**2016 Disability. Dance. Artistry. Regrant Fund**

**Application Form and Checklist**

Please use the MS Word–based form below to provide information about the organization/company and project for which you are requesting support. All fields are required. If not applicable to your organization, please indicate “n/a.” For required or optional attachments, please indicate the item is attached by putting an “X” in the space provided. To move from field to field in this form, use the mouse or the TAB key.

Please complete and submit all proposal information in one e-mail with two attachments only (one PDF including the application form and all supplementary materials; and one Excel budget form) to disabilitynycdance@dance.nyc, no later than **6 pm EST, October 25, 2016.**

**Applicant Information**

|  |  |
| --- | --- |
| **Applicant name** |  |
| **Legal name (if different)** |  |
| **Mission (2**–**3 sentences)** |  |
| **Mailing address** |  |
| **Web site address** |  |
| **Year founded** |  |
| **Fiscal year start/end dates** |  |
| **Tax status**  e.g., 501(c)(3); fiscally sponsored project |  |
| **Proof of tax-exempt status**  Please attach a copy of your IRS determination letter or proof of fiscal sponsorship. | Attached: [Insert X if attached] |
| **Federal EIN** |  |
| **Fiscal sponsor**  If a fiscally sponsored project, please include the name, address, executive director, phone, and email address of your sponsor. |  |
| **Annual budget, total and breakdown** | FY16 Operating Budget:  FY16 Revenue:  FY16 Expenses:  FY17 Proposed Budget:  FY17 Proposed Revenue:  FY17 Proposed Expenses: |
| **Donor information**  Please list the top three funders/donors and amounts to your organization in the past 12 months. |  |
| **Required attachment: Audited financial statements**  Please attach your most recent audit. If unavailable, please attach your most recent IRS Form 990. | Attached: |
| **Professional References**  Please provide contact information for two (2) professional references who can speak to the quality of your work and organizational capacity, and note their relationship to your work and/or organization. Include name, title, affiliation, email, and phone. |  |
| **Required attachment: Board of directors list**  You may attach a list of your board of directors, and their affiliations. If using a fiscal sponsor, use the board of directors list for this organization. | Attached: |
| **Optional attachment: Résumés, bios, curricula vitae (CVs) of project staff** | Attached: |

**Applicant Background as Integrated Dance Maker**

|  |  |
| --- | --- |
| Please provide a short organizational background, highlighting examples of experience in creating or performing work by and with disabled artists (half page maximum). |  |

**Contact Information**

Please list names and contact information below for organizational and project leadership.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Email** | **Address** | **Phone** |
| **Project director** |  |  |  |  |
| **Chief executive officer** |  |  |  |  |
| **Artistic director/lead artistic staff** |  |  |  |  |

**Project/Grant Request Information**

|  |  |
| --- | --- |
| **Project/production title** |  |
| **Grant request summary**  Please note that this text may be used for announcement purposes if funded (2 sentences). |  |
| **Proposed project/performance date** |  |
| **Budget total for project/production** (2017 only) |  |
| **Grant request amount ($15,000**–**$30,000)** |  |
| If you are requesting more than $15,000, explain your strategy for proceeding if the full amount of requested funding is not awarded  (2–3 sentences maximum). |  |
| **Other sources of funding for this project**  If applicable, please list name, amount, and status (received, pledged or projected). It is not a requirement to have additional sources of funds. |  |
| **Required attachment**: Budget form  The proposal package should include an account of the funds requested using the accompanying MS Excel budget form. The proposed budget should be presented in US dollars and include project funds and expenses for 2017 only. Dance/NYC strongly recommends the budget include artist fees as well as indirect costs reflecting 20% of direct costs. See form. | Attached: |
| **Venue**  Where will the funded performance(s) take place? Name, location, contact, title, e-mail, and phone. |  |
| **Status of venue**  Indicate whether confirmed or in negotiation |  |
| If status is in negotiation, offer a written statement on how you would secure the venue (half page maximum). |  |
| **Accessibility**  Please confirm that the venue is compliant with Americans with Disabilities Act (Yes/No)? Funded projects must be fully accessible to disabled people. For a brief accessibility checklist created by the National Endowment for the Arts, visit: <http://www.adachecklist.org/doc/fullchecklist/ada-checklist.pdf> |  |
| **Project goals/outcomes**  Please describe the goals and outcomes of your project (2–3 bulleted items). |  |
| **Proposed project/production activities**  Please describe the activities of your project/production (3–4 bulleted items). Examples only: commission choreography from…, rehearsal period of…, production logistics, including…. |  |
| **Evaluation plan**  What indicators will you use to evaluate the project’s success (3–4 concise bulleted items)? These should **not** be a re-statement of the activities. |  |
| **Marketing/promotion**  How will you promote the funded activity (3–4 bullets)? |  |
| **Project partners**  Only if applicable, provide a description of any partners on this project/production and their role(s). It is not a requirement to have partners to be eligible for funding. |  |

