

# GUIDE & TIPS

Coronavirus

Dance Relief Fund

Freelance

Dance Workers

June Application

dance/NYC<sup>®</sup>

IN ALLIANCE WITH DANCE/USA

# INSTRUCTIONS

Dance/NYC invites eligible New York City metropolitan freelance dance workers experiencing loss of income resultant of COVID-19 illness and/or implemented social restriction measures to submit proposals for awards of \$500 per month with a maximum of \$1,500 across the grant period, from March 2020 to June 2020. Applicants must submit an application for each month.

This is the Application for June. This Application will close on Wednesday, June 17, 2020 at 5:00 p.m. EST.

To learn more on future application dates visit:  
[Dance.NYC/programs/funds/FreelanceDanceWorkers](https://www.dance.nyc/programs/funds/FreelanceDanceWorkers)

Applicants may submit applications for any month throughout the grant period.

Before completing the application form, applicants will be asked to first complete a series of questions to determine their eligibility. If eligible, applicants will be prompted to complete the application. All questions are required unless otherwise indicated.

Applicants may save draft content by scrolling to the bottom of the application form and clicking "Save Draft," and may return to finish the form at any time prior to the deadline. Applications for the month of June must be submitted by June 17, 2020, 5:00 p.m. EST. Due to the anticipated volume of applications, Dance/NYC will not be able to follow up on incomplete applications.

Dance/NYC is committed to accessibility and the inclusion of disabled and immigrant people in its programs. If you need assistance accessing any part of this application, please contact us at [covid19@dance.nyc](mailto:covid19@dance.nyc).

Visit Full Call for Proposals:  
[Dance.NYC/programs/funds/CoronavirusDanceReliefFund](https://www.dance.nyc/programs/funds/CoronavirusDanceReliefFund)  
Visit Frequently Asked Questions (FAQ):  
[Dance.NYC/CoronavirusDanceReliefFundFAQ](https://www.dance.nyc/CoronavirusDanceReliefFundFAQ)

## NOTE

this version of the form in left column includes all possible questions. you may not see every question as you are completing your application.

our notes and reminders are in orange in the right column so you don't miss the most important pieces

# ELIGIBILITY CONFIRMATION

## **Do you identify as an independent dance worker?\***

Independent dance worker includes the following: dancer, dance performer, choreographer, dance photographer, dance videographer, dance teaching artist and/or related artistic and technical personnel such as technicians (lighting, stage management, production, etc.), dance musicians/accompanists, independent presenters, producers, agents and/or managers, dance theatre personnel (ushers, in-house vendors, etc.)

- Yes
- No

## **Are you headquartered in the metropolitan New York City area?\***

"metropolitan New York City area" includes the five boroughs of New York City, as well as Nassau, Suffolk, and Westchester counties in New York State, and Bergen and Hudson counties in New Jersey.

- Yes
- No

## **Are you headquartered in New Jersey state, not including**

**Bergen and Hudson counties?\*** For the month of June, freelance dance workers headquartered in the entirety of New Jersey state will be eligible for the Coronavirus Dance Relief Fund thanks to support from the Geraldine R. Dodge Foundation. Eligible counties include: Atlantic, Burlington, Camden, Cape May, Cumberland, Essex, Gloucester, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Salem, Somerset, Sussex, Union, and Warren.

- Yes
- No

## **Are you able to provide the following information to process digital payment: social security number (SSN), employer identification number (EIN) or an individual taxpayer identification number (ITIN); and Bank Account Number and Routing Number?\***

This information needs to reflect the applicant themselves and cannot be for an entity or other individual.

- Yes
- No

## **Have you lost a minimum of \$1,000 of paid freelance or contract work in the dance field as a result of COVID-19 in the month of**

**June?\*** Please note that Dance/NYC defines "freelance or contract work" as work for which you were paid as an independent contractor (i.e., you may receive a 1099 from the contractor). Work for which you are considered an employee (i.e., you receive a W-2 from the employer) is NOT eligible for this fund.

- Yes
- No

## REPEAT APPLICANTS

Please answer the questions below to determine whether you are a repeat applicant for this grant program. This does not affect your eligibility.

**Have you applied for funding from Dance/NYC's Coronavirus Dance Relief Fund previously?\***

- Yes
- No

**For which month(s) did you apply to Dance/NYC's Coronavirus Dance Relief Fund?** Please select all that apply.

- March
- April
- May

**Have you been selected to receive funding from Dance/NYC's Coronavirus Dance Relief Fund previously?\***

- Yes
- No
- I don't know

**For which month(s) did you receive funding from Dance/NYC's Coronavirus Dance Relief Fund?\*** Please select all that apply.

