

**New York City Dance Rehearsal Space Subsidy Program**  
**Request for Expressions of Interest (RFEI)**  
**Frequently Asked Questions (FAQ)**  
*As of November 16, 2021, 1:00 p.m. EST*

Full Call for RFEI:

<https://www.dance.nyc/programs/funds/rehearsal-space-subsidy/overview>

If your question is not answered in the call for proposals or listed below, send your questions to [rehearsalspacesubsidy@dance.nyc](mailto:rehearsalspacesubsidy@dance.nyc). You can expect a response within two (2) business days. As appropriate, Dance/NYC's responses to questions received will be added to this FAQ page. For ease of finding information, this FAQ page is organized into three (3) sections: General, Eligibility, Application and Review Process.

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**GENERAL**

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

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

You can also ask your questions in a virtual one-on-one technical assistance session via Zoom or by phone (voice-only). Registration will be on a first-come, first-served basis and applicants will be able to register for one (1) 20-minute session to receive one-on-one support, including but not limited to answering questions about eligibility, required materials, etc.

[Register for a technical assistance session.](#)

**Q: When should I expect a response?**

A: You can expect a response within two (2) business days. Questions will be answered in the order in which they are received. Please only send questions to this account: [rehearsalspacesubsidy@dance.nyc](mailto:rehearsalspacesubsidy@dance.nyc).

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

A: Due to capacity, Dance/NYC cannot review application drafts. Please send specific questions to [rehearsalspacesubsidy@dance.nyc](mailto:rehearsalspacesubsidy@dance.nyc) or sign up for a virtual technical assistance session.

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

A: Yes, a guide for completing the application is available for review on our website and includes all questions that appear in the application. You can visit the application guide at [Dance.NYC/RSS\\_RFEI\\_ApplicationGuide\\_2021](#).

**Q: What are Dance/NYC’s values of justice, equity, and inclusion?**

A: Dance/NYC believes the dance ecology must itself be just, equitable, and inclusive to meaningfully contribute to social progress and envisions a dance ecology wherein power, funding, opportunities, conduct, and impacts are fair for all artists, cultural workers, and audiences. It seeks to advance policies, investments, programs, mindsets, and actions that remove and prevent inequities that exist along the continuum of lives in dance, from the public school classroom to the stage. Dance/NYC is currently focused on three main issue areas: Racial Justice, Disability. Dance. Artistry., and Immigrants. Dance. Arts. To learn more about our values and corresponding agendas, please visit [Dance.NYC/equity/values](https://www.dance.nyc/equity/values).

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

A: A webinar recording will be made available at <https://www.dance.nyc/programs/funds/rehearsal-space-subsidy/get-help>. The transcript from the webinar will also be made available. If you cannot attend a one-on-one session, we encourage you to review the webinar recording, the full Frequently Asked Questions page, and the [application guide](#) which includes all questions that appear in the application. If you have additional questions, please email [rehearsalspacesubsidy@dance.nyc](mailto:rehearsalspacesubsidy@dance.nyc).

**Q: My application is not submitting, and I am not getting an error message. What should I do?**

A: Check that all required fields are complete in your application. If all required fields have been completed, click “Save Draft” at the bottom of the application form and try refreshing your browser. If you are still unable to submit, you can try using an alternative web browser. If you are still unable to submit, please contact Submittable at [support@submittable.com](mailto:support@submittable.com) directly.

**Q: My application says “In Progress.” Did it get submitted? Is it still being considered for selection?**

A: If you completed the submission process, your application has been received. The status of your submission in Submittable may change during the review process. This is not an indication of your eligibility or status as a grantee.

**Q: Who has access to my grant application?**

A: All narrative sections of your application are only accessible to the review panelists and Dance/NYC Grantmaking staff. The RFEI review panel is comprised of dance artists and workers from across the sector, including program leads and partners.

