.O. Box Address (Required)

Provide your mailing street address or P.O. Box.

City (Required)

Provide your city.

State (Required)

Choose your state from the dropdown list.

ZIP code (Required)

Provide the ZIP code associated with your mailing address.

County (Required)

If you are based (residing) in the metropolitan New York City area, select the county associated with your mailing address, otherwise select "N/A."

- Bergen
- Bronx
- Hudson
- Kings (Brooklyn)
- Nassau
- New York (Manhattan)
- Queens

- Richmond (Staten Island)
- Rockland
- Suffolk
- Westchester
- N/A

Website address (if available)

Provide the URL to your website.

Tax classification (Required)

Indicate your tax classification from the options provided.

To be eligible, applicants must currently operate with 501(c)(3) and/or fiscal sponsorship status (or a combination thereof). For details on how to become fiscally sponsored, please visit Dance.NYC/for-artists/resource-pages/fiscalsponsorship.

- 501(c)(3)
- Fiscally sponsored artist/project
- Both 501(c)(3) and fiscally sponsored

[If "Both 501(c)(3) and fiscally sponsored"] If you are selected as a grantee, would you like your award to be processed to your 501(c)(3) directly or through your fiscal sponsor? (Required)

- 501(c)(3)
- Fiscal sponsor

[If Fiscally Sponsored] Fiscal sponsor name(s) and contact information (Required)

Please fill in your sponsor's contact information.

[If 501(c)(3)] Federal EIN (Required)

Please provide your federal employer identification number. Use numbers only, no dash or special characters.

[If Fiscally Sponsored] Federal EIN (Required)

Please provide your fiscal sponsor's EIN. Use numbers only, no dash or special characters.

[If 501(c)(3)] Proof of 501(c)(3) (Required)

Upload PDF(s) of your IRS determination letter.

[[File upload: up to two files, PDF file type]]

[If Fiscally Sponsored] Proof of fiscal sponsorship (Required)

Upload PDF(s) of your proof of fiscal sponsorship. Proof of fiscal sponsorship should include coverage dates as contracted with your fiscal sponsor or be dated within one month of the date of your application.

[[File upload: up to two files, PDF file type]]

Section 2 -- Grant Disbursement

The following information will allow Dance/NYC to submit award funds and honoraria to eligible, complete applicants via direct deposit. We have selected this payment method to ensure grant awards are available as quickly as possible. If you are unable to receive funds via direct deposit, you will have an opportunity to request an alternative payment method. Dance/NYC will do its best to accommodate alternative payment methods on an ad hoc basis.

Your information will be stored securely. To learn more about Dance/NYC's Personally Identifiable Information Data Access and Protection Protocol, visit (Dance.NYC/uploads/DDA Residency DataAccessAndProcessingProtocol.pdf).

For Submittable's security procedures, visit (www.submittable.com/security).

[If Fiscally Sponsored] Direct Deposit - Fiscally Sponsored Projects

For fiscally sponsored projects, grant payments MUST be processed via the fiscal sponsor. Please provide the direct deposit information for your fiscal sponsor below.

Are you able to provide a Bank Account Number and Routing Number? (Required)

- Yes
- No

If you are unable to provide a Bank Account Number and Routing Number, please include details of your preferred payment method. (Required)

Dance/NYC will do its best to accommodate alternative payment methods on an ad hoc basis and may contact you for additional information before processing grant funds.

Business Name (as it appears in bank statements) (Required)

SSN/EIN that corresponds with Bank Account (Required)

Enter the Social Security Number or Employer Identification Number used to open the bank account. Use numbers only, no dash or special characters.

Name of Banking Institution (Required)

Bank Routing Number (Required)

Bank Account Number (Required)

Section 3 -- Short narratives

Please complete all required fields.

Background as dance artist/ensemble (Required)

Provide a short artist statement and biography. Help us understand the work you do, what drives it, who is a part of it, and how you go about doing it. It would also be helpful to get a sense of your artistic accomplishments in chronological order. Suggested word count: 300-500 words

Disability Artistry (Required)

As an artist or organization, how does disability inform your work? Dance/NYC will prioritize self-identification. No artist will be required to provide verification of their impairment in the application. Suggested word count: 100-200 words

Artistic Excellence (Required)

How do you define artistic excellence in your practice? Do you choose to contextualize your work within any legacies or traditions (artistic or other)? Suggested word count: 100-200 words

Value of residency program (Required)

How will this residency help you? Do you have a specific goal(s) related to a work in progress or to the development of your practice? What do you hope to accomplish during this residency? Suggested word count: 150-200 words

Public Engagement (Required)

Each residency will culminate with a two-hour event that helps you meet the public. This can take the form of a studio showing, open rehearsal, class, or talk. What type of event will best serve your goals? Do you imagine this as an in-person or digital event?

