



**Coronavirus Dance Relief Fund: New York State Edition
Tier II: Dance Making Organizations/Groups
Review Panelist Guide
As of May 27, 2022**

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ABOUT THIS GUIDE

The purpose of this guide is to articulate Dance/NYC's procedures and considerations for the reviewing of applications and the selection of grantees for the **Coronavirus Dance Relief Fund: New York State Edition (CRF:NYS) Tier II: Dance Making Organizations/Groups**.

Dance/NYC remains committed to delivering regranteeing programs that address disparities in the dance field by continuing to fill gaps in the availability of resources where they are most needed. It 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's approach cuts across its public programs and all aspects of its operations. Its approach is intersectional, building upon multiple issue areas that together create a more just, equitable, and inclusive dance ecology. Dance/NYC's approach is also grounded in collaboration. It recognizes generations of people and organizations working to advance justice, equity, and inclusion in the arts and culture and strives to contribute to their efforts. It has established formal partnerships with colleague arts service organizations.

The CRF:NYS, its components, and evolution is a reflection of:

- Learnings from the first iteration of the Coronavirus Dance Relief Fund (2020), field partners, Dance/NYC's task forces and committees, Dance/NYC's ongoing research, former and current Dance/NYC grantees and applicants across Dance/NYC's grantmaking programs; and
- The current events impacting the field.

In alignment with our [values of justice, equity, and inclusion](#), Dance/NYC has led the development, implementation, and evaluation of the CRF:NYS (the "Fund") to ensure the following:

- Fund priorities are met;
- Applicant pool is a reflection of the demography of New York State as outlined by census data;
- Applicants received clear information regarding the eligibility and application process;
- Applicants across geographies and demographics had the opportunity to receive support in completing their application;
- The application process and the dissemination of information regarding the application was led by and in conversation with community partners, organizers, and members of the field;
- The application process created opportunities for more meaningful engagement with local dance-making communities; and
- As many barriers to participation as possible were removed.

These goals were met by:

- Streamlining application announcements, eligibility and ineligibility criteria, and application questions and materials;
- Only including questions in the application that were absolutely necessary to meet funding priorities and that were conscientious of the time and resource investment required of applicants;



- Offering multiple points of contact for applicants to receive support, including
 - Virtual one-on-one sessions with grantmaking consultant in English, Spanish, and ASL (if requested),
 - Offering an online webinar with transcription and ASL,
 - Answering questions received via email or phone, and
 - Updating Frequently Asked Questions pages, as necessary; and
- Working in collaboration with statewide arts council and service organizations, and hiring local community organizers to spread the word about the Fund.

The CRF:NYS is led by the following Dance/NYC Staff:

- Alejandra Duque Cifuentes, Executive Director
- Kirsten Reynolds, Grantmaking Manager
- Milena Luna, Grantmaking Consultant
- Francis Madi, Grantmaking Assistant

ABOUT THE CORONAVIRUS DANCE RELIEF FUND: NEW YORK STATE EDITION

Overview

Administered by Dance/NYC and made possible by the generous support of the New York State Council on the Arts (NYSCA), the purpose of CRF:NYS is to continue Dance/NYC's existing relief efforts and mitigate the impact of the COVID-19 coronavirus outbreak on individual dance makers and small-budget organizations, particularly financial losses incurred due to the spread of the COVID-19 coronavirus and the social restriction measures implemented to contain the spread of the virus.

This Fund is an extension of [Dance/NYC's Coronavirus Dance Relief Fund](#) which was created in 2020 to mitigate the growing impact of the COVID-19 outbreak on individual freelance dance workers and small-budget organizations based in the metropolitan New York City area and New Jersey between March 2020 and August 2020. The 2020 Fund prioritized supporting communities most impacted by COVID-19 including: African, Latina/o/x, Asian, Arab, and Native American (ALAANA), disabled, immigrant, and women-identifying, transgender, gender nonconforming and/or non-binary dance workers, as well as those at high risk including elderly and immunosuppressed dance workers. In total, the 2020 Fund provided 1,082 awards to 734 unique freelance individuals and relief grants to 125 different organizations totaling \$1,000,500 across the grant period.

