



**New York City Dance Rehearsal Space Subsidy Program  
Full Application  
Review Panel Guide  
As of March 19, 2022**

**TABLE OF CONTENTS**

---

About this Guide.....	2
About the New York City Dance Rehearsal Space Subsidy Program.....	4
History.....	4
Program Components.....	6
Eligibility Requirements.....	7
Funding Priorities and Review Rubric.....	8
Panelist Information.....	10
Timeline.....	13
Submitting Conflicts of Interest.....	13
Applicant Selection Process.....	14
Scores.....	14
Applicant Interviews.....	14
Panel Review Discussion.....	16
Scoring the Application.....	17
How to Read the Written Applications.....	22
Panelist FAQs .....	33
What's Next.....	33

---



## 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 **New York City Dance Rehearsal Space Subsidy Program (RSS) (2022-2024)**.

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 second iteration of the New York City Dance Rehearsal Space Subsidy Program, its components, and continued evolution is a reflection of:

- Ongoing learning and dialogue with current RSS grantees, artists who utilized subsidized space offered through the program, field partners, Dance/NYC's task forces and committees, and Dance/NYC's ongoing research;
- Research related to the broad landscape of dance rehearsal space and expertise in the development and operation of cultural space; and
- The current events impacting the field.

The RSS is not only a space subsidy program, but also a research initiative that studies and assesses the health and gaps in this crucial part of the dance ecosystem. As a result of its learnings through the first iteration of the program, the evolving impact of COVID-19 on the sector, and the continued presence of oppressive systems and practices in dance, Dance/NYC has identified a series of changes to apply to the second iteration of the RSS program anchored on its [values of justice, equity, and inclusion](#). Changes that reflect these values include:

- Artist-centered:
  - Including arts workers in the application and selection process of grantees;
  - Establishing a nomination form that allows artists to nominate venues near their homes who already provide them with equitable access to rehearsal space;
  - Prioritizing selection of venues who:
    - Have equitable and easily accessible booking systems for artists through this program; and
    - Reflect a sustained commitment to equity and foster equitable relationships with the artists they serve; and
  - Expanding eligibility for subsidized rehearsal space rentals to artists and groups working outside of the nonprofit business model, such as artists who are self-employed, working through an LLC or other for-profit structure, working independently on multiple simultaneous projects and small for-profit dance groups;



- Venue-centered:
  - Creating a two-step Request for Expressions of Interest (RFEI) and application process that allows venues to learn more about the program and consider their ability to be a part of it before dedicating extensive time and labor to the application process;
  - Compensating all applicants for the time and staffing resources allocated to the application process regardless of the outcome of their proposal;
  - Providing additional technical assistance, including one-on-one session to support applicants in the generation of application materials; and
  - Expanding eligibility to local, for-profit dance studios and mixed-use spaces;
- Field-centered:
  - Working with community organizers and partner organizations to spread the word about the program; and
  - Prioritizing in grant selection venues that:
    - Demonstrate a commitment to justice, equity, and inclusion in all aspects of their operations and program delivery; and
    - Provide rehearsal space to dance artists who have historically had less access to resources.

In applying a JEI lens, Dance/NYC seeks to advance programs and actions that remove and prevent inequities that exist along the continuum of lives in dance and that create tangible material benefits for those most impacted by systems of oppression. Dance/NYC also seeks to incentivize rehearsal spaces to redress inequities in their own practices and the wider field and to advance diverse artists and artistry. In alignment with these stated values, Dance/NYC will lead the development, implementation, and evaluation of the Program to ensure the following:

- Program priorities are met;
- Artists served are a reflection of the demography of the metropolitan New York City area to whatever extent possible;
- Applicants receive clear information regarding eligibility and the application process;
- Applicants across geographies, operating structures, organizational types, venues sizes, and demographics have the opportunity to receive support in completing their application;
- The application process and the dissemination of information regarding the application is led by and in conversation with community partners, organizers, and members of the field;
- The application process creates opportunities for more meaningful engagement with local dance-making communities; and
- As many barriers to participation as possible are removed.

These goals were met by:

- Continuing to work with Carrie Blake, Senior Consultant at Webb Mgmt, who will continue to lead Dance/NYC's RSS research efforts, bringing forth expertise in the Arts & Culture sector and the development and operation of cultural space, as well as current experience researching and analyzing data from the first iteration of RSS. Blake is a management consultant, researcher, project manager, and administrator dedicated to the cultural sector. A senior team member at Webb since 2006, she has directed research and analysis on more than 300 studies and plans.



- Streamlining application announcements, eligibility and ineligibility criteria, and application questions and materials;
- Only including questions in the Artist Nomination of Venues Form that are absolutely necessary to meet funding priorities and that are conscientious of the time and resource investment required of individual dance artists;
- Only including questions in the application that are absolutely necessary to meet funding priorities and that are conscientious of the time and resource investment required of applicants;
- Offering multiple points of contact for applicants to receive support; and
- Working in collaboration with borough arts councils and hiring local community organizers to spread the word about the Program.

The second iteration of the New York City Dance Rehearsal Space Subsidy program is led by the following Dance/NYC Staff:

- Alejandra Duque Cifuentes, Executive Director
- Kirsten Reynolds, Grantmaking Manager
- Milena Luna, Grantmaking Consultant
- Jenna Purcell, Grantmaking Assistant

## **ABOUT THE NEW YORK CITY DANCE REHEARSAL SPACE SUBSIDY PROGRAM**

### **History**

Given the historical affordability crisis impacting artists in New York City, The Andrew W. Mellon Foundation established the Dance Rehearsal Space Subsidy Program in 2011 as a result of the Foundation-support study *"We Make Do: More Time is Better, But Budget is King"* (2010). Dance/NYC assumed administrative oversight of the RSS program in 2018 following two cycles of the Foundation's administration (2012-2014, 2015-2018). In January of 2019, Dance/NYC announced the following recipients of funding:

- [Abrons Arts Center/Henry Street Settlement](#)
- [Ballet Hispánico](#)
- [Baryshnikov Arts Center](#)
- [Center for Performance Research](#)
- [CUNY Dance Initiative](#)
- [Green Space](#)
- [Dancewave](#)
- [Dance Theatre of Harlem](#)
- [Fourth Arts Block](#)
- [Gibney](#)
- [Mark Morris Dance Center](#)
- [Movement Research](#)
- [New York Live Arts](#)
- RIOULT Dance NY
- [Snug Harbor Cultural Center](#)
- [Topaz Arts](#)

Grantees received funding to subsidize rehearsal spaces from January 2019 through December 2021. Amounts ranged from \$36,800 to \$178,500. Each recipient offered 650 to 2,000 hours of subsidized space annually to dance makers, collectively offering more than 65,000 hours over



three years across all five boroughs. Following a series of site visits conducted by Carrie Blake of Webb Management Services at 42 facilities from May to July 2018, these 16 grantees were selected by an internal review process of an invitation-only application in Fall 2018. The cohort was chosen on their merits as leading contributors of rehearsal space for the creation and development of dance works, while prioritizing spaces that represent aesthetic and cultural diversity across all five boroughs, ADA compliance, and the demographics of artists served. Key evaluation criteria included quality of rehearsal space; ability to provide 1,000 hours of subsidized space annually with the majority of those hours taking place at peak times; expressed commitment to the values of diversity, equity, inclusion, and justice; and commitment to subsidizing rehearsal space for small-budget dance groups (with budgets of less than \$1 million).

