



Coronavirus Dance Relief Fund: New York State Edition
Tier I: Individual Dance Makers
Frequently Asked Questions (FAQ)
As of April 20, 2022

Full Call for Proposals:

<https://www.dance.nyc/COVID-19/Relief-Fund/2022/Overview>

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.

For ease of finding information, this FAQ page is organized into four sections:

1. [General](#)
2. [Eligibility Criteria](#)
3. [Fund Disbursement and Timeline](#)
4. [About the Application and Troubleshooting](#)

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: Which entity is funding the Coronavirus Dance Relief Fund: New York State Edition (CRF:NYS) initiative?

A: Dance/NYC is administering the Coronavirus Dance Relief Fund: New York State Edition thanks to funding from The New York State Council on the Arts (NYSCA). [Visit their website.](#)

Q: Am I allowed to apply to CRF:NYS both for Individual Dance Makers and for Dance Making Organizations/Groups?

A: Interested applicants who are eligible as both an individual dance maker and a dance making organization/group may apply for both areas of funding.

Q: If I applied to NYSCA for FY2022 but was not awarded a grant, am I eligible for the CRF:NYS grant?

A. Yes, any dance artist or company that was not funded by NYSCA for 2022 is eligible.

Q. Are current and/or multi-year NYSCA grantees eligible for CRF:NYS grant?

A. No, any artist or company receiving a NYSCA grant for 2022 is ineligible.

Q. If I am a Statewide Community Regrant Partners (SCR) regrantee, am I eligible for the CRF:NYS grant?

A. Yes, SCR applicants and grantees are eligible for the CRF:NYS grant.

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

A: No, but to assist prospective applicants, Dance/NYC is holding virtual one-on-one technical assistance sessions via Google Meet or by phone in English and Spanish.

Registration will be on a first-come, first-served basis. Available dates include:

- Tier I Individual Dance Makers Technical Assistance
 - April 5, 2022 - April 27, 2022

Applicants will be able to register for:

One (1) 20-minute session to receive one-on-one support, including but not limited to answering questions about eligibility, required materials, etc. Please register for only one session, at least two (2) business days in advance.

ASL interpretation or closed captions will be available upon request at the time of registration. If you anticipate needing any of these services, please register at least five (5) business days in advance.

[Register for a 20-minute session for the Individual Dance Makers Application](#)

OR

One (1) 40-minute session assisting with the completion of the application on Submittable. Priority for 40-minute sessions will be given to disabled applicants and/or applicants who do not have access to Wi-Fi and/or a computer for the purposes of submitting an application. Please register for only one session, at least two (2) business days in advance.

ASL interpretation or closed captions will be available upon request at the time of registration. If you anticipate needing any of these services, please register at least five (5) business days in advance.

[Register for a 40-minute session for the Individual Dance Makers Application](#)

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 also 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 review your application one final time before submitting. Verify that you have completed all required questions and charts and that your banking details do not contain inaccurate information as this can delay grant payments. Review the [application guide](#) for Tier I: Individual Dance Makers.

Q: How are the award amounts dispersed?

A: Each individual dance maker selected as a grantee of Tier I will receive a relief support grant of \$1,500. Dance/NYC will process grant awards via direct deposit. Dance/NYC has selected this payment method to ensure grant awards are processed as quickly as possible. Applicants who are unable to receive funds via direct deposit may request payment be processed via check.

Q: What is the review process for Tier I: Individual Dance Makers applications?

A: Applications will be evaluated by a review panel of 15 dance workers from across New York State.

Panelists will be selected for their expertise in creating, performing, funding, and/or presenting dance in New York State; alignment with Dance/NYC's justice, equity, and inclusion values; and their demographic representation of the local population. All panelists are trained prior to engaging in the review of applications; must adhere to confidentiality and conflict of interest policies; and are compensated for their time.

For individual dance makers, priority in grant selection will be given to applicants who:

- Demonstrate the financial and personal impact of COVID-19 on their 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/inability to access other forms of relief;

- 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 members of communities disproportionately impacted by COVID-19, including but not limited to: low-income, African, Latina/o/x, Asian, Arab, and Native American (ALAANA), disabled, immigrant, elderly, immunosuppressed, and women-identifying 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.

