



**Disability. Dance. Artistry. Residency Program
Review Panel Guide
As of November 5, 2021**

TABLE OF CONTENTS

About this Guide..... 2

About the Disability. Dance. Artistry. Residency Program..... 3

 History..... 3

 Residency Components..... 5

 Mentorship Components..... 5

 Eligibility Requirements..... 6

 Funding Priorities and Review Rubric..... 7

Panelist Information..... 7

Timeline..... 10

Submitting Conflicts of Interest..... 11

Grantee Selection Process..... 12

Assessing Applications..... 13

 Scoring Rubric..... 13

 How to Read Applications..... 15

Panelist FAQ'S 22

What's Next..... 22

ABOUT THIS GUIDE

The purpose of this guide is to articulate Dance/NYC's procedures and considerations for the reviewing of applications and the selection of grantees for the **Disability. Dance. Artistry. Residency Program**.

Dance/NYC remains committed to delivering regranting programs that address disparities in the dance field by continuing to fill gaps in the availability of resources where they are most needed. It 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's approach cuts across its public programs and all aspects of its operations. Its approach is intersectional, building upon multiple issue areas that together create a more just, equitable, and inclusive dance ecology. Dance/NYC's approach is also grounded in collaboration. It recognizes generations of people and organizations working to advance justice, equity, and inclusion in the arts and culture and strives to contribute to their efforts. It has established formal partnerships with colleague arts service organizations.

The second iteration of the Disability. Dance. Artistry. Residency Program, its components, and continued evolution is a reflection of ongoing learning, dialogue, and feedback from past Disability. Dance. Artistry. grantees and applicants, Dance/NYC's [Disability. Dance. Artistry. Task Force](#), field partners, Dance/NYC's ongoing research, other respected colleagues in Dance/NYC's community of accountability, and the current events impacting the field.

In alignment with our [values of justice, equity, and inclusion](#), Dance/NYC has led the development, implementation, and evaluation of the **Disability. Dance. Artistry. Residency Program** ("the Program") application process to ensure the following:

- Program priorities are met;
- Applicant pool is diverse across race/ethnicity, disability identity, gender identity, sexual identity, and immigration;
- Applicants received clear information regarding the eligibility and application process;
- Applicants had the opportunity to receive support in completing their application;
- The application process and the dissemination of information regarding the application was led by and in conversation with community partners, organizers, and members of the field;
- The application process created opportunities for more meaningful engagement with disabled dance artists;
- As many barriers to participation as possible were removed; and
- Grantees are placed with a residency space partner who is versed, trained, and managerially and structurally equipped to support disabled dance workers and minimize the potential harm they may experience as a result of ableism in dance.

These goals were met by:

- Hiring of consultant Laurel Lawson of Rose Tree Productions to advise the team at Dance/NYC, provide support in programmatic design, and to create and steward the mentorship aspect of the program. Lawson is a choreographer and artist-engineer who has expertise in disability arts, access, mentorship programming, and facilitation;
- Working with Gibney, a known residency and artistic development space, whose management and infrastructure have a track record of working with and in support of disabled dance makers;
- Providing training on working with and supporting disabled dance makers to all program providers, including but not limited to Dance/NYC staff, Gibney staff, and program mentors;
- The streamlining of application announcements, eligibility and ineligibility criteria, and application questions and materials;
- Only including questions in the application that were absolutely necessary to meet funding priorities and that were conscientious of the time and resource investment required of applicants;
- Offering multiple points of contact for applicants to receive support, including:
 - Virtual one-on-one sessions with grantmaking consultant in English and ASL (if requested)
 - Answering questions received via email or phone, and
 - Updating Frequently Asked Questions pages, as necessary; and
- Working in collaboration with borough arts councils and hiring a community organizer to spread the word about the Program.

The second iteration of the **Disability. Dance. Artistry. Residency Program** is led by the following Dance/NYC and Gibney staff:

- Alejandra Duque Cifuentes, Executive Director, Dance/NYC
- Kirsten Reynolds, Grantmaking Manager, Dance/NYC
- Caridad Kinsella, Grantmaking Assistant, Dance/NYC
- Russell Lilie, Operations Manager, Gibney

ABOUT THE DISABILITY. DANCE. ARTISTRY. RESIDENCY PROGRAM

History

The Disability. Dance. Artistry. Residency Program was established in 2019 in partnership with Gibney and Spaceworks, made possible by the generous support of the New York City Department of Cultural Affairs CreateNYC Disability Forward Fund and the Craig H. Neilsen Foundation. The purpose of the Program was to expand opportunities for dancers with disabilities, and to advance accessibility and inclusion within the larger dance, residency, and presenting communities. The first iteration of the program awarded 8 residencies to disabled dance artists and integrated dance companies. In March 2019, Dance/NYC announced the following recipients of funding:

- [AXIS Dance Company](#)
- [Carina Ho](#)
- [Infinity Dance Theater](#)
- Mark Travis Rivera, marked dance project
- [Pelenakeke Brown](#)

A second round of the Program took place later in 2019, and in August 2019, Dance/NYC announced the following recipients of funding:

- [Heidi Latsky Dance](#)
- [Kinetic Light](#)
- [Yo-Yo Lin](#)

Grantees were awarded an honorarium of \$5,000, an additional stipend of \$1,000 for personal care assistant(s) if needed, up to 60 hours of rehearsal time at one of the partnering dance centers, a ten-class card at Gibney, administrative space, and marketing and convening support. The 8 grantees were selected by a review panel and were among a competitive pool of self-identified disabled dance makers that submitted applications in response to an open call. Key evaluation criteria included artistic excellence; central roles for dance artists living with spinal cord injury and other disabilities; a commitment to justice, equity, and inclusion; and a diversity of participant types and perspectives.