### **Second Iteration of the Program**

Administered by Dance/NYC and made possible by The Andrew W. Mellon Foundation, the purpose of the New York City Dance Rehearsal Space Subsidy Program (RSS) is to make affordable rehearsal space available to dance makers who are in critical need of space for the creation and development of their work, while also fostering a more inclusive and just dance field. By addressing financial barriers to accessing artistic development space, this program aims to advance dance artistry in the five boroughs of New York City and contribute to the field's overall diversity, sustainability, resilience, and health. While dance rehearsal space facilities are the direct recipients of funding, individual dance artists and dance making organizations are the primary intended beneficiaries of the program.

Given the historical affordability crisis impacting artists in New York City, The Andrew W. Mellon Foundation established the Dance Rehearsal Space Subsidy Program in 2011 as a result of the Foundation-support study [\*"We Make Do:" More Time is Better. But Budget is King\*](#) (2010). Dance/NYC assumed administrative oversight of the RSS program in 2018 following two cycles of the Foundation's administration (2012-2014, 2015-2018). Dance/NYC's administration of the program was further motivated by Dance/NYC's research [\*Advancing Fiscally Sponsored Dance Artists & Projects\*](#) (2017), [\*Performing Disability. Dance. Artistry.\*](#) (2018), and [\*NYC's Foreign-Born Dance Workforce Demographics\*](#) (2018). These studies revealed affordability to be a chronic challenge for dance artists, who ranked affordable artistic development space as a top need, especially amongst small-budget dance makers and specific populations like foreign-born and immigrant artists. The development of Dance/NYC's iteration of the RSS program was additionally motivated by needs and concerns described in [\*CreateNYC\*](#), the City of New York's first-ever cultural plan released in July 2017, which identified affordable living, work, and presentation spaces as top priorities for New York City's artist population. Furthermore, in alignment with Dance/NYC's research and organizational priority of ensuring that artists had access to quality space that was also accessible for disabled people, grantees were required to be compliant with the Americans with Disabilities Act (ADA).

In 2020, Dance/NYC's research study [\*Defining "Small-Budget" Dance Makers in a Changing Dance Ecology\*](#) further highlighted the need for funding to cover space-related costs and noted that lack of access to space and other resources inhibits the development and growth of dance in outer boroughs. These established space challenges have only deepened since March 2020 as the sector responds to the ongoing impacts of the COVID-19 pandemic. Dance/NYC's recent research study, [\*The Coronavirus Dance Impact Informational Brief - A Dance Sector in Peril\*](#) (2021), revealed that the single issue that impacted individual arts workers and organizations



alike was rent and fixed costs associated with space. This research also suggested that the need for affordable space is most critical for several segments of the field, including artists of color and immigrant artists; disabled artists; artists who live and work outside of Manhattan; artists and organizations/groups/projects that work with limited financial resources or outside a non-profit structure; and percussive dance artists and organizations, groups, and projects that require hard shoes and/or sneakers.

Prioritizing these segments, Dance/NYC's second iteration of the RSS program will continue to make affordable space available to dance makers who are in critical need of it and aims to limit the financial barriers and the amount of labor required for artists to access space.

As of 2021, the New York City Dance Rehearsal Space Subsidy Program has provided \$1,760,500 between 2019-2021 to 16 rehearsal space grantees to provide subsidized rates for over 65,000 hours of dance rehearsal space ranging between \$8-\$20 per hour across the five boroughs of New York City. ***As Dance/NYC moves into the second iteration of the program, it will distribute over \$2 million over the course of the grant period (2022-2024) to 16-18 rehearsal spaces to provide subsidized rates for dance rehearsal space***, with the following goals:

- Prioritize the experiences and input of individual dance artists, the intended beneficiaries of this program;
- Reduce the labor artists and organizations incur to be a part of the program;
- Create the greatest material benefit and tend to the impact participation in this program may create for every dance worker and/or entity involved, from individual artists accessing rehearsal space, to venues providing rehearsal space, to Dance/NYC staff administering the program, to the field at large;
- Increase access to affordable and quality rehearsal space for dance artists and companies to advance dance making and artistry;
- Increase equity in the distribution of subsidized hours in terms of geography, dance genres, budget size, demographics of artists served and the experience of artists throughout the course of the program;
- Increase the quality of artist experience in navigating the program, including reduced labor required to identify, secure, and gain access to affordable space;
- Achieve a stronger and more sustainable pool of rehearsal space providers; and
- Increased visibility and attention to the landscape of artistic development space.

## **Program Components**

### Value to Venues

Each rehearsal space venue selected as a grantee will receive the following:

- Grant funds to provide subsidized dance rehearsal space throughout the course of the grant period (May 1, 2022-December 31, 2024);
- Fees to support administrative costs to run the program;
- In-kind marketing, communications, and outreach annually through Dance/NYC platforms; and
- Professional development support in the form of grantee cohort meetings and annual site visits to drive individual and collective learning about artists' needs and the landscape of rehearsal space.



Grant amounts will be calculated based on the subsidy needed by venues to cover the gap between the low rental fee charged to dance makers and the total cost for operating and maintaining the space made available through the RSS program, as well as the total number of hours the venue commits to providing annually.

Selection as a grantee includes participation in ongoing research informed by grantee cohort meetings and annual site visits which collectively serve to capture lessons learned and inform future iterations of the RSS program and the landscape of dance rehearsal space more broadly.

#### Value to Dance Making Artists and Organizations

While individual dance artists and dance making organizations are not the direct recipients of funding, they are the primary intended beneficiaries of the program. Benefits of the program include:

- Increased access to affordable and quality rehearsal space;
- Increased equity in the distribution of subsidized hours in terms of geography, dance genres, budget size, demographics of artists served, and the experience of artists throughout the course of the program;
- Increased quality of artist experience in accessing rehearsal space, including reduced labor required to identify, secure, and gain access to affordable space;
- A stronger, more sustainable pool of rehearsal space providers; and
- Increased visibility and attention to the landscape of artistic development space and its importance as a critical resource to advance dance artistry.

#### **Eligibility Requirements**

*Applicants are eligible to apply if they:*

- Have facilities that meet the Physical Accessibility/ADA Compliance requirements, as outlined in the [NYC Dance Rehearsal Space Subsidy Program ADA Standards & Compliance](#) document
- Are located in the five boroughs of New York City;
- Are able to provide a minimum of 200-1,000 rehearsal space hours annually (600-3,000, in total); and
- Are able to provide proof of 501(c)(3) status and/or operational business license if a for-profit entity.
- Acceptable for-profit entity commercial enterprises accepted are: S-corps, B-Corps, Corporations, and LLCs.

*Applicants are not eligible to apply if they do not meet the criteria above.*

#### **Artist Nominations of Venues**

The experiences of artists are central to this grant program, which grants funding that subsidizes the costs of venues to provide affordable hourly rental rates to the dance community. Dance/NYC invited artists and choreographers, administrators, producers, managers, and all members of our community that use rehearsal space to nominate studios for consideration in the program. Any studio could be nominated, regardless of size, location, or business structure. Nominated spaces were provided with more information on the program and invited to respond to a Request for Expressions of Interest. Artist nominations served to highlight rehearsal space facilities that may not otherwise pursue participation in the program and further function as



recommendations of a venue's effective service to the field. NOTE: Spaces could apply regardless of whether they have received artist nominations.

