



Coronavirus Dance Relief Fund: New York State Edition

Tier I: Individual Dance Makers

Application Guide

Application Guide Introduction:

- This application guide includes all possible questions that appear in the application. You may not have to answer every question as you are completing your application.
- Dance/NYC is looking for clear, concise answers to application questions. Suggested word counts are provided on some fields as recommendations, however applicants can write as little or as much as they need in order to answer the questions as best they can. Applicants will not be penalized for the length of their submission as long as they answer the questions fully.
- Grammar is not taken into consideration in scoring by the review panel, unless the grammar quality disturbs overall comprehension of the application. Scores are not connected to whether or not an applicant has strong written English skills.
- Dance/NYC discourages applicants from trying to answer in a way that is based on what they think reviewers might want to hear. Please be honest in your responses.

Instructions:

Dance/NYC invites individual dance makers residing in New York State who are experiencing financial losses due to the spread of COVID-19 to submit proposals for financial relief support. Each individual dance maker selected as a grantee will receive a relief support grant of \$1,500 for FY22 expenses.

Before completing the application form, interested individual dance makers are asked to first complete a series of questions to determine baseline eligibility for the grant

program. If eligible, applicants will be prompted to complete the application. The application consists of six (6) sections in which applicants will be asked to provide contact, banking, and demographic information, and also respond to questions related to how the COVID-19 pandemic has impacted their artistic work, income, and personal life over time. All questions are required unless otherwise indicated.

Dance/NYC estimates applicants may need approximately 2-3 hours to complete their application if they have the required information readily available. Applicants may save draft content by scrolling to the bottom of the application form and clicking “Save Draft,” and may return to finish the form at any time prior to the deadline. Complete applications, including supplementary materials, must be submitted online by April 20, 2022, 6:00 p.m. EST, though the application may be closed sooner if 1,500 applications are received prior to this date. Incomplete applications, hard copy submissions, and applications received after the April 20 deadline will not be considered. Due to the anticipated volume of applications, Dance/NYC will not be able to follow up on incomplete applications.

Dance/NYC is committed to accessibility and the inclusion of disabled and immigrant people in its programs. To learn more about available accessibility and multilingual assistance options, please visit [Dance.nyc/COVID-19/Relief-Fund/2022/Get-Help](https://www.dance.nyc/COVID-19/Relief-Fund/2022/Get-Help) or contact us at covid19@dance.nyc.

If you need more information about the Fund, please visit the following links:

- Fund Overview: <https://www.dance.nyc/COVID-19/Relief-Fund/2022/Overview>
- Full Call for Proposals: <https://www.dance.nyc/COVID-19/Relief-Fund/2022/Tier-I>
- Frequently Asked Questions (FAQ): for the most updated version visit [Dance.nyc/COVID-19/Relief-Fund/2022/Get-Help](https://www.dance.nyc/COVID-19/Relief-Fund/2022/Get-Help)
- Get Help (includes webinar information and registration for technical assistance): <https://www.dance.nyc/COVID-19/Relief-Fund/2022/Get-Help>

Eligibility Confirmation:

Please answer the following questions to determine whether you are eligible for this grant program.

Do you identify as an individual dance maker? (Required)

Includes the following: dancer, dance performer, or choreographer.

- Yes
- No

Is your primary residence in New York State?*

Dance makers residing in NYC are welcome to apply but priority will be given to individual dance makers residing in counties outside of the five boroughs of NYC, including: Albany; Allegany; Broome; Cattaraugus; Cayuga; Chautauqua; Chemung; Chenango; Clinton; Columbia; Cortland; Delaware; Dutchess; Erie; Essex; Franklin; Fulton; Genesee; Greene; Hamilton; Herkimer; Jefferson; Lewis; Livingston; Madison; Monroe; Montgomery; Nassau; Niagara; Oneida; Onondaga; Ontario; Orange; Orleans; Oswego; Otsego; Putnam; Rensselaer; Rockland; St. Lawrence; Saratoga; Schenectady; Schoharie; Schuyler; Seneca; Steuben; Suffolk; Sullivan; Tioga; Tompkins; Ulster; Warren; Washington; Wayne; Westchester; Wyoming; and Yates counties.

