



Dance Advancement Fund
Frequently Asked Questions (FAQ)
As of September 29, 2021

Full Call for Proposals:
[Dance.NYC/programs/funds/dance-advancement-fund/overview](https://dance.nyc/programs/funds/dance-advancement-fund/overview)

If your question is not answered in the call for proposals or listed below, send your questions to danceadvancementfund@dance.nyc. You can expect a response within two (2) business days. As appropriate, Dance/NYC's responses to questions received will be added to this FAQ page.

For ease of finding information, this FAQ page is organized into seven (7) sections: General, Eligibility, Equity Matrix, Financial and Governance Materials, Professional Consulting and Cohort Development, Review Process and Grantee Determination, and Payment Distribution.

GENERAL

Q: If I have a question, who can I contact?

A: Please send all questions to danceadvancementfund@dance.nyc. Please only send questions to this email account. Questions sent to Dance/NYC staff email accounts directly may be missed and go unanswered.

Q: When should I expect a response?

A: You can expect a response to email queries within two (2) business days. Questions will be answered in the order in which they are received. Please only send questions to this account: danceadvancementfund@dance.nyc.

Q: Can Dance/NYC review a draft of my application?

A: Due to capacity, Dance/NYC cannot review application drafts outside of scheduled one-on-one sessions. Please send specific questions to danceadvancementfund@dance.nyc.

Q: Is it possible to find out what questions the application contains before applying to the fund?

A: Yes, a guide for completing the application is available for review on our website and

includes all questions that appear in the application. You can visit the application guide at [Dance.NYC/DAF_ApplicationGuide_2021](https://www.dancenyc.org/programs/funds/advance-2021-application-guide).

Q: Does Dance/NYC have any advice on submitting an application?

A: Dance/NYC encourages interested applicants to save their responses to narrative questions in an external document (e.g. Google Doc, Word document) so that you can easily populate the Submittable form and so that you do not lose your work should Submittable experience an error. Within Submittable, save draft content often by scrolling to the bottom of the application form and clicking “Save Draft.” Avoid waiting until the last minute to submit your application, as the platform could become overloaded if a large number of applicants submit simultaneously.

Dance/NYC encourages applicants to make a strong case in their applications for how the award will impact and further the artistic vision and excellence of the organization, being specific in proposed use of funds. With each element of your application, tell a full story to show how the award will help you reach the next level of your dance making, connections to audiences, visibility, security, and sustainability.

If your organization completes a majority of its dance-making activity in a different borough or county than your organizational mailing address, please be explicit in naming the community you serve throughout your application.

Please make sure that each and every requirement is filled out in the Equity Matrix and Financial Information Form before submitting your application. Dance/NYC is unable to accept applications that do not contain every component required in the chart fields.

Please review your application one final time before submitting. Verify that all charts have been filled out correctly and that the required file uploads, including proof of tax-exempt status, financial records, Equity Matrix, and Financial Information Form, have been attached. Dance/NYC cannot accept files by email.

An application guide is available at [Dance.NYC/DAF_ApplicationGuide_2021](https://www.dancenyc.org/programs/funds/advance-2021-application-guide) and includes all questions that appear in the application. Please also visit our “Tips for Completing Your Application” section on our website: [Dance.NYC/programs/funds/dance-advancement-fund/get-help](https://www.dancenyc.org/programs/funds/dance-advancement-fund/get-help)

Q: Why is the application so extensive?

A: The structure of the application reflects only the questions we have deemed absolutely necessary in order to assess each application in alignment with the program’s priorities.

The process that helped us arrive at the specific questions included a variety of considerations:

- First, we considered the possibility of a nomination style grant program, where potential

grantees did not have to submit anything at all, and instead Dance/NYC worked to compile information on a potential grantee's work which would be reviewed by a panel of artists and local area dance workers, who would then select a final slate of grantees. After discussing these possibilities with artists and advisors across our task forces, the overwhelming feedback we received stated that artists are the folks who are best suited to speak about their work and position their work, as opposed to Dance/NYC doing that research. The nomination process could also inadvertently leave out folks who may not be well known or already deeply connected to grant-making structures from having an opportunity to be considered.