### **Application Process**

In order to minimize applicant labor and prioritize the experience of individual dance artists, the application is a two-step process.

A new component of the program, the Request for Expressions of Interest (RFEI) phase served to identify venues that meet the program's primary eligibility requirements and justice, equity, and inclusion goals. The RFEI was an open call accessible online form with short answer questions for venues to provide details on their ability to offer hours, their mission, and how they work to support individual dance artists through their facilities. Venues identified through artist nominations and Dance/NYC's research and program analysis from the first iteration of the program were contacted directly and invited to respond to the RFEI. Current grantees of the program who remain in good standing were not required to respond to the RFEI and were automatically invited to the next step of the application process. Venues that responded to the RFEI and were not already a part of Dance/NYC's research process during the first iteration of the program were visited as part of the RFEI process.

Through this panel review, 31 spaces were invited to submit a full application for consideration for the program. Of that initial pool, 3 chose not to proceed with the application, 1 did not respond to their invitation, and 1 was deemed ineligible due to ADA compliance concerns during their site visit, leaving a total of 26 applicants moving on to the full application.

The full application was made available on February 2, 2022. Applicants selected through the RFEI process were invited to submit an accessible online application form with short answer questions and a methodology for calculating hourly rates, an organizational budget form, and supplementary materials, such as: historical financials; evidence of charitable status or business registration, incorporation and/or good standing; and organizational policies focused on equal employment, diversity, equity, and inclusion, and sexual harassment. As part of the full application, invited applicants will participate in an interview.

A second review panel of up to 12 dance artists and workers across the sector, including program leads and partners, has been convened to review completed applications, assess the strength of the applications overall (inclusive of the interview), and make recommendations for grantees based on established selection criteria.

### **Funding Priorities and Review Rubric**

Dance/NYC anticipates awarding grants to 16-18 dance rehearsal space venues.

#### *Review Criteria:*

The review panel of the RFEI phase of the program evaluated applicants based on the following criteria:

- Willingness to engage in the application process;
- Quality of rehearsal space and service to artists;
- Ability to provide a minimum of 200-1,000 hours of subsidized rehearsal space annually (600-3,000, in total), in addition to hours that may already be subsidized by another source;



- Location;
- Demonstration of commitment to values of justice, equity and inclusion across every aspect of their operations and service delivery, including:
  - Willingness and/or commitment to serve dance makers that
    - Reflect the demographics of NYC, which is majority (69%) African, Latina/o/x, Asian, Arab, and Native American (ALAANA), majority (52%) female and <1% gender non-binary, 37% foreign-born, 11% disabled, 4% LGBTQ+, according to census data (2020 Census data, US Census Bureau American FactFinder 2015-2019 American Community Survey 5-Year Estimates, and Gallup, 2012-2014);
    - Are “small-budget” dance makers with annual expense budgets of less than \$500,000, who often have a financial need for subsidies; and
    - Are working across genres and dance forms; and
- Demonstration of commitment to serving artists through the submission of artist testimonials and nominations.

Spaces invited to submit a full application represented a diversity of venue sizes, operating structures, organizational types, geographies, artists served, and dance genres served. To determine quality of space and service to artists, and make comparisons between spaces when determining selection and funding levels, Dance/NYC used a rehearsal space audit form during site visits to score spaces on components such as condition of space, staff and support, space features, user amenities, accessibility, and location.

The review panel of the final application phase of the program will evaluate applicants based on the following criteria:

- Financial health and sustainability that indicates an ability to remain in operation for the duration of the grant period;
- Full Cost Analysis for the provision of rehearsal space;
- Demonstration of staffing capacity to administer all aspects of the program;
- Proof of 501(c)(3) status and/or operational business license if a for-profit entity.

Priority in grant selection will be given to venues that:

- Demonstrate strong relationship with and accountability to a community of local dance makers who are in regular use of their space;
- Demonstrate a capacity to manage the program, specifically to offer easily accessible booking systems that reduce the labor dance makers incur to access subsidized hours and doesn't uphold inequitable booking practices that prioritize dance makers renting space at full cost;
- Have ability to provide access to rehearsal space with large square footage and/or multiple spaces;
- Have ability to make peak hours (weekdays, 12:00-8:00 p.m.) available (50% of total subsidized hours); and
- Express a commitment to providing subsidized rehearsal spaces to dance makers working in percussive and/or sneaker based dance forms.

Dance/NYC is committed to ensuring that the final grantee pool reflects spaces who represent a diversity of venues sizes, operating structures, organizational types, geographies served, artists served, dance genres served, and leadership.



### *Review Process:*

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. For this reason, the selection process of both the RFEI phase and the full application phase will include review panels of up to 18 dance artists and workers across the sector, including members of [Dance/NYC’s task forces and committees](#).

Panelists will be selected for:

- Their expertise in creating, performing, funding, and/or presenting dance and/or expertise in the landscape of rehearsal space in the metropolitan NYC area;
- Alignment with Dance/NYC’s justice, equity, and inclusion values; and
- Their demographic representation of the local population. Dance/NYC seeks a panel that is majority ALAANA, is majority women-identifying and gender nonconforming/nonbinary/genderqueer and transgender, and includes disabled and immigrant artists, as well as representation of a diversity of dance perspectives.

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.

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 will make final determinations, including funding amounts. Amounts will be determined according to the Fixed Cost Analysis and annual availability of hours.

## **PANELIST INFORMATION**

---

### **Purpose of the Review Panel**

The purpose of the Review Panel is to advise and assist in reviewing applications for the NYC Dance Rehearsal Space Subsidy Fund and achieving the Program’s goals. As an *ad hoc* committee of Dance/NYC, the New York City Dance Rehearsal Space Subsidy Program Full Application 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 Program, do not have a vote but will make final determinations.

### **Membership and Recruitment**

The review panel will include up to 12 participants, each named for a two-month term, March 1, 2022 to May 31, 2022. Membership comprises members of Dance/NYC’s established Task Forces, Community Organizing Partners, and additional candidates they identify.

### **Ideal Panelist**

The ideal panelists will:

- Align with Dance/NYC’s values of justice, equity, and inclusion ([Dance.NYC/equity/values](#)) and support the goals of the New York City Dance Rehearsal Space Subsidy Program (<https://www.dance.nyc/programs/funds/rehearsal-space-subsidy/overview>);



- Have the capacity to meet expectations below, including approximately 40 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/or gender nonconforming/nonbinary/genderqueer and/or transgender, majority disabled across a range of disabilities and/or impairments, and includes immigrant artists.

### **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/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 13.

### **Confidentiality Policy**

Panelists will treat as confidential all information received from Dance/NYC concerning the NYC Dance Rehearsal Space Subsidy Program (the “Program”), and any deliberations conducted and/or recommendations made pursuant to the Program 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 application, including, but not limited to e-mails, materials (digital or in print) associated with the review process, applications, and/or Program. 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 Program.