**Artistic Vision**

|  |  |
| --- | --- |
| Please describe in your own words your artistic vision for the proposed project. How could this funding advance your artistry, and the field of dance making by and with disabled artists and, by extension, disability rights (one page maximum)? |  |

**Project Timeline**

|  |  |
| --- | --- |
| Please provide a concrete timeline for the planned project/production activities, including planned performance date, January 2017 to March 2018 (half page maximum). |  |

**Diversity, Equity, and Inclusion Summary**

When the review panel considers proposals, it will include in that consideration an understanding of the role historically marginalized groups, especially disabled people, play within applicant organizations. To help in making that assessment, we ask you to complete the table below. If you need additional guidance on completing the table, please contact us at disablitynycdance@dance.nyc.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Disabled** | | | **ALAANA (\*)** | | | **Total\*\*** | | |
|  | Female | Male | Gender non-binary | Female | Male | Gender non-binary | Female | Male | Gender non-binary |
| **Board** |  |  |  |  |  |  |  |  |  |
| **Professional staff** |  |  |  |  |  |  |  |  |  |
| **Support staff** |  |  |  |  |  |  |  |  |  |
| **Artistic Staff/artists** |  |  |  |  |  |  |  |  |  |

\* ALAANA refers here to any person who identifies as African, Latino(a), Asian, Arab, and Native American (ALAANA)

\*\* The total figures should be inclusive of total board and staff positions.

|  |  |
| --- | --- |
| How are disabled artists involved in the project, and how do you plan to continue engagement with disabled artists following the planned performance (no more than 8 sentences)? |  |
| Are there additional forms of diversity (e.g., religious, veteran status, generational, LGBTQ, etc.) that you think are important for strengthening the quality of the work proposed, and why? Does your organizations staff reflect this diversity? (2–4 sentences) |  |

**Optional: Press Reviews and Video Samples**

To help the review panel in assessing the artistic merit of your proposed project, you have the option to submit links for up to two (2) reviews of your prior work as well as two (2) video samples that related directly to your project. Please complete the descriptive information in the form below.

|  |  |
| --- | --- |
| **Optional: Press reviews** | Link #1: |
| Link #2: |

|  |  |  |
| --- | --- | --- |
| **Optional video samples** | **Video sample one** | **Video sample two** |
| **Name of the company that produced or presented the work.**  In some cases this will not be your company's name (e.g., for a sample of a choreographer's work at a company other than your own who is involved in the project, list the other company's name). |  |  |
| **Title of work** |  |  |
| **Choreographer** |  |  |
| **Brief description of work**  **(25 words maximum)** |  |  |
| **Date work was performed** |  |  |
| **Link to the video online** |  |  |

**Guidelines for videos**

* Maximum time for each sample: five (5) minutes
* Maximum size of each sample: 250 mb
* Acceptable file types: Avi, flv, mov, mp4, mpeg, rm, wmv
* Follow best practices for accessibility. For sample guidelines on how to improve the accessibility of your videos, visit:
* <http://webaim.org/techniques/captions/>
* <https://www.w3.org/2008/06/video-notes>

**Creative Commons**

Dance/NYC requires grantees to widely disseminate all products funded by this grant to which you hold the copyright, and to license such products to the public under a nonexclusive Creative Commons Attribution 4.0 International license (or a more recent version of such license). This obligation does not extend to “artistic elements” such as choreography and scenic design, but to items such as an artist’s statement, a playbill, video, and photography.

**Dance/NYC Research**

By submitting this application, you agree that Dance/NYC may use content included in this application for research on the landscape of dance making by and with disabled artists. Any research publication referring to this content will not identify applicants by name.

**Application Checklist**

Please complete and submit all proposal information in one e-mail with two attachments only (one PDF including the application form and all supplementary materials; and one Excel budget form) to disabilitynycdance@dance.nyc, no later than **6 pm EST, October 25, 2016.**

**Attachment I**

The materials to include in PDF:

* Application form
* Proof of tax-exempt status
* Audited financial statements
* Board of directors list
* Optional: Résumés, bios, curricula vitae (CVs) of key project staff

For information on how to create a PDF, visit: https://helpx.adobe.com/acrobat/how-to/combine-files-single-pdf.html?set=acrobat--fundamentals--edit-pdf

**Attachment II**

Excel budget form