Dance/NYC's [Coronavirus Dance Impact Study](#) reveals that nearly three-quarters (71%) of organizations and groups are experiencing cash flow issues and/or in a state of financial hardship, with the smallest organizations (budget sizes under \$250,000) being the most impacted with budgets contracting by nearly half (48%). With decreased resources, this segment of the sector has greater difficulties accessing relief support, health insurance, and taking advantage of opportunities to facilitate getting back to business as usual. Recent data reveals that the most critical need for organizations is unrestricted general operating support for salaries and wages (87%) with 47% of dance organizations articulating the possibility of permanent closure due to the pandemic. Equally, for individual dance workers, primary financial concerns include covering basic living expenses, like housing (29%) and groceries (45%). Both segments articulated an overwhelming need for rent relief. Furthermore, the crisis seems to be disproportionately impacting dance workers who identify as disabled, ALAANA, immigrant, and



genderqueer/nonbinary as well as older dance workers: 21% of ALAANA dance workers were unable to pay rent/mortgage in October 2020 as compared to 15% of White (non-Hispanic) dance workers, and 43% of disabled dance workers have not been able to access all of the medical and mental health resources they need as compared to 41% of non-disabled dance workers.

Dance/NYC plans to distribute a total of \$388,572 over the course of the grant period, \$150,000 to 100 individual dance makers and \$238,572 to 45-60 dance making organizations and/or groups with the goals to:

- Address the disproportionate access to relief support for dance making communities outside of the metropolitan New York City area;
- Advance economic justice in the dance field by continuing to fill gaps in the availability of resources where they are most needed; and
- Attempt to alleviate some of the long-term and immediate impacts of systems of oppression as manifested through white supremacy and the ongoing COVID-19 pandemic.

Grantees

Dance Making Organizations/Groups were invited to apply for one-time relief support grants between \$2,500-\$5,000. Grant amounts for dance making organizations/groups will be determined based on their annual expense budget for FY 2022. The application opened on Wednesday, April 6, 2022 and closed on Wednesday, May 18, 2022 at 11:59 p.m. EST.

Eligibility Requirements

Applicants are eligible to apply if they:

- Are dance making organizations and/or fiscally sponsored groups focused primarily on the creation and/or performance of dance;
- Are headquartered in New York State;
- Have an annual expense budget between \$10,000–\$250,000 for FY 2022;
- Can provide proof of 501(c)(3) status or fiscal sponsorship status;
- Has never been a NYSCA grantee; applied for FY22 NYSCA funding but were not awarded; and/or are FY21 or FY22 NYSCA Statewide Community Regrant partners (SCR) grantees.

Applicants are not eligible to apply if they are:

- Individual dance makers without a fiscal sponsor;
- FY22 NYSCA grantees;
- An organization/group that is not primarily focused on the creation and/or performance of dance;
- An organization/group for which dance education is a primary function;
- An organization/group for which dance therapy is a primary function;
- An educational institution;
- A producer;
- A presenter;
- A festival; or



- A service organization.

Funding Priorities and Review Rubric

In alignment with field research¹, priority in grant selection will be given to applicants who:

- Demonstrate the impacts of COVID-19 on their entity's dance making activities, including:
 - a decrease or change in the volume of artistic work;
 - the proportion of income lost in relation to previous income years as a result of the COVID-19 outbreak and/or related government mandated cancellation of activities; and
 - the ability to access other forms of relief, including insurance claims;
- Are based 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;
- Are led by or primarily serve members of communities disproportionately impacted by COVID-19, including but not limited to: low-income, ALAANA, disabled, immigrant, elderly, immunosuppressed, and women-identifying, transgender, gender nonconforming and/or non-binary artists; artists that are parents, guardians, or primary care providers; and artists living in zip codes disproportionately affected by COVID-19 deaths and cases; and
- A grantee pool that is:
 - a reflection of the demography of New York State; and
 - reflects a variety of dance making perspectives and genres.

Organizations/groups headquartered in the metropolitan NYC area are welcome to apply but priority will be given to organizations/groups that are based in counties outside of the five boroughs of NYC. Dance/NYC's goal in focusing on specific geographic areas is to help increase activity in areas that are historically under supported and which may have had less access to relief funding at the beginning of the COVID-19 pandemic. 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 address misalignments highlighted by

¹ Dance/NYC *Coronavirus Dance Impact Study* (<http://bit.ly/CoronavirusDanceImpact>)
Dance/NYC *Defining "Small-Budget" Dance Makers in a Changing Dance Ecology*
(www.dance.NYC/sbmdmdata2020)

Dance/NYC's *State of NYC Dance & Workforce Demographics* report (<https://bit.ly/StateofNYC2016>)



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.