Second Iteration of the Program

Administered in partnership with Gibney and made possible by the generous support of the **Craig H. Nielsen Foundation**, the **Ford Foundation**, and the **Shelley & Donald Rubin Foundation**, the purpose of the residency program is to expand opportunities for dancers with disabilities, including spinal cord injury (SCI) and other impairments, and to advance accessibility and equity for disabled dance artists within the larger dance, residency and presenting communities. Dance/NYC will award residencies to up to ten (10) disabled dance artists and/or integrated dance companies at Gibney from December 6, 2021 through March 5, 2022.

The Residency Program responds directly to Dance/NYC's recent research, *Performing Disability. Dance. Artistry.* ([Dance.NYC/PerformingDDA18](#)) which underscores the need and opportunity to engage residency centers in the professional development and training of disabled artists and to provide critical training to presenters, driving mentorship and shared learning among artists and presenters.

As Dance/NYC moves into the second iteration of the program, it will provide residencies to up to 10 disabled dance artists and/or integrated dance companies led by people with disabilities with the goals to:

- Address the long-term impacts of systems of oppression as manifested through white supremacy, ableism, capitalism, and the ongoing COVID-19 pandemic;
- Advance accessibility and equity for disabled dance artists by continuing to fill gaps in the availability of resources where they are most needed; and

- Address the critical need for residency and presenting opportunities and professional development and training for disabled dance artists.

Residency Components

Individual disabled dance artists and/or integrated dance companies led by people with disabilities are eligible for residencies during the period of December 6, 2021 through March 5, 2022. Residencies will be hosted in New York City by Gibney, but eligible applicants may be based outside of the metropolitan area in the whole of the United States. Given the continued impacts of the COVID-19 coronavirus, both in-person and digital residencies will be available.

Each of the program participants will receive:

- An honorarium of \$5,000 to be used at the discretion of the participant;
- An additional stipend of \$1,000 for any accessibility needs, including but not limited to personal care assistant(s), ASL interpretation, or audio description;
- Up to 36 hours of rehearsal time over the course of one week for in-person residencies or two consecutive weeks for digital residencies (value of \$1,080);
- 10-class card at Gibney lasting 90 days for in-person or digital dance classes (value of \$160);
- One 2-hour activity that meets the public (digitally or in-person), for example a studio showing, open rehearsal, class, or talk, and an additional \$250 stipend for this purpose (total value of \$1,250);
- 10 hours of goal-directed mentorship or professional development consulting from an expert in the field (value \$1,850);
- Participation in two (2) cohort convenings, one at the beginning of the residency program and one at the end, focused on professional development; and
- In-kind marketing, communications, and outreach of up to four (4) weeks through Dance/NYC platforms (value of \$1,480).

Travel stipends are not available for applicants seeking to participate in in-person residencies at Gibney's facility in New York City.

Dance/NYC and Gibney remain responsive to shifting regulations around COVID-19. If in-person residencies become unsafe over the course of the residency program, alternative digital residency schedules will be adopted on an ad hoc basis.

Mentorship Placement

Designed, facilitated, and administered by consultant Laurel Lawson, of Rose Tree Productions, a disabled choreographer with extensive experience in creating and facilitating mentorship and training programs, the mentorship component of the Program will support grantees' process with expert mentorship and consultation from field-leading artists, arts workers, and technicians. Mentors will provide 10 hours of goal-directed mentorship or consulting over the course of the Program to each grantee within one of the focus areas of Artistic Practice, Professional Development, or Technical Practice. To access the widest range of expertise, mentors are

drawn from the global arts community and may participate either in-person or digitally according to geography and preference.

Mentors will be selected by Laurel Lawson and Dance/NYC staff, with advisement and in communication with disabled artists, members of the field, and former grantees and participants of the Program. Grantee-mentor matching will be primarily guided by grantee goals and needs as supplied in the program application.

Mentors will be selected for:

- Their lived and learned expertise in artistic and disability aesthetics and creating, performing, funding, and/or presenting dance;
- Alignment with Dance/NYC's justice, equity, and inclusion values; and
- Their demographic representation. Dance/NYC will consider the role that under resourced groups — including African, Latina/o/x, Asian, Arab, and Native American (ALAANA), women-identifying and and gender nonconforming/nonbinary/genderqueer and transgender, disabled across a range of disabilities and/or impairments, and immigrant artists — play within the mentorship pool.

All mentors are:

- Trained in supporting disabled artists, mentorship, and access prior to engaging with grantees;
- Provided with a clear structure, documentation, and facilitation to guide process and relationship;
- Must adhere to confidentiality and conflict of interest policies; and
- Compensated for their time.

Selected mentors may be applicants and/or grantees.

Eligibility Requirements:

Applicants are ***eligible*** to apply if they:

- Identify as a disabled dance artist and/or integrated dance company led by people with disabilities;
- Are based (reside) in the United States; and
- Provide a copy of their U.S. IRS Determination letter, which proves the entity's 501(c)(3) designation or tax-exempt status under Internal Revenue Code Section 170(c)(1), or proof of fiscal sponsorship. For details on how to become fiscally sponsored, please visit [Dance.NYC](https://www.dance.nyc.org/).

