

**Coronavirus Dance Relief Fund
Frequently Asked Questions (FAQ)**

As of April 29, 2020, 5:06 p.m.

Full Call for Proposals:

[Dance.NYC/programs/funds/CoronavirusDanceReliefFund](https://www.dance.nyc.gov/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.

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: Does Dance/NYC work in collaboration with other funds?

A: Yes, Dance/NYC is working in collaboration with our sister funds: [Indie Theater Fund](#), [The Dance Union](#), and [NYC Low-Income Artist/Freelancer Relief Fund](#).

Q: Am I allowed to apply to the Coronavirus Dance Relief Fund both for Freelance Dance Workers and for Dance Making Organizations?

A: Interested applicants who are eligible as both a freelance dance worker and a dance making organization may apply for both areas of funding. Please note that organizations must be able to provide proof of 501(c)(3) status or fiscal sponsorship status in order to be eligible.

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.

Please double check that each and every requirement is filled out in the Proof of Income Loss chart before submitting your application. Dance/NYC is unable to accept applications that do not contain every component required in this portion.

Please review your application one final time before submitting. Verify that your Proof of Income Loss chart has been filled out completely and that the required tax forms have been attached. These documents must be included in your application. Dance/NYC cannot accept these documents by email.

A sample Freelance Dance Workers application is available [here](#) for reference. Please also see our “Tips for Completing Your Application” section [here](#) for Freelance Dance Workers.

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

A: Yes, we conduct ongoing research on resources for our field. Please see our Coronavirus Preparedness Resources page [here](#), which is updated regularly. We also encourage you to visit our sister funds [Indie Theater Fund](#), [The Dance Union](#), and [NYC Low-Income Artist/Freelancer Relief Fund](#).

Q: How are the award amounts dispersed?

A: Disbursement of funds differs depending on the type of application you submit. Fund disbursement for Freelance Dance Workers will be made through direct deposit. Fund disbursement for Dance Making Organizations will be made through direct deposit or through the organization's online donation link if they are fiscally sponsored.

Q: What is the review process for applications?

A: The review process for applications differs depending on the type of application you submit. For **freelance dance workers**, funds will be distributed on a first-come, first-served basis until all funds are exhausted for a given month. Priority in grant selection will be given to applicants who:

- Demonstrate need, defined as the amount of income lost in confirmed employment or “gigs” taking place from March 1, 2020, through June 30, 2020, as a result of the COVID-19 coronavirus and/or related City mandated cancellation of activities that equals or exceeds \$1,000/month.
 - Please note: confirmed employment and/or gigs must have been secured before March 1, 2020, when the first confirmed case of COVID-19 was identified in New York City, and
- Are able to provide proof of the aforementioned losses, including:
 - The date of the cancelled opportunity,
 - the monetary value of the opportunity,
 - the name of hiring organization/entity,
 - the name of the person within the organization,
 - the title of the person within the organization,
 - the contact information of the person within the organization; and
 - a description of the opportunity
- The Fund will prioritize supporting communities most impacted by COVID-19 including African, Latina/o/x, Asian, Arab, and Native American (ALAANA), disabled, immigrant, and women-identifying artists, as well as those at high risk including elderly and immunosuppressed artists.

Dance/NYC reserves the right to contact employers to verify information provided in an application if deemed necessary.

For **dance making organizations**, priority in grant selection will be given to:

- Organizations who articulate a clear need for financial reimbursement in order to withstand mandated closures including:
 - Unpaid artist fees (e.g., performance, rehearsal, or teaching fees canceled as a result of suspended activity);
 - Travel expenses (e.g., unrefunded travel and/or lodging previously slated for touring engagements that were canceled);

- Lost sales (e.g., returned event and/or performance tickets, class fees, uncollected rental fees, uncollected or returned gala and fundraising event tickets);
- Fulfillment of unreturned contractual obligations (e.g. paid rentals or binding contracts where services were not rendered)
- Additional expenses incurred that can be directly linked to the COVID-19 coronavirus (e.g., additional cleaning supplies, hiring of additional staff, etc).
- Organizations artistically led or otherwise creating work by ALAANA and/or women and/or disabled and/or immigrant artists.