- Yes
- No

Are you able to provide an Individual Taxpayer Identification Number (TIN), Employer Identification Number (EIN), or Social Security Number (SSN) for digital payment? (Required)

As the applicant, you can only submit your own personal identification information and not of another individual or entity.

- Yes
- No

Section 1: Applicant Information

Please fill out the basic information below.

Full Name (Required)

How do you identify as an individual dance maker? (Required)

Please select all that apply:

- Dancer
- Dance performer
- Choreographer

Residential Street Address (Required)

Provide the street address of your primary residence. Please remember the address of your primary residence must be within New York State. P.O. boxes will not be accepted.

City (Required)

Provide the city for your primary residence.

State (Required)

ZIP code (Required)

Provide the ZIP code associated with your primary residence.

County (Required)

Select the county associated with your primary residence. <https://www.ny.gov/counties>

Albany	Franklin	Oneida
Allegany	Fulton	Onondaga
Bronx	Genesee	Ontario
Broome	Greene	Orange
Cattaraugus	Hamilton	Orleans
Cayuga	Herkimer	Oswego
Chautauqua	Jefferson	Otsego
Chemung	Kings (Brooklyn)	Putnam
Chenango	Lewis	Queens
Clinton	Livingston	Rensselaer
Columbia	Madison	Richmond (Staten Island)
Cortland	Monroe	Rockland
Delaware	Montgomery	Saint Lawrence
Dutchess	Nassau	Saratoga
Erie	New York	Schenectady
Essex	Niagara	

Schoharie
Schuyler
Seneca
Steuben
Suffolk

Sullivan
Tioga
Tompkins
Ulster
Warren

Washington
Wayne
Westchester
Wyoming
Yates

Section 2 – Contact Information

Provide contact information below.

Email address (Required)

Phone number (Required)

What is your preferred communications method with respect to your application and the Coronavirus Dance Relief Fund: New York State Edition? (Required)

Select all that apply

- Email
- Phone call (voice only)
- Text
- Not listed

[If not listed], please specify (Required):

[If text was selected] Do you give Dance/NYC permission to text you at this number with respect to your application and the Coronavirus Dance Relief Fund: New York State Edition? (Required)

Your mobile provider's standard rates for sending and receiving text (SMS) messages may apply.

- Yes
- No

Accessibility Information (Required)

Use this space to let us know of any accessibility needs you might have during your participation in the Coronavirus Dance Relief Fund: New York State Edition application process and in our communication(s) with you. For example, ASL Interpretation, large print, or additional needs. Please note the information provided in this question is solely for logistical preparation and has no impact on your application, eligibility, or grant status. If you have no specific needs, please enter “N/A.”

Section 3 – Grant Disbursement

The following information will allow Dance/NYC to submit award funds via direct deposit. We have selected this payment method to ensure grant awards are available as quickly as possible. If you are unable to receive funds via direct deposit, your payment will be processed via check. Please note that check payments may take additional time to process.

Your information will be stored securely. To learn more about Dance/NYC's Personally Identifiable Information Data Access and Protection Protocol, visit [Dance.NYC/uploads/CRF_ NYS PII Data Access and Protection Policy.pdf](https://www.dance.nyc.gov/uploads/CRF_NYS_PII_Data_Access_and_Protection_Policy.pdf).

For Submittable's security procedures, visit (www.submittable.com/security).

Are you able to provide a Bank Account Number and Routing Number? (Required)

- Yes
- No

[If No is selected] You indicated that you cannot provide banking information. If selected for an award, your payment will be processed via check. Please note that check payments may take additional time to process.

[If No is selected] Is your mailing address different from your residential address? (Required)

- Yes
- No

[If Yes is selected] Mailing Address (Required)

Provide your mailing address. P.O. boxes will not be accepted.

[If Yes is selected] City (Required)

Provide the city for your mailing address.

[If Yes is selected] State (Required)

[If Yes is selected] ZIP code (Required)

Provide the ZIP code associated with your mailing address.

