



**Dance Advancement Fund  
Frequently Asked Questions (FAQ)**  
As of September 25, 2019

Full Call for Proposals:  
[Dance.NYC/DanceAdvancement](#)

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

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

Please send all questions to [danceadvancementfund@dance.nyc](mailto:danceadvancementfund@dance.nyc).

**Q: When should I expect a response?**

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

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

A: Due to capacity, Dance/NYC cannot review application drafts outside of scheduled in-person or virtual one-on-one sessions. Please send specific questions to [danceadvancementfund@dance.nyc](mailto:danceadvancementfund@dance.nyc).

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

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

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

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

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

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

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

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

**Q: Why is the budget range between \$25,000 and \$1 million for eligible dance makers? How does a grant of \$5,000-\$15,000 annually impact a dance maker with a budget of \$1 million and address economic inequality in the dance ecology?**

A: The budget range was determined as a result of Dance/NYC's *State of NYC Dance and Workforce Demographics* ([Dance.NYC/StateofDance2016](https://www.dancenyc.org/state-of-nyc-dance-and-workforce-demographics)), which shows that dance makers with budgets of less than \$1 million comprise the lion's share (84%) of total groups but have access to only 10% of the total revenue. The Fund doesn't intend to prioritize one organization's budget size over another, which is why the first and foremost criterion for evaluation is artistic excellence and vision, regardless of budget size. As outlined in the call for proposals, grant amounts will be determined on a sliding scale based on grantees' total expense budget range for 2018. Additionally and importantly, Dance/NYC's goal of moving toward economic justice is specifically reflected in how the Fund intends to support historically marginalized groups through the grantee pool, including women, ALAANA, immigrant, and disabled people.

**Q: What if I can't attend a webinar or in-person session?**

A: Webinar recordings will be made available at [Dance.NYC/DanceAdvancement](https://www.dancenyc.org/dance-advancement). The transcript from the first webinar will be made available in Spanish and Chinese at [Dance.NYC/DanceAdvancement](https://www.dancenyc.org/dance-advancement). If you have additional questions, please email [danceadvancementfund@dance.nyc](mailto:danceadvancementfund@dance.nyc).

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

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

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

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

**Q: Are organizations that are headquartered in the metropolitan New York City area, with a history of performing in New York City, still eligible to apply if they have recently been performing outside of New York City?**

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

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

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

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

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

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

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

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

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

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

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

A: Yes, your organization is still eligible to apply. Organizations that cannot confirm that they are compliant with the Americans with Disabilities Act (ADA) should describe the barriers prohibiting them from becoming ADA compliant and outline the steps the organization is committed to taking to become ADA compliant. Be sure to include these details in Section 4--Confirmation of ADA Compliance and Engagement of Disabled People.

**Q: What do we mean by "year founded"?**

A: We mean the year your company was formed. This does not need to coincide with your IRS determination as a 501(c)(3) or being a fiscally sponsored project. However, to be eligible for this grant, you must have been operating as either a fiscally sponsored project, or a 501(c)(3), or a combination of both, for at least the last three years continuously (2017, 2018, 2019).

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

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

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

A: For fiscally sponsored projects, if you do not have a 990, please submit the 990 for your fiscal sponsor.

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

A: Your financial statements should ideally be for 2018. If you do not have a return for 2018, please submit your most recent one.

**Q: Is the 990 of our fiscal sponsor adequate proof of audited financial documentation for fiscally sponsored organizations without their own 990?**

A: Yes, fiscally sponsored projects without audited financial statements, and without their own 990, must submit the 990 for their fiscal sponsor.

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

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

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

A: Organizations should supply their most recent IRS determination letter. You will also be asked to upload your most recent audited financial statements, ideally for 2018. If you do not have an audit, please submit your most recent 990.

**Q: What if we don't have a Board of Directors? Does that disqualify us from seeking funding?**

A: If your sponsored project/organization does not have a Board of Directors, please provide the list of the Board for your fiscal sponsor.

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

A: You may submit a fiscal sponsorship determination or agreement letter; it must include the effective date of your fiscal sponsorship and the name of the fiscal sponsor. Documents submitted should reflect continuous tax-exempt status for at least the last three years (2017, 2018, 2019).

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

A: To be eligible, applicants must have operated with 501(c)(3) and/or fiscal sponsorship status (or a combination thereof) for at least the last three years continuously (2017, 2018, 2019). Applicants must have 501(c)(3) and/or fiscal sponsorship status (or a combination thereof) at the time of application.

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

A: Yes, applicants with project-based fiscal sponsorship are still eligible to apply, but must have had fiscal sponsorship for at least the last three years continuously (2017, 2018, 2019) and must be under fiscal sponsorship at the time of application. Please submit the 990 for each project-based fiscal sponsorship as well as the dated fiscal sponsor agreement letters for each, which show that the projects were under fiscal sponsorship.