Disabled dance artists or integrated dance companies led by people with disabilities, regardless of disability, are eligible to apply. Dance/NYC will prioritize self-identification. No artist will be required to provide verification of their impairment in the application.

Applicants are ***not eligible*** to apply if they are:

- An individual artist who does not identify as disabled, or a dance ensemble that is not led by disabled dance artists;
- An individual artist without a fiscal sponsor;
- An organization that is not focused on the creation and/or performance of dance;
- An organization for which dance therapy is a primary function;
- An organization for which arts education is a primary function;
- Based (reside) outside of the United States;
- An educational institution;
- A producer;
- A presenter;
- A festival;
- A service organization.

Funding Priorities and Review Rubric:

Dance/NYC seeks to award residencies to up to 10 disabled dance artists and/or integrated dance companies led by people with disabilities. Priority in grant selection will be given to applicants who:

- Demonstrate artistic excellence and potential to benefit from a residency;
- Demonstrate a commitment to justice and equity;
- Are based (residing) in the metropolitan New York City area, including 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; and
- A grantee pool that:
 - is representative of a wide area of demographic identities. 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, and immigrant artists—play within the applicant pool and wider dance field;
 - reflects a diversity of dance making genres and artistic perspectives.

Dance/NYC's goal in focusing on the metropolitan New York City area is to foremost support the disability dance community in Dance/NYC's area of operation while simultaneously recognizing that the impacts of the COVID-19 pandemic have led to the migration of many dance artists. Dance/NYC's aim in considering demographics as a selection criterion is to address misalignments highlighted by Dance/NYC research: in particular, racial homogeneity in the dance workforce, lack of representation of disabled dance leadership in dance making organizations and groups in the metropolitan area, and a lack of income for immigrant artists. The intention is for the grantee pool to be majority ALAANA and majority women-identifying and/or gender nonconforming and/or nonbinary and/or transgender, and include immigrant artists.

PANELIST INFORMATION

Purpose of the Review Panel

The purpose of the Review Panel is to advise and assist in reviewing applications to the Disability. Dance. Artistry. Residency Program and achieving the Program's goals. As an *ad hoc* committee of Dance/NYC, the Disability. Dance. Artistry. Residency Program Review Panel has no oversight function with regard to Dance/NYC. Panelists have the ability to make recommendations only. Dance/NYC's Executive Director and Grantmaking Manager, who oversee the Program, do not have a vote but will make final determinations.

Membership and Recruitment

The review panel will include up to six participants, each named for a two-month term, October 2021 to November 2021, to participate in full during the grant period. Membership comprises members of Dance/NYC's established Task Forces, Community Organizing Partners, and additional candidates they identify.

Ideal Panelist

The ideal panelists will:

- Have lived and learned expertise in disability arts and creating, performing, funding, and/or presenting dance in the metropolitan New York City area;
- Align with Dance/NYC's values of justice, equity, and inclusion ([Dance.NYC/equity/values](https://www.dance.nyc/equity/values)) and support the goals of the Disability. Dance. Artistry. Residency Program (<https://www.dance.nyc/programs/funds/dda/artist-residency/overview>);
- Have the capacity to meet expectations below, including approximately 25 hours of service over the course of the commitment period; and
- Represent the demographic makeup of the local population. Dance/NYC seeks a panel that is majority African, Latina/o/x, Asian, Arab, and Native American (ALAANA), is majority women-identifying and/or gender nonconforming/nonbinary/genderqueer and/or transgender, majority disabled across a range of disabilities and/or impairments, and includes immigrant artists.

Statement on Justice, Equity, and Inclusion

Dance/NYC values justice, equity, inclusion, and diversity at all levels of its organization, including its Board, committees, task forces, and staff. Diversity in this context refers to groups and individuals identified by, for instance, race, color, sex, gender, sexual orientation, age, disability status, religion, national origin, marital or partnership status, ancestry, political belief or activity, or status as a veteran. To foster the values of justice, equity, inclusion, and diversity, Dance/NYC seeks participation on its Board, committees, task forces, and staff from individuals who share and hold these values and reflect the diversity of the metropolitan New York City area, with a focus on majority African, Latina/o/x, Asian, Arab, and Native American (ALAANA) participation, majority women-identifying and gender nonconforming/nonbinary/genderqueer and transgender participation, and disability and immigrant representation. (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.) For a full

overview of Dance/NYC's values on justice, equity, and inclusion and the agendas that inform this work, please refer to [Dance.NYC/equity/values](https://www.dance.nyc.gov/equity/values).

Conflict of Interest Policy

No member of the review panel can also be an applicant. Panel members will be precluded from considering and recommending a specific applicant for the grant if they are related to or have any personal relationship with the applicant (such as being a spouse/partner or immediate family member), or if, within the two prior years, they have been employed by, served on the board of, or otherwise performed any services for that applicant. For more information on how to submit your conflicts of interest, please visit the **submitting conflicts of interest** section of this guide found on page 11.