**Panelists will be required to:**

1. Read the Panelist Guide;
2. View a training webinar;
3. Adhere to the Conflict of Interests Guidelines and Confidentiality Policies; not apply for funding to the NYC Dance Rehearsal Space Subsidy Program; and recuse self from all discussion, including scoring of applications and award recommendations for which there is a conflict;
4. Review and score all designated applications (approximately 26 applications) using methods, tools, and resources provided by Dance/NYC;
5. Submit scores and notes to Dance/NYC in a timely manner (**on or before April 3, 2022 at 5:00 p.m. EST**);
6. Conduct interviews with applicants on **April 6, 7, or 8 2022, 9:00 a.m. - 5:00p.m. EST** using methods, tools, and resources provided by Dance/NYC (Note: as a panelist you would only be asked to attend **one** (1) of these interview dates, not all three);
7. Attend one (1) panel meeting on **April 13, 2022, 10:00 a.m. - 5:00 p.m. EST** to review and discuss slate of applicants; make grantee recommendations;
8. 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;
9. Sign a Panelist Contract sent from DocuSign via email; and
10. Participate as necessary and practicable in reviewing the project's success.

**Dance/NYC expects each panelist to spend approximately forty (40) hours across all elements of this review process.**

**Compensation**

Panelists will be offered an honorarium of \$1,200.

**TIMELINE**

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



Full Application Release	February 2, 2022
Full Application Submission Deadline	March 13, 2022, 5:00 p.m. EST
Panelists Receive Applications	March 18, 2022
Panelists Submit Scores	April 3, 2022, 5:00 p.m. EST
Applicant Interviews	April 6, 7, 8, 2022, 9:00 a.m. - 5:00 p.m. EST
Panel Review Meeting	April 13, 2022, 10:00 a.m. - 5:00 p.m. EST
Award Notification	April 2022
Program Start	May 1, 2022

### **SUBMITTING CONFLICTS OF INTEREST**

Each panelist is required to confirm any conflicts of interest they may have with an applicant of the program. 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 RSS program, please visit the conflict of interest link:

- [Conflict of Interest \[LINK DISABLED FOR CONFIDENTIALITY\]](#)

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 NYC Dance Rehearsal Space Subsidy Program are due by:

**Wednesday, March 16, 2022, 5:00 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.

## **APPLICANT SELECTION PROCESS**

---

For the purposes of this Program and to align with funding priorities, Dance/NYC will consider the following to determine the final applicant pool:

- 1) Score;
- 2) Applicant Interviews; and
- 3) Review Panel Discussions.

### **1) SCORE**

Each complete, eligible application will be scored based on four (4) categories: Quality of Rental Program; Quality of Facility; Diversity, Justice, Equity, and Inclusion; and Financial Wellness and Legal Compliance\*. Panelists will provide a separate score for each category, whose average will represent the panelist's final score for the selected applicant. The score will be determined based upon alignment with Program priorities and on a scale from one (1) to five (5), with 1 being the lowest alignment and 5 being the highest alignment as outlined below. Each applicant will be reviewed by all panelists for whom there is not a conflict of interest, and all panelists' composite average scores will represent the applicant's final score.

\*Amongst the review panel, only one panelist will be responsible for providing the financial wellness and legal compliance score for all applicants. All other panelists, unless otherwise noted, will score each application across the other three application sections.

### **2) APPLICANT INTERVIEWS**

As part of the review process, all applicants will participate in a virtual 30 minute interview conducted by panelists and facilitated by Dance/NYC staff. These interviews will take place on April 6th, 7th, and 8th, 2022, 9:00 a.m. - 5:00 p.m. EST. As a panelist you will be asked to participate in one full interview day, not all three days.

#### **Interview Questions**

Once interview dates are assigned, panelists will be provided with interview questions for each applicant they are assigned to interview. These questions will be a compilation of questions panelists submitted as part of the application review process as well as questions from the RFEI review process and any additional questions Dance/NYC may have. For each interview there will also be time for any additional questions panelists may wish to ask.

Prior to your interview date, Dance/NYC will assign "lead" interviewers responsible for asking the assigned questions for each applicant. The leads will alternate throughout the interview day as your group interviews different applicants. Closed captioning will be



available, and Dance/NYC will share transcripts of the conversations following the end of each interview day. Dance/NYC will also be taking notes in a shared document, but panelists are welcome to take personal notes on things that stand out to them.

### **Interview Report**

During the panel review meeting, each group will report on the applicants they interviewed. Prior to the meeting, Dance/NYC will assign panelists to act as the lead panelist and report for each applicant. Lead panelists will alternate throughout the panel review meeting. Based on interviews, applications, and review notes, panelists will prepare a brief report (approximately five minutes or less) for each applicant they are assigned to report on, following this format:

- Entity Name
- Quality of Rental Program: Overview of strengths and weaknesses
- Quality of Facility: Overview of strengths and weaknesses
- Diversity, Justice, Equity, and Inclusion: Overview of strengths and weaknesses

Timekeeping will be strict to ensure the full applicant pool is reviewed within the allotted time. Panelists are **NOT** responsible for creating slides to be displayed during the review panel meeting. Dance/NYC will provide two slides with basic applicant information similar to those which were used during the Request For Expression of Interest review panel meeting. Sample screenshots included for reference below, though categories of information are likely to be adjusted:

[IMAGE REDACTED FOR CONFIDENTIALITY]

Each report will be followed by a brief report of each applicant's finances (you do **not** need to prepare this unless otherwise notified by Dance/NYC).

### **3) REVIEW PANEL DISCUSSIONS**

All applicants will be discussed as a part of the day's agenda. The panel review meeting will serve to narrow the pool of applicants to identify a recommended final grantee cohort of no more than 18 rehearsal space venues, as well as a queue of runner ups. The final proposed grantee list will be generated by panelist votes and presented to Dance/NYC staff. As a reminder, the New York City Dance Rehearsal Space Subsidy Program 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 Program, do not have a vote but will make final determinations. Grant amounts will be determined based on grantee's facility cost analysis, availability of hours, and on what the distribution of grantees will allow in relation to total available funds.

During the panel meeting, panelists will alternate to present a report of interviews they conducted to the full panel, as outlined in the section above.

Based on these presentations, all panelists will then have an opportunity to amend their scores for applicants during the meeting. Panelists will then be asked to submit an



additional score based on how applicants meet certain priorities (geography, percussive dance forms, demographics, etc.). Dance/NYC will present the results of the scoring.

Panelists will then do a series of votes to generate the final proposed grantee pool.

## SCORING THE APPLICATION

---

For each written application, Dance/NYC anticipates that you will spend approximately 25-35 minutes: 25 minutes to review, 3 minutes to score, and 5-7 minutes to write notes and interview questions for each application.

### **Numerical Score**

After reviewing each application, and unless otherwise indicated to you by Dance/NYC staff, you will submit three (3) scores, each from 1 to 5 per applicant. You will submit one score per category:

- 1) Quality of Rental Program
- 2) Quality of Facility; and
- 3) Diversity, Justice, Equity, and Inclusion

You may not leave these fields blank. The purpose of the scores is to determine the level of alignment with program priorities that each applicant demonstrates (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 within a single application or across your assigned application pool.

### **Scoring Categories:**

#### **Category 1: Quality of Rental Program**

This scoring category centers on how the applicant serves artists. In order to assess an application's strength in this category, please consider:

- The accessibility and ease of use of their booking system;
- The availability of hours and times of day available;
- The proposed hourly rate; and
- How they intend to serve the Program's intended beneficiaries—dance makers who identify as:
  - Small-budget (with annual expense budgets less than \$500,000) who have a financial need for subsidies and those who may operate outside the non-profit business model;
  - ALAANA (African, Latino/a/x, Asian, Arab, Native American), disabled, immigrant, women-identifying, gender nonconforming/nonbinary/genderqueer, transgender, and/or LGBTQIA+; and
  - And dance makers who represent a diversity of dancemaking perspectives, including percussive dance forms.