Q: Is this a real fund? I'm nervous about sharing private information.

A: Yes! This is a real fund. Dance/NYC is 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. Some of Dance/NYC's major regranting projects include: a [Dance Advancement Fund](#), which supports small dance makers; a [Disability. Dance. Artistry. Fund](#), which supports integrated dance productions with disabled artists; and an [NYC Dance Response Fund](#), established to meet needs in dance following Superstorm Sandy.

To learn more about Dance/NYC's role as a regrantor, and all of our regranting programs, visit [Dance.NYC/programs/funds](#).

You can see our public announcement of the Coronavirus Dance Relief Fund here: <https://www.dance.nyc/news/2020/03/DanceNYC-Announces-Coronavirus-Dance-Relief-Fund/>.

To learn more about Dance/NYC's Data Access and Protection Policy, visit [Dance.NYC/uploads/Data_Access_and_Processing_Protocol_Dance_NYC.pdf](#).

You can scroll down below to learn more about how we are protecting your information and why we are asking the questions we are asking!

Q: Is my personal information secure?

A: Yes, your personal information is secure. Dance/NYC is using Submittable, an online application portal. You can learn more about Submittable's security procedures by visiting www.submittable.com/security, which details their compliance with a wide range of privacy statutes.

To learn more about Dance/NYC's Data Access and Protection Policy, visit [Dance.NYC/uploads/Data_Access_and_Processing_Protocol_Dance_NYC.pdf](#).

Q: Why do I need to complete a W-9?

A: In compliance with government regulations, the Coronavirus Dance Relief Fund is counted as taxable income and must be reported to the Internal Revenue Service (IRS). Grantees must submit a [W-9 form](#) in order to be eligible to receive funds.

Q: How will this be taxed?

A: In accordance with the IRS, Dance/NYC will be required to send a 1099 form to any grant recipient whose funds equal or exceed \$600. Grantees are responsible for any and all tax liabilities incurred as a result of the grant award. For additional questions regarding tax liabilities, please consult with a tax professional.

Q: When might I expect to receive relief, if awarded?

A: Applications for individual dance workers will be reviewed following the close of the application for each month and the initial transfer of grant funds by Dance/NYC will be made within five (5) business days of award notification. Please note, this time does not account for the time that it may take for Dance/NYC or your financial institution to process and deposit the grant funds into your bank account. Please contact your financial institution directly for questions regarding the length of time it takes transactions to clear.

March award notifications will be announced April 13, 2020. April award notifications will be announced April 24, 2020. May award notifications will be announced May 22, 2020. June award notifications will be announced June 19, 2020. Individual dance workers are eligible to receive \$500 monthly up to the amount of \$1,500 across the grant period (March 2020 - June 2020). Please note, if deemed necessary, Dance/NYC may contact employers to verify information provided in an application.

Applicants for Dance Making Organizations will receive notification of relief status in May.

FREELANCE DANCE WORKERS

Q: How do I know if my dance-related work is eligible for funding from the Coronavirus Dance Relief Fund?

A: Dance/NYC defines “freelance or contract work” as work for which you were paid as an independent contractor (i.e., you may receive a 1099 from the contractor). Work for which you are considered an employee (i.e., you receive a W-2 from the employer) is NOT eligible for this fund.

Q: Will receiving the grant affect my unemployment status?

A:

Q: If I applied as a Freelance Dance Worker in the month of March and/or April, can I also apply for the fund in future months?

