



Dance Advancement Fund 2024-2026 Application Guide

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.

General Information for Completing Your Application

- 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 quality is not taken into consideration in scoring by the review panel, unless the grammar 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.
- As part of the application, you must also complete and/or provide the following:
 - Link to work sample that follows best practices for accessibility
 - Equity matrix - Download the Equity Matrix by copying and pasting ([Dance.nyc/uploads/2024_AdvancementFund_EquityMatrix.xlsx](#)) into your web browser
 - Financial Information Form - Download the Financial Information Form by copying and pasting ([Dance.NYC/uploads/2024_Advancement_Fund_Financial_Information.xlsx](#)) into your web browser.

APPLICATION CONTENT

Instructions

Dance/NYC invites metropolitan New York City area dance makers with operating budgets between \$25,000 and \$250,000 to submit proposals for two-year general operating support

grants of \$6,000 to \$40,000 annually, including ongoing professional development, from September 1, 2024 - August 31, 2026.

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, including supplementary materials, must be submitted online by August 6, 2024, 5:00 p.m. EST. Incomplete applications, hard copy submissions, and applications received after the August 6 deadline will not be considered.

Dance/NYC is committed to accessibility and equity for disabled and immigrant people in its programs. The application is available in Spanish and Chinese upon request by contacting us at danceadvancementfund@dance.nyc.

If you need assistance accessing any part of this application, please:

- Visit Full Overview (<https://bit.ly/DAF24-26>)
- Visit Frequently Asked Questions (FAQ): ([Dance.nyc/FAQ_DAF24-26](https://bit.ly/DAF24-26))
- Contact us at danceadvancementfund@dance.nyc.

Section 1 – Your Artistry

Name of organization/group*

The name should match the name in your Dance Advancement Fund expression of interest.

Are you a previous grantee of the Dance Advancement Fund 2022-2023 iteration?*

- Yes
- No

Contact name, phone, email*

Has the contact at your organization/group for this grant changed? If so, please enter the new contact information here. If not, please enter 'same.'

Has your Bank Account Information changed?*

The Bank Account Information that Dance NYC has on file is what was included in your previous application to the fund and what was used to distribute your second grant installment in 2023. If this information has changed, please choose 'Yes' and you will be prompted to provide an updated Banking Account Number and Routing Number. As a reminder for fiscally sponsored projects, grant payments MUST be processed via the fiscal sponsor.

- Yes
- No

Business Name (as it appears in bank statements)*

SSN/EIN that corresponds with Bank Account*

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*

Bank Routing Number*

Bank Account Number*

Background*

Provide a short organizational background description, highlighting significant artistic accomplishments. Help us understand the arc of your artistic development chronologically, including milestones, the performance or works, and/or awards, if applicable. Suggested word count: 300-500 words

Artistic Vision*

Describe, in your own words, your organization's or group's artistic vision. Help us understand the work you do, what drives it, who is a part of it, and how you go about doing it. Suggested word count: 300-500 words

Artistic Excellence*

Describe, in your own words, how you define artistic excellence. How does it manifest in your work? What artistic lineages and legacies is your work a part of (e.g., Jawole Willa Jo Zollar, Katherine Dunham, Rokafella)? Suggested word count: 100-200 words

Biographical Information of Key Artistic and Organizational Staff (optional)

Acceptable file types: pdf.

Please upload one-paragraph bios for key artistic and organizational staff, including social media handles as available. Please save the file with your organization name at the beginning, following this format: Applicant Organization Name_Biographical Information.

Section 2 – Work Samples

To help the review panel in assessing the artistic merit of your work related to your intended use of funds, you have the option to submit one video sample of your prior work or work in progress. Please complete the descriptive information in the fields below. The panel will

review three minutes of the sample. You may also submit links for up to two press mentions and/or reviews (optional).

Video sample -- Date the work was performed Data validation: Date (Optional)

Video sample -- Start time stamp (Optional)

The panel will review 3 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 -- Password (Optional)

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

Video sample -- Link to work online (Optional)

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.