According to the US Census data, the New York State population is approximately 44.7% ALAANA, 11.5% disabled, 51.4% female and 22.4% immigrant. Note that US Census disability figures include non-institutionalized populations². According to the Centers for Disease Control and Prevention (CDC), the disabled population in New York State may actually be as high as 25% when all functional disability types (mobility, cognition, independent living, hearing, vision and self-care disabilities) are included.

Sources: U.S. Census, 2020 Decennial Census, 2019 American Community Survey, 2016-2016 [NYS Behavioral Risk Factor Surveillance System](#) Telephone Survey Estimates.

PANELIST INFORMATION

Purpose of the Review Panel

The purpose of the Review Panel is to advise and assist in reviewing applications for the CRF:NYS Tier II and achieving the Fund's goals. As an *ad hoc* committee of Dance/NYC, the CRF:NYS Tier II Review Panel has no oversight function with regard to Dance/NYC. Panelists have the ability to make recommendations only. Dance/NYC's Executive Director and Grantmaking Manager, who oversee the Fund, do not score applications but will make final determinations.

Membership and Recruitment

The review panel will include 15 participants, each named for a 2-month term (May 27, 2022 to July 27, 2022) to evaluate and score applications. Membership comprises members of Dance/NYC's established Advisory Committee, Arts Council Partners, Community Organizing Partners, and additional candidates they identify.

Ideal Panelist

The ideal panelists will:

- Have expertise in managing a dance making entity, and/or creating, performing, funding, and/or presenting dance in New York State;
- Align with Dance/NYC's values of justice, equity, and inclusion ([Dance.NYC/equity/values](#)) and support the goals of the [Coronavirus Dance Relief Fund: NYS Edition](#);
- Have the capacity to meet expectations below, including approximately 10-15 hours of service over the course of the commitment period; 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 women-identifying and gender nonconforming/nonbinary/genderqueer and transgender, and includes disabled and immigrant people.

² According to the US Census, the civilian non-institutionalized population is the civilian population not residing in institutions such as correctional institutions, juvenile facilities, skilled nursing facilities, and other long-term care living arrangements.



Statement on Justice, Equity, and Inclusion

Dance/NYC values justice, equity, inclusion, and diversity at all levels of its organization, including its Board, committees, task forces, and staff. 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 justice, equity, inclusion, and diversity, Dance/NYC seeks participation on its Board, committees, task forces, and staff from individuals who share and hold these values and reflect the diversity of the metropolitan New York City area, with a focus on majority African, Latina/o/x, Asian, Arab, and Native American (ALAANA) participation, majority women-identifying and gender nonconforming/nonbinary/genderqueer and transgender participation, and disability and immigrant representation. (According to 2020 Census data, the New York City population is approximately 69% ALAANA. Census Data from the 2019 American Community Survey 5-Year Estimates suggests that the New York City population is 11% disabled, 52% female, and 37% foreign-born. Source: US Census Bureau American FactFinder 2015–2019 American Community Survey 5-Year Estimates.) For a full overview of Dance/NYC’s values on justice, equity, and inclusion and the agendas that inform this work, please refer to [Dance.NYC/equity/values](https://www.dance.nyc.gov/equity/values).

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 or have any personal relationship with the applicant (such as being a spouse/partner or immediate family member), 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. For more information on how to submit your conflicts of interest, please visit the **submitting conflicts of interest** section of this guide found on page 9.