***You can find this information in “Part 2: Rental Program” of the Submittable application.***

**Scoring the Quality of Rental Program:**

1 - Applications that score a 1 do not align at all with Dance/NYC’s overall New York City Dance Rehearsal Space Subsidy Program funding priorities, although they are eligible. The applicant’s responses do not illustrate how their organization or business entity demonstrates a commitment to serving artists through its rental program.

2 - Applications that score a 2 exhibit weak alignment with Dance/NYC’s overall New York City Dance Rehearsal Space Subsidy Program funding priorities, although they are eligible. The applicant’s responses lack clarity but illustrate how their organization or business entity demonstrates a commitment to serving artists through its rental program.

3 - Applications that score a 3 exhibit strong alignment with Dance/NYC’s overall New York City Dance Rehearsal Space Subsidy Program funding priorities. The applicant’s responses clearly illustrate how their organization or business entity demonstrates a commitment to serving artists through its rental program.

4 - Applications that score a 4 exhibit great alignment with Dance/NYC’s overall New York City Dance Rehearsal Space Subsidy Program funding priorities. The applicant’s responses provide a deep and well-defined illustration of how their organization or business entity demonstrates a commitment to serving artists through its rental program.

5 - Applications that score a 5 exhibit the highest alignment with Dance/NYC’s overall New York City Dance Rehearsal Space Subsidy Program funding priorities. The applicant’s responses provide a highly evolved and advanced illustration of how their organization or business entity demonstrates a commitment to serving artists through its rental program.

**Category 2: Quality of Facility**

This scoring category centers on the quality of an applicant’s facilities. In order to evaluate an application’s strength in this category, please consider:

- The space information provided in their Venue Report, as prepared by Dance/NYC, including:
  - Level of ADA compliance;
  - Condition of space(s);
  - Studio size(s);
  - Space features;
  - User amenities;
  - Types of shoes allowed; and
  - Type of flooring.

***You can find this information in the “Venue Report” on Google Drive.***



### **Scoring the Quality of Facility:**

1 - Applications that score a 1 do not align at all with Dance/NYC's overall New York City Dance Rehearsal Space Subsidy Program funding priorities, although they are eligible. The applicant's responses and Dance/NYC's review of the space indicate that the applicant does not meet the minimum space requirements based on the criteria for the program.

2 - Applications that score a 2 exhibit weak alignment with Dance/NYC's overall New York City Dance Rehearsal Space Subsidy Program funding priorities, although they are eligible. The applicant's responses and Dance/NYC's review of the space indicate that the applicant barely meets the minimum space requirements based on the criteria for this program.

3 - Applications that score a 3 exhibit strong alignment with Dance/NYC's overall New York City Dance Rehearsal Space Subsidy Program funding priorities. The applicant's responses and Dance/NYC's review of the space indicate that the space adequately meets the minimum space requirements based on the criteria for this program.

4 - Applications that score a 4 exhibit great alignment with Dance/NYC's overall New York City Dance Rehearsal Space Subsidy Program funding priorities. The applicant's responses and Dance/NYC's review of the space indicate that the space meets all of the space requirements based on the criteria for this program.

5 - Applications that score a 5 exhibit the highest alignment with Dance/NYC's overall New York City Dance Rehearsal Space Subsidy Program funding priorities. The applicant's responses and Dance/NYC's review of the space indicate that the space exceeds the space requirements based on the criteria for this program.

### **Category 3: Diversity, Justice, Equity, and Inclusion**

This scoring category centers on applicants' demonstrated commitment to Diversity, Justice, Equity, and Inclusion (DJEI). In order to evaluate each applicants' commitment to DJEI, please consider their responses to:

- How they define and approach DJEI;
- How DJEI is reflected in their policies, if applicable;
- How DJEI is reflected in their leadership and staff as represented in their Equity Matrix; and
- How DJEI is reflected in their Board of Directors, if applicable.

***You can find this information in "Part 5: Diversity, Justice, Equity, and Inclusion" of the Submittable application and the Equity Matrix and Anti-Discrimination and DJEI policy documents on Google Drive. Please note, the policy documents were optional, so some applicants may not have them.***

The Program prioritizes applications which demonstrate commitments and measurable actions in alignment with applicants' stated values of diversity,



justice, equity, and inclusion. As you consider an applicant's alignment with the Program goals, you may consider the role historically marginalized groups—including African, Latina/o/x, Asian, Arab, and Native American (ALAANA), LGBTQ+, women-identifying, gender nonconforming/nonbinary/genderqueer, disabled, and immigrant artists—play within the applicant pool and wider dance field.

1 - Applications that score a 1 do not align at all with Dance/NYC's overall New York City Dance Rehearsal Space Subsidy Program funding priorities, although they are eligible. The applicant's responses do not exhibit values of diversity, justice, equity, and inclusion, or their stated values are not reflected in measurable actions.

2 - Applications that score a 2 exhibit weak alignment with Dance/NYC's overall New York City Dance Rehearsal Space Subsidy Program funding priorities, although they are eligible. The applicant's responses fail to illustrate strong values of diversity, justice, equity, and inclusion, or their stated values may not align with measurable actions.

3 - Applications that score a 3 exhibit strong alignment with Dance/NYC's overall New York City Dance Rehearsal Space Subsidy Program funding priorities. The applicant's responses illustrate strong values of diversity, justice, equity, and inclusion, and their stated values are apparent in measurable actions.

4 - Applications that score a 4 exhibit great alignment with Dance/NYC's overall New York City Dance Rehearsal Space Subsidy Program funding priorities. The applicant's responses illustrate deep and well-defined values of diversity, justice, equity, and inclusion, and their stated values are demonstrated in measurable actions with consistency.

5 - Applications that score a 5 exhibit the highest alignment with Dance/NYC's overall New York City Dance Rehearsal Space Subsidy Program funding priorities. The applicant's responses illustrate highly evolved and advanced values of diversity, justice, equity, and inclusion, and their stated values are deeply embedded within the applicant's operations and are demonstrated in measurable actions with consistency.

#### **Category 4: Legal & Financial**

Only one panelist will be asked to score this section. **You will not need to score this section unless otherwise notified by Dance/NYC Staff. This section is only provided here for reference.**

This scoring category focuses on an entity's legal compliance and financial stability. In order to assess an entity's strength in this category, the Facility Cost Worksheet and other financial statements will be reviewed to determine the following:

- Ability to remain in operation for the duration of the grant period;



- Capacity to manage the program in accordance with the values and priorities of the initiative; and
- Overall financial resilience and potential risks

**This information can be found in “Part Four: Financial & Legal Information” of the Submittable application and the Lease Agreement/Certificate of Occupancy, Certificate of Insurance, Operating Budget, Proof of Business Structure, Financial Statements, Facility Costs Worksheet uploads.**

1 - Applications that score a 1 do not align at all with Dance/NYC’s overall New York City Dance Rehearsal Space Subsidy Program funding priorities, although they are eligible. The applicant’s responses strongly indicate they do not have the legal compliance, ability to remain in operation for the duration of the program, and/or the financial stability to manage the program.

2 - Applications that score a 2 exhibit weak alignment with Dance/NYC’s overall New York City Dance Rehearsal Space Subsidy Program funding priorities, although they are eligible. The applicant’s responses reflect weak or questionable legal compliance, ability to remain in operation for the duration of the program, and/or financial stability to manage the program.