Confidentiality Policy

Panelists will treat as confidential all information received from Dance/NYC concerning the Disability. Dance. Artistry. Residency Program (the "Residency"), and any deliberations conducted and/or recommendations made pursuant to the Residency for the review panel. Panelists will not provide any information, of any kind, to anyone about the review panel's process, procedures, discussions, communications, or recommendations regarding any application, including, but not limited to e-mails, materials (digital or in print) associated with the review process, applications, and/or Residency. Additionally, panelists will not download, print, save, or modify any of the materials shared with them by Dance/NYC, digitally or in print, for the purposes of fulfilling their duties to participate in the review process. At no time during the review process shall anyone on, or any representative of anyone on the review panel contact another panelist prior to deliberations or an applicant. All questions concerning an application and/or the review process shall be directed to Dance/NYC only. Dance/NYC will work to address any outstanding issues and concerns, as necessary. All application forms, materials and related information about the review panel's process, procedures, or discussion, and/or recommendations about specific applications, including applicant names, application materials, or panelists' names and contact information, shall not be divulged in any way or discussed with any persons whatsoever, whether such persons are involved in the review process or not. If, at any time, a review panelist, or a representative of a review panelist, receives a request for information [about the review process, procedures, discussions, communications, recommendations,] or application materials from any person about the review process, panel, discussions, applications, or recommendations, the panelist shall immediately notify Dance/NYC and provide it with a copy of the request, if available, or information about the request, and the identification of the person(s) who made the request. If, at any time, a panelist becomes aware of a breach of this Confidentiality Policy, the panelist shall contact the Executive Director of Dance/NYC immediately. Any breach in confidentiality may result in the panelist's removal from the review panel. The terms and conditions of this Confidentiality Policy shall remain in effect until the cessation of all of the grants awarded to Dance/NYC in support of the Residency.

Panelists will be required to:

1. View a one (1) hour digital training webinar provided prior to the review of any applications;
2. Read the Panelist Guide;

3. Read Animating Democracy’s *Aesthetic Perspectives: Attributes of Excellence in Arts for Change*, which can be found at <http://animatingdemocracy.org/sites/default/files/pictures/AestPersp/pdfs/Aesthetics%20Short%20Take.pdf>
 You may also review the full Aesthetic Perspectives framework, but it is not required: <http://americansforthearts.org/sites/default/files/Aesthetic%20Perspectives%20Full%20Framework.pdf>;
4. Adhere to the Conflict of Interests Guidelines and Confidentiality Policies outlined above, including confirming any conflicts of interest as outlined below in the **Submitting Conflicts of Interest** section of this guide in pg. 11;
5. Review and score all designated applications using methods, tools, and resources provided by Dance/NYC. Dance/NYC expects each panelist to spend approximately twenty-five (25) to thirty (30) minutes per application for approximately 25-30 applications, with a total of ten (10) to fifteen (15) hours;
6. Submit scores and notes to Dance/NYC in a timely manner (on or before November 15, 2021 at 5:00 p.m. EST);
7. Attend one (1) virtual panel meeting in mid-November (November 17, 2021, 10:00 a.m. to 6:00 p.m. EST) to review and discuss slate of highest scoring applicants; make grantee recommendations to Dance/NYC;
8. Submit payment information via Dance/NYC’s [vendor payment link](#), which includes the submission of a completed W-9 form as well as an invoice with the following information.
 - a. Made out to: Dance/NYC, 218 East 18th Street, Garden Floor, New York, NY 10003
 - b. Amount: \$500.00
 - c. Purpose of: Disability. Dance. Artistry. Residency Program Review Panel Member.
9. Sign a Panelist Contract sent from DocuSign via email; and
10. Participate as necessary and practicable in reviewing the project's success.

Compensation

Panelists will be offered an honorarium of \$500.

TIMELINE

Please note, these dates are subject to change as necessary. Dance/NYC will contact you if any modifications are made.

Residency application opens	August 19, 2021
Deadline for submission	Sunday, October 31, 2021, 11:59 p.m. EST
Panel onboarding materials disseminated	Friday, November 5, 2021
Panelists confirm conflicts of interest	Tuesday, November 9, 2021, 5:00 p.m. EST
Panelists receive applications for review	Tuesday, November 9, 2021

Application scores due	Monday, November 15, 2021, 5:00 p.m. EST
Panel review meeting	Wednesday, November 17, 2021, 10:00 a.m. - 6:00 p.m. EST
Grantee notification	Friday, November 19, 2021
Grantee announcement	Wednesday, December 1, 2021
Grantee Orientation Webinar & Opening Cohort Meeting	Week of December 6, 2021
Residency Period	December 13, 2021 to February 26, 2022
Closing Cohort Meeting	Week of February 28, 2022

SUBMITTING CONFLICTS OF INTEREST

Each panelist is required to confirm any conflicts of interest they may have with an applicant of the program. As a reminder, the conflict of interest policy is as follows:

Conflict of Interest Policy

No member of the review panel can also be an applicant. Panel members will be precluded from considering and recommending a specific applicant for the grant if they are related to or have any personal relationship with the applicant (such as being a spouse/partner or immediate family member), or if, within the two prior years, they have been employed by, served on the board of, or otherwise performed any services for that applicant.

To indicate if you have a conflict of interest with an application to the Residency, please visit the conflict of interest link:

- [Conflict of Interest](#)

In the google sheet, please be sure to add an “X” in the column labeled with your name, for each applicant for whom you have identified a conflict of interest. If you do not have any conflicts of interest, please add an “X” to the “No Conflicts of Interest” row (Row 3). Once you have completed your conflicts of interest, please also add an “X” to the “Conflicts Completed” row (Row 2).