Collaborators (Required)

Do you intend to work with any collaborators as a part of your residency? Collaborators can be defined as any additional individuals who may be with you in the rehearsal process (in the rehearsal room digitally or in-person), or other artistic collaborators actively informing your process during the residency period.

- Yes
- No
- Unsure

Collaborators' Role(s) (Required)

If you expect to work with collaborators, please let us know who they are and the roles they play in your process. If you are unsure, but are considering it, please also answer this question.

Biographical Information of Key Artistic Lead and Collaborators (optional)

Please upload one-paragraph bios for key artistic lead(s) and collaborators involved in the proposed residency, including social media handles as available. Please save the file with your

name or organization name at the beginning, following this format: Applicant Organization Name_Biographical Information. [Acceptable file types: pdf.]

Section 4 -- Work sample

To help the review panel in assessing the artistic merit of your work, you are required to submit a link to a video sample of your prior work or work in progress. Please complete the descriptive information in the fields below. The panel will review five minutes of the sample.

Title of work (Required)

Choreographer (Required)

Brief description of work, including your role (Required)

Date of video (Required)

Date format: MM/DD/YYYY

Video sample -- Start time stamp (Required)

The panel will review five minutes from this time stamp. For example, if you are submitting a 10-minute video and you would like the panel to start reviewing halfway through, please write 00:05:00.

You may also cue the video to play at the desired start time if it is within the capability of the platform that hosts your video.

Video sample -- Link to work online (Required)

Follow best practices for accessibility; please consider common access components such as audio description, captions or transcript, or ASL interpretation to ensure all panelists experience your work sample according to your artistic intent. For sample guidelines on how to improve the accessibility of your videos, visit http://webaim.org/techniques/captions/

Please note that if a panelist requires the use of audio description, captions or transcript, or ASL interpretation in order to review your work, and these are not already provided by the applicant, Dance/NYC will create these only for the purposes of the review of your application for this program. Dance/NYC cannot guarantee that any accessibility materials created for this purpose will align with your artistic intent. Dance/NYC will not be able to make any of these materials available to applicants.

Video sample -- Password (Required)

If your video is password protected, please provide the password. If your video is not password protected, please enter "n/a."

Other support material (optional)

Include any additional materials including but not limited to additional video footage, images, interviews, press reviews, articles, playbills, etc. that offer additional context of your artistry. Please select which optional support materials you would like to provide, if any:

- Additional video footage
- Images, interviews, press reviews, articles, playbills, etc.

[If "Additional video footage"] Additional Video Sample

Please complete the descriptive information in the fields below.

[If "Additional video footage"] Title of work (Required)

[If "Additional video footage"] Choreographer (Required)

[If "Additional video footage"] Brief description of work, including your role (Required)

[If "Additional video footage"] Date of video (Required)

Date format: MM/DD/YYYY

[If "Additional video footage"] Additional video sample -- Start time stamp (Required)

The panel will review up to five minutes from this time stamp. For example, if you are submitting a 10-minute video and you would like the panel to start reviewing halfway through, please write 00:05:00.

You may also cue the video to play at the desired start time if it is within the capability of the platform that hosts your video.

[If "Additional video footage"] Additional video sample -- Link to work online (Required)

Follow best practices for accessibility; please consider common access components such as audio description, captions or transcript, or ASL interpretation to ensure all panelists experience your work sample according to your artistic intent. For sample guidelines on how to improve the accessibility of your videos, visit http://webaim.org/techniques/captions/

Please note that if a panelist requires the use of audio description, captions or transcript, or ASL interpretation in order to review your work, and these are not already provided by the applicant, Dance/NYC will create these only for the purposes of the review of your application for this program. Dance/NYC cannot guarantee that any accessibility materials created for this purpose will align with your artistic intent. Dance/NYC will not be able to make any of these materials available to applicants.