3 - Applications that score a 3 exhibit strong alignment with Dance/NYC’s overall New York City Dance Rehearsal Space Subsidy Program funding priorities. The applicant’s responses reflect adequate legal compliance, ability to remain in operation for the duration of the program, and financial stability to manage the program.

4 - Applications that score a 4 exhibit strong alignment with Dance/NYC’s overall New York City Dance Rehearsal Space Subsidy Program funding priorities. The applicant’s responses reflect strong articulation of their legal compliance and ability to remain in operation for the duration of the program, and indicate strong financial stability to manage the program.

5 - Applications that score a 5 exhibit the highest alignment with Dance/NYC’s overall New York City Dance Rehearsal Space Subsidy Program funding priorities. The applicant’s responses reflect the strongest and clearest articulation of their legal compliance and ability to remain in operation for the duration of the program, and indicate very strong financial stability to manage the program.

### ***Application Notes & Interview Questions***

Dance/NYC also requires that you submit notes and interview questions for each application by selecting “Notes” in the “Activity” tab. Please be sure visibility is set to “Assigned Team” or “Admins Only” for your comments. The questions and notes that you submit will be crucial for the review process. **PLEASE DO NOT SKIP THIS SECTION.**

- Application Notes: For each application, please submit notes to justify and explain your scores. At the panel meeting, you will be asked to comment on the



applicants you have reviewed. Additionally, you will be asked to lead short presentations for the applicants you interviewed. In the event you are unable to attend the panel meeting, your notes should provide a clear justification for the scores you provided so Dance/NYC can appropriately convey your assessments.

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 also should provide context for why you provided the scores you did for each section of an applicant's application and may be shared anonymously with applicants upon request. 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.

- Interview Questions: For each application, please submit **at least one** question that you would like to be asked during that applicant's interview. Questions for each applicant will be compiled for that applicant's interview. When formulating your questions, please consider anything that was not already included in their materials that would help you better assess the entity's fitness and strength for the program.
- Please clearly label your interview questions vs. notes in the notes section. Ex.

Notes: Their commitment to serving ALAANA artists is impressive, but lack of sprung floor is concerning.

Interview questions: 1) What is the size of the portable tap floor they provide? 2) Could they clarify how many hours they have available on weekdays?

## HOW TO READ THE WRITTEN APPLICATION

---

Dance/NYC will be using Submittable and Google Drive 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. We also recommend that you open two tabs within your web browser: one where you can review applications on Submittable and another where you can review the Google Drive folder with applicants' uploaded materials.

**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.

A note regarding uploaded documents: If an applicant's uploaded document is not populating in the Submittable platform or appears incomplete, please review the file in the Google Drive folder that corresponds to the applicant. Applicant folders are organized alphabetically by the



applicant's submission title and have been broken into alphabetical sub-folders (Applicants A-F, G-N, O-Z) to simplify locating your applicant folders. **It is important that you do not open or read any of the folders that correspond to applicants for which you have a conflict of interest. Similarly, please refrain from downloading any of the digital files, even if these are the files of your assigned applicants.** If you cannot access a folder or file directly in Google Drive, please contact [rehearsalspacesubsidy@dance.nyc](mailto:rehearsalspacesubsidy@dance.nyc) so we can provide assistance.

Please note all application questions are required unless noted optional.

If you have any questions about using Submittable or Google Drive, please contact [rehearsalspacesubsidy@dance.nyc](mailto:rehearsalspacesubsidy@dance.nyc). For questions relating to Submittable technology, please contact [support@submittable.com](mailto:support@submittable.com).

### **How to Access Application Materials**

Application materials can be found in Submittable and Google Drive. Submittable is where you will review all of the written responses for applications assigned to you. Google Drive is where you can review the Equity Matrix (uploaded by applicants), Venue Reports (created by Dance/NYC's consultants for each applicant), and Rental Days/Times Chart as well as other optional documents applicants may have submitted (Diversity, Justice, Equity, and Inclusion Policy; Anti-Discrimination Policy; and Board of Directors List).

### **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 find 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 scores, 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 in 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.

You may notice at the bottom of the application a section titled "Internal Form." These fields were completed by Dance/NYC staff as part of the vetting process and are not part of the applicant's submission. You do not need to consider this section in your review of applications.

### **SUBMITTABLE APPLICATION**



### **Part 1: Applicant Information**

This section provides basic information and contact information for each applicant.

### **Part 2: Rental Program Information**

This section provides information about the entity's rental program, including the process of booking space, availability and provision of hours, number of renters, artist selection, marketing, hourly rates, and residencies.

#### **Funding priorities addressed in this section:**

- Demonstrate strong relationship with and accountability to a community of local dance makers who are in regular use of their space
- Easily accessible booking systems that reduce the labor dance makers incur to access subsidized hours and don't uphold inequitable booking practices that prioritize dance makers renting space at full cost
- Have ability to make peak hours (weekdays, 12:00-8:00 p.m.) available (50% of total subsidized hours)
- Willingness and/or commitment to serve dance makers that
  - Reflect the demographics of NYC, which is majority (69%) African, Latina/o/x, Asian, Arab, and Native American (ALAANA), majority (52%) female and <1% gender non-binary, 37% foreign-born, 11% disabled, 4% LGBTQ+, according to census data (2020 Census data, US Census Bureau American FactFinder 2015-2019 American Community Survey 5-Year Estimates, and Gallup, 2012-2014);
  - Are "small-budget" dance makers with annual expense budgets of less than \$500,000, who often have a financial need for subsidies; and
  - Are working across genres and dance forms, including percussive and/or sneaker based dance forms

#### **Relevant questions as they appear in the application:**

- **Rental Program: Booking Space**

This program supports equitable and easily accessible booking processes for artists seeking to rent subsidized rehearsal space. Please describe in detail the process by which dance makers will inquire about and book available space. Include details on your overall booking procedures and policies, and explain the booking process for both standard rentals as well as subsidized rentals. If applicable, descriptions may include:

- How staff supports rehearsal booking;
- Where and how renters access information about costs and availability of rehearsal spaces for rent;
- Average turnaround time for responding to rental requests; and
- Costs (beyond the rental rate) associated with booking.

Please also note any changes you are planning to make to your program's booking procedures and policies to provide subsidized rehearsal hours supported by this grant, and if so, when those changes would take effect.



- **Rental Activities: Provision of Hours**

Please indicate what percentage of your overall activity is dedicated to rehearsal space rental (i.e. 50% dance rehearsal space rental and 50% classes (or provide other example)). This figure should not count residencies as part of rehearsal space rentals.

- **Rental Activities: Distinct Renters**

Please enter the total number of unique renters that you typically serve annually; this can be an estimate if you do not have a complete record. If your number of unique renters has changed in 2020 and/or 2021 from previous years because of COVID-19, please provide details.

- **Artist Selection**

Explain how you will determine eligibility for subsidized rehearsal space. As a reminder, this program intends to prioritize dance makers who identify as:

- Small-budget dance makers (with annual expense budgets less than \$500,000) who have a financial need for subsidies and those who may operate outside the non-profit business model;
- ALAANA (African, Latino/a/x, Asian, Arab, Native American), disabled, immigrant, women-identifying, gender nonconforming/nonbinary/genderqueer, transgender, and/or LGBTQIA+ dance makers;
- And dance makers who represent a diversity of dancemaking perspectives, including percussive dance forms.

