

Dance Advancement Fund Application Webinar

Dance/NYC's mission is to promote the knowledge, appreciation, practice, and performance of dance in the metropolitan New York City area. It embeds values of equity and inclusion into all aspects of the organization. It works in alliance with Dance/USA, the national service organization for professional dance.

Visit Dance.NYC for details on Dance/NYC research and programming.



Dance Advancement Fund

Moderated by

Anne Coates, Allagash Consulting

Milena Luna and J. Soto, Dance/NYC

Dance Advancement Fund

Agenda

- Purpose of webinar
- Rules of the Road
- Purpose of the Fund
- Eligibility
- Grant Award Amounts
- Evaluation Criteria and Selection Priorities
- How to Apply
- Required Materials
- Timeline
- Frequently Asked Questions
- Q & A

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Rules of the Road

- Use the chat feature to submit questions
- Ask general questions, not specific ones about your organization
- If your question isn't answered today

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Purpose of the Fund

- To address the inequitable distribution of resources in the dance field, which has been underscored by Dance/NYC research
- To advance small budget dance makers' artistic development and delivery
- To contribute to the field's overall diversity, sustainability, resilience, and health

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Grant Award Amounts

- 5,000-15,000 annually for two years, from October 1, 2017 to September 30, 2019.
- Amounts will be determined on a sliding scale based on grantees' total expense budget range for 2016:
 - \$25,000-\$99,999
 - \$100,000-\$249,999
 - \$250,000-\$499,999
 - \$500,000-\$999,999

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Eligibility

Applicants must:

- Be headquartered 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

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Eligibility

Applicants must:

- Have an annual expense budget between \$25,000–\$1 million for FY 2015 (actual), 2016 (actual), and 2017 (forecasted)

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Eligibility

Applicants must:

- **Provide proof of 501(c)(3) status or fiscal sponsorship status for at least three consecutive years**

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Eligibility

This funding initiative is made possible by the generous support of the Ford Foundation.

Grantee organizations of Dance/NYC's Disability. Dance. Artistry. Fund, also made possible by the Ford Foundation, as well as direct recipients of Ford Foundation grants are eligible to apply.

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Eligibility

Funds will not be designated to:

- individual artists (without a fiscal sponsor)
- educational institutions
- presenters
- festivals

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Evaluation Criteria and Selection Priorities

Priority in grant selection will be given to applicants who demonstrate to the review panel:

- Above all, artistic excellence and a clear artistic vision

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Evaluation Criteria and Selection Priorities

- A dedication to sustaining practice beyond the two-year grant period,
- A well-articulated narrative for how the funds will help advance the organization,
- A willingness to share learning with the field

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Evaluation Criteria and Selection Priorities

- A commitment to the values of equity and inclusion

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Evaluation Criteria and Selection Priorities

- Demonstrated organizational and financial health, regardless of budget size, and a commitment to paying artists

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Evaluation Criteria and Selection Priorities

Dance/NYC seeks a diversity of organizational types and perspectives and a grantee pool that represents the demographics of residents in the metropolitan area.

The intention is for the grantee pool to/be:

- majority headquartered outside of Manhattan
- majority ALAANA-led and/or female-led
- include disabled artists.

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How to Apply

Online application portal

- Dancenyc/Submittable.com

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How to Apply

- Interested small-budget dance groups are asked to first complete five questions to determine baseline eligibility for the grant program.
- If eligible, applicants will be prompted to complete the application.

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How to Apply

Application has 7 sections

- Applicant Information
- Contact Information
- Short Narratives
- Diversity, Equity, and Inclusion
- Additional Required Materials
- Optional Materials
- Grant Requirements and Confirmation

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How to Apply

Sections 1, 2

- Applicant Information
- Contact Information

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How to Apply Section 3

- Short Narrative

Section 3 – Short Narratives

Provide information about your organization and artistic vision below.

Background *

Limit: 300 words

Provide a short organizational background description, highlighting significant artistic accomplishments.

Artistic Vision *

Limit: 200 words

Describe, in your own words, your organization's artistic vision.

Use of Funds *

Limit: 100 words

How do you anticipate an annual grant of \$5,000 or more in general support over the next two years, October 1, 2017 to September 30, 2019, will impact your organization?

How will you be able to measure those impacts? (Provide up to 3 bullet points.)