- Second, we considered reducing the number of questions to just 1-2 narratives where we would ask folks to provide all of the details currently separated out into individual questions. What we have found in the past from this approach is that, often, artists do not in fact answer all the questions we need in order to properly assess their work within the framework of the program's priorities. It was recommended to us that if there are specific questions we need the answer to, that we should simply write them out and ensure they are required.
- Third, there was the consideration of former applicants or grantees who we already know about, and a desire to reduce the work they may have to do to resubmit information we already have access to. Our grantmaking platform does not yet allow for profiles to be made where specific organizational materials are already generated (we are working on this!), so the Dance/NYC staff would have to go back and manually enter one by one each of the previous applications and submissions in order to have materials pre-populated. Because we have a variety of grantmaking programs that we steward, we would need to decide for ourselves which the artist preferred we used as a starting point, and then further create a mechanism that would allow them to make new edits to the existing information should they wish to make changes. The labor and staffing required to undertake this endeavor would reduce the number of available grants we could make to the field, and we decided putting money in the hands of artists was more important than growing our staffing capacity in this way. Additionally, because the Dance/NYC staff is not who selects grantees, but rather a panel of artists, it was important that the information that was available about each applicant was the same, so as to not unintentionally favor one applicant over another.
- As we considered the investment of time and resources artists would have to go through in order to provide the information required for consideration for the grant, we determined that all applicants, regardless of the outcome of their application, would receive a stipend to help offset some of the costs associated with applying. Additionally, we created a series of one-on-one technical assistance opportunities so artists could connect with members of our staff and consulting team to answer any questions they may have.

While we recognize the process is imperfect and not yet fully a manifestation of all of the desires we as a team of workers or the sector may have for how grantmaking can happen, we have made a series of substantive changes that reflect what we can intentionally do at this time with the main goal of putting the largest number of dollars into the hands of artists as opposed to funneled into Dance/NYC as an institution. Our learning and decision-making processes are centered around many rounds of conversations with artists, advisors, and consultants like Ebony Noelle Golden to ensure we are not operating in a vacuum and remain iterative. We hope to continue to improve this program and all of our grantmaking programs so artists can get what they need as quickly as possible.

Q: How does Dance/NYC define artistic vision and artistic excellence?

A: Dance/NYC uses Animating Democracy's *Aesthetic Perspectives: Attributes of Excellence in Arts for Change* as a foundational resource for reviewers to assess artistic vision. Artistic excellence is defined by each applicant as a part of their application. For Animating Democracy's full framework, visit americansforthearts.org/sites/default/files/Aesthetic%20Perspectives%20Full%20Framework.pdf

Q: What are Dance/NYC's values of justice, equity and inclusion?

A: Dance/NYC believes the dance ecology must itself be just, equitable, and inclusive to meaningfully contribute to social progress and envisions a dance ecology wherein power, funding, opportunities, conduct, and impacts are fair for all artists, cultural workers, and audiences. It seeks to advance policies, investments, programs, mindsets, and actions that remove and prevent inequities that exist along the continuum of lives in dance, from the public school classroom to the stage. Dance/NYC is currently focused on three main issue areas: Racial Justice, Disability. Dance. Artistry., and Immigrants. Dance. Arts. To learn more about our values and corresponding agendas, please visit Dance.NYC/equity/values.

Q: What if I can't attend a webinar or one-on-one session?

A: Webinar recordings will be made available at Dance.NYC/programs/funds/dance-advancement-fund/get-help. The transcript from the webinar will be made available in Spanish and Chinese at Dance.NYC/programs/funds/dance-advancement-fund/get-help. If you cannot attend a one-on-one session, we encourage you to review the webinar recording, the full Frequently Asked Questions page, and the [application guide](#) which includes all questions that appear in the application. If you have additional questions, please email danceadvancementfund@dance.nyc.

Q: My application is not submitting, and I am not getting an error message. What should I do?

A: Check that all required fields are complete in your application. If all required fields have been

completed, click “Save Draft” at the bottom of the application form and try refreshing your browser. If you are still unable to submit, you can try using an alternative web browser. If you are still unable to submit, please contact Submittable at support@submittable.com directly.

Q: My application says “In Progress.” Did it get submitted? Is it still being considered for selection?

A: If you completed the submission process, your application has been received. The status of your submission in Submittable may change during the review process. This is not an indication of your eligibility or status as a grantee.

Q: Who has access to my grant application?

A: All narrative sections of your application are only accessible to the review panelists and Dance/NYC Grantmaking staff. The Dance Advancement Fund review panel is comprised of dance workers, including members of [Dance/NYC’s task forces and committees](#).

Your private, identifiable information, including your banking information, will only be accessed by Dance/NYC’s Operations Manager and Dance/NYC’s Grantmaking Manager for the purposes of processing payment.

To learn more about Dance/NYC’s Data Access and Protection Policy, visit [Dance.NYC/uploads/DAF_DataAccessAndProcessingProtocol.pdf](#).

Q: Why is the budget range between \$10,000 and \$500,000 for eligible dance makers? How does a grant of \$2,500-\$15,000 annually impact a dance maker with a budget of \$500,000 and address economic inequality in the dance ecology?

