



**Coronavirus Dance Relief Fund: New York State Edition
Tier II Dance Making Organizations/Groups
Frequently Asked Questions (FAQ)
As of April 20, 2022**

Full Call for Proposals:

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

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 six sections:

1. [General](#)
2. [Eligibility](#)
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5. [Fund Disbursement and Timeline](#)
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GENERAL

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

A: Please send all questions to covid19@dance.nyc. Please only send questions to this email account. Questions sent to Dance/NYC staff email accounts directly may be missed and go unanswered.

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. [Visit their website.](#)

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

A: Due to capacity, Dance/NYC cannot review application drafts, 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: April 5, 2022 - May 4, 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 Dance Making Organizations/Groups 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 Dance Making Organizations/Groups Application](#)

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

A: Yes, a guide for completing the application is available for review on our website and includes all questions that appear in the application. You can visit the application guide at https://www.dance.nyc/CRFNYS_ApplicationGuide_TierII.

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.” Avoid waiting until the last minute to submit your application, as the platform could become overloaded if a large number of applicants submit simultaneously.

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 and/or the social restriction measures implemented to contain the disease.

If your organization/group completes a majority of its dance making activity in a different county than your organizational address, please be explicit in naming the community you serve throughout your application.

Please make sure that each and every requirement is filled out in the [Equity Matrix](#) before submitting your application. Dance/NYC is unable to accept applications that do not contain every component required in the chart fields.

Please review your application one final time before submitting. Verify that you have completed all required questions and charts, and that all required file uploads, including proof of tax-exempt status, financial records, and [Equity Matrix](#), have been attached. These documents must be included in your application. Dance/NYC cannot accept these documents by email. Verify that the banking details you provided reflect the bank account of your fiscal sponsor or 501(c)(3) organization (whichever is applicable) and that it does not contain inaccurate information as this can delay grant payments.

An [application guide](#) for Tier II Dance Making Organizations/Groups is linked for reference on our [Get Help webpage](#).

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 regrating 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-budget dance makers; a [Disability. Dance. Artistry. Fund](#), which supports integrated dance productions with disabled artists; and an [NYC Dance Response Fund](#), established to meet needs in dance following Superstorm Sandy.

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

You can see our public announcement of the Coronavirus Dance Relief Fund here: <https://www.dance.nyc/news/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: What are Dance/NYC's values of justice, equity, and inclusion?

A: Dance/NYC 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 is currently focused on three main issue areas: Racial Justice, Disability. Dance. Artistry., and Immigrants. Dance. Arts. To learn more about our values and corresponding agendas, please visit [Dance.NYC/equity/values](#).

Q: What if I can't attend a webinar or one-on-one session?

A: Webinar recordings will be made available at Dance.NYC/COVID-19/Relief-Fund/2022/Get-Help. If you cannot attend a one-on-one session, we encourage you to review the webinar recording, the full Frequently Asked Questions page, and the [application guide](#) which includes all questions that appear in the application. If you have additional questions, please email covid19@dance.nyc.

ELIGIBILITY

Q: What is considered a Dance Making Organization/Group?

A: A dance making organization is a 501(c)(3) not for profit organization dedicated to the creation and/or performance of dance. Dance making organizations with 501(c)(3) status are eligible to apply provided their annual expense budget for FY 2022 is between \$10,000 and \$250,000, they are headquartered in New York State, and their primary focus is the creation and/or performance of dance.

A dance making group can be a dance company, dance collective, or individual dance artist that is fiscally sponsored by another organization provided their annual expense budget for FY 2022 is between \$10,000 and \$250,000, they are headquartered in New York State, and their primary focus is the creation and/or performance of dance.

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

A: Yes, dance making organizations with 501(c)(3) status are eligible to apply provided their annual expense budget for FY 2022 is between \$10,000 and \$250,000, they are headquartered in New York State, and their primary focus is the creation and/or performance of dance.

Q: My dance business is an LLC or sole proprietorship. Am I eligible to apply?

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

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

A: Yes, dance groups with a current fiscal sponsor are eligible to apply provided their annual expense budget for FY 2022 is between \$10,000 and \$250,000, they are

headquartered in New York State, and their primary focus is the creation and/or performance of dance.