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 CRF:NYS here:

<https://www.dance.nyc/news/2022/03/DanceNYC-Announces-Coronavirus-Dance-Relief-Fund-New-York-State-Edition/>

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

Q: I probably won't get it anyway since they are expecting so many people to apply and can only award a few grants...

A: Anyone who meets the eligibility criteria for this grant is invited to apply. If you are a dance maker based in NYS, with a Tax ID number, you are invited to apply. Please see our eligibility criteria section for more information on who can or cannot apply.

Q: If selected, when might I expect to receive my grant award?

A: Tier I applications for individual dance makers will be reviewed following the close of the application on April 20 or when submissions reach 1500 applications. Grantees will receive award notifications in June 2022. The initial transfer of grant funds by Dance/NYC will be made within ten (10) 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.

ELIGIBILITY CRITERIA

Q: What do you mean by Individual Dance Maker?

A: Dance/NYC defines an Individual Dance Maker as: dancer, dance performer or choreographer.

The following individuals ARE NOT eligible to apply for Tier I: Individual Dance Makers application:

- freelance and/or contract workers who work as dance photographers, dance videographers, dance teaching artists, or
- related artistic and technical personnel such as: technicians (lighting, stage management, production, etc.), or
- dance musicians/accompanists, independent presenters, producers, agents and/or managers, dance theatre personnel (ushers, in- house vendors, etc.

Q: I'm not sure I'm a real dancer...

A: If you are a practicing dancer, dance performer, or choreographer, you are eligible. We are not looking at the capacity in which you do this but that your primary artistic form is dance.

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: No, you are not eligible. To be eligible you must define yourself as a dancer, dance performer or choreographer.

The following individuals ARE NOT eligible to apply for a Tier I: Individual Dance Makers grant:

- freelance and/or contract workers and those who work as dance photographers, dance videographers, dance teaching artists, or
- related artistic and technical personnel such as: technicians (lighting, stage management, production, etc.), or
- dance musicians/accompanists, independent presenters, producers, agents and/or managers, dance theatre personnel (ushers, in- house vendors, etc.)

Q: Are individual dance makers who engage in “freelance or contract work” eligible for this grant?

A: Yes, 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): Someone who is not employed—whether full-time or part-time—by any entity or individual, and does not receive a salary or weekly paycheck with taxes having been deducted. A freelance or contract worker is someone who is dependent upon individual projects or productions for which they receive a per-performance (or the like) payment that is subject to all taxes, thereby receiving a 1099 from the party that retains their services.

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

A: No, they are not eligible.

The following individuals ARE NOT eligible tallowed to apply for a Tier I: Individual Dance Makers grant:

- freelance and/or contract workers and those who work as dance photographers, dance videographers, dance teaching artists, or
- related artistic and technical personnel such as: technicians (lighting, stage management, production, etc.), or
- dance musicians/accompanists, independent presenters, producers, agents and/or managers, dance theatre personnel (ushers, in- house vendors, etc.)

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). If you are unable to provide these items, we invite you to visit the [Immigrants Rising website](#) to learn more about your options and resources as an [immigrant freelancer](#).

Q: Will receipt of this grant impact my immigration status, application or petition due to “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: Will receiving this grant impact my ability to receive unemployment benefits or PUA benefits through the CARES Act?

A: You should discuss the potential impact on unemployment or other benefits as a result of accepting this grant with a representative of the NYS Department of Labor.

Q: Should I include unemployment in my income total calculations?

A: Applicants can include unemployment income in their income totals. They can include PUA as relief funding.

Q: What does Adjusted Gross Income mean?

According to the IRS, adjusted gross income is defined as gross income minus adjustments to income. Gross income includes your wages, dividends, capital gains, business income, retirement distributions as well as other income. Adjustments to Income include such items as Educator expenses, Student loan interest, Alimony payments or contributions to a retirement account. Your AGI will never be more than your Gross Total Income on your return and in some cases may be lower. For more information, please visit:

<https://www.irs.gov/e-file-providers/definition-of-adjusted-gross-income>

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

A: Dance makers with primary residence in New York State, including the five boroughs of New York City.