	A	B	C	D
1	Applicant/Organization Name	Panelist 1	Panelist 2	Panelist 3
2	CONFLICTS COMPLETED	x	x	X
3	NO CONFLICTS OF INTEREST			X
4	Christopher "Unpezverde" Núñez			
5	Elisabeth Motley	x		
6	Larissa Velez-Jackson / LVJ Performance Co.			
7	Mark Travis Rivera		x	
8	Zazel-Chavah O'Garra			
9				

As outlined above, Conflicts of Interest for the Disability. Dance. Artistry. Residency Program are due by:

- **Tuesday, November 9, 2021, 5:00 p.m. EST.**

Please be sure to submit your conflicts of interest directly via the Google Sheet. We ask that panelists DO NOT download the sheet onto their computers and to abstain from sending names via email.

GRANTEE SELECTION PROCESS

For the purposes of this Residency and to align with funding priorities, Dance/NYC will consider the following criteria in accord with panel review discussions to determine the final grantee pool:

1. **Score:** Each complete, eligible application will be assigned a score by the review panelists. The score will be determined based upon alignment with Program priorities and potential to benefit from a residency and on a scale from one (1) to five (5), with 1 being the lowest alignment and 5 being the highest alignment as outlined below. Each applicant will be reviewed by all panelists who do not have a conflict of interest, and whose composite average scores will represent the applicant's final score.
2. **Demography:** The grantee pool will be cultivated with the intention of reflecting a wide range of demographic identities. Applicants who identify or who are led by ALAANA and/or LGBTQ+ and/or women-identifying, gender nonconforming and/or nonbinary and/or immigrant artists will have priority in grant selection. 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, lack of representation of disabled dance leadership in dance making organizations and groups in the metropolitan area, and a lack of income for immigrant artists. The intention is for the grantee pool to be majority ALAANA and majority women-identifying and gender nonconforming/nonbinary/genderqueer and include LGBTQ+ and immigrant artists across a range of disabilities and/or impairments.

3. **Geography:** The grantee pool will be cultivated to be inclusive of a range of geographies, specifically ensuring that the distribution of funds represents historically underfunded geographies. Applicants based (residing) in the metropolitan New York City area, including 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 will have priority in grant selection. Dance/NYC's goal in focusing on the metropolitan New York City area is to foremost support the disability dance community in Dance/NYC's area of operation while simultaneously recognizing that the impacts of the COVID-19 pandemic have led to the migration of many dance artists.

Top scoring applications will be reviewed during the virtual panel review meeting in mid-November via Zoom. Additional key applicants (outliers) with low scores who align with the Program's intended priorities may also be addressed during the panel review process as determined by Dance/NYC Staff and the Program's Consultant.

After each panelist submits their applicant scores, Dance/NYC will enter applicant data into an algorithmic tool. The algorithm will prioritize top scoring applicants as they intersect with the Program's priorities as outlined above.

The panel review meeting will serve to narrow the pool of top scoring priority applicants to identify a final grantee cohort of no more than 10 individual disabled dance artists and/or integrated dance companies led by people with disabilities and up to three (3) alternate grantees. The final list will be generated by panelist votes and presented to Dance/NYC staff.

ASSESSING APPLICATIONS

Scoring Rubric

All applicants that are reviewed by the panel have been vetted by Dance/NYC staff for application completion and eligibility, including tax-exempt status, completion of all tables in the Organizational Equity Matrix, and successful uploads of the Organizational Equity Matrix and required supplemental materials.

Application Scoring Information

Your assessment of each applicant is comprised of three parts:

- Your numerical score (1 – 5, added on Submittable for each applicant)
- Your notes (added on Submittable for each applicant)
- Discussions during the review panel meeting, as applicable.

For each application, Dance/NYC anticipates that you will spend approximately 25-30 minutes: 20 minutes to review, 3 minutes to score, and 5-7 minutes to write notes about each application.

Numerical Score

After reviewing each application, submit a single score for each, from 1 to 5. You may not leave this field blank. This is your only score. The purpose of the score is to determine the level of alignment with the Program goals and potential to benefit from a residency (1 being the lowest alignment and potential to benefit and 5 being the highest alignment and potential to benefit).

As you consider an applicant's alignment with the Program goals and potential to benefit from a residency, you may consider the role historically marginalized groups--including African, Latina/o/x, Asian, Arab, and Native American (ALAANA), LGBTQ+, women-identifying, gender nonconforming and/or nonbinary, and immigrant artists--play within the applicant pool and wider dance field.

Applicants should be scored on the merits of their individual applications and should not be scored comparatively. You may assign as many scores of 5, 4, 3, 2, and 1 as you feel is appropriate.

1: Applications that score a (1) do not align at all with overall funding priorities and exhibit minimal potential to benefit from a residency, although they are eligible. Applicant's work samples do not illustrate a strong artistic vision within the context of their stated artistic excellence and artistic lineages. It is unclear how the applicant intends to use the opportunity to advance their artistic practice. Applicants demonstrate no willingness to engage in ongoing learning/professional development and to share learnings within a cohort of grantees. Applicant's mentorship/coaching preference(s) lack specificity and/or focus.

2: Applications that score a (2) exhibit weak alignment with overall funding priorities and some potential to benefit from a residency, although they are eligible. Applicant's work samples fail to clearly illustrate a strong artistic vision with consistency or may not align with the context of their stated artistic excellence and artistic lineage. Applicants lack clarity around how the opportunity will advance their artistic practice. Applicants demonstrate minimal willingness to engage in ongoing learning/professional development and to share learnings within a cohort of grantees. Applicant's mentorship/coaching preference(s) demonstrate some specificity and/or focus.