Please describe how you will ensure that these intended beneficiaries will access your subsidized rehearsal hours.

- **Marketing**

Describe how you will market the availability of subsidized rehearsal space to dancers. For example: Do you intend to send newsletters and/or share through social media? Do you have a listserv of dance renters? Will the program be highlighted in a prominent place on the homepage of your website?

- **Days/Times (chart)**

Please indicate the weekly schedule of subsidized rehearsal space hours that will be made available for dance makers. Please fill any day/time blocks during which subsidized rehearsal space hours will be made available, either in full or in part, by writing in either "Yes" or "No."

- **Days/Times: Additional Detail**



Please provide any additional details to clarify the days/times you expect to offer subsidized rehearsal space hours as indicated in the above chart. If there are no further details, please write "n/a."

- **Days/Times: Peak Hours**

What percentage of subsidized hours do you anticipate offering between noon and 8:00 p.m. Monday through Friday (peak hours)?

- **Distribution of Subsidized Rehearsal Space Hours**

Describe how subsidized dance rehearsal space hours will be made available throughout the course of each grant year. These can be organized by quarter, month, etc.

- **Annual Number of Hours**

**Please enter the annual minimum and maximum number of hours your entity is able to commit to this program.** These figures can include residencies as part of rehearsal space rentals if you intend to use a portion of the subsidized hours for residencies.

Please note, grantees of the program are required to offer no fewer than 200 and no more than 2,000 subsidized rehearsal space hours annually. Hours committed to this program must be in addition to hours that may already be subsidized by the New York State Council on the Arts or another source. Additionally, no more than one-third of the subsidized hours offered by each grantee through this program can be allocated to residency programs. Annual subsidized hour requirements will be determined by Dance/NYC according to available funding and your entity's capacity and will be articulated upon grant selection.

- **Availability**

Please describe if there are any factors that could impact the distribution of subsidized hours for this program. This may include things such as planned construction/renovations, seasonal changes in other types of programming being offered in your space(s), etc.

- **Subsidized Rehearsal Space Rental Rate**

Confirm the hourly rate at which subsidized dance rehearsal space hours will be made available. Please include detail if the rate varies based on size or type of studio, time of year, etc. The suggested rate for all studios is \$10.

- **Residencies**

Do you intend to use any of the subsidized hours for residencies?



- **(If yes) How many hours do you expect to allocate to residencies throughout the course of each year of the grant period?**

As a reminder, no more than one-third of the subsidized hours offered by each grantee through this program can be allocated to residency programs.

- **Residencies**

Please describe the residency program, how residencies are awarded, and dance makers you intend to serve.

- **Other Funding**

Please note any sources of funding you've received, anticipate receiving, or anticipate applying for to support subsidized dance rehearsal space from Fiscal Year 2022 - Fiscal Year 2024. Please specify funding amount, funding source, and status of funding (confirmed or anticipated).

- **Needs and Opportunities**

Beyond funding, what resources might benefit your entity in implementing this program and achieving your goals for providing affordable rehearsal space to dance makers?

### **Section 3: Facilities Information**

This section provides information about an applicant's planned enhancements to their space, if applicable.

#### **Funding priorities addressed in this section:**

- Have ability to provide access to rehearsal space with large square footage and/or multiple spaces

#### **Relevant questions as they appear in the application:**

- **Space Enhancements**

If applicable, please detail any physical enhancements you plan to make to your rehearsal space(s) during the grant period (2022, 2023, or 2024). If you submitted a response to this question in your RFEI, please copy and paste that response here and add any new details as applicable. If not applicable, please write "n/a."

- **Space Enhancement Documentation (optional)**

If you have documentation of plans for any physical enhancements to your rehearsal space(s) during the grant period, please upload them here. This could be plans, drawings, contracts, estimates, etc. Please save the file(s) with your entity name at the beginning, following this format: Applicant Entity Name\_Space Enhancements.

- **Impact of Space Enhancements**



If applicable, describe how any space enhancements will impact your ability to provide quality rehearsal space and required subsidized rehearsal space hours to dance makers. If not applicable, please write "n/a."

- **Venue Report Confirmation**

You will receive a venue report that details relevant physical characteristics, policies and procedures related to your facility, rehearsal spaces, and their use by renters. As part of the application process, you will be required to review and sign this report, or offer your dissents.

I agree to review the venue report detailing my rehearsal space(s) by March 13, 2022.  
**(checkbox)**

#### **Section 4: Financial & Legal Information**

This section provides financial and legal information for each applicant, including lease information, lease agreements/certificates of occupancy, certificates of insurance, budgets, proof of business structure, financial statements, and facility cost worksheet.

#### **Funding priorities addressed in this section:**

- Financial health and sustainability that indicates an ability to remain in operation for the duration of the grant period
- Full Cost Analysis for the provision of rehearsal space
- Capacity to manage the program

#### **Relevant questions as they appear in the application:**

- **Do you own or rent your space?**

Own  
Rent

- **Lease Agreements/Certificate of Occupancy**

Please upload proof of occupancy. This could be a lease agreement, certificate of occupancy, property title, or a signed letter from your landlord. This document should indicate your right to operate your rehearsal space during the grant period (April 1, 2022-December 31, 2024). Please save the file with your entity name at the beginning, following this format: Applicant Entity Name\_Proof of Occupancy.

- **Years Remaining on Lease/Mortgage**

How many years are remaining on your lease or mortgage, not including any option to extend?

- **Expiration of Occupancy**

If your entity's right to occupancy (for example, your lease) will expire during the grant period, please describe how you plan to fulfill your obligation to provide subsidized hours



through the grant period. Please also include any detail on how costs may be affected by this change, and how you have included these calculations in the budget. If not applicable, please write "n/a."

- **Changes to Lease**

Might any other rent/mortgage terms change within the three year grant period? If yes, please provide details. If not applicable, enter "n/a".

- **Certificate of Insurance (Upload)**

Please upload any proof of insurance coverage (commercial liability, etc.) for your venue. Please save the file with your entity name at the beginning, following this format: Applicant Entity Name\_Certificate of Insurance.

- **Operating Budget**

Please upload your entity's operating budget for fiscal year 2022 and anticipated operating budget for fiscal year 2023 (if the operating budget for fiscal year 2023 has not yet been finalized, anticipated is acceptable). Please save the file(s) with your entity name at the beginning, following this format: Applicant Entity Name\_Operating Budget 2022.

- **Budget Narrative**

Please use this space to elaborate on your entity's financial circumstances. This will be helpful in determining your entity's financial position, fitness, and ability to fulfill any obligation to this program over the course of the three year grant period.

- **Proof of Business Structure (Upload)**

For Nonprofit 501(c)3 organizations, please upload a PDF of your IRS determination letter.

For Fiscally Sponsored groups, please upload a PDF of your Proof of Fiscal Sponsorship.

For for-profit entity/commercial enterprises (S-corp, B-Corp, Corporation, LLC), please upload a PDF of one of the following:

- Current Business License
- Certificate of Organization
- Articles of Incorporation

Please save the file with your entity name at the beginning, following this format: Applicant Entity Name\_Proof of Business Structure.