Full Legal Name (Required)

This must match the information used to open your bank account and reflect the identity of you, the applicant. Do not use the name of an entity or other individual. Please note that Dance/NYC will only deposit funds in an account belonging to the applicant.

Social Security, Tax ID, or EIN number (Required)

This must match the information used to open your bank account and reflect the identity of the applicant. Use numbers only, no dash or special characters.

Why do I have to provide my Social Security Number, Tax ID, or EIN number here? Dance/NYC keeps your paper records and payment information separate to facilitate the processing of grant awards, with the goal of disbursing funds as quickly as possible.

Date of Birth (Required)

(MM/DD/YYYY)

Name of Banking Institution (Required)

Bank Routing Number (Required)

Bank Account Number (Required)

Confirmation of Payment Details (Required)

I have reviewed the payment details submitted and confirm that the name, personal identification information (SSN, Tax ID, or EIN), and banking details submitted for grant disbursement are my own and are correct.

Section 4: Demographic Questions

Dance/NYC's aim in considering demographics as a selection criterion is to identify a grantee pool that represents the demographics of New York State residents and addresses 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.

By providing demographic information, you will help Dance/NYC make this program and also advance economic justice in the dance field by continuing to fill gaps in the availability of resources for dance makers who have limited access to financial resources, specifically, private philanthropic support and public funding through government agencies; however, these questions are voluntary and provide an option for applicants to decline to state.

The information you share will be kept confidential to the full extent of the law. Deidentified data may be published to our website and may be used for future research, for reporting purposes on the impact of this grant program, and/or other Dance/NYC research. Data will be presented only in summary form and your name will not be used in any report. Please note that while Dance/NYC will keep your information confidential, there are some data security risks inherent in providing information via the internet.

For Submittable's security procedures, visit www.submittable.com/security.

For each of the following questions, please indicate which of the categories you most closely identify with.

Disability (Required)

- Disabled person
- Nondisabled person
- Decline to state

Ethnicity and Race (Required)

- Asian/Asian American
- Black/African American
- Hispanic/Latino/Latina/Latinx
- Middle-Eastern/North African
- Native American/American Indian/Alaska Native
- Native Hawaiian/Pacific Islander
- White
- Multi-racial or multi-ethnic (2+ ethnicities/races)
- Decline to state
- Not listed

Ethnicity and Race (Required)

If not listed, please specify

Gender Identity (Required)

- Gender nonconforming/nonbinary/genderqueer
- Intersex
- Cis Man
- Transman
- Transwoman
- Cis Woman
- Decline to state
- Not listed

Gender Identity (Required)

If not listed, please specify

Sexual Identity (Required)

- Asexual
- Bisexual

- Heterosexual/Straight
- Homosexual/Gay/Lesbian
- Queer
- Decline to state
- Not listed

Sexual Identity (Required)

If not listed, please specify

What is the year of your birth? (Required)

In what country were you born? (Required)

What is your household income? (Required)

- Less than \$15,000
- \$15,000 to \$24,999
- \$25,000 to \$34,999
- \$35,000 to \$49,999
- \$50,000 to \$74,999
- \$75,000 to \$99,999
- \$100,000 to \$149,999
- \$150,000 to \$199,999

Section 5: Impact of COVID-19

Provide information about the financial and personal impact you have experienced as a result of COVID-19.

This is the most important part of the application!

Please help us understand how the volume of your artistic work has changed as a result of COVID-19. (Required)

We understand that, at this time in the pandemic, you may not be dealing with canceled contracts, but rather a reduction in contracts being available or offered at all,

resulting in fewer new work opportunities. In line with this, we are interested in understanding the overall changes to your dance making activities, regardless of whether the cause was cancellation, postponement, or a general reduction in availability of work.

Please specify the type of dance making activities that have changed since 2019, for example: development of new works, performance days, rehearsal days, commissions, teaching engagements, speaking engagements, and/or consulting engagements. Please include figures to help illustrate. You can use rounded figures instead of exact numbers if you do not have exact figures readily available. Please also note that these details are not required but if included, they will help us understand the impact of COVID-19 on the volume of your artistic work.