Support Materials (optional)

You have the option to submit links for up to two press reviews, mentions, interviews, podcasts, etc. Include any links that help the panel learn more about your organization’s or group’s work. Please note links should only lead to written works and not video or audio files.

Support Material 1

Provide the URL to the support material.

Support Material 2

Provide the URL to the support material.

Section 3 – Use of Funds and Program Benefits

Use of Funds*

Describe the potential impact of this grant to enhance the quality of your dance making, both internally (e.g., hiring staff and interns, developing administrative structures or assessment tools, building organizational capacity) and externally (e.g., increasing number of public programs, deepening existing services, investing in community organizing). How will the grant be catalytic and/or transformational for your practice right now? Please consider impact as sustained change in your intended direction. (Provide up to 3-5 bullet points.) Suggested word count: 500 words

Measure of Impact*

How will you measure the impact described above quantitatively and/or qualitatively (e.g., surveys, testimonials, attendee numbers, number of people hired, additional funds invested)? If you do not yet have the capacity to rigorously measure the impacts, please describe how the grant will increase your capacity to do so. (Provide up to 3-5 bullet points.) Suggested word count: 500 words

Professional Development & Coaching

As a part of the Dance Advancement Fund, each grantee will work directly with a professional consultant/coach throughout the course of their grant. Grantee-consultant matching will be guided by grantee goals and needs as supplied in this application as well as in accordance with the capacity of the consulting partners.

Consultants/coaches will provide support in one of the following areas:

- Visioning and strategic planning
- Fundraising and resource gathering
- Marketing, storytelling, and communications
- Fiscal management
- General administration and operations

Please indicate one (1) new area of growth or one (1) specific organizational challenge that you would most benefit from support from a consultant/coach during this grant.* Suggested word count: 200 words

Grant Cohort Meetings

The Dance Advancement Fund will include one mandatory grantee orientation webinar and a series of grantee cohort convenings focused on professional development and community learning. All convenings will be virtual unless otherwise stated.

- Grantee Orientation: October 24, 2024, 10:00 a.m. - 2:00 p.m.

- Grantee Cohort Convenings: May 2025, May 2026

By submitting Dance/NYC’s 2024-2026 Dance Advancement Fund application, I understand that I, or a representative of my organization, will be required to attend the mandatory orientation webinar and to make every best effort to participate in all grantee cohort convenings if I am selected as a grantee. *

Professional Development & Coaching*

As a part of this iteration of the Dance Advancement Fund, Dance/NYC is seeking to create a learning community amongst grantee organizations and groups. This will require the investment of time and a spirit of generosity where program participants form a network of trusted colleagues that can be called on to advance each other’s work, share learnings, and commit to growth.

What are you looking to get out of this type of learning community? What do you think you can bring? Please describe your capacity for growth and learning during the next two years of the program. Suggested word count: 200 words

Section 4 – Diversity, Justice, Equity, and Inclusion

When the review panel reviews proposals, it will consider the role historically under resourced groups--including African, Latina/o/x, Asian, Arab, and Native American (ALAANA), LGBTQ+, women-identifying and gender nonconforming and/or nonbinary, disabled, 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 danceadvancementfund@dance.nyc. For information on Dance/NYC’s values and commitments on justice, equity, and inclusion, please visit Dance.NYC/equity/values.

Diversity, Justice, Equity, and Inclusion Statement*

What are your organization’s or group’s values of diversity, justice, equity, and inclusion, and how do they relate to your organizational mission and dance making? Suggested word count: 100 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.

Demonstration of Values of Diversity, Justice, Equity, and Inclusion*

Describe how you are putting these values of diversity, justice, equity, and inclusion into practice. What actions are you taking, and what are the desired and actual impacts (e.g., internal anti-oppression training, equitable hiring practices, fellowships/internships, board cultivation, collaborations/partnerships, programs/initiatives, research, updating policies)?

Suggested word count: 100 words

Relationship to Audience*

What audiences/communities are central to your work? Who are you trying to reach and how are you trying to reach them? Who are your actual audiences? If you have data available, please provide audience demographics. Suggested word count: 100 words

Equity Matrix*

Acceptable file types: xls,xlsx. Number of files allowed: 1.

