

**New York City Dance Rehearsal Space Subsidy Program**  
**Request for Expressions of Interest (RFEI)**  
**Frequently Asked Questions (FAQ)**

*As of February 2, 2022, 10:45 a.m. EST*

If your question is not 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 six (6) sections: General, Eligibility, Equity Matrix, Financial Information, Review Process & Grantee Determination, Payment Distribution.

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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 your virtual one-on-one technical assistance session.

[Register for your required 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: Does Dance/NYC have any advice on submitting an application?**

A: Dance/NYC encourages applicants to save their responses to narrative questions in an external document (e.g. Google Doc, Word document) so that you can easily populate the Submittable form and so that you do not lose your work should Submittable experience an error. Within Submittable, save draft content often by scrolling to the bottom of the application form and clicking "Save Draft." Avoid waiting until the last minute to submit your application, as the platform could become overloaded if a large number of applicants submit simultaneously. Dance/NYC encourages applicants to make a strong case in their applications for how the award will benefit dancemakers, the intended beneficiaries of the program.

Please make sure that each and every requirement is filled out in the Equity Matrix and Facility Costs Worksheet before submitting your application. Dance/NYC is unable to accept applications that do not contain every component required in the chart fields.

Please review your application one final time before submitting. Verify that all charts have been filled out correctly and that the required file uploads, including facility documents, financial/legal documents, Equity Matrix, and Facility Costs Worksheet, have been attached. Dance/NYC cannot accept files by email.

An application guide is available at [Dance.NYC/uploads/RSS\\_Full\\_Application\\_Guide\\_2022.pdf](https://www.dance.nyc.gov/uploads/RSS_Full_Application_Guide_2022.pdf) and includes all questions that appear in the application.

**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 and includes all questions that appear in the application. You can visit the application guide at [Dance.NYC/uploads/RSS\\_Full\\_Application\\_Guide\\_2022](https://www.dance.nyc.gov/uploads/RSS_Full_Application_Guide_2022.pdf).

Additionally, a recorded webinar is available which goes through all sections of the application.

**Q: Why is the application so extensive?**

A: The structure of the application reflects only the questions we have deemed absolutely necessary in order to assess each application in alignment with the program's priorities.

The application is critically focused on an entity's ability to administer the program. In order to assess this, we need to understand details about an entity's procedures and operational capacity as it relates to this program, including booking systems and ability to provide rehearsal hours. Similarly, in order for this program to fully subsidize rehearsal hours, it is important that we have a comprehensive understanding of an entity's finances and true cost of operating.

Additionally, as we considered the investment of time and resources applicants would have to go through in order to provide the information required for consideration for the grant, we determined that all applicants, regardless of the outcome of their application, would receive a stipend of \$2,500 to help offset some of the costs associated with applying. Additionally, we created a series of required one-on-one technical assistance opportunities so applicants could connect with members of our staff and consulting team to answer any questions they may have.

**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://dance.nyc.gov/equity/values).

**Q: How can I get more information about how to complete the application?**

A: Dance/NYC has provided the following resources to support applicants:

- A pre-recorded technical assistance webinar, which will be recorded and emailed to applicants by February 7, 2022. The link for this webinar will also be added to this document on that date.
- An application guide: [Dance.NYC/uploads/RSS\\_Full\\_Application\\_Guide\\_2022.pdf](https://dance.nyc.gov/uploads/RSS_Full_Application_Guide_2022.pdf)
- Required Technical Assistance Sessions: Please sign up here: <https://calendly.com/dancenycrss/60min>

**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 review panel is comprised of dance artists and workers from across the sector, including program leads and partners.

Your private, identifiable information, including your banking information, will only be accessed by Dance/NYC’s Operations Manager and Dance/NYC’s Grantmaking Manager for the purposes of processing payment. To learn more about Dance/NYC’s Personally Identifiable Information Data Access and Protection Protocol, visit ([Dance.NYC/uploads/RSS Data Access and Processing Protocol \(PII Data Access\) - Google Docs.pdf](https://dance.nyc.gov/uploads/RSS_Data_Access_and_Processing_Protocol_(PII_Data_Access)_-Google_Docs.pdf)).