- **Financial Statements (Upload)**



- For Nonprofit 501(c)3 organizations, please upload PDFs of your two most recent audited financial statements, ideally 2019 and 2020. If your entity is not required to have an audit, please upload PDFs of Independent Accounts' Reviews (IAR), 990s, or other professionally generated financial statements from 2019 and 2020.
- For Fiscally Sponsored groups, please upload PDFs of your two most recent years' Independent Accounts' Reviews (IAR), 990s, or other professionally generated financial statements from 2019 and 2020.
- For-profit entity/commercial enterprises (S-corp, B-Corp, Corporation, LLC), please upload PDFs of your two most recent years of filed federal corporate business tax returns, ideally 2019 and 2020.

Please save the file(s) with your entity name at the beginning, following this format:  
Applicant Entity Name\_Financial Statement 2019.

- **Facility Costs Worksheet (Upload)**

Go to

[https://dance.nyc/uploads/2022\\_RSS\\_Facility\\_Costs\\_Worksheet%20AO\\_3-4-2022V2.xls](https://dance.nyc/uploads/2022_RSS_Facility_Costs_Worksheet%20AO_3-4-2022V2.xls) to download the facility costs worksheet. Guidelines and instructions on how to complete this form are included in the worksheet. You must complete all yellow colored tabs and upload here. Upon opening the worksheet, you may receive a prompt to "enable macros;" please accept/enable macros as these ensure the formulas remain accurate. Please save the file with your entity name at the beginning, following this format: Applicant Entity Name\_Facility Costs Worksheet.

### ***Section 5: Diversity, Justice, Equity, & Inclusion***

This section provides information about the entity's commitment to Diversity, Justice, Equity, and Inclusion (DJEI) and how it is reflected in their personnel and policies, if applicable.

#### **Funding priorities addressed in this section:**

- Demonstration of commitment to values of justice, equity and inclusion across every aspect of their operations and service delivery

#### **Relevant questions as they appear in the application:**

- **Diversity, Justice, Equity, and Inclusion**

Please describe how your entity defines and approaches diversity, justice, equity, and inclusion in relation to its mission and operations. We ask that you include one or more examples of challenges and successes the entity has experienced with respect to diversity, justice, equity, and inclusion.

- **Diversity, Justice, Equity, and Inclusion Policy (optional)**

Upload a PDF of your entity's Diversity, Justice, Equity, and Inclusion policy, if available. Please save the file with your entity name at the beginning, following this format:  
Applicant Entity Name\_DJEI Policy.



- **Anti-Discrimination**  
Please briefly describe your entity's equal opportunity, anti-discrimination, and anti-harassment policies.
- **Anti-Discrimination Policy (optional)**  
Upload a PDF of your entity's Anti-Discrimination policy, if available. Please save the file with your entity name at the beginning, following this format: Applicant Entity Name\_Anti-Discrimination Policy.
- **Equity Matrix**  
Go to [https://www.dance.nyc/uploads/2022-2024\\_RSS\\_Equity\\_Matrix.xlsx](https://www.dance.nyc/uploads/2022-2024_RSS_Equity_Matrix.xlsx) to download the equity matrix. You must complete all five tables. Once complete, upload the matrix here. Please save the file with your entity name at the beginning, following this format: Applicant Entity Name\_Equity Matrix.
- **Additional forms of diversity (optional)**  
Are there additional forms of diversity not included in the equity matrix (e.g., religious, veteran status, generational, etc.) that you think are important for your mission and operations? Does your entity's staff/board reflect this diversity? Please explain.
- **Board of Directors List (optional)**  
Upload a PDF of your Board of Directors list, with affiliations, if applicable.

### ***Section 6: Grant Requirements***

This section requires applicants to assert that they agree to comply with the terms of the Grant Requirements if funded. No action is required for your review in this section.

### ***Section 7: Payment Information***

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 data of our applicants. Please note Dance/NYC collected payment details to expedite direct deposit payment to all applicants as soon as their applications are approved.

### ***Final Considerations***

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

## **GOOGLE DRIVE - VENUE REPORTS & EQUITY MATRIX**

### ***Accessing Google Drive***

All Venue Reports, Equity Matrices, and Rental Days/Times charts as well as other optional documents applicants may have submitted (Diversity, Justice, Equity, and Inclusion Policy; Anti-Discrimination Policy; and Board of Directors List) are located in this Google Drive Folder:



EXTERNAL - RSS Full Application Review Panel Materials [LINK DISABLED FOR CONFIDENTIALITY]. Applicant materials are organized in alphabetical subfolders (Applicants A-F, G-N, O-Z).

### **Venue Reports**

Dance/NYC consultants have provided a report for each venue under consideration based on their site visit.

### **Funding priorities addressed in this section include:**

- Quality of rehearsal space
- Have facilities that meet the Physical Accessibility/ADA Compliance requirements, as outlined here: [NYC Dance Rehearsal Space Subsidy Program ADA Standards & Compliance](#)
- Have ability to provide access to rehearsal space with large square footage and/or multiple spaces

### **Equity Matrix**

Are the leadership, staff and key roles within the organization homogenous? Who has decision-making power within the organization? Is there a gap between the demography of the people that lead/staff the organization and the people it intends to serve?

### **Funding priorities addressed in this section:**

- Demonstration of commitment to values of justice, equity and inclusion across every aspect of their operations and service delivery

### **Rental Day/Times Chart**

### **Funding priorities addressed in this section:**

- Does the applicant have the ability to make peak hours (weekdays, 12:00-8:00 p.m.) available (50% of total subsidized hours)?

### **Diversity, Justice, Equity, and Inclusion Policy (optional)**

### **Funding priorities addressed in this section:**

- Demonstration of commitment to values of justice, equity and inclusion across every aspect of their operations and service delivery

### **Anti-Discrimination Policy (optional)**

### **Funding priorities addressed in this section:**

- Demonstration of commitment to values of justice, equity and inclusion across every aspect of their operations and service delivery

### **Final Steps for Scoring:**

After you have reviewed every section of the application and the materials in the Google Drive, please be sure to add your numerical scores 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 comments should include the following:

- 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.
- You should also submit **at least one** question that you would like to be asked during that applicant’s interview. When formulating your questions, please consider anything that was not already included in their materials that would help you better assess the entity’s fitness and strength for the program.

After you have completed your notes, please click “Add” to save your notes. After you have completed your numerical scores (all three scoring categories), 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’S

---

- For questions relating to the review process, please contact [rehearsalspacesubsidy@dance.nyc](mailto:rehearsalspacesubsidy@dance.nyc).
- For questions relating to Submittable technology, please contact [support@submittable.com](mailto:support@submittable.com).
- ***I’m not sure if I have a conflict of interest with this application. What should I do?***  
Please email [rehearsalspacesubsidy@dance.nyc](mailto:rehearsalspacesubsidy@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 [rehearsalspacesubsidy@dance.nyc](mailto:rehearsalspacesubsidy@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.

## WHAT’S NEXT

---

Please note we plan to review all eligible applicants at our virtual meeting on **Wednesday, April 13, 10:00 a.m. - 5:00 p.m. EST** via Zoom.

The panel will prepare a recommended list of grantees, including runner-ups. Dance/NYC’s Executive Director and Grantmaking Manager will determine the final grant amounts and terms.

Dance/NYC will notify selected grantees within seven days following the panel review discussion. Applicants who were not selected will be notified promptly thereafter.



If you have any additional questions, please do not hesitate to contact Jenna Purcell at [rehearsalspacesubsidy@dance.nyc](mailto:rehearsalspacesubsidy@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 here in New York City.