A: Yes, Freelance Dance Worker applicants who applied in March and/or April may apply again in future months. Whether the applicant received or did not receive funds for their previous application(s) does not determine eligibility of applying for funding in future months. Applicants are encouraged to re-apply for the Coronavirus Dance Relief Fund for the months that funding is needed within the grant months remaining (May-June, 2020). Please note individual dance workers are eligible to receive \$500 monthly up to the amount of \$1,500 across the grant period (March 2020 - June 2020).

Q: Are immigrant and/or undocumented individuals able to apply?

A: Individuals must submit a Tax Identification Number to be eligible to apply, which can include any of the following: social security number (SSN), employer identification number (EIN) or an individual taxpayer identification number (ITIN). Additionally, individuals must submit an IRS W-9 form. If you are unable to provide these items, we invite you to visit our sister funds: [Indie Theater Fund](#), [The Dance Union](#), and [NYC Low-Income Artist/Freelancer Relief Fund](#).

Q: My application is not submitting, and I am not getting an error message. What should I do?

A: Check that all required fields are complete in your application. If all required fields have been completed, please contact Submittable at support@submittable.com directly.

Q: Will receipt of this grant impact my immigration status, application or petition due to the newly implemented “Public Charge Rule”?

A: Generally, no, receipt of this grant will not impact an individual’s immigration status, application or petition due to the Public Charge Rule; however, we encourage you to discuss this with your (an) immigration attorney or accredited representative as each person’s situation is unique.

Q: Are musicians working in dance eligible for the fund?

A: Yes. Individuals who are a freelance contract worker and work as dancers, dance performers, choreographers, dance photographers, dance videographers, dance teaching artists, or related artistic and technical personnel such as: technicians (lighting, stage management, production, etc.), dance musicians/accompanists, independent presenters, producers, agents and/or managers, dance 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: My application says “In Progress.” Did it get submitted? Is it still being considered for support?

A: If you completed the submission process, your application has been received. The status of your submission in Submittable may change during the review process. This is not an indication of your eligibility or status as a grantee.

Q: I made a mistake in the banking information I provided. How can I correct it?

A: If you realize you have submitted incorrect banking information in your application, please email us immediately at covid19@dance.nyc. We will follow up with you directly with next steps.

Q: Where do I submit my proof of income loss letter?

A: The Proof of Income Loss section has changed quite noticeably from the March application as we work to simplify the application process. We are no longer requiring documentation of income loss be uploaded. Please do not email Dance/NYC any supplementary materials or information regarding your application after your submission.

Q: Can I submit a picture or PDF of my W-9 form?

A: You may submit a JPEG file or PDF as long as all of the information is visible. You may also use any free app that allows you to turn images into PDFs.

Q: The link to the application isn't working. How can I apply?

A: Due to overwhelming demand, Coronavirus Dance Relief Fund applications for March support to Freelance Dance Workers ended on March 27, 2020 at 6:00 p.m. EST. The application reopened on April 10, 2020 at 10:00 a.m. and closed on Wednesday, April 15, 2020

at 5:00 p.m for freelance dance workers seeking funding for the month of April. Applications for May will open May 8 for freelance dance workers. If you are still experiencing technical issues accessing the application, please contact us at COVID19@dance.nyc.

Q: Is it possible to find out what questions the application contains before applying to the fund?

A: Yes, a guide for completing the Coronavirus Dance Relief Fund application for Freelance Dance Workers is available for viewing on our website [here](#).

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, Suffolk, and Westchester counties in New York State, and Bergen and Hudson counties in New Jersey, are eligible to apply.

For the month of May, freelance dance workers headquartered in the entirety of New Jersey state will be eligible for the Coronavirus Dance Relief Fund thanks to support from the Geraldine R. Dodge Foundation.

Eligible counties include: Atlantic, Burlington, Camden, Cape May, Cumberland, Essex, Gloucester, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Salem, Somerset, Sussex, Union, and Warren in addition to Bergen and Hudson.

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, Suffolk, and Westchester counties in New York State, and Bergen and Hudson counties in New Jersey.

