



Dance Advancement Fund  
Frequently Asked Questions (FAQ)  
As of July 7, 2017

Full call for proposals to the Dance Advancement Fund:  
<http://www.dance.nyc/funds/danceadvancementrfp>

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

A: To be eligible, you must be a New York City metropolitan area dance maker. This includes the five boroughs of New York City, as well as Nassau, Rockland, Suffolk, and Westchester Counties in New York State, and Bergen and Hudson Counties in New Jersey.

**Q: What do we mean by "year founded"?**

A: We mean the year your company was formed. This does not need to coincide with your IRS determination as a 501(c)(3) or being a fiscally sponsored project. However, to be eligible for this grant, you must have been operating as either a fiscally sponsored project, or a 501(c)(3), or a combination of both, for at least the last three consecutive years.

**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 990?**

A: For fiscally sponsored projects, if you do not have a 990, please submit the 990 for your fiscal sponsor.

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

A: Your financial statements should ideally be for 2016. If you do not have a return for 2016, please submit your most recent one.

**Q: Is the 990 of our fiscal sponsor adequate proof of audited financial documentation for fiscally sponsored organizations without their own 990?**

A: Yes, fiscally sponsored projects without audited financial statements, and without their own 990, must submit the 990 for their fiscal sponsor.

**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: My organization has an IRS Letter of determination that is older than three years what additional proof should we submit to show that we have 501(c)(3) status for each of the last three years?**

A: Organizations should supply their most recent IRS determination letter. You will also be asked to upload your most recent audited financial statements, ideally for 2016. If you do not have an audit, please submit your most recent 990.

**Q: What if we don't have a Board of Directors? Does that disqualify us from seeking funding?**

A: If your sponsored project/organization does not have a Board of Directors, please provide the list of the Board for your fiscal sponsor.

**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 tax-exempt status for at least three years.

**Q: What if I have not operated with 501(c)(3) and/or fiscal sponsorship status (or a combination thereof) for the last three years?**

A: To be eligible, applicants must have operated with 501(c)(3) and/or fiscal sponsorship status (or a combination thereof) for the last consecutive three years and also be able to provide proof of 501(c)(3) status or fiscal sponsorship status for each of the last three years. Applicants must also have 501(c)(3) and/or fiscal sponsorship status (or a combination thereof) at the time of application.

**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 have had fiscal sponsorship for at least three years and must be under fiscal sponsorship at the time of application. Please submit the 990 for each project-based fiscal sponsorship as well as the dated fiscal sponsor agreement letters for each, which show that the projects were under fiscal sponsorship.

**Q: I have had more than one fiscal sponsor in the past three years. Do I submit the Proof of Tax Status and the Board list for each?**

A: Please submit the Proof of Tax Status for each of your fiscal sponsors for the past three years. Please only submit the Board of Directors list for your current fiscal sponsor.

**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 operated with 501(c)(3) and/or fiscal sponsorship status (or a combination thereof) for the last consecutive three years and also be able to provide proof of 501(c)(3) status or fiscal sponsorship status. And, applicants must have that status at the time of application.

**Q: How is Key Staff defined in the biography section of the application?**

A: Key staff is defined as anyone who contributes significantly to the organization's daily operations.

**Q: How is Remaining Staff defined in the Diversity Matrix form?**

A: Remaining staff includes anyone who contributes to the organization's daily operations and can include both W-2 and 1099 classified staff members.

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

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

**Q: How should I list staff that carry out multiple roles (administration, artistic, and production) in the Financial Information Form?**

A: Please list staff with multiple roles in the area in which they support the organization the most. You may add any further detail in the notes column of the form.

**Q: My organization works with dancers and other kinds of artists (i.e. musicians). Should they be included in Diversity Matrix?**

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

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

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

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

A: While the intention is for the grantee pool to be majority ALAANA-led and majority female-led, and include disabled artists, interested dance groups that do not fit these demographic criteria are eligible and encouraged to apply. Dance/NYC's aim in considering demographics as one of its selection criterion is to identify a grantee pool that represents the demographics of residents in the metropolitan area and address misalignments highlighted by Dance/NYC research: in particular, racial homogeneity in the dance workforce and a general absence of disabled artists.

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

A: To be eligible to apply we require that dance organizations be headquartered in the metropolitan New York City area as defined by their organizational mailing address, which must be located in one of the five boroughs of New York City, as well as Nassau, Rockland, Suffolk, and Westchester Counties in New York State, and Bergen and Hudson Counties in New Jersey.

**Q: What if my organization is not strictly a dance making organization?**

A: To be eligible to apply, applicants must self-identify as dance makers focused on the creation and performance of dance, with a history of at least three years of local dance-making activity. Organizations who do not self identify as dance makers, with dance making as their primary focus, are not eligible to apply.