[If "Additional video footage"] Additional video sample -- Password (Required)

If your video is password protected, please provide the password. If your video is not password protected, please enter "n/a."

[If Other Non-video Support Materials] Other Support Materials (Required)

Include any additional materials including but not limited to images, interviews, press reviews, articles, playbills, etc. that offer additional context of your artistry.

[[File upload: up to 3 files, file types PDF, JPG, PNG, MP3, MP4, AVI, MOV, FLV, WMV]]

Section 5 -- Justice, equity, and inclusion

When the review panel reviews proposals, it will consider the role historically under resourced groups—including disabled, African, Latina/o/x, Asian, Arab, and Native American (ALAANA), LGBTQ+, women-identifying and gender nonconforming and/or nonbinary, and immigrant artists—play within the applicant pool and wider dance field. To help in making the assessment, we ask you to complete the questions below. If you need additional guidance, please contact us at artistresidency@dance.nyc. For information on Dance/NYC's values and commitments on justice, equity, and inclusion, please visit Dance.NYC/equity/values.

Equity matrix (Required)

Go to www.Dance.NYC/uploads/2021_DDA_Residency_Equity_Matrix.xlsx to download the equity matrix. You must complete all tables. Once complete, please upload the file. Please save the file with your or your organization's name at the beginning, following this format: Applicant Organization Name_Equity Matrix. You may find a sample demographic survey at www.Dance.NYC/uploads/Sample_Demographic_Survey_2021.pdf.

Values of Diversity, Justice, Equity and Inclusion (Required)

What are your values of diversity, justice, equity, and inclusion, and how do they relate to your dance making? Are there additional forms of diversity (e.g., veteran status, generational, religious) not included above that are important for your work? Suggested word count: 200-300 words

Diversity, Justice, Equity, and Inclusion Policy (optional)

Acceptable file types: pdf. Number of files allowed: 1. [If your organization or group has an existing adopted diversity, justice, equity, and inclusion policy, you may upload it. Please save the file with your organization name at the beginning, following this format: Applicant Organization Name_Diversity, Justice, Equity, and Inclusion Policy.]

Anonymous Self-Identification Survey (Required)

As a condition of funding provided by the Craig H. Neilsen Foundation for this 2021-2022 Disability. Dance. Artistry. Residency Program, Dance/NYC must collect information on the total number of artists with spinal cord injury who benefit from this program. For this purpose, Dance/NYC has disseminated an anonymous one-question survey.

You may access the survey at (http://s.alchemer.com/s3/d33330bbc874).

By submitting Dance/NYC's 2021-2022 Disability. Dance. Artistry. Residency Program application, I affirm that I have already completed the survey or I will complete the survey.

Section 6 -- Residency meetings and schedule

The residency program will include three mandatory meetings: a pre-residency onboarding webinar, an opening cohort meeting, and a closing cohort meeting. ALL MEETINGS ARE REQUIRED.

- **Pre-residency onboarding webinar** on Monday, December 6, 2021 from 4:00 p.m. to 6:00 p.m. EST to be hosted digitally on Zoom
- Opening cohort meeting Friday, December 10, 2021 from 12:00 p.m. to 8:00 p.m. EST to be hosted digitally on Zoom (with planned meal breaks)
- Closing cohort meeting Friday, March 4, 2022, from 12:00 p.m. to 8:00 p.m. EST to be hosted digitally on Zoom (with planned meal breaks)

By submitting Dance/NYC's 2021-2022 Disability. Dance. Artistry. Residency Program application, I understand that I will be required to attend all of the specified mandatory meetings if I am selected as a grantee.

Residency Dates Available

Given the continued impacts of the COVID-19 coronavirus, both in-person and digital residencies will be available. Be sure to read the full descriptions of the in-person and digital residency models in order to make the selection that is best for you.

In-Person Residencies

In-person residencies will be hosted at Gibney: Agnes Varis Performing Arts Center, 280 Broadway. Gibney is an accessible venue. An elevator is available via the 53A Chambers Street entrance. All restrooms are gender-inclusive and wheelchair accessible. Studios and rooms are lit by fluorescent lights and natural light via windows. https://gibneydance.org/plan-your-visit/ Artistic leads engaging in in-person residencies will have access to minimal technical kits (basic laptop, a webcam, and WiFi access) while in the Gibney facility for the purpose of connecting with collaborators who may be participating digitally. Dance/NYC and Gibney are unable to provide technical equipment to residency collaborators.