For the month of May, freelance dance workers headquartered in the entirety of New Jersey state will be eligible for the Coronavirus Dance Relief Fund thanks to support from the Geraldine R. Dodge Foundation.

Eligible counties include: Atlantic, Burlington, Camden, Cape May, Cumberland, Essex, Gloucester, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Salem, Somerset, Sussex, Union, and Warren in addition to Bergen and Hudson.

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, as long as you are a current resident, your length of residency is not a determining factor of eligibility.

Q: I live in the metropolitan New York City area, but have temporarily relocated due to COVID-19. Am I eligible to apply for the fund?

A: If your primary residential address is in the eligible counties, you are eligible to apply for the fund even if you are temporarily residing elsewhere.

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

A: Individuals must submit a Tax Identification Number to be eligible to apply, which can include any of the following: social security number (SSN), employer identification number (EIN) or an individual taxpayer identification number (ITIN).

Q: I do not have a personal bank account. Can I provide banking information for a company or another individual I trust?

A: Banking information must reflect the identity of the applicant. Do not use the name of an entity or other individual. Please note: Dance/NYC can only deposit funds in an account belonging to the applicant.

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 and/or contract worker and work as dancers, dance performers, choreographers, dance photographers, dance videographers, dance teaching artists, or related artistic and technical personnel such as: technicians (lighting, stage management, production, etc.), dance musicians/accompanists, independent presenters, producers, agents and/or managers, dance 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.

Dance/NYC defines “freelance or contract work” as work for which you were paid as an independent contractor (i.e., you may receive a 1099 from the contractor). Work for which you

are considered an employee (i.e., you receive a W-2 from the employer) is NOT eligible for this fund.

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 contract or freelance work are not eligible to apply.

Dance/NYC defines “freelance or contract work” as work for which you were paid as an independent contractor (i.e., you may receive a 1099 from the contractor). Work for which you are considered an employee (i.e., you receive a W-2 from the employer) is NOT eligible for this fund.

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.

Dance/NYC defines “freelance or contract work” as work for which you were paid as an independent contractor (i.e., you may receive a 1099 from the contractor). Work for which you are considered an employee (i.e., you receive a W-2 from the employer) is NOT eligible for this fund.

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.

Dance/NYC defines “freelance or contract work” as work for which you were paid as an independent contractor (i.e., you may receive a 1099 from the contractor). Work for which you are considered an employee (i.e., you receive a W-2 from the employer) is NOT eligible for this fund.

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 - June 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.

- March applications are now closed.
- April applications are now closed.
- The application for May funding will open on Friday, May 8, 2020 at 10:00 a.m. and close on Wednesday, May 13, 2020 at 5:00 p.m.
- The application for June funding will open on Friday, June 5, 2020 at 10:00 a.m. and close on Wednesday, June 10, 2020 at 5:00 p.m.

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 freelance and/or contract dance work as a result of COVID-19 illness and/or implemented social restriction measures. If you did not lose a minimum of \$1,000 of freelance and/or contract dance work in a given month, you are not eligible to receive funding for that month.

Dance/NYC defines “freelance or contract work” as work for which you were paid as an independent contractor (i.e., you may receive a 1099 from the contractor). Work for which you are considered an employee (i.e., you receive a W-2 from the employer) is NOT eligible for this fund.

- March applications are now closed.
- April applications are now closed.
- The application for May funding will open on Friday, May 8, 2020 at 10:00 a.m. and close on Wednesday, May 13, 2020 at 5:00 p.m.
- The application for June funding will open on Friday, June 5, 2020 at 10:00 a.m. and close on Wednesday, June 10, 2020 at 5:00 p.m.

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

A: Freelance dance workers must submit applications in the month of requested funding, for each month they wish to request funding.

