



New York City Dance Rehearsal Space Subsidy Program
Request for Expressions of Interest
Review Panel Guide
As of December 23, 2021

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ABOUT THIS GUIDE

The purpose of this guide is to articulate Dance/NYC's procedures and considerations for the reviewing of expressions of interest and the selection of applicants to move on to the full application for the **New York City Dance Rehearsal Space Subsidy Program (RSS)**.

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 will be 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 (April 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 serves to identify venues that meet the program's primary eligibility requirements and justice, equity, and inclusion goals. The RFEI is 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 will be contacted directly and invited to respond to the RFEI. 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. 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 will be visited as part of the RFEI process.

Through this panel review, up to 30 spaces will be invited to submit a full application for consideration for the program. Current grantees of the program will automatically be invited to submit a program application, inasmuch as their current grant is in good standing and in alignment with program goals and management.

The full application will be made available on January 12, 2022. Applicants selected through the RFEI process will be 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: complete DataArts’ profiles; 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 9 dance artists and workers across the sector, including program leads and partners, will be 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 will evaluate 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 an application will represent 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 will use 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 expressions of interest 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 Request for Expressions of Interest 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 18 participants, each named for a two-month term, December 2021 to January 2022, to participate in full during the grant period. 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](https://www.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 15 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.org/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 14.

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. Adhere to the Conflict of Interests Guidelines and Confidentiality Policies outlined above, including confirming any conflicts of interest as outlined below in the **Submitting Conflicts of Interest** section of this guide in pg. 14;
3. Review and score all designated applications using methods, tools, and resources provided by Dance/NYC. Dance/NYC expects each panelist to spend approximately fifteen(15) to twenty-five (25) minutes per application for 16 applications, with a total of ten (10) to fifteen (15) hours;
4. Submit scores and notes to Dance/NYC in a timely manner (on or before January 5, 2022 at 5:00 p.m. EST);
5. Attend one (1) virtual panel meeting on January 10, 2022, 10:00 a.m. to 5:00 p.m. EST) to review and discuss slate of highest scoring applicants; make grantee recommendations to Dance/NYC;
6. 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 with the following information.
 - a. Made out to: Dance/NYC, 218 East 18th Street, Garden Floor, New York, NY 10003
 - b. Amount: \$450.00
 - c. Purpose of: New York City Dance Rehearsal Space Subsidy Program Review Panel Member.
7. Sign a Panelist Contract sent from DocuSign via email; and
8. Participate as necessary and practicable in reviewing the project's success.

Compensation

Panelists will be offered an honorarium of \$450.

TIMELINE

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

Request for Expressions of Interest (RFEI) Release	November 16, 2021
RFEI Submission Deadline	December 10, 2021, 6:00 p.m. EST

Panel onboarding materials disseminated	December 23, 2021
Panelists receive applications for review	December 23, 2021
Panelists confirm conflicts of interest	December 28, 2021, 12:00 p.m. EST
Application scores due	January 5, 2021, 5:00 p.m. EST
RFEI Panel Review Meeting	January 10, 2022, 10:00 a.m. - 5:00 p.m. EST
Full Application Release	January 12, 2022
Full Application Webinar	January 14, 2022, 12:00 p.m. EST
Full Application Submission Deadline	February 9, 2022, 6:00 p.m. EST
Full Application Panel Review	February 2022
Award Notification	March 2022
Grant Term	April 1, 2022 to December 31, 2024

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:

Tuesday, December 28, 2021, 12:00 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 criteria in accord with panel review discussions to determine the final applicant pool:

1. **Score:** Each complete, eligible application will be assigned a score by the review panelists. The score will be determined based upon alignment with Program priorities and potential to benefit from the Program 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 who do not have a conflict of interest, and whose composite average scores will represent the applicant's final score.
2. **Venue Characteristics:** Dance/NYC will consider the representation of the following characteristics for the final application pool:
 - a. **Location and Geography:** Include representation from all five boroughs for the final application pool. Specifically ensuring that the distribution of funds represents historically underfunded geographies outside of Manhattan. Recent research completed by research consultant Webb Mgmt shows that 60% of NYC rehearsal studio facilities for dance are located in Manhattan, 30% are in Brooklyn and the remaining 10% are in the Bronx, Queens and Staten Island. Yet the [Coronavirus Dance Impact Study](#) showed that 68% of individual dance workers resided outside of Manhattan in February 2020. In addition, data collected for ["Defining Small-Budget" Dance Makers in a Changing Dance Ecology \(2020\)](#) showed that more ALAANA artists live outside of Manhattan or in Upper Manhattan.
 - b. **Diversity of organizational types and structures:** In addition to 501(c)(3) and fiscal sponsorship organizational structures, the final applicant pool should include for-profit operating entities. For-profit entities already play an important role in the local dance ecology but their operating costs and structure make it difficult for them to provide space at affordable rates. Similarly, Dance/NYC proposes to attempt to include mixed-use and commercial spaces, in an effort to amplify and stimulate existing cultural activity in under-supported areas

appearing to be less saturated due to lack of visibility and to connect artists to quality rehearsal spaces where they live.

