## **Dance Advancement Fund Application - 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\_AdvancementFund\_EquityMatrix.xlsx</u>) into your web browser
  - Financial Information Form Download the Financial Information Form by copying and pasting (<u>www.Dance.NYC/uploads/2021Advancement\_Fund\_Financial\_Information.xlsx</u>) into your web browser.
  - Financial Statements Please upload your most recent audited financial statements, ideally for 2021. If you do not have an audit, please submit your most recent 990. For fiscally sponsored projects, if you do not have a 990, please upload alternative financial records that demonstrate your 2021 finances.
- 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 metropolitan New York City area dance makers with operating budgets between \$10,000 and \$500,000 to submit proposals for two-year general operating support awards of \$2,500–\$15,000 annually including ongoing professional development from January 1, 2022 through December 31, 2023.

Before completing the application form, interested dance makers are asked to first complete a series of questions to determine baseline eligibility for the grant program. If eligible, applicants

will be prompted to complete the application and provide relevant artistic and organizational information for the Dance Advancement Fund. 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, including supplementary materials, must be submitted online by October 4, 2021, 6:00 p.m. EST. Incomplete applications, hard copy submissions, and applications received after the October 4 deadline will not be considered.

Dance/NYC is committed to accessibility and equity for disabled and immigrant people in its programs. The call for proposals is available in Spanish and Chinese at <a href="mailto:Dance.NYC/programs/funds/dance-advancement-fund/overview">Dance.NYC/programs/funds/dance-advancement-fund/overview</a>. The application is available in Spanish and Chinese upon request by contacting us at <a href="mailto:dance.nyc">dance.nyc</a>.

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

- Visit Full Call for Proposals:
   <u>Dance.NYC/programs/funds/dance-advancement-fund/overview</u> for information on technical assistance and webinar information.
- Visit Frequently Asked Questions (FAQ): <u>Dance.NYC/AdvancementFundFAQ2021</u>
- Contact us at <a href="mailto:dance.nyc">dance.nyc</a>.

## **Eligibility confirmation**

Please answer the questions below to determine whether you are eligible for this grant program.

# Do you identify as a dance maker, focused on the creation and/or performance of dance? (Required)

- Yes
- No

# Do you have a history of at least three years of dance making activity in the metropolitan New York City area? (Required)

"Metropolitan New York City area" 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.

- Yes
- No

## Are you headquartered in the metropolitan New York City area? (Required)

"Metropolitan New York City area" 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.

- Yes
- No

Is your annual expense budget for FY 2020 (actual), FY 2021 (actual), and FY 2022

## (forecasted) between \$10,000 and \$500,000? (Required)

- Yes
- No

# Are you able to provide proof of 501(c)(3) status or fiscal sponsorship status at the time of application and through the duration of the grant period? (Required)

For details on how to become fiscally sponsored, please visit Dance.NYC/for-artists/resource-pages/fiscalsponsorship.

- Yes
- No

## **Section 1 -- Applicant information**

Please fill out the basic organization information below.

### Name of applicant organization or group (Required)

Enter the name of your organization or group.

#### Legal name (if different)

If your organization's legal name is different, please enter it. Leave blank if not applicable.

### **Primary Genre (Required)**

Provide the primary dance genre with which your organization or group most strongly identifies.

## Secondary Genre(s)

Provide any secondary dance genre(s) with which your organization or group identifies.

#### 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)

Choose the county associated with your mailing address.

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

- Richmond (Staten Island)
- Rockland
- Suffolk
- Westchester

### **NYC City Council District (Required)**

Enter the City Council district in which your organization or group resides: <a href="mailto:council.nyc.gov/districts">council.nyc.gov/districts</a>. If your organization or group is outside NYC, please enter "n/a."

### Website address (if available)

Provide the URL to your organization's or group's website.

#### Year founded (Required)

Enter the year your organization or group was founded.

#### Fiscal year start date (Required)

Enter the month and day of your fiscal year start date, e.g., 1/1

## Fiscal year end date (Required)

Enter the month and day of your fiscal year end date, e.g., 12/31

### **Expense budget size for 2021 (Required)**

Choose your budget size (2021) from the dropdown menu.