**Q. How does this program directly benefit dancers/choreographers who are in need of affordable rehearsal space?**

A. While individual dance artists and dance making organizations are not the direct recipients of funding, they are the intended beneficiaries of the program. Some of the benefits included:

- Increased access to affordable and quality rehearsal space. The venues that are selected as grantees receive funding to subsidize rehearsal rental costs, so rehearsal space is available to artists at a lower cost (\$8-\$20 during the first iteration of the program, with the range in cost reflecting things like size of the space and available amenities).
- Increased equity in the distribution of subsidized hours in terms of geography, dance genres, budget sizes, demographics of artists served, and the experience of artists. As part of the grantee selection process, review panelists will evaluate venues on their values of JEI (justice, equity, and inclusion) and commitments to making subsidized rehearsal space available to a wide range of artists and organizations with the goal of ensuring the resource of affordable space is available to those who historically have had less access. Grantee venues will also be selected so the full cohort represents a diversity of geographic locations, and venues that accommodate a wide range of dance genres (specifically inclusive of those that use hard-sole shoes or sneakers) will be prioritized.
- Increased quality of artist experience in accessing rehearsal space, including reduced labor required to identify, secure, and gain access to affordable space. Dance/NYC is also interested in rehearsal space venues which have strong connections to the dance community and which provide positive, equitable experiences for artists who rent space. Part of this includes simple booking processes that are easy to complete. The cohort of grantees will also be listed on Dance/NYC's website as a directory of venues to assist artists in identifying sources of affordable space.
- A stronger, more sustainable pool of rehearsal space providers. In recent years, and particularly as a result of COVID-19, many rehearsal space venues have closed -- reducing the overall availability of rehearsal space for the dance ecosystem. Through the RSS program, we aim to bolster the existing rehearsal spaces so they can continue to exist as a resource for the community, and so they may deepen their relationships with the artists they serve through longevity. This also relates to the ease and labor for artists of identifying affordable space since closures of spaces means artists must then find other venues.

**Q. What protocols are in place to ensure that grantees are providing affordable/equitable space for all forms of dance?**

A. Spaces invited to submit an application will represent diversity in several areas, including dance genres and artists served as well as venue sizes, operating structures, organizational types, and geographies.

Dance/NYC's recent research has 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. In administering this second iteration of the program, Dance/NYC will prioritize serving these segments, and a venue's commitment to equitable access to subsidized space will be evaluated by the review panel as a selection criteria.

**Q. Affordable space is difficult to secure, while some companies are able to find rehearsal space, it can often be at high cost and sometimes restrictive with certain dance forms. So, with this program will there be a reduction in (grantee) cost for use of space and how will those who use the space be guaranteed access to the (possible) reduced rate?**

Venues selected as grantees will be required to provide a set number of subsidized rehearsal hours annually (200-1,000 hours annually depending on their capacity). The funding from Dance/NYC will fill the gap between the venue's true costs of operating the space and the low rental rate charged to artists. In this way, space remains available to artists at a more affordable rate while also ensuring the sustainability of the venues. Grantees will be required to offer the predetermined number of hours over the full course of each year, so a venue with an annual requirement of 200 hours will make 50 hours available in each quarter of the year, or approximately 17 hours each month, whereas a venue with an annual requirement of 1,000 hours will make 250 hours available each quarter, or about 83 hours each month.

Because the program cannot subsidize all of the rehearsal hours of a venue, an artist seeking affordable space may find that the subsidized hours for that month/quarter have already been used by other renters, so in that way the reduced rate may not be guaranteed, but the reduced rental rate should become available again the next month or quarter. Venues will be expected to distribute the subsidized hours to numerous renters, so one artist or organization cannot claim all of the available subsidized hours unless there is no demand from other artists.

## ELIGIBILITY

### **Q. What are the primary eligibility requirements for the RFEI?**

A. Applicants are eligible to apply if they:

- Have facilities that are ADA compliant;
- Are located in the five boroughs of New York City area;
- Are able to provide a minimum of 200-1,000 rehearsal space hours annually (600-3,000, in total) during the grant period of April 1, 2022 to December 31, 2024; and
- Are able to provide proof of 501(c)(3) status and/or operational business license if a for-profit entity.