A: The budget range was determined as a result of Dance/NYC’s *State of NYC Dance and Workforce Demographics* ([Dance.NYC/StateofDance2016](#)), which shows that dance makers with budgets of less than \$1 million comprise the lion’s share (84%) of total groups but have access to only 10% of the total revenue. Dance/NYC’s *Defining “Small-Budget” Dance Makers in a Changing Dance Ecology* ([Dance.NYC/SBDMdata2020](#)) further revealed that 78% of small budget dance organizations have budgets between \$25,000 and \$250,000. The Fund doesn’t intend to prioritize one organization’s budget size over another, which is why the first and foremost criterion for evaluation is artistic excellence and vision, regardless of budget size. As outlined in the call for proposals, grant amounts will be determined on a sliding scale based on grantees’ total expense budget range for 2021. Additionally and importantly, Dance/NYC’s goal of moving toward economic justice is specifically reflected in how the Fund intends to support historically marginalized groups through the grantee pool, including ALAANA, LGBTQ+, women-identifying and gender nonconforming and/or nonbinary, disabled, and immigrant artists.

Q: How is Dance/NYC meeting the actual needs of the field in the development and administration of this program?

A: The 2022-2023 Dance Advancement Fund, its, components, and continued evolution is a reflection of ongoing learning, dialogue, and feedback from current and past Dance Advancement Fund grantees, Dance/NYC's task forces and committees, field partners, Dance/NYC's ongoing research, and the current events impacting the field. Dance/NYC is also working in collaboration with Ebony Noelle Golden of Betty's Daughter Arts Collaborative, LLC to advise the team at Dance/NYC, facilitate, and serve as a liaison to dance makers who choose to apply to the Fund. Ms. Golden is an artist, scholar, and culture strategist conjuring at the intersection of vision, justice, and creativity with the NYC performing arts ecosystem for over 15 years.

Review panelists are selected in accordance with their lived and learned expertise in creating, performing, funding, and/or presenting dance in the metropolitan NYC area; alignment with Dance/NYC's justice, equity, and inclusion values; and their demographic representation of the local population.

Q: Should video samples be edited, or should it be unedited footage?

A: Video samples should reflect your artistic style and vision. While high quality videos are encouraged, trailers and reels are discouraged. The panel will review at least three (3) minutes from the start time stamp that you provide.

ELIGIBILITY

Q: My dance company is a 501(c)(3). Am I eligible to apply?

A: Yes, dance organizations with 501(c)(3) status are eligible to apply provided their annual expense budget for FY 2020 (actual), FY 2021 (actual), and FY 2022 (forecasted) is between \$10,000 and \$500,000, they are headquartered in the metropolitan New York City area, they have a history of at least three years of dance-making activity in the metropolitan area, and their primary focus is the creation and/or performance of dance.

Q: My dance group is not a 501(c)(3) but uses a fiscal sponsor. Is it eligible?

A: Yes, dance groups with a current fiscal sponsor are eligible to apply provided their annual expense budget for FY 2020 (actual), FY 2021 (actual), and FY 2022 (forecasted) is between \$10,000 and \$500,000, they are headquartered in the metropolitan New York City area, they have a history of at least three years of dance-making activity in the metropolitan area, and their primary focus is the creation and/or performance of dance.

Q: My dance business is an LLC or sole proprietorship. Am I eligible to apply?

A: Unfortunately, no unless you also have fiscal sponsorship. The Dance Advancement Fund is not able to accept applications for dance business with an LLC or sole proprietorship. Applicants

must have 501(c)(3) status or be fiscally sponsored to qualify.

Q: I have multiple fiscal sponsors because my fiscal sponsorship is project based. Am I still eligible to apply?

A: Yes, applicants with project-based fiscal sponsorship are still eligible to apply but must be under fiscal sponsorship at the time of application and for the duration of the grant program. Please submit a dated fiscal sponsor agreement letter for each, which shows that the projects are/were under fiscal sponsorship. Please note that all fiscal sponsorship documentation should include information of fiscal sponsorship coverage dates or be dated within one month of the date of application. If coverage dates are provided, dates should overlap with the grant term of January 1, 2022 to December 31, 2023.

Q: What if I am in the process of obtaining my 501(c)(3) status and have since ended my fiscal sponsorship?

A: To be eligible, applicants must have 501(c)(3) and/or fiscal sponsorship status (or a combination thereof) at the time of application.

Q: What kind of documentation do you require as proof of 501(c)(3) status?

A: Organizations should supply their most recent IRS determination letter.

Q: What kind of documentation do you require as proof of fiscal sponsorship?

A: You may submit a fiscal sponsorship determination or agreement letter; it must include the name of the fiscal sponsor and the effective date(s) of your fiscal sponsorship or be dated within one month of the date of application. Documents submitted should reflect active tax-exempt status.