Suggested word count: 300-500 words

Please help us understand the financial impacts you’ve individually experienced as a result of COVID-19. (Required)

Please complete this table to reflect your individual annual income – not your household annual income (if they are different). You can use rounded figures instead of exact numbers if you do not have exact figures readily available. We recognize that it may be difficult to anticipate your 2022 annual income. Please do your best to estimate using what you know and/or expect of your work plans for the remainder of the year.

Each section of this table is required. If left blank, your application will be incomplete and unable to be considered for funding. Please note: there are 8 required fields in the chart; you may need to scroll down and right to see all fields.

	Pre-Pandemic January 1, 2019- December 31, 2019	Pandemic January 1, 2020- December 31, 2020	Pandemic January 1, 2021- December 31, 2021	Pandemic January 1, 2022- December 31, 2022 (anticipated)
Individual				

Annual Income				
What percentage of your individual annual income came from (or is anticipated to come from) your artistic work?				

Please provide details on the nature of your non-artistic related work. (Required)

If not applicable, please write “n/a.”

Have you accessed any COVID-19 pandemic relief funding to date? (Required)

Dance/NYC’s goals through this program are to address the disproportionate access to relief support for dance making communities, particularly those outside of the metropolitan New York City area, and advance economic justice in the dance field by continuing to fill gaps in the availability of resources where they are most needed. Priority in grantee selection will also be given to individuals that have not received COVID-19 relief funding. We trust that you will respond to this question with integrity and that you will also be mindful of the funding priorities outlined. Please note that financial support received from friends and/or relatives does not qualify as relief funding.

- Yes
- No

[If Yes is selected] Please specify what COVID-19 pandemic relief funding you have received since 2020 and/or are expecting to receive. (Required)

Please include the sources and amounts for each of the pandemic relief awards you have received.

COVID-19 pandemic relief funding sources include but are not limited to: Cultural Solidarity Fund, The Dance Union, The Indie Theater Fund, The NYC Low-Income Artist & Freelance Fund, New York Foundation for the Arts.

What are the impacts for you personally as a result of COVID-19? How will this funding help you? (Required)

Please describe impacts you may have experienced as it relates to increased health needs and/or expenses; access to housing; access to food; the oversight of one or more dependents; no ability to earn income related to your artistic practice; loss of income across non-dance related sources; increased accessibility expenses due to a disability or being immunosuppressed; and/or ineligibility for unemployment, other funds, and/or pandemic support, etc.

Suggested word count: 300-500 words

Section 6 – Final Considerations

How did you find out about this opportunity? (Optional)

Did you learn about this program from a colleague in the field, a community organizer, an arts council, Dance/NYC’s website, emails, or social media, or through a different method? Feel free to include as many sources as may be applicable.

How long did this application process take you to complete? (Optional)

As Dance/NYC continues its learning and questioning of its grantmaking practices, we recognize that despite our intentions otherwise, our application/reporting processes can cause harm. One such manifestation is imbalanced expectations of the time required to complete such processes.

If you are willing, please share how long this application process took you, so we can better understand and improve our processes in the future.

Feedback on Process (Optional)

Please provide any feedback you may have about this application process, including

but not limited to ease of learning about the program, receiving support in submitting your application, and completing the application process. Please share which practices you have found to be beneficial and/or recommendations for improvements.

Please indicate if you'd like to be added to Dance/NYC's mailing and/or text (SMS) lists to receive updates on Dance/NYC's programs and activities. (Optional)

Dance/NYC will use the contact information provided in this application to contact you.

- Yes, email list only
- Yes, text list only
- Yes, both email and text lists
- No, do not add me to either email or text lists

Contract and Reporting (Required)

Grantees will not be required to submit a report. This application will include all information necessary to understand the grantee's use of grant funds. Grantees may be invited to submit a post-grant survey to help Dance/NYC learn about their experience with the application process.

By submitting Dance/NYC's Coronavirus Dance Relief Fund: New York State Edition application, I affirm that the information I provided in this application is true and verifiable to the best of my ability.

Check your application before submitting

Once you click "Submit," your application will not be available for further editing.

Please take a few moments to review your materials before submitting your application. You must view it on this screen. Once your application has been submitted, you will have the opportunity to view and print your application for your records.