All in-person residencies will take place Monday through Saturday from 10:00 a.m. to 4:00 p.m. EST or from 2:00 p.m. to 8:00 p.m. EST. Residency studios will be predetermined and are subject to change based on availability.

Dance/NYC and Gibney remain responsive to shifting regulations around COVID-19. If in-person residencies become unsafe over the course of the residency program, alternative digital residency schedules will be adopted on an ad hoc basis. Grantees scheduled to complete in-person residencies may request to transfer their residency to a digital model with two (2) weeks advance notice if circumstances shift and an in-person residency is no longer feasible.

Digital Residencies

Digital residencies will be hosted virtually by Gibney and will include a dedicated Zoom room and technical assistance. Artistic leads engaging in digital residencies will have access to minimal technical kits (basic laptop, a webcam, and a mobile hotspot) for the duration of their residency as needed. Dance/NYC and Gibney are unable to provide technical equipment to residency collaborators.

All digital residencies will take place from Monday to Friday from 10:00 a.m. to 2:00 p.m. EST OR 2:00 p.m. to 6:00 p.m. EST.

Are you applying for an in-person or virtual residency?

- In-person
- Digital

[If In-person] To help us identify your residency week, please rank your preference below. This table is required.

Please rate the options below from 1-5, with 1 being your most preferred residency week and 5 being your least preferred residency week. You may only assign one residency option to each rank (so only one week can be ranked as your top choice (1), and so on and so forth).

In-Person Residency Weeks	Rank (1-5)
Monday, December 13 through Saturday, December 18, 2021	
Monday, January 3 through Saturday, January 8, 2022	
Tuesday, January 18 through Sunday, January 23, 2022	
Monday, January 31 through Saturday, February 5, 2022	
Monday, February 14 through Saturday, February 19, 2022	

[If Digital] To help us identify your residency week, please rank your preference below. This table is required.

Please rate the options below from 1-8, with 1 being your most preferred residency week and 8 being your least preferred residency week. You may only assign one residency option to each rank (so only one week can be ranked as your top choice (1), and so on and so forth).

Digital Residency Weeks	Rank (1-8)
Monday, December 13 through Thursday, December 23, 2021	
Monday, January 3 through Friday, January 14, 2022	
Monday, January 10 through Saturday, January 21, 2022 (Excluding Monday, January 17th)	
Tuesday, January 18 through Saturday, January 29, 2022	
Monday, January 24 through Friday, February 4, 2022	
Monday, January 31 through Friday, February 11, 2022	
Monday, February 7 through Friday, February 18, 2022	
Monday, February 14 through Saturday, February 26, 2022 (excluding Monday, February 21st)	

Residency Date and Time Preferences (Required)

Please use this section to provide us with any additional information about your residency date preferences and/or availability. If there are no additional details you would like to share, please enter "n/a."

[If In-person] If you are planning to work with collaborators during the residency period, will they be in-person, remote, or a combination? (Required)

If you will not be working with collaborators during the residency period, select "N/A."

- Collaborators will be in-person
- Collaborators will be remote
- Collaborators will be both in-person and remote
- N/A

[If Digital] Do you expect the artistic lead of your residency will need access to a technical kit? (Required)

Artistic leads engaging in digital residencies will have access to minimal technical kits for the duration of their residency as needed. Dance/NYC and Gibney are unable to provide technical equipment to residency collaborators.

Technical kits will include a basic laptop, a webcam, and a mobile hotspot. Grantees who request technical kits will receive the kit in the mail prior to the start of their residency and will be required to return mail the kit with pre-paid shipping the first business day following the end of their residency.

- Yes
- No
- Unsure

Section 7 -- Mentorship

As a part of the Residency program, each grantee will have the opportunity to work with an expert mentor or professional consultant for approximately 10 hours throughout the course of their Residency.