Confidentiality Policy

Panelists will treat as confidential all information received from Dance/NYC concerning the CRF:NYS (the “Fund”), and any deliberations conducted and/or recommendations made pursuant to the Fund for the review panel. Panelists will not provide any information, of any kind, to anyone about the review panel's process, procedures, discussions, communications, or recommendations regarding any Grant application, including, but not limited to emails, materials (digital or in print) associated with the review process, applications, and/or Fund. Additionally, panelists will not download, print, save, or modify any of the materials shared with them by Dance/NYC, digitally or in print, for the purposes of fulfilling their duties to participate in the review process. At no time during the review process shall anyone on, or any representative of anyone on, the review panel contact another panelist prior to deliberations or an applicant. All questions concerning an application and/or the review process shall be directed to Dance/NYC only. Dance/NYC will work to address any outstanding issues and concerns, as necessary. All application forms, materials and related information about the review panel's process, procedures, or discussion, and/or recommendations about specific applications, including applicant names, application materials, or panelists’ names and contact information, 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 panelist, or a representative of a review panelist, receives a request for information [about the review process, procedures, discussions, communications, recommendations,] or application materials from any person



about the review process, panel, discussions, applications, or recommendations, the panelist shall immediately notify Dance/NYC and provide it with a copy of the request, if available, or information about the request, and the identification of the person(s) who made the request. If, at any time, a panelist becomes aware of a breach of this Confidentiality Policy, the panelist shall contact the Executive Director of Dance/NYC immediately. Any breach in confidentiality may result in the panelist's removal from the review panel. The terms and conditions of this Confidentiality Policy shall remain in effect until the cessation of all of the grants awarded to Dance/NYC in support of the Fund.

Panelists will be required to:

1. Read the Panelist Guide;
2. Attend Panelist Training Webinar, scheduled for Wednesday, June 1, 2022 at 11:00 a.m. EST or watch the recording that will be made available for those who are unable to attend;
3. Adhere to the Conflict of Interests Guidelines and Confidentiality Policies outlined above; including confirming any conflicts of interest as outlined below in the **Submitting Conflicts of Interest** section of this guide on page 9;
4. Review and score all designated applications using methods, tools, and resources provided by Dance/NYC. (Dance/NYC expects each panelist to spend approximately fifteen (15) to twenty (20) minutes per application for no more than 20 applications;
5. Submit scores and notes to Dance/NYC in a timely manner, according to the due dates outlined in the **Timeline** section of this guide below;
6. Sign a Panelist Contract sent from Docusign via email;
7. Submit payment information via Dance/NYC's vendor payment link, which includes the submission of a completed W-9 form as well as an invoice with the following information.
 - a. Made out to: Dance/NYC, 218 East 18th Street, Garden Floor, New York, NY 10003
 - b. Amount: \$500
 - c. Purpose of: CRF:NYS Tier II Review Panel Member; and
8. Participate as necessary and practicable in reviewing the project's success.
9. Dance/NYC expects each panelist to spend approximately 10-15 hours across all elements of this review process.

Compensation

Panelists will be offered an honorarium of \$500.

TIMELINE

Please note, these dates are subject to change as necessary. Dance/NYC will contact you if any modifications are made.

Public Announcement of Fund	March 9, 2022
Tier II: Dance Making Organizations/Groups Application Opens	April 6, 2022
Tier II: Dance Making Organizations/Groups Application	May 18, 2022, 11:59 p.m. EST



Closes	
Panel onboarding materials disseminated	May 27, 2022
Panelist webinar	June 1, 2022, 11:00 a.m. EST
Panelists confirm conflicts of interest	June 3, 2022, 3:00 p.m. EST
Panelists receive applications for review	June 3, 2022, by 5:00 p.m. EST
Scores due	June 17, 2022 at 5:00 p.m. EST
Tier II Grantee Notification and Award Disbursement	July 2022

SUBMITTING CONFLICTS OF INTEREST

Each panelist is required to confirm any conflicts of interest they may have with an applicant of the fund. As a reminder, the conflict of interest policy is as follows:

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 or have any personal relationship with the applicant (such as being a spouse/partner or immediate family member), 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.

To indicate if you have a conflict of interest with an application to the fund, please visit the conflict of interest link:

- *LINK REDACTED FOR CONFIDENTIALITY*

In the google sheet, please be sure to add an “X” in the column labeled with your name, for each applicant for whom you have identified a conflict of interest. If you do not have any conflicts of interest, please add an “X” to the “No Conflicts of Interest” row (Row 3). Once you have completed your conflicts of interest, please also add an “X” to the “Conflicts Completed” row (Row 2).

IMAGE REDACTED FOR CONFIDENTIALITY

As outlined above, Conflicts of Interest for the CRF:NYS are due by: **Friday, June 3, 2022 at 3:00 p.m. EST.**



Please be sure to submit your conflicts of interest directly via the Google Sheet. We ask that panelists DO NOT download the sheet onto their computers and to abstain from sending names via email.