Q: Am I allowed to apply to both CRF:NYS funding tiers, Tier I Individual Dance Makers and Tier II 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?

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?

A. No, any dance 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?

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

Q: I have multiple fiscal sponsors because my fiscal sponsorship is project based. Am I still eligible to apply?

A: Yes, applicants with project-based fiscal sponsorship are still eligible to apply but must be under fiscal sponsorship at the time of application and for the duration of the grant program. Please submit a dated fiscal sponsor agreement letter for each, which shows that the projects are/were under fiscal sponsorship. Please note that all fiscal sponsorship documentation should include information of fiscal sponsorship coverage dates or be dated within one month of the date of application.

Q: What if I am in the process of obtaining my 501(c)(3) status and have since ended my fiscal sponsorship?

A: To be eligible, applicants must have 501(c)(3) and/or fiscal sponsorship status (or a combination thereof) at the time of application.

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

A: To be eligible, your organization must be headquartered in New York State (NYS). This includes the five boroughs of New York City (Bronx, Kings {Brooklyn}, Manhattan, Queens, Richmond {Staten Island}) as well as the following NYS counties: 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.

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

A: If your organization is based in NYS, you are eligible to apply. Priority in grant selection will be given to the NYS counties located outside of the five boroughs of NYC.

Q: What if I am not headquartered in the metropolitan New York City area, but perform and rehearse in the New York City area?

A: You are eligible to apply as long as you are a dance making organization or group headquartered in NYS.

Q: Does my fiscal sponsor need to be locally based?

A: Groups with fiscal sponsors based outside of NYS are eligible to apply, but the applicant group must be headquartered in NYS.

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

A: To be eligible to apply, applicants must be a dance making organization or group focused on the creation and/or performance of dance. Organizations and groups who do not identify as dance makers, with dance making as their primary focus, are not eligible.

Dance/NYC recognizes that many organizations and groups function in a multitude of ways within the framework of making dance and sustaining dance practice and beyond. For the purpose of this fund, please focus on your dance making activity, as the review panel will not be considering the service work of your organization or group.

Q: What if my organization or group is a multi-purpose service organization?

A: Funds will not be designated to service organizations. Organizations or groups must be dance makers, with dance making as their primary focus, to be eligible. Dance/NYC recognizes that many organizations and groups function in a multitude of ways within the framework of making dance and sustaining dance practice and beyond. For the purpose of this fund, please focus on your dance making activity, as the review panel will not be considering the service work of your organization or group.

Q: What if my organization is not artistically led or otherwise creating work by African, Latina/o/x, Asian, Arab and Native American (ALAANA) and/or women and/or disabled and/or immigrant artists, which are indicated as priorities in the call for proposals?

A: Everyone that is eligible is encouraged to apply. Dance/NYC's aim in considering demographics as a selection criterion is to identify a grantee pool that represents the demographics of residents in NYS 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.

Q: What proof should my organization submit to show that we have 501(c)(3) status?

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

Q: What kind of documentation do you require as proof of fiscal sponsorship?

A: You may submit a fiscal sponsorship determination or agreement letter; it must include the effective date of your fiscal sponsorship and the name of the fiscal sponsor. Documents submitted should reflect active tax-exempt status.

EQUITY MATRIX

Q: Why is the application asking for information about the demography of my organization and collaborators?

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.

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 is meant by “immigration demographics” in the Equity Matrix form?

A: Dance/NYC follows leadership in immigrant rights by embracing a wider understanding of the term “immigrant,” one that allows individuals to self-identify as immigrants, regardless of their classification by U.S. Citizenship and Immigration Services, and includes people who are foreign-born and their descendants. Dance/NYC also recognizes the term as a marker for identification and membership within specific minority groups connected by social, political, and cultural experiences.

Dance/NYC prioritizes self-identification and encourages applicants to collect demographic data from its stakeholders in an anonymous manner. Please note: Dance/NYC is not asking applicants to request anyone's legal immigration status, which is illegal to ask. Sample demographic data survey/questionnaires can be found by visiting [Dance.NYC/uploads/Sample_Demographic_Survey.pdf](#). Dance/NYC discourages applicants from assuming the demographic information of its organizational staff, board, volunteers, artists, or audiences.