Go to [Dance.NYC/uploads/2024_AdvancementFund_EquityMatrix.xlsx](https://www.dance.nyc.gov/uploads/2024_AdvancementFund_EquityMatrix.xlsx) to download the equity matrix. You must complete all tables. Once complete, please upload the file. Please save the file with your organization or group name at the beginning, following this format: Applicant Organization Name_Equity Matrix. You may find a sample demographic survey at [Dance.NYC/uploads/Sample Invitation to Self Identify 2024.docx.pdf](https://www.dance.nyc.gov/uploads/Sample%20Invitation%20to%20Self%20Identify%202024.docx.pdf).

How many of your staff/contractors work in both artistic and administrative roles within your organization? *

Additional Forms of Diversity (optional)

Are there additional forms of diversity not included in the equity matrix (e.g., religious, veteran status, generational etc.) that you think are important for your dance making? Does your organization's or group's staff/board reflect this diversity? Please explain. Suggested word count: 100 words

Confirmation of ADA Compliance and Engagement of Disabled People*

Please confirm that your organization or group is compliant with the Americans with Disabilities Act (ADA) and rehearses and performs in ADA-compliant venues. If your organization or group is not compliant with the ADA, what is your organization or group doing to ensure ADA compliance? How does your organization or group engage with and support disabled people (artists, audiences, cultural workers)? For a brief accessibility checklist created by the National Endowment for the Arts, visit:

adachecklist.org/doc/fullchecklist/ada-checklist.pdf Suggested word count: 100 words

Section 5 – Financial and Governance Materials

Financial Information*

Acceptable file types: xls, xlsx. Number of files allowed: 1.

Go to www.Dance.NYC/uploads/2024_Advancement_Fund_Financial_Information.xlsx to download the Financial Information form. You must complete all information in the tables. Once complete, please upload the file. Please save the file with your organization or group name at the beginning, following this format: Applicant Organization Name_Financial Information. You may find a sample financial information form at Dance.nyc/uploads/2024_DAF_Sample_Financial_Information_Form.xlsx.

Anticipated Funding*

[Itemize any anticipated/confirmed funding sources by name and amount for 2024, 2025 and 2026. Please indicate if the funding is anticipated or confirmed. This table is required.

Private Foundational Funders	2024-2026 Amount	Anticipated/Confirmed
Public Governmental Funders	2024-2026 Amount	Anticipated/Confirmed

Investigation Disclosure*

Each applicant is required to disclose if it is or has been or has reason to believe that it is or has been under investigation by a government department or agency. It should be noted that (1) disclosing any such investigation may result in further discussion with and evaluation by Dance/NYC; and (2) disclosing any such investigation does not automatically disqualify an applicant from receiving grant funds. Accordingly, to this end, we encourage each applicant to be as thorough and candid as possible in their responses below.

Is the applicant currently subject to an investigation by a government department or agency (such investigation is not limited to a New York City or State department)?*

- Yes
- No

[If Yes is Selected] Please indicate the agency conducting the investigation? And, if known, the expected timeframe for the investigation to conclude?*

Confirmation of Notification*

Subject to any investigation disclosed herein, applicant represents and warrants that neither it nor its employees presently are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded (“suspension or debarment”) from participation in any governmental contract by any governmental department or agency within the United States.

By submitting Dance/NYC’s 2024-2026 Dance Advancement Fund application, I agree that if awarded during the grant term I will notify Dance/NYC of any suspension or debarment from participation in any governmental contract by any governmental department or agency within the United States.

Section 6 – Final Considerations

**How long did this application process take your organization or group 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 your organization or 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 *

If funded through Dance/NYC's Dance Advancement Fund, I agree to complete mandatory interim and final reports detailing the benefits of the program.

Contract *

By submitting Dance/NYC's Dance Advancement Fund application I affirm that the information I provided in this application is true and verifiable to the best of my ability. I also understand that if funded, any funds received through Dance/NYC's Dance Advancement Fund are considered taxable and reportable to the Internal Revenue Service (IRS).

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 view it 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.