Mentors will provide support in one of the following areas:

- **Professional Development**: This focus can provide an emerging or mid-career artist with support, information, and feedback on creating or navigating a career as a disabled dance artist. This could include but is not limited to: how to communicate about your work or process; how to create or administer programs or organize events or performances; how to advance your practice or artistic goals; how to most effectively use studio and residence time; how to administratively move a work from rehearsal to performance presentation; etc.
- Choreographic or Artistic Practice: This focus can provide an artist with support and feedback on their choreographic process and artistic vision for their practice and/or a specific work. This includes but is not limited to working with someone that can serve as an outside eye and thought partner for choreography or dramaturgy; assistance with technique development for the individual artist or in teaching or communicating technique as a choreographer; artistic or rehearsal direction; choreography for camera; developing an aesthetic or artistic accessibility practice; etc.
- **Technical Practice**: A technical focus could include such subjects as video production or editing; technology for remote or decentralized practice; directing theatrical production such as lighting, set, or costume design in the context of a work or aesthetic practice; communicating with designers, composers, or other collaborators; creating accessible components of your work; etc.

For more information on Dance/NYC's mentor selection process please visit (https://www.dance.nyc/programs/funds/dda/artist-residency/residency-components).

Please rank in which of these focus areas you would most benefit from support from an expert mentor or consultant during this residency. This table is required. (Required)

Please rate the options below from 1-3, with 1 being the most beneficial and 3 being the least. You may only assign one mentorship focus area to each rank (so only one focus area can be ranked as most beneficial (1), and so on and so forth).

Mentorship Focus Area	Rank (1-3)
Professional Development	
Artistic Practice	
Technical Practice	

Practice Area Preference (Required)

What specific areas of expertise relating to practice or professional development most align with your goals for this residency? Please select up to three (3) practice areas from the list below.

Choreography

Artistic or Rehearsal Direction

Teaching

Aesthetic development

Technique development (disability)

Technique development (physically integrated)

Technical design (Lighting or Projection)

Technical design (Set or Costume)

Marketing & Communications (marketing yourself, your work and/or communicating with the media and/or presenters)

Writing (Developing artist statements/writing about your work)

Administration

Event Organization (any kind of event, including performances)

Remote or decentralized practice (engaging in your artistry in digital or hybrid environments)

Video Editing

Video Production

Screendance (choreography for video/film)

Accessibility (performance or video)

Audio Description (performance or video)

Other, not listed

Please write in additional areas of practice if the practice areas listed do not fit your goals; be as specific as possible. (Required)

Are there any specific types of lived experience, such as for example disability, race, or gender, which you would find ideal to share with your mentor or consultant? If you have no specific preferences, please enter N/A. (Required)

Mentor Nominations (optional)

Is there anyone you'd like the opportunity to learn from? This person may work in any medium or aspect of the arts or arts work, and may be located anywhere in the world.

Accessibility information (Required)

Use this space to let us know any accessibility needs you might have during your residency and in our communication(s) with you. For example, ASL Interpretation, large print, specific furniture (rolling chairs or stools) or additional needs. Please note information provided here is solely for logistical preparation and has no impact on your application, eligibility, or grant status. If you have no specific needs, please enter "N/A."

Section 8 -- Final Considerations

Is there anything else you'd like us to know about you, your work, residency plans, or professional needs for this program that you haven't had the chance to share yet? (Optional)

How did you find out about this opportunity? (Optional)

Did you learn about this program from a colleague in the field, a community organizer, an arts council, Dance/NYC's website, emails, or social media, or through a different method? Feel free to include as many sources as may be applicable.

How long did this application process take you, or your organization, to complete? (Optional)

As Dance/NYC continues its learning and questioning of its grantmaking practices, we recognize that despite our intentions otherwise, our application/reporting processes can cause harm. One such manifestation is imbalanced expectations of the time required to complete such processes.

If you are willing, please share how long this application process took you or your group, so we can better understand and improve our processes in the future.

Feedback on Process (Optional)

Please provide any feedback you may have about this application process, including but not limited to ease of learning about the program, receiving support in submitting your application,

and completing the application process. Please share which practices you have found to be beneficial and/or recommendations for improvements.

Reporting (Required)

If funded through Dance/NYC's 2021-2022 Disability. Dance. Artistry. Residency Program, I agree to complete a mandatory, short report detailing the benefits of the program.

Contract (Required)

By submitting Dance/NYC's 2021-2022 Disability. Dance. Artistry. Residency Program application I affirm that the information I provided in this application is true and verifiable to the best of my ability.

Check your application before submitting

Once you press "Submit" your application will not be available for further editing.

Please take a few moments to review your materials before submitting your application. You must review them on this screen. Once your application has been submitted, you will have the opportunity to access the PDF and print your application for your records.