- March
- April
- May

# SECTION 1 — APPLICANT INFORMATION

**First Name\***

**Middle Initial (if applicable)**

**Last Name\***

**How do you identify as an individual dance worker?\***

Please select all that apply

- Dancer
- Dance performer
- Choreographer
- Dance photographer
- Dance videographer
- Dance teaching artist
- Technician (lighting, stage management, production, etc.)
- Dance musician/accompanist
- Independent presenter
- Independent producer
- Agent and/or manager
- Dance theatre personnel (usher, in-house vendor, etc.)
- Not listed
- If not listed, please specify

**Street/P.O. Box address\***

Provide your mailing street address or P.O. Box. Your address must be within the metropolitan New York City area or New Jersey state. ("metropolitan New York City area" includes the five boroughs of New York City, as well as Nassau, Suffolk, and Westchester counties in New York State, and Bergen and Hudson counties in New Jersey.) For the month of June, eligible New Jersey counties include: Atlantic, Burlington, Camden, Cape May, Cumberland, Essex, Gloucester, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Salem, Somerset, Sussex, Union, and Warren in addition to Bergen and Hudson.

**City\***

Provide your city.

**State\***

Choose your state.

- New Jersey
- New York

**County\***

Choose the county associated with your mailing address.

- *Populates a list of eligible New Jersey or New York counties based on your state selection*

**ZIP code\***

Provide the ZIP code associated with your mailing address.

## SECTION 2 – PAYMENT DETAILS

The following information will allow Dance/NYC to submit award funds via direct deposit. We have selected this payment method to ensure grant awards are available as quickly as possible to grantees. Your information will be stored securely. To learn more about Dance/NYC's Personally Identifying Information Data Access and Protection Protocol, visit ([Dance.NYC/uploads/Data\\_Access\\_and\\_Processing\\_Protocol\\_Dance\\_NYC.pdf](https://Dance.NYC/uploads/Data_Access_and_Processing_Protocol_Dance_NYC.pdf)). For Submittable's security procedures, visit ([submittable.com/security](https://submittable.com/security)).

### **Full Legal Name\***

This must match the information used to open your bank account and reflect the identity of the applicant. Do not use the name of an entity or other individual. Please note: Dance/NYC can only deposit funds in an account belonging to the applicant.

**Social Security Number, Employer Identification Number or Individual Taxpayer Identification Number\*** This must match the information used to open your bank account and reflect the identity of the applicant. Use numbers only, no dash or special characters.

Your information will be stored securely. To learn more about Dance/NYC's PII Data Access and Protection Protocol, visit ([Dance.NYC/uploads/Data\\_Access\\_and\\_Processing\\_Protocol\\_Dance\\_NYC.pdf](https://Dance.NYC/uploads/Data_Access_and_Processing_Protocol_Dance_NYC.pdf)). For Submittable's security procedures, visit ([submittable.com/security](https://submittable.com/security))

**Date of Birth\* (MM/DD/YYYY)**

**Name of Banking Institution\***

**Bank Routing Number\***

**Bank Account Number\***

### **IRS Form W-9\***

Go to ([irs.gov/pub/irs-pdf/fw9.pdf](https://irs.gov/pub/irs-pdf/fw9.pdf)) to download the IRS Form W-9. You are required to complete this form because the IRS qualifies relief funds as taxable income.

Funds disbursed through the Dance/NYC Coronavirus Dance Relief Fund are considered taxable and reportable to the Internal Revenue Service (IRS). This form allows Dance/NYC to process grant awards and is not related to your work with another organization.

Be sure to sign and date the form.

Once complete, upload the file and make sure it is uploaded correctly. Save the file with your name at the beginning, following this format: Applicant Full Name\_W-9.

LEARN MORE

## SECTION 3 – CONTACT INFORMATION

Email Address\*

Phone Number\*

**Do you give Dance/NYC permission to text you at this number with respect to your application and the Coronavirus Dance Relief Fund?\***

Your mobile provider's standard rates for sending and receiving text (SMS) messages may apply.

- Yes
- No

## SECTION 4 – DEMOGRAPHIC DATA

Learn why Dance/NYC collects demographic data by visiting the Coronavirus Dance Relief Fund FAQ ([Dance.NYC/CoronavirusDanceReliefFundFAQ](https://www.dancenyc.org/coronavirus-dance-relief-fund-faq)).

LEARN MORE

For each of the following questions, please indicate which of the categories you most closely identify with.

### Disability\*

- Disabled person
- Nondisabled person
- Decline to state

### Ethnicity and Race\*

- Asian/Asian American
- Black/African American
- Hispanic/Latino/Latina/Latinx
- Middle-Eastern
- Native American/American Indian/Alaska Native
- Native Hawaiian/Pacific Island
- White
- Multi-racial or multi-ethnic (2+ ethnicities/races)
- Decline to state
- Not listed

### Ethnicity and Race

If not listed, please specify

### Gender Identity\*

- Gender nonconforming/nonbinary
- Man
- Transman
- Transwoman
- Woman
- Decline to state
- Not listed

### Gender Identity

If not listed, please specify

### Sexual Identity\*

- Asexual
- Bisexual
- Heterosexual/Straight
- Homosexual/Gay/Lesbian
- Queer
- Decline to state
- Not listed

### Sexual Identity

If not listed, please specify

What is the year of your birth?\*

What is your country of origin?\*



## SECTION 5 — NARRATIVES

Provide information about the personal impact you have experienced as a result of COVID-19.