- \$10,000-\$24,999;
- \$75,000-\$99,999;
- \$200,000-\$249,999;

- \$25,000-\$49,999;
- \$100,000-\$149,999;
- \$250,000-\$349,999;

- \$50,000-\$74,999;
- \$150,000-\$199,999;
- \$350,000-\$500,000

#### 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 <a href="Dance.NYC/for-artists/resource-pages/fiscalsponsorship">Dance.NYC/for-artists/resource-pages/fiscalsponsorship</a>.

- 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 employer identification number. 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 -- Contact Information**

Provide contact information for your organization or group below. If the fields are not applicable, please enter "n/a."

Name of artistic director/lead artistic staff member (Required)

Artistic director/lead artistic staff member email address (Required)

Artistic director/lead artistic staff member phone number (Required)

#### Name of chief executive officer/lead administrative staff (Required)

If same as lead artistic staff, enter "n/a."

#### Chief executive officer/lead administrative staff email (Required)

If same as lead artistic staff, enter "n/a."

#### Chief executive officer/lead administrative staff phone number (Required)

If same as lead artistic staff, enter "n/a."

## Name of grant contact (Required)

If same as lead artistic staff, enter "n/a."

## **Grant contact email address (Required)**

If same as lead artistic staff, enter "n/a."

#### **Grant contact phone number (Required)**

If same as lead artistic staff, enter "n/a."

Do you give Dance/NYC permission to text your indicated grant contact at this number with respect to your application and the Dance Advancement Fund 2021? (Required)

Your mobile provider's standard rates for sending and receiving text (SMS) messages may apply.

- Yes
- No

# What is your preferred communications method with respect to your application and the Dance Advancement Fund? (Required)

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

### If not listed, please specify (Required)

### **Accessibility information (Required)**

Use this space to let us know any accessibility needs you might have during your participation in the Dance Advancement Fund and in our communication(s) with you. For example, ASL Interpretation, large print, or additional needs. Please note information provided in this question 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 3 -- 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 (<a href="mailto:DataAccessAndProcessingProtocol.pdf">DataAccessAndProcessingProtocol.pdf</a>).

For Submittable's security procedures, visit (<a href="https://www.submittable.com/security">https://www.submittable.com/security</a>).

## [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 dashes or special characters.

Name of Banking Institution (Required)

**Bank Routing Number (Required)** 

**Bank Account Number (Required)** 

# **Section 4 -- Your Artistry**

Provide information about your organization and artistic vision below.

## Mission (Required)

Enter your organization's and/or group's mission statement, 2-3 sentences. Please note, this should not be your artist statement.

### **Background (Required)**

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 (Required)**

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 (Required)**

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)

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. [Acceptable file types: pdf].

## **Section 5 -- Work Samples:**

To help the review panel in assessing the artistic merit of your work, you are required 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), and an additional video reflecting additional aspects of your artistry that helps the panel understand how your work happens.

#### Video Sample #1

Please fill out all related fields to your sample submission. While high quality videos are encouraged, trailers and reels are discouraged.

Video sample -- Title of work (Required)

**Video sample -- Choreographer (Required)** 

Video sample -- Brief description of work (Required)

**Video sample -- Date the work was performed (Required)** 

## **Video sample -- Start time stamp (Required)**

The panel will be required to 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 (Required)**

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 (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 <a href="http://webaim.org/techniques/captions/">http://webaim.org/techniques/captions/</a>.

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 #2 (optional)

Please fill out all related fields to your sample submission. While high quality videos are encouraged, trailers and reels are discouraged.

**Video sample -- Title of work (optional)** 

**Video sample -- Choreographer (optional)** 

**Video sample -- Brief description of work (optional)** 

Video sample -- Date the work was performed (optional)

#### **Video sample -- Start time stamp (optional)**

The panel will review up to 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 capacity 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 <a href="http://webaim.org/techniques/captions/">http://webaim.org/techniques/captions/</a>.

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 (optional)**

Provide the URL to the support material.

#### **Support Material 2 (optional)**

Provide the URL to the support material.