Q: How are Artistic Staff/Contractors and Administrative Staff/Contractors defined in the Equity Matrix form?

A: Artistic Staff/Contractors and Administrative Staff/Contractors include anyone who contributes to the organization's daily operations and can include both W-2 and 1099 classified staff members. This may include volunteers who provide donated

professional services. Artistic Staff/Contractors are individuals whose primary role in the organization is artistic and can include dance artists and artistic collaborators working in other genres. Administrative Staff/Contractors are individuals whose primary role in the organization is administrative.

Q: How should I count staff that carry out multiple roles (artistic and administrative) in the Equity Matrix?

A: Please count staff with multiple roles in the area in which they support the organization the most.

Q: Where do I include my dancers within the Equity Matrix?

A: Please include your dancers who are not Artistic Director/Lead Artistic Staff or Board Members within the Artistic Staff/Contractors area of the Equity Matrix.

Q: My organization or group works with dancers and other kinds of artists (e.g. musicians). Should they be included in the Equity Matrix?

A: The Equity Matrix should include anyone who contributes to the organization's daily operations and can include artists working in other genres. The applicant organization's or group's primary focus must be dance making, however.

Q: I am an individual fiscally sponsored artist without a staff or Board, and I make my work by collaborating with others. How should I fill out the Equity Matrix as an independent artist?

A: For individual fiscally sponsored artists, we ask that you fill out the Equity Matrix based upon your last two projects. For independent artists that work collaboratively with others, please include in the Equity Matrix the demographic information about yourself and any artists who collaborated with you on the past two projects.

Q: I am a fiscally sponsored artist, and I do not have my own Board. Should I include my fiscal sponsor's Board in the Equity Matrix?

A: If you are fiscally sponsored and do not have a Board, please leave this area of the Equity Matrix blank. Only input your dance organization's/group's data into the Equity Matrix, not that of your fiscal sponsor.

FINANCIAL AND GOVERNANCE MATERIALS

Q: What is an operating expense budget? How do I know if my expense budget is between \$10,000 and \$250,000?

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

Eligible dance making organizations or groups are required to have an annual expense budget between \$10,000-\$250,000 for FY 2022 (forecasted). Please note that these are your expenses, not income. If you or key organizational staff are volunteers who provide donated professional services, you are able to include that cash value in your accounting of expenses. Please email covid19@dance.nyc if you have specific questions about your organization or group.

Q: Am I eligible to apply if my organizational budget was forecasted to be greater than \$250,000 but is now within the range of \$10,000 to \$250,000 as a result of COVID-19 related income losses?

A: The budget requirement of \$10,000 to \$250,000 has to reflect an organization's or group's anticipated budget for calendar year or FY 2022. Only dance making organizations or groups with anticipated budgets between \$10,000 to \$250,000 are eligible to apply.

Q: Do budgets submitted need to reflect January to December calendar year expenses?

A: Organizations and groups may submit budget figures indicating calendar year dates or fiscal year dates (i.e. 2021-2022, etc.) and should, when necessary, include additional information. For example, if your fiscal year ends on June 30, you may submit budget figures for the year ending on June 30, 2022.

Q: What if I use my own money to fund my organization?

A: The application materials include the organization's or group's annual expense budget. If you have donated personal funds to your organization, you are able to account for that as in-kind income. If you or key organizational staff are volunteers who

provide professional services, you are able to include that cash value in your accounting of expenses.

Q: What if I don't have an audit?

A: If you do not have an audit, please submit your most recent 990.

Q: What if I don't have a recent 990?

A: Your financial statements should ideally be for 2020. If you do not have a return for 2020, please submit your most recent one.

Q: My organization is a 501(c)(3) with gross receipts of less than \$50,000 and files a 990N. Does this satisfy the 990 requirement of the application?

A: Yes, if your organization has gross receipts of less than \$50,000, you should submit your 990N. Organizations that have gross receipts of \$200,000 or less and assets under \$500,000 at the end of the year should submit their 990EZ.