This is the most important part of the application!

### **Number of dance related freelance and/or contract work lost as a result of COVID-19 in the month of June**

**Performances\*** Enter the number lost due to COVID-19 in the month of June

**Rehearsals\*** Enter the number lost due to COVID-19 in the month of June

**Commissions\*** Enter the number lost due to COVID-19 in the month of June

**Teaching Engagements\*** Enter the number lost due to COVID-19 in the month of June

**Speaking Engagements\*** Enter the number lost due to COVID-19 in the month of June

**Consulting Engagements\*** Enter the number lost due to COVID-19 in the month of June

**Producing Engagements\*** Enter the number lost due to COVID-19 in the month of June

**Other\*** Enter the number lost due to COVID-19 in the month of June

**If you chose Other** — please provide us with more detail of those opportunities missed (i.e. types of opportunities, how many of them, etc).

IMPORTANT

## Proof of Income Loss

Please provide the following information about dance-related freelance and/or contract work lost as a result of COVID-19.\*

The total amount of income lost in confirmed "gigs" taking place from June 1, 2020, through June 30, 2020, MUST be for dance-related work and must equal or exceed \$1,000 in order to be eligible for the fund. Please note: All of the gigs included below should only represent work for which you were paid as an independent contractor (i.e., you may receive a 1099 from the contractor). Work for which you are considered an employee (i.e., you receive a W-2 from the employer) is NOT eligible for this fund.

Each section of this table is required. If left blank, your application will be incomplete and unable to consider for funding. Please note: There are 8 required fields in the chart; scroll right to see all fields.

	Hiring Org/Entity (if an individual, write indiv)*	Name of Hiring Person*	Title of Hiring Person*	Phone of Hiring Person*	Email of Hiring Person*	Description of Gig*	Date(s) of Gig* (June only)	Income Loss per gig USD\$* (#s only)
1								\$
2								\$
3								\$
4								\$
5								\$
6								\$
7								\$
8								\$
9								\$
10								\$
TOTAL INCOME LOSS								\$

**Do you confirm that all of the gigs included above represent only work for which you were paid as an independent contractor (i.e., you may receive a 1099 from the contractor)?**

Please note: work for which you are considered an employee (i.e., you receive a W-2 from the employer) is not eligible for this fund.

- Yes
- No

**What are the implications for you personally of this loss of income as a result of COVID-19? How will this funding help you?\***

Please describe the impact of this income loss as it relates to increased health needs and/or expenses; access to housing; access to food; the oversight of one or more dependents; no ability to gain additional work or replace lost income; loss of income across non-dance related sources; increased accessibility expenses due to a disability or being immunosuppressed; and/or ineligibility for unemployment, other funds, and/or pandemic support, etc.

**IMPORTANT**

**REMEMBER**

**the amount of income lost in confirmed employment or "gigs" taking place from June 1, 2020, through June 30, 2020, MUST be for dance-related work and must equal or exceed \$1,000/month in order to be eligible for the fund**

## SECTION 6 — FINAL GRANT REQUIREMENTS

### Coronavirus Impact Survey Completion\*

To assess the current and potential impact of the virus on the dance field and better prepare for next steps, Dance/NYC has disseminated a field-wide needs assessment survey.

If you completed the survey previously, no further action is necessary. If you have not yet completed the survey, please do so, being sure to include your name. You may access the survey at ([surveygizmo.com/s3/5504928/Coronavirus-Impact-Survey-Individual-Dance-Workers](https://surveygizmo.com/s3/5504928/Coronavirus-Impact-Survey-Individual-Dance-Workers)).

- I already completed the survey
- I will complete the survey

### Reporting

If funded through the Coronavirus Dance Relief Fund, I agree to complete a mandatory, short report detailing the benefits of the fund.

- I agree

### Contract

By submitting Dance/NYC's Coronavirus Dance Relief Fund Freelance Dance Worker application I affirm that the information I provided in this application is true and verifiable to the best of my ability.

I also understand that if funded, any funds received through Dance/NYC's Coronavirus Dance Relief Fund are considered taxable and reportable to the Internal Revenue Service (IRS).

- I agree

### Check your application before submitting

Once you press "Submit," your application will not be available for further editing.

Please take a few moments to review your materials before submitting your application. You must view it on this screen. Once your application has been submitted, you will receive an email confirmation.

SURVEY