**Q: I have had more than one fiscal sponsor in the past three years. Do I submit the proof of tax status and the Board list for each?**

A: Please submit the proof of tax status for each of your fiscal sponsors for the past three years (2017, 2018, 2019). Please only submit the Board of Directors list for your current fiscal sponsor.

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

A: To be eligible, applicants must have operated with 501(c)(3) and/or fiscal sponsorship status (or a combination thereof) for at least the last three years continuously (2017, 2018, 2019). Applicants must have 501(c)(3) and/or fiscal sponsorship status (or a combination thereof) at the time of application.

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

A: Key staff is defined as anyone who contributes significantly to the organization's daily operations. This may include volunteers who provide donated professional services.

**Q: What do we mean by “immigration demographics” in the Equity Matrix form?**

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

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

**Q: How is Remaining Staff defined in the Equity Matrix form?**

A: Remaining staff includes anyone who contributes to the organization's daily operations and can include both W-2 and 1099 classified staff members. This may include volunteers who provide donated professional services.

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

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

**Q: My organization works with dancers and other kinds of artists (e.g. musicians). Should they be included in Equity Matrix?**

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

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

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

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

A: For individual fiscally sponsored artists, we ask that you fill out the Equity Matrix based upon your last two projects. For independent artists that work collaboratively with others, please include in the Equity Matrix the demographic information about yourself and any artists who collaborated with you on the past two projects and provide further detail about these collaborations in your Diversity, Justice, Equity, and Inclusion Statement (Section 4 of the application).

**Q: What is an operating expense budget? How do I know if my expense budget is between \$25,000 and \$1 million?**

A: Your expense budget includes day-to-day expenses required to operate your dance organization and income received from various sources throughout the year. It is not project-based, but based on your dance organization's yearly income and expenditures. In the Financial Information Form, it is calculated by including both your expenses and your income for FY 2017 (actual), 2018 (actual), and 2019 (forecasted) to give a comprehensive financial picture of your dance organization.

Eligible dance makers are required to have an annual expense budget between \$25,000-\$1 million for FY 2017 (actual), 2018 (actual), and 2019 (forecasted). Please note that this is your expenses, not income. If you or key organizational staff are volunteers who provide donated professional services, you are able to include that cash value under personnel (administrative, artistic, technical/production). Please email [danceadvancementfund@dance.nyc](mailto:danceadvancementfund@dance.nyc) if you have specific questions about your organization.

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

A: Organizations may submit budget figures indicating calendar year dates or fiscal year dates (i.e. 2016-2017, etc.) and should, when necessary, include additional information in the notes column of the budget form. For example, if your fiscal year ends on June 30, you may submit budget figures for years ending on: June 30, 2017; June 30, 2018; and June 30, 2019.

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

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

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

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

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

A: The Financial Information Form available includes an area for in-kind contributions and/or donated goods and services. In-kind contributions and/or donated goods and

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

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

A: Please list staff with multiple roles in the area in which they support the organization the most. You may add any further details in the notes column of the form.

**Q: Should my Advisory Board be included in the Board of Directors list?**

A: It is not necessary to include your Advisory Board in your Board of Directors list.

**Q: Do organizations need to also include bios for the members of their Board or their fiscal sponsor's Board?**

A: No, a list of names is sufficient.

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

A: Video samples should reflect your artistic style and vision. While high quality videos are encouraged, trailers and reels are discouraged. The panel will be encouraged to view at least 60 seconds from the start time stamp that you provide.

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

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

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

**Q: How are award amounts determined?**

A: Amounts will be determined on a sliding scale based on grantees' total expense budget range for 2018. If an applicant organization is fiscally sponsored, the award amount is *not* determined by the fiscal sponsor's budget.

**Q: How are the award amounts dispersed?**

A: Grant funds will be made in two installments. The first installment will be made the week of January 6, 2020, and may only be used for expenses incurred between January 1, 2020 and December 31, 2020. The second installment of grant funds will be made the week of January 4, 2021 and only upon satisfactory completion of an interim report due November 30, 2020. The second installment of funds may only be used for expenses incurred between January 1, 2021 and December 31, 2021.

**Q: What is the review process for applications?**

A: Dance/NYC is committed to administering a grantmaking approach that centers our values of justice, equity, and inclusion. To advise and assist in reviewing applicants and achieving the Fund's goals, Dance/NYC staff will recruit a review panel of 15-20 artists and arts professionals across functions and genres in dance who represent the demography of New York City. (According to Census data, the New York City population is approximately 77% ALAANA, 10% disabled, 52% female, and 37% foreign-born. Source: US Census Bureau American FactFinder 2011–2015 American Community Survey 5-Year Estimates.) Panelists will be selected in accordance with Dance/NYC's value of "Nothing without us," a commitment to representation in decision-making bodies by the communities we seek to serve. To learn more about our values and corresponding agendas, please visit [Dance.NYC/equity/values](https://www.dancenyc.org/equity/values).