Q: What if my organization is not based in NYC?

A: To be eligible, you must be a metropolitan New York City area dance making organization or group. This includes the five boroughs of New York City, as well as Nassau, Rockland, Suffolk, and Westchester counties in New York State, and Bergen and Hudson counties in New Jersey.

Q: What if I am not headquartered in the metropolitan New York City area, but perform and rehearse in the New York City area?

A: To be eligible to apply, dance making organizations and groups must be headquartered in the metropolitan New York City area as defined by their organizational mailing address, which must be located in one of the five boroughs of New York City; Nassau, Rockland, Suffolk, and Westchester counties in New York State; or Bergen and Hudson counties in New Jersey.

Q: Are organizations that are headquartered in the metropolitan New York City area, with

a history of performing in New York City, still eligible to apply if they have recently been performing outside of New York City?

A: Organizations and groups who perform outside of New York City but have a history of at least three years of local dance-making activity are eligible to apply. Years of dance-making activity do not need to be consecutive, provided the organization or group has a history of at least three years of dance making and remains engaged in current dance-making activity. Organizations and groups whose dance-making activity occurs primarily in a different borough or county than their organizational mailing address should be explicit in naming the community they serve throughout their application.

Q: Does my fiscal sponsor need to be locally based?

A: Groups with fiscal sponsors based outside of the metropolitan New York City area are eligible to apply, but the applicant group must be headquartered in the metropolitan area and have a history of at least three years of local dance-making activity. Years of dance-making activity do not need to be consecutive, provided the organization or group has a history of at least three years of dance making and remains engaged in current dance-making activity.

Q: What if my organization is not strictly a dance-making organization?

A: To be eligible to apply, applicants must be dance makers focused on the creation and/or performance of dance, with a history of at least three years of local dance-making activity. Years of dance-making activity do not need to be consecutive, provided the organization or group has a history of at least three years of dance making and remains engaged in current dance-making activity. Organizations and groups who do not identify as dance makers, with dance making as their primary focus, are not eligible.

Dance/NYC recognizes that many organizations and groups function in a multitude of ways within the framework of making dance and sustaining dance practice and beyond. For the purpose of this fund, please focus on your dance-making activity, as the review panel will not be considering the service work of your organization or group.

Q: What if my organization is a multi-purpose service organization?

A: Funds will not be designated to service organizations. Organizations and groups must be dance makers, with dance making as their primary focus, to be eligible. Dance/NYC recognizes that many organizations and groups function in a multitude of ways within the framework of making dance and sustaining dance practice and beyond. For the purpose of this fund, please focus on your dance-making activity, as the review panel will not be considering the service work of your organization or group.

Q: What if my organization works with students who take our classes and perform?

A: The program's goals are artistic. Applicants with primarily education focused or related work

will not be considered.

Q: What if my organization is not artistically led or otherwise creating work by African, Latina/o/x, Asian, Arab and Native American (ALAANA) and/or LGBTQ+ and/or women-identifying, gender nonconforming and/or nonbinary and/or disabled and/or immigrant artists, which are indicated as priorities in the call for proposals?

A: While the intention is for the grantee pool to be majority ALAANA-led and majority female- and gender nonconforming and/or nonbinary-led, and include disabled and immigrant artists, interested dance makers that do not fit these demographic criteria are eligible and encouraged to apply. Dance/NYC's aim in considering demographics as a selection criterion is to identify a grantee pool that represents the demographics of residents in the metropolitan area and address misalignments highlighted by Dance/NYC research: in particular, racial homogeneity in the dance workforce, a general absence of disabled artists, and a lack of income for immigrant artists.

Q: I cannot confirm that my organization is ADA compliant. Am I still eligible to apply?

A: Yes, your organization is still eligible to apply. Organizations that cannot confirm that they are compliant with the Americans with Disabilities Act (ADA) should describe the barriers prohibiting them from becoming ADA compliant and outline the steps the organization is committed to taking to become ADA compliant. Be sure to include these details in Section 6--Confirmation of ADA Compliance and Engagement of Disabled People.

Q: What is meant by “year founded”?

A: We mean the year your company was formed. This does not need to coincide with your IRS determination as a 501(c)(3) or being a fiscally sponsored project. However, to be eligible for this grant, you must have at least three years of local dance-making activity and currently be operating as either a fiscally sponsored project, or a 501(c)(3), or a combination of both.

EQUITY MATRIX

Q: Why is the application asking for information about the demography of my organization and collaborators?

A: The Dance Advancement Fund is intended to address the long-term impacts of systems of oppression as manifested through white supremacy and the ongoing COVID-19 pandemic and advance economic justice in the dance field by continuing to fill gaps in the availability of resources where they are most needed.

