Coronavirus Dance Relief Fund  
Frequently Asked Questions (FAQ)  
As of March 24, 2020

Full Call for Proposals:  
Dance.NYC/programs/funds/CoronavirusDanceReliefFund

If your question is not answered in the call for proposals or listed below, send your questions to covid19@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. Fundraising for this vital fund is ongoing. Relief will be provided so long as funds are available.

For ease of finding information, this FAQ page is organized into three sections: General, Freelance Dance Worker, and Dance Making Organization.

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**GENERAL**

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

A: Please send all questions to covid19@dance.nyc.

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

A: You can expect a response to email 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: covid19@dance.nyc.

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

A: Due to capacity, Dance/NYC cannot review application drafts. Please send specific questions to covid19@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.”
Dance/NYC encourages applicants to make a strong case in their applications for how the award will impact their ability to withstand the repercussions of COVID-19 illness and/or the social restriction measures implemented to contain the disease.

Q: Does Dance/NYC know about other relief opportunities or resources for artists?

A: Yes. We have conducted and continue to conduct research on resources for our field. Please see our Coronavirus Preparedness Resources page here, which is updated continuously.

Q: How are the award amounts dispersed?

A: Disbursement of funds differs depending on the type of application you submit. Please see below for the proper application.

Q: What is the review process for applications?

A: The review process for applications differs depending on the type of application you submit. Please see below for the proper application.

Freelance Dance Workers

Q: What is the locality of residents who are eligible to apply?

A: Dance workers with primary residence 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, are eligible to apply.

Q: I am a dance artist based in New Jersey who works in New York City. Can I apply?

A: The Dance/NYC Coronavirus Dance Relief Fund is available to dance workers with primary residence in the metropolitan New York City area. The “metropolitan New York City area” 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: I just moved to New York and all of my dance work has been canceled due to the Coronavirus. Do you have to have been living in NYC for a long time to be eligible?
A: No, your length of residency is not a determining factor of eligibility.

Q: I do not have a social security number. Am I eligible to apply?

A: Individuals must submit one of the following in order to be eligible to apply: social security number, Tax ID number, or an EIN.

Q: I am not a dancer myself, but work in the dance field for income. Am I eligible to apply if I work in dance?

A: Individuals who are a freelance contract workers and work as dancers, dance performers, choreographers, dance photographers, dance videographers, dance teaching artists, or related personnel such as: technicians (lighting, stage management, production, etc.), independent presenters, producers, agents and/or managers, theatre personnel (ushers, in-house vendors, etc.) are eligible to apply if they lost work in the dance field as a result of COVID-19 illness and/or implemented social restriction measures.

Q: I am a part-time or full-time dance worker at a performing space with canceled seasons due to the Coronavirus. I am working remotely now. Am I eligible to apply?

A: The CRF is for dance workers who lost contract or freelance work as an impact of COVID-19. Individuals who did not lose employment are not eligible to apply.

Q: I am a dance worker whose performance season was canceled. Am I eligible to apply?

A: If your performance season was as an independent contractor or freelance performer and has been canceled as a result of COVID-19, you are eligible to apply.

Q: I am a dance worker whose performance season was postponed until further notice. Am I eligible to apply?

A: If your performance season was as an independent contractor or freelance performer and was postponed until further notice as a result of COVID-19, you are eligible to apply.

Q: How much does this grant award freelance dance workers?
A: Individual dance workers are eligible to receive $500 monthly up to the amount of $1,500 across the grant period (March 2020 - May 2020).

Q: Can I apply for funding for multiple months at once?

A: Interested applicants must submit an application for each month they wish to request funding. Interested applicants may submit requests for March funding currently, for April funding beginning April 10, and for May funding beginning May 8. Applications for March funding may be submitted at any time for the duration of the grant period (March through May); applications for April funding may be submitted at any time beginning April 10 through the end of the grant period; and applications for May funding may be submitted at any time beginning May 8 through the end of the grant period.

Please note that awards are made on a first come, first served basis until all funds are exhausted for a given month.

Q: When should I apply for funding?

A: Freelance dance workers may submit requests for funding for months in which they lost a minimum of $1,000 in dance work as a result of COVID-19 illness and/or implement social restriction measures. If you did not lose a minimum of $1,000 of dance work in a given month, you are not eligible to receive funding for that month.

Q: Do I have to submit my application in the calendar month of my income loss?

A: Freelance dance workers may submit applications beyond the end of the month of requested funding. Applicants requesting funding for the month of March may submit applications at any time for the duration of the grant period (March through May); applications for April funding may be submitted at any time beginning April 10 through the end of the grant period; applications for May funding may be submitted at any time beginning May 8 through the end of the grant period.

Please note that applications for a given month will be received until the funds allocated to that month have been exhausted.

Q: What does it mean when Dance/NYC says “until funds for a given month have been exhausted?”

A: At this time, Dance/NYC seeks to award funds to freelance dance workers across the grant period. While there is a limited availability of funds, funds have been designated for each month of the grant period. Please note, fundraising for this vital fund is ongoing.
Q: When might I expect to receive relief, if awarded?