3: Applications that score a (3) exhibit strong alignment with overall funding priorities and strong potential to benefit from a residency. Applicant's work samples illustrate a strong artistic vision with consistency and that aligns with the context of their stated artistic excellence and artistic lineage. Applicants make a strong and clear case for how the opportunity will advance their artistic practice. Applicants demonstrate strong willingness to engage in ongoing learning/professional development and to share learnings with a cohort of grantees. Applicant's mentorship/coaching preference(s) demonstrate strong specificity and/or focus.

4: Applications that score a (4) exhibit great alignment with overall funding priorities and great potential to benefit from a residency. Applicant's work samples illustrate deep and well-defined artistic vision with consistency and that aligns with the context of their stated artistic excellence and artistic lineage. Applicants make a strong and clear case for how the opportunity will advance their artistic practice and overall impact and sustainability as an artist. Applicants demonstrate strong commitment to a regular practice of engaging in ongoing learning/professional development and sharing learnings with a cohort of

grantees. Applicant's mentorship/coaching preference(s) demonstrate critical engagement and strong specificity and focus.

5: Applications that score a (5) exhibit the highest alignment with overall funding priorities and highest potential to benefit from a residency. Applicant's work samples illustrate a highly evolved and advanced artistic vision with consistency and that aligns with the context of their stated artistic excellence and artistic lineage. Applicants make the strongest and clearest case for how the opportunity will advance their artistic practice and overall impact and sustainability as an artist. Applicants demonstrate strongest commitment to a regular practice of engaging in ongoing learning/professional development and sharing learnings with a cohort of grantees. Applicant's mentorship/coaching preference(s) demonstrate deep critical engagement and the strongest specificity and focus.

Application Notes

Dance/NYC also requires that you submit notes for each application by selecting the 'Activity' tab. Please be sure visibility is set to 'Assigned Team' or 'Admins Only' for your comments. At the panel meeting, you may be asked to comment on those applicants you have reviewed who are among the highest-scoring applicants. Your notes help us understand if there are problems with our application, trends that reflect applicants might be struggling with the process and/or questions, and considerations we may need to take into account when adjusting the final grantee pool. They also should provide context for why you provided the score you did and may be shared anonymously with applicants upon request. No specific formatting is required, but they should be understandable to an outside reader. All submitted notes are preserved and important for Dance/NYC's records. PLEASE DO NOT SKIP THIS SECTION.

Panel Review Discussions

If an applicant moves forward to the review panel meeting, their application will be discussed as a part of the day's agenda. The content of the review panel conversations will also inform if an applicant will be part of the final recommended grantee pool. As a reminder, the Disability. Dance. Artistry. Residency Program Review Panel has no oversight function with regard to Dance/NYC. Panelists have the ability to make recommendations only. Dance/NYC's Executive Director and Grantmaking Manager, who oversee the Program, do not have a vote but will make final determinations.

How to Read the Applications

Dance/NYC will be using Submittable and Google Drive for the review of all applications. To reduce the number of technical issues, we recommend that you use Google Chrome or Firefox as the web browser for reading applications. We also recommend that you open two tabs within your web browser: one where you can review applications on Submittable and another where you can review the Google Drive folder with applicants' uploaded materials.

This section is made as a side-by-side document to be used while reviewing each application. It will follow the order of each application and help guide your reading. It will include the questions that applicants answered where appropriate. As you review each section, we recommend that

you take notes on what items stand out to you, which you can then edit and insert as a part of your required notes upon entering your score.

A note regarding uploaded documents: If an applicant's uploaded document is not populating in the Submittable platform or appears incomplete, please review the file in the Google Drive folder that corresponds to the applicant. Applicant folders are organized in alphabetical order by first name and have been broken into three sub-folders (A-I, J-R, S-Z) to simplify locating your applicant folders. **Please refrain from downloading any of the digital files, even if these are the files of your assigned applicants.** If you cannot access a folder or file directly in Google Drive, please contact artistresidency@dance.nyc so we can provide assistance.

Please note all application questions are required unless noted optional.

If you have any questions about using Submittable or Google Drive, please contact artistresidency@dance.nyc. For questions relating to Submittable technology, please contact support@submittable.com.

How to Access Application Materials

Application materials can be found in Submittable and Google Drive. Submittable is where you will review all of the applications assigned to you. Google Drive is where you can review applicants' uploaded materials.

Accessing Submittable:

Please begin by logging in to Submittable. You should have received an invitation to create an account if you do not already have one. You will find a list of the applications assigned to you for review. You may review the applications in any order. To access an application, click on the title of the submission. To provide your score, click on the Review tab. Please provide your notes by clicking on the Activity tab and creating a new note.

Tips on completing your scores and notes

Each panelist has their own process for reviewing applicant materials and applications. To support your review process, here is a list of tips you may find helpful as articulated by past reviewers:

- Typically we have found panelists spend the most amount of time in the first 1-3 applications as they develop a methodology for reviewing application materials, with the investment in time reducing itself as they read through more applications.
- In the past, panelists have created individual tools like Excel spreadsheets or Word documents where they write their notes and scores for each applicant first before entering them into Submittable. We encourage each panelist to use whatever system is best for them. Should you wish to use an Excel spreadsheet to capture your notes, please let Dance/NYC staff know, and they will happily provide you with the list of applicants in Excel form.

Top of Application: Eligibility

The top section of the application includes a series of eligibility questions. All applicants that are reviewed by the panel have already been vetted for eligibility.