GRANTEE SELECTION PROCESS

For the purposes of this Fund and to align with funding priorities, Dance/NYC will distribute awards based on the assignment of queue numbers to each applicant, based on the following considerations:

- 1. Score:** Each complete, eligible application will be assigned a score by the review panelists. The score will be determined based upon demonstrated need and on a scale from one (1) to five (5), with 1 being the lowest demonstrated need and 5 being the highest demonstrated need. Panelists may make this determination on a variety of factors, including but not limited to: magnitude of reported income loss and/or decrease of dance making activity; lack of other relief support; and/or additional extenuating circumstances that might further exacerbate the organization's or group's needs at this time and/or make them ineligible for support from other quick access funding sources.
- 2. Geography:** The queue will be cultivated so the grantee pool is inclusive of all eligible counties, specifically ensuring that the distribution of funds represents counties outside of the five boroughs of New York City in alignment with the Fund's priority to increase activity in areas that are historically under supported and which may have had less access to relief funding at the beginning of the COVID-19 pandemic.
- 3. Leadership Demography:** Organizations and groups artistically led or otherwise creating work by and/or serving ALAANA, and/or women-identifying, gender nonconforming/nonbinary/genderqueer and transgender and/or disabled and/or immigrant artists and communities will have priority in grant selection. Dance/NYC's aim in considering demographics as a selection criterion is to identify a grantee pool that represents and serves the demographics of residents in New York State 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. The intention is for the grantee pool to be majority ALAANA-led and majority women-identifying, gender nonconforming/nonbinary/genderqueer and transgender led and include disabled and immigrant artists.
- 4. Budget Size:** Organizations and groups must have an annual expense budget between \$10,000–\$250,000 for FY 2022. Dance/NYC's aim in considering budget size as a selection criterion is to identify a grantee pool that represents groups most impacted by COVID-19 related closures as highlighted by Dance/NYC's [Coronavirus Impact Survey](#).
- 5. Organization or Group Type:** Dance/NYC will allocate funds in accordance with the distribution of 501(c)(3) and fiscal sponsorship organizational structures as reflected in the total applicant pool.



Diversity of dance perspectives: The goal of the Fund is to identify a grantee pool that reflects a variety of dance making genres and artistic perspectives.

The panel will be divided into scoring groups. Each group will assess no more than 20 applications. Each panelist's score will contribute to the average score for each applicant. After each panelist submits their applicant scores, Dance/NYC will enter applicant data into an algorithmic tool. The algorithm will prioritize top scoring applicants as they intersect with the Fund's priorities in the areas outlined above. The algorithm will provide each applicant with a queue number, based on the outlined criteria, and Dance/NYC will make final grantee selections based on queue rankings and the available funds. Grant amounts will be determined based on grantee's budget size as they correspond to the following ranges, and on what the distribution of top scoring applicants will allow in relation to total available funds.

-
- \$10,000-\$24,999
 - \$25,000-\$49,999
 - \$50,000-\$74,999
 - \$75,000-\$99,999
 - \$100,000-\$149,999
 - \$150,000-\$199,999
 - \$200,000-\$250,000
-

ASSESSING APPLICATIONS

Scoring Rubric

All applicants that are reviewed by the panel have been vetted by Dance/NYC staff for application completion and eligibility, including tax-exempt status, organizational budget size, completion of all tables in the Organizational Equity Matrix, and successful uploads of the Organizational Equity Matrix, Organizational Budget, and required supplemental materials. The panel will be reviewing individual applications through Submittable. Each panelist will assess no more than 20 applications. Each application will be reviewed by three panelists.

Your assessment of each applicant is comprised of two part:

- Your numerical score (1 - 5, added on Submittable for each applicant); and
- Your notes (added on Submittable for each applicant).

For each application, Dance/NYC anticipates that you will spend approximately 15-20 minutes: 10-15 minutes to review, 2 minutes to score, and 3 minutes to write notes about each application.

Numerical Score

After reviewing each application, submit a single score for each, from 1 to 5. You may not leave this field blank. This is your only score. The purpose of the score is to determine the level of



financial impact of COVID-19 on the applicant's dance making activities as demonstrated through their application (1 being the lowest score you can give and 5 being the highest). Applicants should be scored on the merits of their individual applications and should not be scored comparatively. You may assign as many scores of 5, 4, 3, 2, and 1 as you feel is appropriate across your assigned application pool.