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How to Apply Section 4

- Diversity, Equity, & Inclusion

Section 4 -- Diversity, Equity, and Inclusion

When the review panel considers proposals, it will include in that consideration an understanding of the role historically marginalized groups play within applicant organizations. Specifically, the review panel seeks a grantee pool that is majority African, Latina/o/x, Asian, Arab, and Native American (ALAANA)-led, is majority female-led, and includes disabled artists. To help in making that assessment, we ask you to complete the questions below. If you need additional guidance, please contact us at danceadvancementfund@dance.nyc.

Equity and Inclusion Statement *

Limit: 100 words

Briefly, how do the values of equity and inclusion relate to your organizational mission and dance making?

Diversity Matrix *

Acceptable file types: xls, xlsx.

Choose Files

Go to www.dance.nyc/danceadvancementfund/diversity_matrix to download the diversity matrix.

You must complete all three tables. Once complete, upload them here.

No files have been attached yet.

Additional forms of diversity (optional)

Limit: 100 words

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

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How to Apply Section 4

- Diversity, Equity, & Inclusion
Diversity Matrix

Microsoft Excel spreadsheet showing the Diversity Matrix form for the Dance Advancement Fund. The form is titled "Diversity, Equity and Inclusion (3 required tables)" and includes instructions for the review panel. The form is divided into three sections: racial demographics, disability demographics, and gender demographics. Each section includes a table for data entry and a totals row.

Section 3: What are the racial demographics of your total staff and board, including leadership? (required)

	African	Latino/a/x	Asian	Arab	Native American	White	Multi-racial/ethnic	Decline to State	Totals
Artistic director/lead artistic staff member									0
Remaining Staff									0
Board									0
Totals	0	0	0	0	0	0	0	0	0

Section 10: What are the disability demographics of your total staff and board, including leadership? (required)

	Disabled	Non-disabled	Decline to State	Totals
Artistic director/lead artistic staff member				0
Remaining Staff				0
Board				0
Totals	0	0	0	0

Section 17: What are the gender demographics of your total staff and board, including leadership? (required)

	Female	Male	Non-binary	Decline to State	Totals
Artistic director/lead artistic staff member					0
Remaining Staff					0
Board					0
Totals	0	0	0	0	0

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Section 4 Diversity, Equity, & Inclusion Diversity Matrix

What are the racial demographics of your total staff and board, including leadership? (required)									
	African	Latina/o/x	Asian	Arab	Native American	White	Multi-racial/ethnic	Decline to State	Totals
Artistic director/lead artistic staff member									0
Remaining Staff									0
Board									0
Totals	0	0	0	0	0	0	0	0	0

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Section 4 Diversity, Equity, & Inclusion Diversity Matrix

What are the disability demographics of your total staff and board, including leadership? (required)

	Disabled	Non-disabled	Decline to State	Totals
Artistic director/lead artistic staff member				0
Remaining Staff				0
Board				0
Totals	0	0	0	0

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Section 4 Diversity, Equity, & Inclusion Diversity Matrix

16						
17	What are the gender demographics of your total staff and board, including leadership? (required)					
18		Female	Male	Non-binary	Decline to State	Totals
19	Artistic director/lead artistic staff member					0
20	Remaining Staff					0
21	Board					0
22	Totals	0	0	0	0	0
23						

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How to Apply Section 5

- Additional Required Materials

Section 5 – Additional Required Materials

<p>Financial Information *</p> <p>Acceptable file types: xls,xlsx.</p> <p>Choose Files</p>	<p>Go to www.dance.nyc/danceadvancementfund/financial_information and download the Financial Information Excel file.</p> <p>You must complete all information in the tables in this file.</p> <p>Once complete, upload the file here.</p> <p>No files have been attached yet.</p>
<p>Proof of Tax Status for Last 3 years *</p> <p>Acceptable file types: pdf.</p> <p>Choose Files</p>	<p>Upload PDFs of your IRS determination letter and/or proof of fiscal sponsorship. Documents should reflect tax exempt status for at least three years.</p> <p>Select up to 4 files to attach. No files have been attached yet.</p>
<p>Audited Financial Statements *</p> <p>Acceptable file types: pdf.</p> <p>Choose Files</p>	<p>Please upload your most recent audited financial statements, ideally for 2016. If you do not have an audit, please submit your most recent 990.</p> <p>For fiscally sponsored projects, if you do not have a 990, please submit the 990 for your fiscal sponsor.</p> <p>Select up to 2 files to attach. No files have been attached yet.</p>
<p>Board of Directors List *</p> <p>Acceptable file types: pdf.</p> <p>Choose Files</p>	<p>Please upload a list of current board of directors. If you do not have a board, please submit the board list for your fiscal sponsor.</p> <p>No files have been attached yet.</p>

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How to Apply

Section 5 Additional Required Materials Financial Information

Financial Information *

Acceptable file types: xls,.xlsx.