- March applications are now closed.
- April applications are now closed.
- The application for May funding will open on Friday, May 8, 2020 at 10:00 a.m. and close on Wednesday, May 13, 2020 at 5:00 p.m.
- The application for June funding will open on Friday, June 5, 2020 at 10:00 a.m. and close on Wednesday, June 10, 2020 at 5:00 p.m.

Q: I submitted an application in March and/or April. Do I have to submit a new application to be eligible for May or June funding?

A: Yes, applications for support must be submitted in the month of requested funding. Due to restraints on capacity, Dance/NYC cannot retain your previously submitted application for a future month.

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 following the close of the application for each month and the initial transfer of grant funds by Dance/NYC will be made within five (5) business days of award notification. Please note, this time does not account for the time that it may take for Dance/NYC or your financial institution to process and deposit the grant funds into your bank account. Please contact your financial institution directly for questions regarding the length of time it takes transactions to clear.

March award notifications will be announced April 13, 2020. April award notifications will be announced April 24, 2020. May award notifications will be announced May 22, 2020. June award notifications will be announced June 19, 2020. Individual dance workers are eligible to receive \$500 monthly up to the amount of \$1,500 across the grant period (March 2020 - June 2020). Please note, 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: Applicants will be required to complete a chart in the application containing the following fields:

- The date of the cancelled opportunity,
- the monetary value of the opportunity,
- the name of hiring organization/entity,
- the name of the person within the organization,
- the title of the person within the organization,
- the contact information of the person within the organization; and
- a description of the opportunity

For the month of submission, **applicants must provide the above information in its entirety** about dance-related freelance and/or contract work lost as a result of COVID-19. Please note this should not include work for which you receive a W-2 form and are considered an employee. The total amount of income lost in confirmed employment or “gigs” taking place within the month of application should reflect the grant month you are applying for only. For example, May applications should include income lost between May 1, 2020, and May 31, 2020, which must be for dance-related work and must equal or exceed \$1,000 in order to be eligible for the fund. Every cell in this entire table is required. **If left blank in any portion of the chart, your application will be incomplete and unable to consider for funding.**

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

A: You are not required to provide documentation of income loss. However, Dance/NYC reserves the right to contact employers to verify information provided in an application if deemed necessary. Your application will have a segment where you will be required to complete the following fields:

- The date of the cancelled opportunity,
- the monetary value of the opportunity,
- the name of hiring organization/entity,
- the name of the person within the organization,
- the title of the person within the organization,
- the contact information of the person within the organization; and
- a description of the opportunity

Filling out this chart is all that is required for documenting income loss. For the month of submission, **applicants must provide the above information in its entirety** about dance-related freelance and/or contract work lost as a result of COVID-19. Please note this

should not include work for which you receive a W-2 form and are considered an employee. The total amount of income lost in confirmed employment or “gigs” taking place within the month of application should reflect the grant month you are applying for only. For example, May applications should include income lost between May 1, 2020, and May 31, 2020, which must be for dance-related work and must equal or exceed \$1,000 in order to be eligible for the fund. Every cell in this entire table is required. **If left blank in any portion of the chart, your application will be incomplete and unable to consider for funding.**

Q: What if my total income losses are greater than I can provide documentation for?

A: You are not required to provide documentation of income loss. However, Dance/NYC reserves the right to contact employers to verify information provided in an application if deemed necessary. Your application will have a segment where you will be required to complete the following fields:

- The date of the cancelled opportunity,
- the monetary value of the opportunity,
- the name of hiring organization/entity,
- the name of the person within the organization,
- the title of the person within the organization,
- the contact information of the person within the organization; and
- a description of the opportunity

Filling out this chart is all that is required for documenting income loss. For the month of submission, **applicants must provide the above information in its entirety** about dance-related freelance and/or contract work lost as a result of COVID-19. Please note this should not include work for which you receive a W-2 form and are considered an employee. The total amount of income lost in confirmed employment or “gigs” taking place within the month of application should reflect the grant month you are applying for only. For example, May applications should include income lost between May 1, 2020, and May 31, 2020, which must be for dance-related work and must equal or exceed \$1,000 in order to be eligible for the fund. Every cell in this entire table is required. **If left blank in any portion of the chart, your application will be incomplete and unable to consider for funding.**

Q: What happens to my personal information if I do not receive funding?