The collection of demographic information allows us to ensure that the pool of recipients represents the demographics of residents in the metropolitan area. The review panel will consider

the role that historically marginalized groups--including African, Latina/o/x, Asian, Arab, and Native American (ALAANA), LGBTQ+, women-identifying, gender nonconforming and/or nonbinary, disabled, and immigrant artists--play within the applicant pool and wider dance field. For information on Dance/NYC's values and commitments on justice, equity, and inclusion, please visit [Dance.NYC/equity/values](https://www.dancenyc.org/equity/values).

Q: What is meant by “immigration demographics” in the Equity Matrix?

A: Dance/NYC follows leadership in immigrant rights by embracing a wider understanding of the term “immigrant,” one that allows individuals to self-identify as immigrants, regardless of their classification by U.S. Citizenship and Immigration Services, and includes people who are foreign-born and their descendants. Dance/NYC also recognizes the term as a marker for identification and membership within specific minority groups connected by social, political, and cultural experiences.

Dance/NYC prioritizes self-identification and encourages applicants to collect demographic data from its stakeholders in an anonymous manner. Please note: Dance/NYC is not asking applicants to request anyone's legal immigration status, which is illegal to ask. Sample demographic data survey/questionnaires can be found by visiting [Dance.NYC/uploads/Sample_Demographic_Survey_2021.pdf](https://www.dancenyc.org/uploads/Sample_Demographic_Survey_2021.pdf). Dance/NYC discourages applicants from assuming the demographic information of its organizational staff, board, volunteers, artists, or audiences.

Q: My organization works with dancers and other kinds of collaborators (e.g. musicians, lighting designers, etc.). Should they be included in the Equity Matrix?

A: The Equity Matrix should include anyone who contributes to the organization's daily operations and can include collaborators working in other genres. The applicant organization's primary focus must be dance making, however.

Q: I am an individual fiscally sponsored artist without a staff or Board, and I make my work by collaborating with others. How should I fill out the Equity Matrix as an independent artist?

A: For individual fiscally sponsored artists, we ask that you fill out the Equity Matrix based upon your last two projects. For independent artists that work collaboratively with others, please include in the Equity Matrix the demographic information about yourself and any artists who collaborated with you on the past two projects and provide further detail about these collaborations in your Diversity, Justice, Equity, and Inclusion Statement (Section 6 of the application).

Q: Where do I include my dancers within the Equity Matrix?

A: Please include your dancers who are not Artistic Director/Lead Artistic Staff or Board Members within the Artistic Staff/Contractors area of the Equity Matrix.

Q: How are Artistic Staff/Contractors and Administrative Staff/Contractors defined in the Equity Matrix form?

A: Artistic Staff/Contractors and Administrative Staff/Contractors include anyone who contributes to the organization's daily operations and can include both W-2 and 1099 classified staff members. This may include volunteers who provide donated professional services. Artistic Staff/Contractors are individuals whose primary role in the organization is artistic and can include dance artists and artistic collaborators working in other genres. Administrative Staff/Contractors are individuals whose primary role in the organization is administrative.

Q: How should I count staff that carry out multiple roles (artistic and administrative) in the Equity Matrix?

A: Please count staff with multiple roles in the area in which they support the organization the most.

Q: I am a fiscally sponsored artist, and I do not have my own Board. Should I include my fiscal sponsor's Board in the Equity Matrix?

A: If you are fiscally sponsored and do not have a Board, please leave this area of the Equity Matrix blank. Only input your dance organization's data into the Equity Matrix, not that of your fiscal sponsor.

FINANCIAL AND GOVERNANCE MATERIALS

Q: What is an operating expense budget? How do I know if my expense budget is between \$10,000 and \$500,000?

A: Your expense budget includes day-to-day expenses required to operate your dance organization or group and income received from various sources throughout the year. This may include in-kind expenses, which may not be included in your budget. It is not project-based, but based on your dance organization's or group's yearly income and expenditures. In the Financial Information Form, it is calculated by including both your expenses and your income for FY 2021 (actual) and 2022 (forecasted) to give a comprehensive financial picture of your dance organization or group.

Eligible dance makers are required to have an annual expense budget between \$10,000-\$500,000 for FY 2020 (actual), 2021 (actual), and 2022 (forecasted). Please note that this is your expenses, not income. If you or key organizational staff are volunteers who provide donated professional services, you are able to include that cash value in your accounting of expenses under personnel (administrative, artistic, technical/production). Please email danceadvancementfund@dance.nyc if you have specific questions about your organization or group.

Q: How are income and expenses factored into the annual expense budget?

A: The Financial Information Form is designed as such that each organization's or group's expense budget is calculated automatically and is inclusive of both income and expenditures.