Please note, it is assumed that COVID-19 has impacted every single applicant financially. Given the context of this Fund, each organization or group already qualifies based on need. However, it is understood that applicants may have a variety of factors that might make their needs more acute; these factors may include: magnitude of decrease in dance making activity; magnitude of reported income loss and/or additional expenses compared to the operating budget of prior years; access to Federal, State or Local support or other forms of supplementary income to offset losses; extenuating circumstances that might further exacerbate their needs at this time and/or make them ineligible for support from other quick access funding sources; communities they are serving and their unique role within the cultural ecosystem.

Your determination of this impact of COVID-19 score will be based on several aspects of an application:

- How the volume of the entity's artistic work has changed as a result of COVID-19 and how the reduced dance making activity has impacted their organization or group;
- Financial impact on the organization's or group's annual income;
- Their responses to the following questions:
 - *Describe the issues your organization or group is currently facing as a result of COVID-19—both internally and in meeting the needs of the communities you serve.*
 - *How will the requested funding help your organization or group address the COVID-19 issues you described above?*
 - *Describe the population your organization serves, including age, geographic area, and any other relevant characteristics, i.e., disability or immigration status.*

As a reminder, the Fund is already considering the demography of applicant leadership (demography includes: race/ethnicity, disability, immigration, gender identity, and LGBTQ status) as one of the criteria for giving an applicant their number in the queue.

Because your score is based on an applicant's demonstration of need, you may consider criteria such as: percentage of income loss or incurred expenses due to COVID-19 in relation to overall organizational budget, serving a community experiencing heightened impact from COVID-19, creating work from a unique dance perspective, etc.

1 - Applications that score a 1 do not align at all with Dance/NYC's overall CRF:NYS funding priorities and exhibit the minimum necessary impact of COVID-19 to be eligible for the Fund. Applicant's materials demonstrate a minimal reduction in dance making activities and reflect a minimum loss of income across years 2020-2022. Applicants may have received one or more relief support earlier in the pandemic. It is unclear how the COVID-19 closure has affected their bottom line, how the applicant intends to use the funds in support of the overall sustainability of the group and their ability to fulfill artistic vision into the future.



2 - Applications that score a 2 exhibit weak alignment with Dance/NYC's overall CRF:NYS funding priorities and some impact of COVID-19. Applicant's materials demonstrate a moderate reduction in dance making activities and reflect a moderate loss of income across years 2020-2022. Applicants may have received one or two relief supports earlier in the pandemic. There is some specificity/clarity on how the COVID-19 closure has affected their bottom line, how the applicant intends to use the funds in support of the overall sustainability of the group and their ability to fulfill artistic vision into the future.

3 - Applications that score a 3 exhibit strong alignment with Dance/NYC's overall CRF:NYS funding priorities and strong impact of COVID-19. Applicant's materials demonstrate a large reduction in dance making activity and reflect a high loss of income across years 2020-2022. Applicants may not have received, or received only one or two, relief supports earlier in the pandemic. There is strong specificity and/or clarity on how the COVID-19 closure has affected their bottom line, and how the fund will deepen the impact and sustainability of the group overall and their ability to fulfill artistic vision into the future.

4 - Applications that score a 4 exhibit great alignment with Dance/NYC's overall CRF:NYS funding priorities and great impact of COVID-19. Applicant's materials demonstrate a very large reduction of dance making activity and reflect a very high loss of income across years 2020-2022. Applicants may not have received relief support earlier in the pandemic. There is deep and well-defined specificity and/or clarity on how the COVID-19 closure has affected their bottom line, and how the fund will deepen the impact and sustainability of the group overall and their ability to fulfill artistic vision into the future.

5 - Applications that score a 5 exhibit the highest alignment with Dance/NYC's overall CRF:NYS funding priorities and the most extreme impact of COVID-19. Applicant's materials demonstrate an extreme reduction of dance making activity and reflect an extreme loss of income across years 2020-2022. Applicants may not have received relief support earlier in the pandemic. There is an advanced specificity and/or clarity on how the COVID-19 closure has affected their bottom line, and how the fund will deepen the impact and sustainability of the group overall and their ability to fulfill artistic vision into the future.