- c. **Physical Accessibility/ADA Compliance:** Require that spaces provide affordable access to rehearsal space(s) that are either physically accessible (ADA compliant) at the time of application OR by the time the grant period begins (April 1, 2022). Spaces should meet the eligibility criteria outlined in the [RSS Standards and Compliance Guidelines](#).
- d. **Diversity of artists served:** Commitment to demographic diversity among the artists served and to addressing misalignments between the dance workforce and the local population underscored by its recent demographic studies. Spaces invited to apply should serve artists that are:
 - i. Majority ALAANA and majority women-identifying, gender nonconforming/nonbinary/genderqueer and transgender and include disabled and immigrant artists. These communities have been disproportionately impacted by COVID-19 and continue to encounter barriers to resources. Data from Dance/NYC's 2021 publication [The Coronavirus Dance Impact Information Brief - A Dance Sector in Peril](#) data reveals that 21% of African, Latina/o/x, Asian, Arab, and Native American (ALAANA) dance workers were unable to pay rent/mortgage in October 2020 as compared to 15% of White (non-Hispanic) dance workers and immigrant dance workers lost 45% of their annual income while US-born dance workers lost 33%.
 - ii. Disabled artists. Recent Dance/NYC research has suggested limited presence of disabled artists in the field. For example, no artists identified as disabled in research for ["Small-Budget" Dance Makers in a Changing Dance Ecology \(2020\)](#). As noted, for the disabled artists that are working in the field, space is a critical need. Dance/NYC will prioritize quality facilities with proximity to accessible public transportation and will only consider those that are compliant with the Americans with Disabilities Act (ADA) as a form of baseline eligibility for the program.
 - iii. Artists and organizations/groups/projects that work with limited financial resources. ["Small-Budget" Dance Makers in a Changing Dance Ecology \(2020\)](#) collected data and input from organizations, groups and projects working with budgets between \$25K and \$1M, regardless of operating or legal structure. This group frequently mentioned affordable space for creation as a need.
- e. **Diversity of dance genres:** Spaces invited to apply are working across genres and dance forms; including studio facilities that allow hard shoes and percussive dance forms. Recent research completed by research consultant Webb Mgmt for another project revealed significant demand for percussive dance rehearsal space while 24% of available rehearsal studios in NYC report accommodating hard shoes.



Top scoring applications will be reviewed during the virtual panel review meeting on January 10 via Zoom. Additional key applicants (outliers) with low scores who align with the Program’s intended priorities may also be addressed during the panel review process as determined by Dance/NYC Staff and the Program’s Consultant.

After each panelist submits their applicant scores on January 5, Dance/NYC will enter applicant data into an algorithmic tool. The algorithm will prioritize top-scoring applicants as they intersect with the Program’s priorities as outlined above.

The panel review meeting will serve to narrow the pool of top-scoring priority applicants to identify no more than 16 dance rehearsal spaces to move on to the full application. The final list will be generated by panelist votes and presented to Dance/NYC staff.

ASSESSING APPLICATIONS

Scoring Rubric

All applicants that are reviewed by the panel have been vetted by Dance/NYC staff for application completion and eligibility.

Application Scoring Information

Your assessment of each applicant is comprised of three parts:

- Your numerical score (1 – 5, added on Submittable for each applicant)
- Your notes (added on Submittable for each applicant)
- Discussions during the review panel meeting, as applicable.

For each application, Dance/NYC anticipates that you will spend approximately 15--25 minutes: 15 minutes to review, 3 minutes to score, and 5-7 minutes to write notes about each application.

Numerical Score

After reviewing each application, submit three (3) scores, each from 1 to 5. You will submit one score per category: Service to Artists, Physical Space, and Location and Geography. You may not leave these fields blank. The purpose of the scores is to determine the level of alignment with Fund 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: Service to Artists

This scoring category centers on how the applicant serves artists and the nature of the relationship they have with them. In order to assess an application’s strength in this category, please consider the feedback shared from the artist nomination forms; the space’s description on how they serve artists through their organization’s or business



entity's mission and/or goals; and the number of hours they can offer for rehearsal space.

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 mission and/or goals.

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 clearly illustrate how their organization or business entity demonstrates a commitment to serving artists through its mission and/or goals.

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 strongly illustrate how their organization or business entity demonstrates a commitment to serving artists through its mission and/or goals.

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 mission and/or goals.

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 a strong and clear case on how their organization or business entity demonstrates a commitment to serving artists through its mission and/or goals.

Category 2: Physical Space Score

This scoring category centers on the strength of their physical space. In order to evaluate an application's strength in this category, please consider the space information provided in their application (i.e. condition of space, studio size, space features, user amenities, and staff and support); the space review conducted by Dance/NYC; their Physical Accessibility/ADA Compliance, and their organization type.

