

Dance Advancement Fund 2020-2021 Review Panel Working Charter

Mission of Dance/NYC

To promote and encourage the knowledge, appreciation, practice, and performance of dance in the metropolitan New York City area. Dance/NYC embeds core values of justice, equity, and inclusion into all aspects of its operations and programs. It works in alliance with Dance/USA, the national service organization for professional dance.

Purpose of the Dance Advancement Fund

To address the inequitable distribution of resources in the dance field and advance resilience by providing multi-year general support to approximately 25 metropolitan New York City area dance makers with budgets between \$25,000 and \$1 million. The fund will prioritize applications from dance makers that are headquartered outside of Manhattan; led by or otherwise creating work by African, Latina/o/x, Asian, Arab, and Native American (ALAANA) and/or women and/or disabled and/or immigrant artists; and demonstrating service of audiences that reflect the diversity of the metropolitan New York City area, with a focus on majority ALAANA participation and disability and immigrant representation.

The Fund leverages Dance/NYC's capacity as a regrantor and extends its commitment to revealing, removing, and preventing inequities in professional dance. It responds directly to recent field research, including Dance/NYC's *State of NYC Dance and Workforce Demographics*, Helicon Collaborative's *Not Just Money: Equity Issues in Cultural Philanthropy*, and Yancey Consulting's report commissioned by Doris Duke Charitable Foundation and The New York Community Trust, *What Are the Paradigm Shifts Necessary for the Arts Sector to Nurture More Sustainable THRIVING Institutions of Color*.

Purpose of the Review Panel

To advise and assist in reviewing dance maker applicants to the Dance Advancement Fund and achieving the Fund's goals.

Value to Panelists

- Honorarium of \$300
- Two (2) tickets to Dance/NYC 2020 Symposium ([Dance.NYC/dancesymp](https://www.dancenyc.org/dancesymp)), valued at \$260
- Participation in ongoing dialogue about dance makers with budgets between \$25,000 and \$1 million, artistry, and equity issues with key stakeholders
- The opportunity to shape the future of dance in the metropolitan area

Membership and Recruitment

15-20 participants, each named for a 30-month term, October 2019 to March 2022, three months following the close of the grant period. Membership comprises of members of Dance/NYC's established Advisory Committee and Task Forces, one representative from Dance/NYC's Junior Committee, and additional candidates they identify.

Ideal Panelist

Ideal panelists:

- Have experience in creating, performing, funding, and/or presenting dance in the metropolitan New York City area;
- Align with Dance/NYC's values of justice, equity, and inclusion ([Dance.NYC/equity/values](#)) and support the goals of the Dance Advancement Fund ([Dance.NYC/DanceAdvancement](#));
- Have the capacity to meet expectations below, including approximately 25 hours of service over the course of the commitment period; and
- Represent the demographic makeup of the local population. Dance/NYC seeks a panel that is majority African, Latina/o/x, Asian, Arab, and Native American (ALAANA), is majority female, and includes disabled and immigrant artists.

Members will be expected to:

- Attend one (1) panel orientation call in early October (October 9, 2019, 5:00 p.m. - 7:00 p.m. EST);
- Adhere to the Dance Advancement Fund Conflict of Interest and Confidentiality Policies; not apply for funding and recuse self from all discussion, including scoring of applications and awards recommendations for which there is a conflict (Review policies below);
- Review and score all designated applications using methods, tools, and resources provided by Dance/NYC (Dance/NYC expects each panelist to spend approximately five [5] to ten [10] hours reviewing approximately 15-20 applications);
- Submit scores and notes to Dance/NYC in a timely manner (on or before November 8, 2019 at 6:00 p.m. EST);
- Attend one (1) panel meeting in mid-November (November 20, 2019, 10:30 a.m. - 6:00 p.m. EST) to review and discuss slate of highest scoring applicants; make grantee recommendations to Dance/NYC; and
- Participate as necessary and practicable in reviewing project's success.

This is an *ad hoc* committee of Dance/NYC. The Dance Advancement Fund Review Panel has no oversight function with regard to Dance/NYC; panelists have the ability to make recommendations only. Dance/NYC does not have a vote but will make final determinations, including funding amounts.

Scheduled Meetings

Panel members must attend a virtual orientation, scheduled for Wednesday, October 9, 2019, 5:00 pm. - 7:00 p.m. EST. Panel members must attend the panel review session **in person**, scheduled for Wednesday, November 20, 2019, 10:30 a.m. - 6:00 p.m. EST, at a location to be determined. Refreshments will be provided.

Anticipated Review Timeline

Request for proposals announced	August 23, 2019
Application deadline	October 4, 2019, 6 pm EST
Panel training call	October 9, 2019, 5-7 pm EST
Panel receives applications for review	October 18, 2019
Scores due to Dance/NYC	November 8, 2019, 6 pm EST
In-person meeting (full day) to review scores/ recommend awards	November 20, 2019, 10:30 am - 6 pm EST

Grantees notified
Grantee announcement
Grant period

Week of December 9, 2019
Week of January 6, 2020 (anticipated)
January 1, 2020 – December 31, 2021

Conflict of Interest Policy

No member of the review panel can also be an applicant. Panel members will be precluded from considering and recommending a specific applicant for the grant if they are related to the applicant or if, within the two prior years, they have been employed by, served on the board of, or otherwise performed any services for that applicant.

Confidentiality Policy

Panelists will treat as absolutely confidential all deliberations and recommendations of the review panel. They will not provide any information of any kind to anyone about the review panels' process, procedures, discussions or recommendations regarding any grant application. At no time during the review of an application should anyone on the review panel contact the applicant. All questions concerning an application should be directed to Dance/NYC only. Dance/NYC will work to address any outstanding issues and will field concerns. All application forms, materials and related information about the review panels' discussion and/or recommendations about specific applications shall not be divulged in any way or discussed with any persons whatsoever, whether such persons are involved in the review process or not. If, at any time, a review panel member receives a request for information or application materials from any person about the review process, panel, discussions, specific applications or recommendations, the panel member shall immediately notify Dance/NYC and will provide information and the identification of the person(s) requesting the information or materials. If, at any time, a review panel member becomes aware of a breach of this Confidentiality Policy, the review panel member shall contact the Executive Director of Dance/NYC immediately.

Statement on Justice, Equity, and Inclusion

Dance/NYC values justice, equity, inclusion, and diversity at all levels of its organization, including its Board, committees, task forces, and staff. Diversity in this context refers to groups and individuals identified by, for instance, race, color, sex, gender, sexual orientation, age, disability, status, religion, national origin, marital or partnership status, ancestry, political belief or activity, or status as a veteran. To foster the values of justice, equity, inclusion, and diversity, Dance/NYC seeks participation on its Board, committees, task forces, and staff from individuals who share and hold these values and reflect the diversity of the metropolitan New York City area, with a focus on majority African, Latina/o/x, Asian, Arab, and Native American (ALAANA) participation and disability and immigrant representation. (According to Census data, the New York City population is approximately 77% ALAANA, 10% disabled, and 37% foreign-born. Source: US Census Bureau American FactFinder 2011–2015 American Community Survey 5-Year Estimates.) For a full overview of Dance/NYC's values on justice, equity, and inclusion and the agendas that inform this work, please refer to [Dance.NYC/equity/values](https://www.dancenyc.org/equity/values).

October 2019