A: Applications for individual dance workers will be reviewed on a weekly basis and disbursements made electronically via direct deposit once a week. Individual dance workers are eligible to receive $500 monthly up to the amount of $1,500 across the grant period (March 2020 - May 2020). Please note, applications will be received on a rolling basis until all funds are exhausted for a given month. If deemed necessary, Dance/NYC may contact employers to verify information provided in an application.

Q: How are award amounts determined?

A: All grant amounts are $500 per person, per month. Amounts will be awarded on a first come, first served basis, based on grantees' total income lost as a result of COVID-19 illness and/or implemented social restriction measures.

Q: If awarded, do I have to use my funds on something specific?

A: Awarded funds can be used at the discretion of the grantee.

Q: What do I need to submit as Proof of Income Loss?

A: To demonstrate loss of income resultant of COVID-19 illness and/or implemented social restriction measures, interested applicants may submit email exchanges or letters detailing cancelled income-providing opportunities, or contracts with reciprocal revocations. Submitted proofs should indicate: the date of the cancelled endeavor, the reason for cancellation/postponement, the monetary value of the opportunity, the name of the hiring organization/entity, the name of the person within the organization, their title, and contact information, the date employment was secured, and a description of the nature of the work.

Q: What if I don't have documentation of my income loss?

A: If you do not have proof of income loss, you may find a Proof of Income Loss Template at Dance.NYC/uploads/Proof_of_Income_Loss_Template.dotx. If you use this template, complete the highlighted fields and request your Contractor/Employer to sign the letter, or return the completed template on letterhead with a digital signature if signing is not possible.

Please note: you are not required to use the Proof of Income Loss Template. Dance/NYC has provided the template for your convenience, but you can submit alternative forms of proof so
long as they indicate: the date of the cancelled endeavor, the reason for cancellation/postponement, the monetary value of the opportunity, the name of the hiring organization/entity, the name of the person within the organization, their title, and contact information, the date employment was secured, and a description of the nature of the work.

Dance Making Organizations

Q: My dance company is a 501(c)(3). Am I eligible to apply?

A: Yes, dance organizations with 501(c)(3) status are eligible to apply provided their annual expense budget for FY 2020 is between $25,000 and $500,000, they are headquartered in the metropolitan New York City area, and their primary focus is the creation and/or performance of dance.

Q: My dance company is not a 501(c) 3 but uses a fiscal sponsor. Is it eligible?

A: Yes, dance organizations with a current fiscal sponsor are eligible to apply provided their annual expense budget for FY 2020 is between $25,000 and $500,000, they are headquartered in the metropolitan New York City area, and their primary focus is the creation and/or performance of dance.

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

A: To be eligible, you must be a metropolitan New York City area dance making organization. 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 making organizations 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: 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,
have an annual budget between $25,000 and $500,000, and have a primary focus of the creation and/or performance of dance.

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

A: To be eligible to apply, applicants must be dance making organizations focused on the creation and/or performance of dance. 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 and/or immigrant artists, which are indicated as priorities in the call for proposals?

A: Everyone that is eligible is 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 in 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: What proof should my organization submit to show that we have 501(c)(3) status?

A: Organizations should supply their most recent IRS determination letter.

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 active tax-exempt status.

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 be under fiscal sponsorship at the time of application. Please submit the dated fiscal sponsor agreement letters for each.

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 501(c)(3) and/or fiscal sponsorship status (or a combination thereof) at the time of application.

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

A: 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 manner. 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 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 the 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 an individual fiscally sponsored artist without a staff, 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.

Q: What is an operating expense budget? How do I know if my expense budget is between $25,000 and $500,000?

A: Your expense budget includes day-to-day expenses required to operate your dance organization and income received from various sources throughout the year. This may include in-kind expenses. It is not project-based, but based on your dance organization’s yearly income and expenditures.

Eligible dance making organizations are required to have an annual expense budget between $25,000-$500,000 for FY 2020 (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 in your accounting of expenses. Please email covid19@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. 2019-2020, etc.) and should, when necessary, include additional information. For example,
If your fiscal year ends on June 30, you may submit budget figures for the year ending on June 30, 2020.

**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 account for that as in-kind income. If you or key organizational staff are volunteers who provide professional services, you are able to include that cash value in your accounting of expenses.

**Q: How much does this grant award organizations?**

A: For organizations, a one-time grant ranging from $2,500 to $5,000 will be determined based on the proportion of the grantee’s loss of income or incurred expenses due to the COVID-19 coronavirus, in relation to their annual budget.

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

A: The Coronavirus Dance Relief Fund is a general support award. Selected grantee organizations are free to explain and determine how the funds will best support their organization. Dance/NYC encourages applicants to make a strong case in their applications for how the award will impact the sustainability of the organization. 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: Is there a limit on how much relief I can receive?**

A: For organizations, a one-time grant ranging from $2,500 to $5,000 will be determined based on the proportion of the grantee’s loss of income or incurred expenses due to the COVID-19 coronavirus, in relation to their annual budget.