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 only 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: Location and Geography Score

This scoring category centers on the location and geography of each applicant. In order to evaluate an application's strength in this category, consider their location and geography; access to public transportation and amenities; and how they rank geographically with other spaces, including the spaces of the current RSS Program grantees. The program's priority is to invite 2-3 eligible spaces from each borough to apply.

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 space does not meet the program's priorities based on their location and geography.

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 space barely meets the program's priorities based on their location and geography.

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 space only meets the program's priorities based on their location and geography.



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 space meets all of the program's priorities based on their location and geography and the program's priorities.

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 space exceeds the program's priorities based on their location and geography.

Application Notes

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. At the panel meeting, you may be asked to comment on those applicants you have reviewed who are among the highest-scoring applicants. 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 applicant pool. They also should provide context for why you provided the score you did 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. PLEASE DO NOT SKIP THIS SECTION.

Panel Review Discussions

If an applicant moves forward to the review panel meeting, their application will be discussed as a part of the day's agenda. The content of the review panel conversations will also inform if an applicant will be part of the final recommended grantee pool. As a reminder, the New York City Dance Rehearsal Space Request for Expressions of Interest 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.

How to Read the Applications

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.

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. For questions relating to Submittable technology, please contact 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 applications assigned to you. Google Drive is where you can review space reports created by Dance/NYC's consultants for each applicant.

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 score, 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.

SUBMITTABLE APPLICATION

Part 1: Application Information

This section provides general information about the applicant, including rehearsal space name, financial/business structure, location, and leadership.

Funding priorities addressed in this section:

- Rehearsal spaces located in the five boroughs of New York City
- Geography; the program's priority is to invite 2-3 eligible spaces from each borough to apply

Part 2: Contact Information

This section provides contact information for Chief Executive Officer/Director/Business Owner and Grant Contact.

Section 3: Program Information

This section provides information on the applicant's spaces and rental program including their mission; ADA compliance; available rental hours; studio size, features, and amenities; and



COVID-19 safety protocols. **It is of primary importance for your assessment of an applicant's application strength.**

Funding priorities addressed in this section include:

- How they serve artists and the nature of the relationship they have with them
- Physical Accessibility/ADA Compliance; requirements outlined here: [NYC Dance Rehearsal Space Subsidy Program ADA Standards & Compliance](#)
- Ability to offer minimum required hours (200-1000 annually, 600-3,000 total for the grant period)
- Strength of physical space

Section 4: Final Considerations

This section will include optional questions about applicants' application process, as well as consent to site visit and contract affirmations.

SUBMITTABLE ADDITIONAL FORM

Additional Form: Subsidized Hours

This question addresses the number of subsidized rehearsal hours an applicant is able to provide in spaces that meet the Physical Accessibility/ADA Compliance Requirements.

Funding priorities addressed in this form include:

- Ability to serve artists by offering the minimum required subsidized hours (200-1000 annually, 600-3,000 total for the grant period)

GOOGLE DRIVE - SPACE REPORTS

Accessing Google Drive

All space reports are located in Google Drive [LINK DISABLED FOR CONFIDENTIALITY]

These reports include information from artist nomination forms and additional information provided by Dance/NYC consultants about each space.

Artist Nominations

When the NYC Dance Rehearsal Space Subsidy Program was launched in November, Dance/NYC released a public nomination form for artists to nominate spaces for the program. Nominated spaces were contacted by Dance/NYC and invited to submit an expression of interest. This section includes nomination information for each space, including number of nominations as well as comments from nominators.

Note: Spaces did not need to be nominated in order to apply or be eligible. The purpose of the nomination process was to center artists' experiences and to highlight rehearsal space facilities that may not otherwise pursue participation in the program.

Funding priorities addressed in this section include:

- How they serve artists and the nature of the relationship they have with them

Space Report



Dance/NYC consultants have provided a report for each space under consideration based on previous site visits, space reviews, and knowledge of the space.

Funding priorities addressed in this section include:

- Location; proximity to public transportation and amenities
- Physical Accessibility/ADA Compliance; requirements outlined here: [NYC Dance Rehearsal Space Subsidy Program ADA Standards & Compliance](#)
- Strength of Physical Space
- Geography; the program’s priority is to invite 2-3 eligible spaces from each borough to apply

PANELISTS FAQ’S

- For questions relating to the review process, please contact rehearsalspacesubsidy@dance.nyc.
- For questions relating to Submittable technology, please contact 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 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 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 **Monday, January 10, 10:00 a.m. - 5:00 p.m.** EST via Zoom.

The panel will prepare a recommended list of applicants, including runner-ups. Dance/NYC’s Executive Director and Grantmaking Manager will determine the final pool to move on to the full application.

Dance/NYC will invite selected applicants to the full application within two business days following the panel review discussion. Applicants who were not selected will be notified promptly thereafter. On January 12, the full, invite-only application will be released to those selected from this panel process.



If you have any additional questions, please do not hesitate to contact Jenna Purcell at 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.