Q: Do budgets submitted need to reflect January to December calendar year expenses?

A: Organizations and groups may submit budget figures indicating calendar year dates or fiscal year dates (i.e. 2020-2021, etc.) and should, when necessary, include additional information in the notes column of the budget form. For example, if your fiscal year ends on June 30, you may submit budget figures for years ending on: June 30, 2020; June 30, 2021; and June 30, 2022.

Q: What if I use my own money to fund my organization?

A: The application materials include the organization's or group's annual expense budget. If you have donated personal funds to your organization, you are able to include that amount under in-kind and/or donated goods and services income. If you or key organizational staff are volunteers who provide donated professional services, you are able to include that cash value under personnel (administrative, artistic, technical/production) in the expense section.

Q: How are in-kind and/or donated goods and services contributions classified in the organizational budget?

A: The Financial Information Form includes an area for in-kind contributions and/or donated goods and services. In-kind contributions and/or donated goods and services should be assigned cash value, and details about the type of contribution should be included in the notes column. If you have donated personal funds to your organization, you are able to include that amount under in-kind and/or donated goods and services income. If you or key organizational staff are volunteers who provide donated professional services, you are able to include that cash value under personnel (administrative, artistic, technical/production).

Q: How should I account for staff that carry out multiple roles (administration, artistic, and production) in the Financial Information Form?

A: Please list staff with multiple roles in the area in which they support the organization the most. You may add any further details in the notes column of the form. When possible, please categorize staff members consistently between the Equity Matrix and the Financial Information Form.

Q: What if I don't have an audit?

A: If you do not have an audit, please submit your most recent 990.

Q: What if I don't have a 990?

A: For fiscally sponsored projects, if you do not have a 990, please submit alternative financial records that demonstrate your 2021 finances. Alternative financial records may be quarterly finances/balance sheets, profits and losses, or other documentation of your group's financial standing.

Q: What if I don't have a recent 990?

A: Your financial statements should ideally be for 2021. If you do not have a return for 2021, please submit your most recent one.

Q: My organization is a 501(c)(3) with gross receipts of less than \$50,000 and files a 990N. Does this satisfy the 990 requirement of the application?

A: Yes, if your organization has gross receipts of less than \$50,000, you should submit your 990N. Organizations that have gross receipts of \$200,000 or less and assets under \$500,000 at the end of the year should submit their 990EZ.

Q: My organization has an IRS letter of determination that is older than three years. What additional proof should we submit to show that we have current 501(c)(3) status?

A: Organizations should supply their most recent IRS determination letter. You will also be asked to upload your most recent audited financial statements, ideally for 2021. If you do not have an audit, please submit your most recent 990.

Q: What if I have not operated with 501(c)(3) and/or fiscal sponsorship status (or a combination thereof) for the last three years?

A: To be eligible, applicants are only required to have current 501(c)(3) status and/or fiscal sponsorship status (or a combination thereof) and a history of at least three years of local dance-making activity. Applicants are not required to have been operating as either a fiscally sponsored project, or a 501(c)(3), or a combination of both for at least three years. Applicants must have 501(c)(3) and/or fiscal sponsorship status (or a combination thereof) at the time of application.

Q: I have more than one fiscal sponsor. Do I submit the proof of fiscal sponsorship for each?

A: Please submit the proof of fiscal sponsorship for each of your fiscal sponsors. Proof(s) of fiscal sponsorship should include the name of the fiscal sponsor and coverage dates as contracted with your fiscal sponsor or be dated within one month of the date of your application.

Q: How is Key Staff defined in the biography section of the application?

A: Key staff is defined as anyone who contributes significantly to the organization's daily

operations. This may include volunteers who provide donated professional services.

PROFESSIONAL CONSULTING AND COHORT DEVELOPMENT

Q: Can I choose who I want to work with as a consulting partner if I am selected as a grantee?

A: Consulting partners are selected by Dance/NYC staff and include [Pentacle](#), [PURPOSE Productions](#), [Gibney's Digital Media Initiative](#), and [TrustPlus](#). All grantees will have access to personal financial coaching provided in partnership with TrustPlus.

Goal-directed coaching and consulting will be provided in partnership with Pentacle, PURPOSE Productions, and Gibney's Digital Media Initiative. Grantee-consulting partner matching will be primarily guided by grantee goals and needs as supplied in the program 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
- Digital media and technology

Not all consulting focus areas will be available through each consulting partner, and Dance/NYC cannot guarantee that grantees will be matched with their preferred consulting partner.

Q: Can I continue working with my consulting partner beyond the grant period?