Section 1: Applicant Information

This section provides general information about the applicant, including contact information, financial model, and location.

Funding priorities addressed in this section:

- Dance makers headquartered in the metropolitan New York City area

Section 2: Grant Disbursement

This section should appear encrypted. You will not have access to any of the fields in this section for the safety of the personally identifying information of our applicants. Please note, Dance/NYC collected payment details to expedite direct deposit payments to all applicants as soon as their applications are approved.

Section 3: Short Narratives

This section provides narrative information on the applicant's dance making and artistic vision. **It is of primary importance for your assessment of an applicant's application strength.**

Funding priorities addressed in this section includes:

- Above all, clear artistic vision and artistic excellence
- A well-articulated narrative for how the residency will help advance the artistic practice of the applicant
- A diversity of dance perspectives

1. Background

A strong artistic background statement will help you understand key artistic achievements, the growth and/or overall history of the applicant, their commitment to their artistic practice, and role within their community.

Question as it appears in the application:

Background as a dance artist/ensemble -- Provide a short artist statement and biography. Help us understand the work you do, what drives it, who is a part of it, and how you go about doing it. It would also be helpful to get a sense of your artistic accomplishments in chronological order.

2. Disability Artistry

A strong disability artistry statement will help you understand how disability informs the applicant's artistic vision and practice.

Question as it appears in the application:

Disability Artistry -- As an artist or organization, how does disability inform your work? Dance/NYC will prioritize self-identification. No artist will be required to provide verification of their impairment in the application.

3. Artistic Excellence

Dance/NYC has communicated the following to applicants: 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.

The Aesthetic Perspectives framework serves to enhance understanding and evaluation of creative work at the intersection of arts and civic engagement, community development, and justice. It elevates aesthetics in civically and socially engaged art, helps describe and assess the work, expands criteria for considering aesthetics in Arts for Change, addresses historical domination of Euro-American aesthetic standards, and promotes a deeper appreciation of the rigor required for effective creative work. The framework includes eleven (11) artistic attributes that address the potency of creative expression to embody and motivate change: disruption, commitment, communal meaning, cultural integrity, risk-taking, emotional experience, sensory experience, openness, coherence, resourcefulness, and stickiness. Dance/NYC does not expect all of the attributes to be relevant to each applicant's work.

As you consider the applicant's artistic excellence, please evaluate each applicant in the context of their stated dance genre, definition of excellence and the legacies by which their work is influenced and/or informed. Dance/NYC is interested in those applicants that make a strong impression on you in the context of their genre. We welcome your reflections and personal instincts that figure into your scores and are open to wide ranging opinions and perspectives.

Question as it appears in the application:

Artistic Excellence -- How do you define artistic excellence in your practice? Do you choose to contextualize your work within any legacies or traditions (artistic or other)?

4. Value of residency program

Value of the residency program provides insight into the potential impact of the residency opportunity, including the mentorship benefit, and how it will help advance the artistic practice of the applicant.

Question as it appears in the application:

Value of residency program -- How will this residency help you? Do you have a specific goal(s) related to a work in progress or to the development of your practice? What do you hope to accomplish during this residency?

5. Biographical Information

Biographical information provides a brief snapshot of the dance maker and/or their partners and collaborators.

Question as it appears in the application:

Biographical Information of Key Artistic Lead and Collaborators (optional) -- Please upload one-paragraph bios for key artistic lead(s) and collaborators involved in the proposed residency, including social media handles as available.

Section 4: Work Sample

This section will include work samples and supplementary materials that will provide further evidence of the applicant's artistic work.

Funding priorities addressed in this section include:

- Above all, clear artistic vision and artistic excellence
- A diversity of dance perspectives
- Representation of a wide range of demographic identities, including ALAANA and/or LGBTQ+ and/or women-identifying and gender nonconforming/nonbinary/genderqueer and transgender and/or immigrant artists

Section description as it appears in the application:

To help the review panel in assessing the artistic merit of your work, you are required to submit a link to a video sample of your prior work or work in progress. Please complete the descriptive information in the fields below. The panel will review five minutes of the sample.

Panelist FAQs

How should I account for things like grammar errors or poor audio/video quality?

These factors should not be taken into consideration in your scoring, unless the grammar or video quality disturbs overall comprehension of the application. Your scores should not be connected to whether or not an applicant has strong written English skills or access to the highest-quality documentation.

1. Video Samples

To help in your evaluation, we have invited applicants to provide one video sample of their prior work or work in progress. Please feel free to review the entire video sample for each applicant, though you are not required to view more than 5 minutes from the provided "Start time stamp." If the applicant did not provide a start time stamp, you may choose to start from the beginning.

2. Support Materials

Support materials provide information on how an applicant's work might be received or assessed by the dance making community.

Question as it appears in the application:

Other support material (optional) -- Include any additional materials including but not limited to additional video footage, images, interviews, press reviews, articles, playbills, etc. that offer additional context of your artistry.

Section 5: Justice, equity, and inclusion

This section is primarily focused on an applicant's relationship to values of diversity, justice, equity, and inclusion in their work. **It is of primary importance for your assessment of an applicant's application strength.**

Funding priorities addressed in this section include:

- Commitments and measurable actions in alignment with stated values of diversity, justice, equity, and inclusion
- A diversity of dance perspectives
- Representation of a wide range of demographic identities, including ALAANA and/or LGBTQ+ and/or women-identifying and gender nonconforming/nonbinary/genderqueer and transgender and/or immigrant artists

Section description as it appears in the application:

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

1. Equity Matrix

Are the leadership and collaborators of the proposed residency homogenous? Who has decision-making power?