Applicants are **not** eligible to apply if they:

- Do not have ADA compliant facilities;
- Are located outside of New York City;
- Are unable to provide a minimum of 200-1,000 rehearsal space hours annually (600-3,000, in total) during the grant period of April 1, 2022 to December 31, 2024; or
- Are unable to provide proof of 501(c)(3) status and/or operational business license if a for-profit entity.

### **Q. How can I determine my venue's and rehearsal space's Physical Accessibility/ADA Compliance?**

A. Dance/NYC worked in consultation with disability and architectural leaders to review the United States Department of Justice's [2010 ADA Standards for Accessible Design](#) guidelines and consider the spectrum of compliance and set achievable requirements for this program.

To determine your physical accessibility/ADA compliance review the program requirements and compliance guidelines outlined in the following document: [New York City Dance Rehearsal Space Subsidy Program ADA Standards & Compliance](#).

These resulting guidelines will help applicants understand whether or not they operate studios that are considered ADA-compliant for the purpose of this program. While it would be ideal for all of this program's grantee facilities to meet the 2010 Standards, Dance/NYC understands that is not achievable for many spaces.

If necessary, Dance/NYC may conduct physical site visits to assess an applicant's level of compliance and ultimately determine program eligibility.

### **Q: Do all participating studios need to be ADA compliant?**

A: Yes, all participating studios must be ADA compliant. This is a requirement for eligibility. Facilities that have a combination of ADA compliant and non-ADA compliant studios are eligible for this program. However, only ADA compliant studios will be considered for subsidy funding.

Facilities must plan to provide a minimum of 200-1,000 rehearsal space hours annually during the grant period in their ADA compliant studios.

Facilities that currently do not have ADA-compliant studios but will become ADA-compliant by April 1, 2022 may participate in the Request for Expressions of Interest. Selection as a grantee of the program will be contingent upon verification of ADA-compliance.

**Q. Is this application limited only to non-profit organizations?**

A: Dance/NYC is welcoming all business/financial structures for this three year cycle of the program. You may apply if you are operating as a:

- 501(c)3 nonprofit organization
- Fiscally sponsored organization
- Formal cooperative
- For-profit entity/commercial enterprise (S-Corp, B-Corp, Corporation, LLC)
- Sole proprietorship/self-employed

**Q. My venue also offers rehearsal space to other art forms that are not dance. Is my venue still eligible?**

A. Your venue is eligible if your mission works to support individual dance artists through your facilities. However, only rehearsal space rental hours for dance artists and dance making organizations will be subsidized through the program.

## **APPLICATION AND REVIEW PROCESS**

### **Q. Is the RFEI a new component of the application process?**

A. The NYC Dance Rehearsal Space Subsidy program application now consists of a two step process: 1. submission of the RFEI, 2. submission of the full application, if invited to apply.

Applicants that advance through the RFEI process will be invited to submit an accessible online application form with short answer questions and a methodology for calculating actual hourly operating costs, an organizational budget form, and supplementary materials, such as: complete DataArts' profiles; historical financials; evidence of business status, 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.

### **Q. I am a current grantee of the program and offer subsidized rehearsal space. Do I have to submit an RFEI?**

A. Current grantees of the program **will not** be required to respond to the RFEI and will automatically be invited to the next step of the application process, inasmuch as their current grant is in good standing and in alignment with program goals, timeline and management.

### **Q. Will my venue be visited?**

A. Venues that respond to the RFEI and have not already been a part of Dance/NYC's research process during the first iteration of the program may be visited as part of the RFEI process.

### **Q. What is the review process for my RFEI submission?**

A. A review panel of up to 18 dance artists and workers from across the sector, including program leads and partners, will review the RFEI and determine which applicants are invited to the application phase.

### **Q. When will I hear back about my RFEI submission?**

A. The review panel will meet in December 2021 to determine the venues that will be invited to submit the full application. If your venue is selected, you will receive an application invitation by January 12, 2022. Up to 30 spaces will be invited to submit a full application for consideration for the program. Venues which are not selected to advance to the full application will also receive notification in early-January.

## **Q. What is the panelist selection process?**

A. 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.