A: Consulting partners will provide a set number of hours of consulting/coaching each year of the grant period based on the area of focus, value of consulting/coaching hours, and the capacity of the consulting partner. Focus areas may include different numbers of annual consulting hours, but all focus areas receive equivalent value.

Continued collaboration between an organization or group and their Fund consulting partner is at the discretion of both parties and cannot be guaranteed, endorsed, or funded by Dance/NYC.

Q: I am interested in many different areas of consulting/coaching. Can I work with my consulting partner on more than one focus area?

A: For the purposes of the Fund and in honoring the intentional use of the available consulting/coaching hours, Dance/NYC advocates that grantees focus their consulting/coaching relationship on only one focus area. Grantee-consulting partner matching will be primarily

guided by grantee goals and needs as supplied in the program application, but grantees may make final decisions of focus area upon connecting with their consulting partner.

Q: The call for proposals and application mention grantee cohort meetings. How regular are the meetings?

A: Grantee cohort meetings will, at minimum, occur once each year of the grant period not including the grantee orientation webinar at the beginning of the Fund. Cohort meetings will be focused on professional development and community learning and may include specialized trainings from the Dance Advancement Fund consulting partners. Cohort meetings are intended to respond to the needs of the cohort and may occur as regularly as quarterly depending on the engagement of the grantee cohort and expressed interest in a variety of professional development and learning focus areas.

REVIEW PROCESS AND GRANTEE DETERMINATION

Q: Who makes grant determinations?

A: Dance/NYC is committed to administering a grantmaking approach that centers our values of justice, equity, and inclusion. As an underlying tenet of its equity and inclusion work, Dance/NYC embraces the concept of “Nothing Without Us”: no program or policy should be formed without the full, direct involvement of those impacted. To advise and assist in reviewing applicants and achieving the Fund’s goals, Dance/NYC staff will recruit a review panel of 15-20 artists and arts professionals across functions and genres in dance.

Panelists will be selected in accordance with their expertise in creating, performing, funding, and/or presenting dance in the metropolitan NYC area; alignment with Dance/NYC’s justice, equity, and inclusion values; and their demographic representation of the local population. Dance/NYC seeks a panel that is majority African, Latina/o/x, Asian, Arab, and Native American (ALAANA), is majority women-identifying and gender nonconforming/nonbinary/genderqueer and transgender, and includes disabled and immigrant artists. (According to 2020 Census data, the New York City population is approximately 69% ALAANA. Census Data from the 2019 American Community Survey 5-Year Estimates suggests that the New York City population is 11% disabled, 52% female, and 37% foreign-born. Source: US Census Bureau American FactFinder 2015-2019 American Community Survey 5-Year Estimates.)

No panelist can be an applicant. Panelists will have the ability to make recommendations for the final slate of grantees, but exercise no oversight function with regard to Dance/NYC as an entity. Dance/NYC does not have a vote in the grantee deliberation process, but will make final determinations.

Q: What is the review process for applications?

A: The review panel will evaluate applications based on the following criteria:

- Above all, clear artistic vision and artistic excellence as defined by applicants. Dance/NYC uses [Animating Democracy's Aesthetic Perspectives: Attributes of Excellence in Arts for Change](#) as a foundational resource to assess artistic vision and excellence;
- A dedication to sustaining practice beyond the two-year grant period;
- Commitments and measurable actions in alignment with stated values of diversity, justice, equity, and inclusion;
- Organizational and financial health, regardless of budget size, and a commitment to paying artists and arts workers a living wage;
- A well-articulated narrative for how the funds will help advance the organization and/or group;
- A willingness to engage in ongoing learning/professional development and to share learnings within a cohort of grantees. "Dancemakers who exhibit a clear community engagement and approach to social practice as a part of their process of being a generative artist."

Priority in grant selection will be given to applicants who:

- Demonstrate artistic excellence and potential to benefit from the grant program;
- Are headquartered in the Bronx; East Brooklyn; Northern Manhattan; Queens; Staten Island; Nassau, Rockland, Suffolk, and Westchester counties in New York State; and Bergen and Hudson counties in New Jersey;
- Are artistically led or otherwise creating work by ALAANA and/or women-identifying and gender nonconforming/nonbinary/genderqueer and transgender and/or disabled and/or immigrant artists;
- Work in accountability and interdependence with local communities;
- Have annual expense budgets under \$250,000;
- Have a sustained artistic practice spanning between 10-19 years;
- Have limited access to financial resources, specifically, private philanthropic support and public funding through government agencies; and
- A grantee pool that reflects a diversity of dance making genres and artistic perspectives.

Q: When might I expect to receive notification if I am selected as a grantee?

A: Applications will be reviewed internally by Dance/NYC staff for eligibility and completeness following the close of the application before being reviewed by the review panelists. Following the panel review, Dance/NYC expects to provide notification of award status in mid- to late-December.