Application Notes

Dance/NYC also requires that you submit notes for each application by selecting the 'Activity' tab. Please be sure visibility is set to 'Assigned Team' or 'Admins Only' for your comments. Your notes help us understand if there are problems with our application, trends that reflect applicants might be struggling with the process and/or questions, and considerations we may need to take into account when adjusting the final grantee pool. They should also provide context for why you provided the score you did for each applicant. No specific formatting is required, but they should be understandable to an outside reader. All submitted notes are preserved and important for Dance/NYC's records. Your notes will NOT be made public or shared with applicants. PLEASE DO NOT SKIP THIS SECTION.



Panel Review Discussions

Given the timeliness of this grant and its priority to disburse funds as quickly as possible, Dance/NYC will not host a review panel meeting to discuss applicants or applications. As a reminder, the CRF:NYS Tier II Review Panel has no oversight function with regard to Dance/NYC. Panelists have the ability to make recommendations only. Dance/NYC's Executive Director and Grantmaking Manager, who oversee the Fund, will not score applicants but will make final determinations.

How to Read the Applications

Dance/NYC will be using Submittable for the review of all applications. To reduce the number of technical issues, we recommend that you use Google Chrome or Firefox as the web browser for reading applications.

This section is made as a side-by-side document to be used while reviewing each application. It will follow the order of each application and help guide your reading. It will include the questions that applicants answered where appropriate. As you review each section, we recommend that you take notes on what items stand out to you, which you can then edit and insert as a part of your required notes upon entering your score.

Please note all application questions are required unless noted optional. If you have any questions about using Submittable please contact covid19@dance.nyc. For questions relating to Submittable technology, please contact support@submittable.com.

How to Access Application Materials

You will access all of the materials you need for review through Submittable. This is where you will review all of the applications assigned to you. If you do not already have a login with Submittable, you will receive a link to sign up under separate cover via email.

Accessing Submittable

Please begin by logging in to Submittable. You should have received an invitation to create an account if you do not already have one. You will see a list of the applications assigned to you for review. You may review the applications in any order. To access an application, click on the title of the submission. To provide your score, click on the Review tab. Please provide your notes by clicking on the Activity tab and creating a new note.

Tips on completing your scores and notes

Each panelist has their own process for reviewing applicant materials and applications. To support your review process, here is a list of tips you may find helpful as articulated by past reviewers:

- Typically we have found panelists spend the most amount of time on the first 1-3 applications as they develop a methodology for reviewing application materials, with the investment in time reducing itself as they read through more applications.
- In the past, panelists have created individual tools like Excel spreadsheets or Word documents where they write their notes and scores for each applicant first before entering them into Submittable. We encourage each panelist to use whatever system is best for them. Should you wish to use an Excel spreadsheet to capture your notes,



please let Dance/NYC staff know and they will happily provide you with the list of applicants in Excel form.

Top of Application

The top section of the application includes a series of eligibility questions. All applicants that are reviewed by the panel have already been vetted for eligibility.

Section I: Applicant Information

This section provides general information about the applicant, including financial model and location.

Section II: Contact Information

This section provides contact information about the applicant.

Section III: Grant Disbursement

This section should appear encrypted. You will not have access to any of the fields in this section for the safety of the personally identifying information of our applicants. Please note, Dance/NYC collected payment details to expedite direct deposit payments to all applicants as soon as their applications are approved.

Section IV: Impact of COVID-19

This section provides narrative information on the applicant's organization/group and the impacts they have experienced as a result of COVID-19. **It is of primary importance for your assessment of an applicant's application strength and how you will score based on need. Please devote the majority of your time to this section.** Areas of note in this section include the following:

1. Mission Statement
2. Primary and Secondary Genres
3. Please help us understand how the volume of your entity's artistic work has changed as a result of COVID-19. (Suggested 350-700 words)
4. Describe how this loss of income and/or reduced dance making activity as a result of COVID-19 has impacted your organization or group. (Suggested 250-500 words)
5. Describe the population your organization serves, including age, geographic area, and any other relevant characteristics, i.e., disability or immigration status. (Suggested 100-200 words)
6. Describe the issues your organization or group is currently facing as a result of COVID-19—both internally and in meeting the needs of the communities you serve. (Suggested 250-500 words)
7. How will the requested funding help your organization or group address the COVID-19 issues you described above? (Suggested 500 words)