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

A: Funds will not be designated to service organizations. Organizations must self identify as dance makers, with dance making as their primary focus to be eligible to apply.

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

A: The application materials include the organization's annual expense budget. If you have donated personal funds to your organization, you are able to include that amount under in-kind income.

**Q: How are in-kind contributions classified in the Organizational budget?**

A: The Financial Information Form available in the application portal includes an area for in-kind contributions. In-kind contributions should be assigned cash value and detail about the type of contribution should be included in the notes column. If you have donated personal funds to your organization, you are able to include that amount under in-kind income.

**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 Diversity Matrix as an independent artist?**

A: For individual fiscally sponsored artists, we ask that you fill out the Diversity Matrix based upon your last two projects. For independent artists that work collaboratively with others, please include in the Diversity Matrix the demographic information about yourself and any artists who collaborated with you on the past two projects and provide further detail about these collaborations in your Equity and Inclusion statement (Section 4 of the application).

**Q: What is an operating expense budget?**

A: Your expense budget includes day-to-day expenses required to operate your dance organization and income received from various sources throughout the year. It is not project based, but based on your dance organization's yearly income and expenditures. In the Financial Information form, it is calculated by including both your expenses and your income for FY 2015 (actual), 2016 (actual), and 2017 (forecasted) to give a comprehensive financial picture of your dance organization.

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

A: Organizations may submit budget figures indicating calendar year dates or fiscal year dates (i.e. 2015-16, etc) and should, when necessary, include additional information in the notes column of the budget form.

**Q: How are income and expenses factored into the annual expense budget?**

A: The Financial Information Form is designed as such that each organization's expense budget is calculated automatically and is inclusive of both earned income and expenditures.

**Q: Should my Advisory Board be included in the Board of Directors list?**

A: It is not necessary to include your Advisory Board in your Board of Directors list.

**Q: Do organizations need to also include bios for the members of their Board or their fiscal sponsors Board?**

A: No, a list of names is sufficient.

**Q: Should video samples be edited or should it be unedited footage?**

A: Video samples should reflect your artistic style and vision and should not be excessively edited. Samples should be no longer than five minutes and the sample should be cued to play as desired by the applicant; the panel will be encouraged to view the first 60 seconds of sample only.

**Q: Does my fiscal sponsor have to be locally based?**

A: Organizations with fiscal sponsors based outside of the New York City metropolitan area are eligible to apply, but the applicant organization must be headquartered in the metropolitan area and have a history of at least three years of local dance-making activity.

**Q: How are award amounts determined?**

A: Amounts will be determined on a sliding scale based on grantees' total expense budget range for 2016. If an applicant organization is fiscally sponsored, the award amount is *not* determined by the fiscal sponsor's budget.

**Q: How are the award amounts dispersed?**

A: Grant funds will be made in two installments. The first installment will be made the week of October 1, 2017, and may only be used for expenses incurred between October 1, 2017 and September 30, 2018. The second installment of grant funds will be made the week of October 1, 2018 and only upon satisfactory completion of an interim report due August 31, 2018. The second installment of funds may only be used for expenses incurred between October 1, 2018 and September 30, 2019.

**Q: Are organizations that are headquartered in the New York City metropolitan area, with a history of performing in New York City, but recently have been performing outside of New York City still eligible to apply?**

A: Organizations who perform outside of New York City, but have a history of at least three years of local dance-making activity are eligible to apply.

**Q: Is there any preference for a proposed use of Grantee funds within the application or if awarded funds?**

A: The Dance Advancement Fund is a general support award. Selected grantee organizations are free to explain and determine how the funds will best support their organization in the application and as a grantee, if awarded. The Dance Advancement Fund, however, is aimed at promoting growth of dance making and moving the field forward; not at funding deficits.

**Q: I cannot confirm that my organization is ADA compliant, am I still eligible to apply?**

A: Yes, your organization is still eligible to apply.

Organizations that cannot confirm that they are compliant with the Americans with Disabilities Act (ADA) should describe the barriers prohibiting them from becoming ADA compliant and outline the steps the organization is committed to taking to become ADA compliant. Be sure to include these details in Section 4--Equity and Inclusion Statement or in Section 4--Additional Forms of diversity (optional).

If your question is not listed here, send your questions to [danceadvancementfund@dance.nyc](mailto:danceadvancementfund@dance.nyc). You'll receive answers, and all answers to everyone's general questions will be posted here.

This FAQ will be updated twice a week up to the deadline.

For full request for proposals please visit:  
<http://www.dance.nyc/funds/danceadvancementrfp>