Eligible NYS counties include: Albany County, Allegany County, Bronx County, Broome County, Cattaraugus County, Cayuga County, Chautauqua County, Chemung County, Chenango County, Clinton County, Columbia County, Cortland County, Delaware County, Dutchess County, Erie County, Essex County, Franklin County, Fulton County, Genesee County, Greene County, Hamilton County, Herkimer County, Jefferson County, Kings County (Brooklyn), Lewis County, Livingston County, Madison County, Monroe County, Montgomery County, Nassau County, New York County (Manhattan), Niagara County, Oneida County, Onondaga County, Ontario County, Orange County, Orleans County, Oswego County, Otsego County, Putnam County, Queens County, Rensselaer County, Richmond County (Staten Island), Rockland County, Saint Lawrence County, Saratoga County, Schenectady County, Schoharie County, Schuyler County, Seneca County, Steuben County, Suffolk County, Sullivan County, Tioga County, Tompkins County, Ulster County, Warren County, Washington County, Wayne County, Westchester County, Wyoming County, Yates County.

Dance makers residing in NYC are welcome to apply but priority will be given to individual dance makers based in counties outside of the five boroughs.

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 NYS 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 New York State, 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 am a dance maker 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).

Q: I am a dance maker 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).

FUND DISBURSEMENT AND TIMELINE

Q: How are the award amounts dispersed?

A: Each individual dance maker selected as a grantee of Tier I will receive a relief support grant of \$1,500. Dance/NYC plans on awarding \$150,000 to 100 individual dance makers. Dance/NYC will process grant awards via direct deposit. Dance/NYC has selected this payment method to ensure grant awards are processed as quickly as possible. Applicants who are unable to receive funds via direct deposit may request payment be processed via check.

Q: How much does this grant award Individual Dance Makers?

A: Each individual dance maker selected as a grantee of Tier I will receive a relief support grant of \$1,500.

Q: How many people receive grants from this fund?

A: Up to 100 individuals will be eligible to receive \$1500 each, totaling \$150,000 in grant awards.

Q: If selected, how will I receive my award?

A. Dance/NYC will disburse 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).

Q: If selected, when might I expect to receive my award?

A. Tier I applications will be reviewed in April - May 2022 and announcements are expected to be made in early June 2022. The initial transfer of grant funds by Dance/NYC will be made within ten (10) 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.

Q: How are award amounts determined?

A: All grant amounts are \$1500 per person.

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.

ABOUT THE APPLICATION AND TROUBLESHOOTING

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 and you are still receiving an error message, please contact Submittable directly at support@submittable.com.

Q: How do I find my bank account and routing numbers to complete the payment section?

A: Your account number can be found when signed into your bank online. An account number can also be found on your personal paper checks at the bottom of each individual check. An account number is not a routing number. An account number is not a debit card number. An account number is not a wire number.

The routing number is the nine-digit number printed in the bottom left corner of each check. Your specific account number is the second set of numbers printed on the bottom of your checks.

Please contact your individual bank to help you locate your bank account and routing numbers.

Q: What is a business day?

A: Dance/NYC operates on business days following Eastern Standard time Monday - Friday from 9:00 AM - 5:00 PM. Holidays do not count as a business day.

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

A: Tier I: Individual Dance Maker application opened on March 30, 2022 and it is set to close April 20, 2022 or if the fund reaches 1500 submissions before that date.

If you are still experiencing technical issues accessing the application, please contact us at covid19@dance.nyc or Submittable at support@submittable.com.

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

A: Yes, an [application guide](#) for completing the CRF:NYS application for Individual Dance Makers is available for viewing on our [website](#).

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

A: No, 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: Why is the application asking for information about my demography?

A: The CRF:NYS program is intended to support those most impacted by drastic economic shifts, including individual dance makers and organizations/groups 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]).

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.

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 populations. 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. The New York State population's median age is 39.0 and median income is \$71,117.

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

By providing demographic information, you will help Dance/NYC 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.

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

A: 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.

Your personally identifiable information is viewed only by the Dance/NYC Operations Manager and Dance/NYC Grantmaking 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/CRF_NYS_PII_Data_Access_and_Protection_Policy.pdf.

Q: Who has access to my grant application?

A: All narrative sections of your application are only accessible to the review panelists and staff members. The CRF:NYS review panel is comprised of members of Dance/NYC's established Advisory Committee, staff members, Statewide Partners, and additional candidates they identify.

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

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