A: Your personally identifiable information is viewed only by the Dance/NYC Operations Manager and Dance/NYC Grants Manager for the purpose of processing grant awards and will be deleted following the grant period. The narrative information you provide in your application is viewed only by the selection of review panelists, who follow strict confidentiality regulations in application review, and will be retained for Dance/NYC’s historical records.

To learn more about Dance/NYC's Data Access and Protection Policy, visit Dance.NYC/uploads/Data_Access_and_Processing_Protocol_Dance_NYC.pdf.

Q: Who has access to my grant application?

A: All narrative sections of your application are only accessible to the review panelists. The Coronavirus Dance Relief Fund review panel is comprised of members of Dance/NYC's Board of Directors, established Advisory Committee, Staff members, Community Organizing Partners, and additional candidates they identify.

Your personally identifiable information, including your banking information and IRS Form W-9, will only be accessed by Dance/NYC's Operations Manager and Grants Manager for the purposes of processing payment.

To learn more about Dance/NYC's Data Access and Protection Policy, visit Dance.NYC/uploads/Data_Access_and_Processing_Protocol_Dance_NYC.pdf.

Q: Why is the application asking for information about my demography?

A: The Coronavirus Dance Relief Fund is intended to support those most impacted by drastic economic shifts, including freelance dance workers and organizations whose income is reliant primarily on in-person activities, and who often have less access to unemployment protections, savings and/or cash reserves, and multiple sources of funding. This impact is particularly acute for African, Latina/o/x, Asian, Arab, and Native American (ALAANA), disabled, immigrant, and women-identifying artists who are historically underfunded in arts and culture (*Not Just Money: Equity Issues in Cultural Philanthropy* [heliconcollab.net/our_work/not-just-money]; *What Are the Paradigm Shifts Necessary for the Arts Sector to Nurture ~~More Sustainable~~ THRIVING Institutions of Color* [ddcf.org]) For example, Dance/NYC's *State of NYC Dance and Workforce Demographics* (Dance.NYC/StateofDance2016) shows that dance making organizations 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. Notably, the smallest organizations demonstrate the greatest capacity to adapt and have workforces that better reflect the racial diversity and presence of disabled and immigrant people in New York City's population than the workforces of larger organizations.

The collection of demographic information allows us to ensure that the pool of recipients is a reflection of the demography of the city, and that those most impacted by COVID-19 are supported. The Fund will prioritize supporting communities most impacted by COVID-19 including ALAANA, disabled, immigrant, and women-identifying artists, as well as those at high risk including elderly and immunosuppressed artists.

DANCE MAKING ORGANIZATIONS

Q: Will there be another application for Dance Making Organizations beyond the April fund?

A: Though fundraising is ongoing, there is no other application period available for Dance Making Organizations for the Coronavirus Dance Relief Fund at this time. Applications closed on April 22 at 5:00PM.

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 business is an LLC or sole proprietorship. Am I eligible to apply?

A: Unfortunately, no. The Coronavirus Dance Relief Fund is not able to accept applications for dance businesses with an LLC or sole proprietorship at this time. Applicants must have 501(c)(3) status or be fiscally sponsored to qualify.

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](https://www.dance.nyc.gov/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, which may be included in your budget. 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: Am I eligible to apply if my organizational budget was forecasted to be greater than \$500,000 but is now within the range of \$25,000 to \$500,000 as a result of COVID-19 related income losses?

A: The budget requirement of \$25,000 to \$500,000 has to reflect an organization's approved budget before COVID-19, not after. Only dance making organizations with approved budgets of \$25,000 to \$500,000 not factoring COVID-19 are eligible to apply.

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.