Choose Files

Go to
www.dance.nyc/danceadvancementfund/financial_information and
download the Financial Information
Excel file.

You must complete all information in the
tables in this file.

Once complete, upload the file here.

No files have been attached yet.

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How to Apply

Section 5 Financial Information

6	<u>Topline Budget Information -- 2015-2017 (required)</u>			
7				
8		2015 (actual)	2016 (actual)	2017 (forecasted)
9	Income			
10	Expense			
11	Surplus/(Deficit) [1]	0	0	0
12				

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How to Apply Section 5 Financial Information Budget Form

D. Budget Information (required)		
INCOME		
EARNED INCOME	2016 (actual)	Notes
Admissions/Box Office		
Contracted Services		
Tuition/Class/Workshop Fees		
Publications		
Fundraising Events (Gross)		
Other Earned Income		
TOTAL EARNED INCOME [1]		0
UNEARNED INCOME (NON GOVERNMENT)		
Corporate Contributions		
Foundations		
Individual Contributions		
Other Unearned Income		
SUBTOTAL UNEARNED INCOME [1]		0
GOVERNMENT INCOME		
Federal		
State		
City		
Local Arts Councils		
SUBTOTAL GOVERNMENT INCOME [1]		0
TOTAL UNEARNED INCOME [1]		0
TOTAL IN-KIND INCOME		
TOTAL INCOME [1]		0

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How to Apply

Section 5 Financial Information Budget Form

45	EXPENSES		
46	Personnel - Administrative [2]		
47	Personnel - Artistic [2]		
48	Personnel - Technical/production [2]		
49	Honoraria		
50	Outside Professional Services (consultants)		
51	Organization Space Rentals/Utilities		
52	Performance Space Rentals		
53	Rehearsal Space Rentals		
54	Travel/Transportation/Per diem		
55	Advertising/Promotion/Marketing		
56	Other Expenses		
57	TOTAL EXPENSES [1]	0	
58			
59			
60	SURPLUS/(DEFICIT) [1]	0	

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Section 5 Additional Required Materials Proof of Tax Status

Proof of Tax Status for Last 3 years *

Acceptable file types: pdf.

Choose Files

Upload PDFs of your IRS determination letter and/or proof of fiscal sponsorship. Documents should reflect tax exempt status for at least three years.

Select up to 4 files to attach.
No files have been attached yet.

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Section 5 Additional Required Materials Audited Financial Statements

Audited Financial Statements *

Acceptable file types: pdf.

Choose Files

Please upload your most recent audited financial statements, ideally for 2016. 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 submit the 990 for your fiscal sponsor.

Select up to 2 files to attach.
No files have been attached yet.

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Section 5 Additional Required Materials Board of Directors

Board of Directors List *

Acceptable file types: pdf.

Choose Files

Please upload a list of current board of directors. If you do not have a board, please submit the board list for your fiscal sponsor.

No files have been attached yet.

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How to Apply

Section 6

Optional Materials

- Press Reviews
- Video sample
- Biographical Information

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How to Apply

Section 7

- Grant Requirements and Confirmation

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How to Apply

Submitting your application

- **Complete applications, including all supplementary materials, must be submitted online no later than 6 p.m. EDT on July 12, 2017.**
- **Incomplete applications, hard copy submissions, and applications received after the July 12 deadline will not be considered.**

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Timeline

- Call for proposals release May 31, 2017
- Optional application webinars June 13 @ 11 a.m.
June 15 @ 3 p.m.
June 29 @ 5 p.m.
- Deadline for submission July 12, 2017 6 p.m. EDT
- Panel review Week of September 10, 2017
- Award notification Week of September 17, 2017
- Press release w/grantees October 2017
- Grant disbursements Week of October 1, 2017 (round 1)
Week of October 1, 2018 (round 2)
- Interim grantee report due August 31, 2018
- Final grantee reports due October 31, 2019

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Frequently Asked Questions

Follow the link to the FAQ at

<http://www.dance.nyc/news/2017/05/Dance-Advancement-Fund-Call-for-Proposals/>

FAQs will be updated 2x / week until the deadline:
Tuesdays and Fridays

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Still have questions?

Write to us at:

danceadvancementfund@dance.nyc

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Thank you