Section V: Financial and Governance Materials

This section consists of the applicant's financial information. Applicants are asked to upload their approved FY 2022 budget, audited financial documents, proof of 501(c)(3) or fiscal sponsorship status, and complete a table that showcases how COVID-19 has financially impacted the organization/group. In addition, they are answering the following questions:

1. Have you accessed any COVID-19 pandemic relief funding to date?
2. Please specify what COVID-19 pandemic relief funding you have received since 2020 and/or are expecting to receive.
3. Did you submit an insurance claim for business interruption or other form(s) of insurance?
4. Have you applied for any additional COVID-19 pandemic relief funds?
5. Have you received any additional COVID-19 pandemic relief funds? Please describe the funds and amounts received.

Section VI: Diversity, Justice, Equity and Inclusion

This section helps Dance/NYC and panelists consider the role historically under-resourced groups play within the applicant pool and the wider dance field. To help make this assessment, applicants were asked to upload an Equity Matrix of their organization or group.

Section VII: Final Considerations

This section provides Dance/NYC with information on the applicants' experience of the application process as well as Reporting and Contract agreements. All applicants must select "I Agree" in order to be eligible.

Final Steps for Scoring:

After you have reviewed every section of the application, please be sure to add your numerical score by selecting the 'Reviews' tab. Dance/NYC also requires that you submit notes for each application by selecting the 'Activity' tab. Please be sure visibility is set to 'Assigned Team' or 'Admins Only' for your comments. Your notes are important for Dance/NYC's records. Your comments should include the following:

- Please note anything that stood out to you in your review. If you want to make a strong case for the alignment with funding priorities of an applicant, or any other consideration, you can do so in the notes.

After you have completed your notes, please click "Add" to save your notes. After you have completed your numerical score, please click "Finalize Review" at the bottom of the screen. If you do not click "Finalize Review," your review will appear as incomplete.



PANELISTS FAQ

- For questions relating to the review process, please contact covid19@dance.nyc.
- For questions relating to Submittable technology, please contact support@submittable.com.
- ***I'm not sure if I have a conflict of interest with this application. What should I do?***
Please email covid19@dance.nyc if you are not sure about a potential conflict of interest, ideally before you begin reviewing the application.
- ***Are there any restrictions on the numerical score?***
Your voting is unrestricted, meaning that you may give as many 5s, 4s, 3s, 2s, and 1s as you feel are appropriate.
- ***Can I change my scores?***
You can save your draft scores as you go by clicking "Save Draft" and revise them as needed. However, once you submit your scores by clicking "Finalize Review," you will not be able to change them. Please email covid19@dance.nyc if you believe you have submitted a score in error and need to change it.
- ***How should I account for things like grammar errors?***
These factors should not be taken into consideration in your scoring, unless the grammar disturbs overall comprehension of the application. Your scores should not be connected to whether or not an applicant has strong written English skills.
- ***How do I know if any fields are missing?***
You can see the application guide which includes a full overview of all application questions at the following link:
https://www.dance.nyc/uploads/Application_Guide_CRFNYS_Tier_II.pdf Please note that the application guide includes all possible questions and some questions may not appear in some applicant's submissions depending on how they answered preceding questions.

WHAT'S NEXT

After receiving all panelist scores, Dance/NYC will review submissions and determine the final slate of grantees and funding allocations. Grantees will be determined by inputting all scores into a grantee determination spreadsheet with algorithms which will provide each applicant with a queue number, based on the criteria outlined above. Dance/NYC will make final grantee selections based on queue rankings and the available funds. Grant amounts will be determined based on grantee's budget size and on what the distribution of top scoring applicants will allow in relation to total available funds.

Grantees will be notified of their award in July 2022. Their payments will be processed via direct deposit within ten business days after their award notification unless the applicant has otherwise requested payment via check. Applicants who did not receive funds will be notified promptly thereafter.



If you have any additional questions, please do not hesitate to contact Milena Luna or Francis Madi at covid19@dance.nyc.

Thank you for your service to the field and for working with Dance/NYC to build a more just, equitable, and thriving dance ecology in New York State.