Dance/NYC recommends that you use the Google Drive folder to most easily review the Equity Matrix as an Excel spreadsheet.

2. Values of Diversity, Justice, Equity, and Inclusion

How are the stated values of diversity, justice, equity, and inclusion reflected in the applicant's narrative statements? Is there congruence?

Question as it appears in the application:

Values of Diversity, Justice, Equity and Inclusion -- What are your values of diversity, justice, equity, and inclusion, and how do they relate to your dance making? Are there additional forms of diversity (e.g., veteran status, generational, religious) not included above that are important to your work?

3. Diversity, Justice, Equity, and Inclusion Policy

Does the applicant have an existing diversity, justice, equity, and inclusion policy?

Question as it appears in the application:

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.

Section 6: Residency meetings and schedule

This section reviews logistical details of the residency schedule, including mandatory meetings as well as the residency dates available to grantees, whether in-person or digital.

Section 7: Mentorship

This section provides information about an applicant's intention toward participation in the mentorship component of the Program.

Funding priorities addressed in this section include:

- A willingness to engage in ongoing learning/professional development and to share learnings within a cohort of grantees

1. Mentorship Focus

As a part of the Disability. Dance. Artistry. Residency Program, each grantee will be paired with a field-leading artist, arts worker, or technician to support their process with expert mentorship and consultation. Does the applicant's selected mentorship focus area seem to align with the applicant's selected practice area preference(s) and their vision of how to advance their artistic practice?

Question as it appears in the application:

Please rank in which of these focus areas you would most benefit from support from an expert mentor or consultant during this residency. -- Please rate the options below from 1-3, with 1 being the most beneficial and 3 being the least. You may only assign one mentorship focus area to each rank (so only one focus area can be ranked as most beneficial (1), and so on and so forth).

2. Practice Area Preference

Does the applicant's selected practice area preference(s) fit within their selected mentorship focus area and seem to align with their vision of how to advance their artistic practice?

Question as it appears in the application:

Practice Area Preference -- What specific areas of expertise relating to practice or professional development most align with your goals for this residency? Please select up to three (3) practice areas from the list below.

You may also consider the practice area write-in field if the applicant identified an area(s) beyond what was included in the list of potential practice areas.

Question as it appears in the application:

Please write in additional areas of practice if the practice areas listed do not fit your goals; be as specific as possible.

Section 8: Final Considerations

This section provides Dance/NYC with information around applicants' experience of the application process as well as Reporting and Contract agreements. All applicants must select "I Agree" in order to be eligible.

Final Steps for Scoring:

After you have reviewed every section of the application, please be sure to add your numerical score by selecting the 'Reviews' tab and clicking on the numerical score for the application.

Dance/NYC also requires that you submit notes for each application by selecting the 'Activity' tab. Please be sure visibility is set to 'Assigned Team' or 'Admins Only' for your comments. At the panel meeting, you may be asked to comment on those applications you have reviewed who are among the highest-scoring applicants. Your notes are also important for Dance/NYC's records and may be shared anonymously with applicants upon request. Your comments should include the following:

- Please note anything that stood out to you in your review. If you want to make a strong case for the artistic vision or alignment with funding priorities of an applicant, or any other consideration, you can do so in the notes.

After you have completed your notes, please click "Add" to save your notes. After you have completed your numerical score, please click "Finalize Review" at the bottom of the screen. If you do not click "Finalize Review," your review will appear as incomplete.

PANELISTS FAQ'S

- For questions relating to the review process, please contact artistresidency@dance.nyc.
- For questions relating to Submittable technology, please contact support@submittable.com.
- ***I'm not sure if I have a conflict of interest with this application. What should I do?***
Please email artistresidency@dance.nyc if you are not sure about a potential conflict of interest, ideally before you begin reviewing the application.
- ***Are there any restrictions on the numerical score?***
Your voting is unrestricted, meaning that you may give as many 5s, 4s, 3s, 2s, and 1s as you feel are appropriate.
- ***Can I change my scores?***
You can save your draft scores as you go by clicking "Save Draft" and revise them as needed. However, once you submit your scores by clicking "Finalize Review", you will not be able to change them. Please email artistresidency@dance.nyc if you believe you have submitted a score in error and need to change it.
- ***How should I account for things like grammar errors?***
These factors should not be taken into consideration in your scoring, unless the grammar disturbs overall comprehension of the application. Your scores should not be connected to whether or not an applicant has strong written English skills.

WHAT'S NEXT

Please note we plan to review all eligible applicants at our virtual meeting on Wednesday, November 17, 2021, 10:00 a.m. - 6:00 a.m. EST via Zoom.

The panel will prepare a recommended list of grantees, including runner ups. Dance/NYC's Executive Director and Grantmaking Manager will determine the final grantee pool.

Dance/NYC will inform grantees of their awards within three business days following the panel review discussion. Applicants who were not selected as grantees will be notified promptly



thereafter. In early December 2021, grantees will be publicly announced, together with the full list of panelists, as well as this guide.

If you have any additional questions, please do not hesitate to contact Kirsten Reynolds at artistresidency@dance.nyc.

Thank you for your service to the field and for working with Dance/NYC to build a more just, equitable, and thriving dance ecology here in New York City.