PAYMENT DISTRIBUTION

Q: How are the award amounts dispersed?

A: Grant funds will be made in two installments. The first installment will be made the week of January 2, 2022, and may only be used for expenses incurred between January 1, 2022 and December 31, 2022. The second installment of grant funds will be made the week of January 3, 2023 and only upon satisfactory completion of an interim report due November 30, 2022. The second installment of funds may only be used for expenses incurred between January 1, 2023 and December 31, 2023.

Disbursement of funds will be made through direct deposit unless an applicant is unable to receive funds via direct deposit. Dance/NYC will do its best to accommodate alternative payment methods on an ad hoc basis and may contact applicants for additional information before processing grant funds. Grant payments to fiscally sponsored groups must be processed through their fiscal sponsor.

Q: Is my private information secure?

A: Yes, your private information is secure. Dance/NYC is using Submittable, an online application portal. You can learn more about Submittable's security procedures by visiting www.submittable.com/security, which details their compliance with a wide range of privacy statutes.

To learn more about Dance/NYC's Data Access and Protection Policy, visit Dance.NYC/uploads/DAF_DataAccessAndProcessingProtocol.pdf.

Q: What happens to my private information if I am not selected for a grant?

A: Your private, identifiable information is accessed only by the Dance/NYC Operations Manager and Dance/NYC Grantmaking Manager for the purpose of processing grant awards and honoraria to eligible applicants and will be deleted following the grant period. The narrative information you provide in your application is accessed only by the selection of review panelists, who follow strict confidentiality regulations in application review, and will be retained for Dance/NYC's historical records.

To learn more about Dance/NYC's Data Access and Protection Policy, visit Dance.NYC/uploads/DAF_DataAccessAndProcessingProtocol.pdf.

Q: When might I expect to receive grant funds if I am selected as a grantee?

A: A: Grant funds will be made in two installments. The first installment will be made the week of January 2, 2022, and may only be used for expenses incurred between January 1, 2022 and December 31, 2022. The second installment of grant funds will be made the week of January 3, 2023 and only upon satisfactory completion of an interim report due November 30, 2022. The second installment of funds may only be used for expenses incurred between January 1, 2023 and December 31, 2023.

Please note this schedule does not account for the time that it may take for Dance/NYC or your financial institution to process and deposit the grant funds into your bank account. Please contact your financial institution directly for questions regarding the length of time it takes transactions to clear.

Grantees who are unable to receive funds via direct deposit and request an alternative payment method may experience slight delays to their receipt of funds as Dance/NYC may need to implement alternative payment infrastructures on an ad hoc basis.

Q: Why is Dance/NYC providing an honorarium to eligible, complete applicants regardless of award status?

A: Dance/NYC will provide an honorarium to all eligible applicants who submit completed applications in recognition of the labor and resources required to participate in the application process. It is Dance/NYC's intention to value the labor of dance workers in the same way as we advocate to the dance community and across the arts sector.

Q: If I am not selected as a grantee, when can I expect to receive the honorarium?

A: Dance/NYC will distribute honoraria to eligible applicants who submit completed applications following notification of award status which is expected to occur in mid- to late-December. The initial transfer of grant funds by Dance/NYC will be made within ten (10) business days of award notification. Please note, this time does not account for the time that it may take for Dance/NYC or your financial institution to process and deposit the funds into your bank account. Please contact your financial institution directly for questions regarding the length of time it takes transactions to clear.

Applicants who are unable to receive funds via direct deposit and request an alternative payment method may experience slight delays to their receipt of funds as Dance/NYC may need to implement alternative payment infrastructures on an ad hoc basis.

Q: I made a mistake in the banking information I provided. How can I correct it?

A: If you realize you have submitted incorrect banking information in your application, please email us immediately at danceadvancementfund@dance.nyc. We will follow up with you directly with next steps.

Q: Is there any preference for a proposed use of grantee funds?

A: The Dance Advancement Fund is a general support award. Selected grantee organizations and groups are free to explain and determine how the funds will best support their organization or group. The Dance Advancement Fund, however, is aimed at promoting growth of dance making and moving the field forward, not at funding deficits or debt. Dance/NYC encourages applicants to make a strong case in their applications for how the award will impact and further the artistic vision and excellence of the organization or group, being specific in proposed use of funds. With

each element of your application, tell a full story to show how the award will help you reach the next level of your dance making, connections to audiences, visibility, security, and sustainability.

Q: How are award amounts determined?

A: Amounts will be determined on a sliding scale based on grantees' total expense budget range for 2021. If an applicant group is fiscally sponsored, the award amount is *not* determined by the fiscal sponsor's budget.