Q: I have more than one fiscal sponsor. Do I submit the proof of fiscal sponsorship for each?

A: Please submit the proof of fiscal sponsorship for each of your fiscal sponsors. Proof(s) of fiscal sponsorship should include the name of the fiscal sponsor and coverage dates as contracted with your fiscal sponsor or be dated within one month of the date of your application.

Q: What if my fiscally sponsored group does not have audited financial statements or a 990?

A: If you are a fiscally sponsored group that does not have an audit, 990, or 990N, you can submit alternative financial records for 2019 or 2020. Alternative financial records may be quarterly finances, balance sheets, profits and losses, your group's income tax return, or other documentation that show your group's financial standing. Please note that if you are uploading an income tax return, it must be for your group and not for an individual.

Do not upload bank statements or other financial documents that are not representative of your group's financial health.

FUND DISBURSEMENT AND TIMELINE

Q: Who makes grant determinations?

A: Dance/NYC is committed to administering a grantmaking approach that centers our values of justice, equity, and inclusion. As an underlying tenet of its equity and inclusion work, Dance/NYC embraces the concept of “Nothing Without Us”: no program or policy should be formed without the full, direct involvement of those impacted. To advise and assist in reviewing applicants and achieving the Fund’s goals, Dance/NYC staff will recruit a review panel of 15 artists and arts professionals from across functions and genres in dance and New York State.

Panelists will be selected in accordance with their expertise in managing a dance making entity, and/or 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 New York State 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 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.)

No panelist can be an applicant. Panelists will have the ability to make recommendations for the final slate of grantees, but exercise no oversight function with regard to Dance/NYC as an entity. Dance/NYC does not have a vote in the scoring of applications, but will make final determinations.

Q: What is the review process for Tier II: Dance Making Organization/Groups applications?

A: The review panel will evaluate applications based on the following priorities:

Applicants who:

- Articulate 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/inability 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, ALANA, 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; and
- reflects a variety of dance making perspectives and genres.

Q: How are the award amounts dispersed?

A: Grant awards will be processed 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 many organizations/groups will receive grants from this fund?

A: Between 45-60 organizations or groups are expected to receive a one-time relief grant ranging from \$2,500 to \$5,000.

Q: How much does this grant award organizations/groups?

A: Amounts will be determined on a sliding scale based on grantees' total expense budget for FY 2022. If an applicant group is fiscally sponsored, the award amount is *not* determined by the fiscal sponsor's budget. Grant awards will range from \$2,500 to \$5,000. Dance/NYC plans to distribute \$238,572 to 45-60 dance making organizations and/or groups.

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

A: The Coronavirus Dance Relief Fund: New York State Edition is a general support award. Selected grantee organizations and groups are free to explain and determine how the funds will best support their organization or group. Dance/NYC encourages

applicants to make a strong case in their applications for how the award will impact the sustainability of the organization. With each element of your application, tell a full story to show how the award will help you reach the next level of your dance making, connections to audiences, visibility, security, and sustainability.

Q: Is there a limit on how much relief I can receive?

A: The maximum amount of relief funding an organization or group can receive is \$5,000. This will be determined based on the organization's or group's budget size. Dance/NYC plans to distribute \$238,572 to 45-60 dance making organizations and/or groups.

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

A: Tier II applications for dance making organizations or groups will be reviewed following the close of the application on May 6. Grantees will receive award notifications in July 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. Payments to grantees who request payment via check may require additional processing time.

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 provided they are applied toward the dance making activities 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, click "Save Draft" at the bottom of the application form and try refreshing your browser. If you are still unable to submit, you can try using an alternative web browser. If 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 II: Dance Making Organizations/ Groups Application opens April 6th, 2022 and it is set to close May 4th, 2022. If you are experiencing technical issues accessing the application, please contact us at COVID19@dance.nyc or Submittable at support@submittable.com.

Q: What happens to our information if we 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](https://www.dance-nyc.org/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 Dance/NYC grantmaking staff members. The Coronavirus Dance Relief Fund: New York State Edition review panel is comprised of members of Dance/NYC's established Advisory Committee, Statewide Partners, and additional candidates they identify.

Your private, 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.

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