## Section 6 -- Use of Funds and Program Benefits

#### **Use of Funds (Required)**

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 (Required)**

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 have the opportunity to work 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
- Digital media and technology

Depending on the area of consulting focus, value of consulting hours, and the capacity of the consulting partners, focus areas may include different numbers of annual consulting hours, but all focus areas receive equivalent value.

# Please rank in which of these focus areas you would most benefit from support from a consultant/coach during this grant. This table is required.

Please rate the options below from 1-6, with 1 being the most beneficial and 6 being the least. You may only assign one consulting focus area to each rank (so only one focus area can be ranked as most beneficial (1), and so on and so forth).

Consulting Focus Area	Rank (1-6)
Visioning and strategic planning	
Fundraising and resource gathering	
Marketing, storytelling, and communications	
Fiscal management	
General administration and operations	
Digital media and technology	

## **Preferred Consulting Partner (optional)**

If you have a preferred consulting partner, please select them below.

Goal-directed coaching and consulting offered as part of the Dance Advancement Fund are provided in partnership with Pentacle (<a href="https://www.pentacle.org/">https://www.pentacle.org/</a>), PURPOSE Productions (<a href="https://www.purposeproductions.org/">https://www.purposeproductions.org/</a>), and Gibney's Digital Media Initiative (<a href="https://gibneydance.org/programs/digital-media-initiative/">https://gibneydance.org/programs/digital-media-initiative/</a>).

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

- Pentacle
- PURPOSE Productions
- Gibney's Digital Media Initiative

#### **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.

- Grantee orientation webinar: Week of January 17, 2022
- Grantee cohort convenings: To be scheduled

#### **Mandatory Orientation & Meetings (Required)**

By submitting Dance/NYC's 2022-2023 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 (Required)**

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 7 -- 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 <a href="mailto:Dance.NYC/equity/values">Dance.NYC/equity/values</a>.

### Diversity, Justice, Equity, and Inclusion Statement (Required)

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)**

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.

Acceptable file types: pdf

## Demonstration of Values of Diversity, Justice, Equity, and Inclusion (required)

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 (Required)

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 (Required)**

Acceptable file types: xls, xlsx

# How many of your staff/contractors work in both artistic and administrative roles within your organization? (Required)

### 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 (Required)

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: <a href="mailto:adachecklist.org/doc/fullchecklist/ada-checklist.pdf">adachecklist.org/doc/fullchecklist/ada-checklist.pdf</a>
Suggested word count: 100 words

#### **Section 8 -- Financial and Governance Materials:**

#### Financial Information (Required)

Go to <a href="www.Dance.NYC/uploads/2021Advancement\_Fund\_Financial\_Information.xlsx">www.Dance.NYC/uploads/2021Advancement\_Fund\_Financial\_Information.xlsx</a> 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

www.Dance.NYC/uploads/2021 DAFSampleFinancialInformationForm.xlsx

Acceptable file types: xls, xlsx

## [For 501(c)(3)] Audited Financial Statements (Required)

Please upload your most recent audited financial statements, ideally for 2021. If you do not have an audit, please submit your most recent 990. Please save the file(s) with your organization name at the beginning, following this format: Applicant Organization Name\_2021 Audited Financial Statements, etc.

Acceptable file types: pdf

### [For Fiscally Sponsored] Financial Records (Required)

For fiscally sponsored projects, if you do not have a 990, please upload 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. Please save the file(s) with your group name at the beginning, following this format: Applicant Group Name\_2021 Financial Statements, etc.

Acceptable file types: pdf, doc, docx, xls, xlsx

### **Anticipated Funding (Required)**

Itemize any anticipated/confirmed funding sources by name and amount for 2022 and 2023. Please indicate if the funding is anticipated or confirmed. This table is required.

Private Foundational Funders	2022-2023 Amount	Anticipated/Confirmed
Public Governmental	2022-2023 Amount	Anticipated/Confirmed
Funders	2022-2020 Amount	Anticipated/Committee

#### **Section 9 -- Final Considerations**

#### 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 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 reporting 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 (Required)

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 (Required)

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.

## 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 in this screen. Once your application has been submitted, you will have the opportunity to access the PDF and print your application for your records.