

## **Dance Advancement Fund Review Panel Working Charter**

### **Mission of Dance/NYC**

To promote and encourage the knowledge, appreciation, practice, and performance of dance in the metropolitan New York City area. Dance/NYC embeds core values of equity and inclusion into all aspects of its operations and programs. It works in alliance with Dance/USA, the national service organization for professional dance.

### **Purpose of the Dance Advancement Fund**

To provide multi-year general support to approximately 25 metropolitan New York City area dance makers with operating budgets of less than \$1 million. The fund will prioritize applications from dance makers which are headquartered outside of Manhattan and which are led by or otherwise producing work by African, Latina/o/x, Asian, Arab and Native American (ALAANA), and/or women and/or disabled artists. Through its strategic support, the initiative will not only advance the segment's artistic development and delivery but also contribute to the field's overall diversity, sustainability, resilience, and health.

The Fund leverages Dance/NYC's capacity as a regrantor and extends its commitment to revealing, removing, and preventing inequities in professional dance. It responds directly to recent organizational research, including *State of NYC Dance and Workforce Demographics*.

### **Purpose of the Review Panel**

To advise and assist in reviewing dance maker applicants to the Dance Advancement Fund and achieving the Fund's goals.

### **Value to Panelists**

- Participation in ongoing dialogue about small dance makers, artistry, and equity issues with key stakeholders
- The opportunity to shape the future of dance in the metropolitan area

### **Membership and Recruitment**

10-15 participants, each named for a 30-month term, July 2017 to December 2019, three months following the close of the grant period. Membership comprises of members of Dance/NYC's established Advisory Committee, one representative from Dance/NYC's Junior Committee, and additional candidates they identify. Ideal members will have experience in creating, performing, and/or presenting dance in the metropolitan New York City area, 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 female, and includes disabled artists.

### **Members will be expected to:**

- Adhere to the Dance Advancement Fund Conflict of Interest and Confidentiality Policies; not apply for funding and recuse self from all discussion, including scoring of applications and awards recommendations for which there is a conflict (See policies below);
- Review and score all designated applications using methods and tools provided by Dance/NYC;
- Submit scores to Dance/NYC in a timely manner (on or before August 17, 2016 at 6pm EST);

- Attend one (1) panel meeting in mid-September (September 12, 2017, 9 am to 5 pm) to review and discuss slate of highest scoring applicants; make grantee recommendations to Dance/NYC; and
- Participate as necessary and practicable in reviewing project's success.

This is an *ad hoc* committee of Dance/NYC. The Dance Advancement Fund Review Panel has no oversight function with regard to Dance/NYC; panelists have the ability to make recommendations only.

### **Scheduled Meeting(s)**

Panel members must attend the panel review session **in person**, scheduled for Tuesday, September 12, 2017, from 9 am to 5 pm, at a location to be determined. Refreshments will be provided.

### **Anticipated Review Timeline**

Request for proposals announced	May 31, 2017
Application deadline	July 12, 2017 6 pm EST**
Panel receives applications for review	July 27, 2017
Scores due to Dance/NYC	August 17, 2017 6 pm EST
In-person meeting (full day) to review scores/ recommend awards	September 12, 2017, 9 am – 5 pm EST
Grantees Notified	September 21, 2017
Grant period	October 1, 2017 – September 31, 2019

\*\*Scoring materials not received by the deadline will not be counted.

### **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 the applicant 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.

### **Confidentiality Policy**

Panelists will treat as absolutely confidential all deliberations and recommendations of the review panel. They will not provide any information of any kind to anyone about the review panels' process, procedures, discussions or recommendations regarding any grant application. At no time during the review of an application should anyone on the review panel contact the applicant. All questions concerning an application should be directed to Dance/NYC only. Dance/NYC will work to address any outstanding issues and will field concerns. All application forms, materials and related information about the review panels' discussion and/or recommendations about specific applications 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 panel member receives a request for information or application materials from any person about the review process, panel, discussions, specific applications or recommendations, the panel member shall immediately notify Dance/NYC and will provide information and the identification of the person(s) requesting the information or materials. If, at any time, a review panel member becomes aware of a breach of this Confidentiality Policy, the review panel member shall contact the Executive Director of Dance/NYC immediately.

**Statement on Equity and Inclusion**

Dance/NYC values diversity, inclusion, and equity at all levels of its organization, including its committees. 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 equity and inclusion, Dance/NYC seeks participation on its committees from individuals who share and hold these values and reflect such diversity.

*May 2017*