**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?**

A: 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.

**Q: Will my venue be visited?**

A: Venues that advance to the full application 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 application process.

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## **ELIGIBILITY**

**Q: What are the primary eligibility requirements?**

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 May 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.

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

A: Yes, all participating studios must be ADA compliant as outlined in the [NYC Dance Rehearsal Space Subsidy Program ADA Standards & Compliance](#) guidelines. 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 May 1, 2022 may participate in the application process. 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.

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**EQUITY MATRIX**

**Q: Why is the application asking for information about the demography of my staff, leadership, and board?**

A: The collection of demographic information allows us to ensure that the pool of recipients

represents the demographics of residents in the metropolitan area. The review panel will consider the role that historically marginalized groups—including African, Latina/o/x, Asian, Arab, and Native American (ALAANA), LGBTQ+, women-identifying, gender nonconforming and/or nonbinary, disabled, and immigrant artists—play within the applicant pool and wider dance field. For information on Dance/NYC’s values and commitments on justice, equity, and inclusion, please visit [Dance.NYC/equity/values](https://www.dancenyc.org/equity/values).

**Q: What is meant by “immigration demographics” in the Equity Matrix?**

A: A: Dance/NYC follows leadership in immigrant rights by embracing a wider understanding of the term “immigrant,” one that allows individuals to self-identify as immigrants, regardless of their classification by U.S. Citizenship and Immigration Services, and includes people who are foreign-born and their descendants. Dance/NYC also recognizes the term as a marker for identification and membership within specific minority groups connected by social, political, and cultural experiences. Dance/NYC prioritizes self-identification and encourages applicants to collect demographic data from its stakeholders in an anonymous manner. Please note: Dance/NYC is not asking applicants to request anyone’s legal immigration status, which is illegal to ask. Sample demographic data survey/questionnaires can be found by visiting [Dance.NYC/uploads/Sample\\_Demographic\\_Survey\\_2021.pdf](https://www.dancenyc.org/uploads/Sample_Demographic_Survey_2021.pdf). Dance/NYC discourages applicants from assuming the demographic information of its organizational staff, board, volunteers, artists, or audiences.

**Q: I operate a for-profit business and don’t have a Board. How should I fill out the Equity Matrix?**

A: If your entity does not have a Board, please leave this area of the Equity Matrix blank. Only input your entity’s data into the Equity Matrix such as your entity’s leadership, staff, and contractors, as applicable.

**Q: How should I count staff that carry out multiple roles in the Equity Matrix?**

A: Please count staff with multiple roles in the area in which they support the organization the most.

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**FINANCIAL INFORMATION**

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

A: You may submit budget figures indicating calendar year dates or fiscal year dates (i.e. 2020-2021, etc.) and should, when necessary, include additional information in the budget notes section of the application. For example, if your fiscal year ends on June 30, you may submit budget figures for years ending on: June 30, 2022 and June 30, 2023.

**Q: What if I don't have an audit?**

A: If your entity is not required to have an audit, please upload PDFs of Independent Accounts' Reviews (IAR), 990s, or other professionally generated financial statements from 2019 and 2020.

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**REVIEW PROCESS & GRANTEE DETERMINATION**

**Q: What is the review process for my application submission?**

A: A review panel of up to 9 dance artists and workers from across the sector, including program leads and partners, will review applications and make recommendations of grantee selections.

**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 for the full application will include a review panel of up to 9 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 Facility Cost Analysis and annual availability of hours.

**Q: When will I hear back about my application?**

A: The review panel will meet in mid-April 2022 to determine the venues that will be selected as grantees. We currently plan to provide notification by the week of April 18, 2022.

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## **PAYMENT DISTRIBUTION**

### **Q: How are award amounts disbursed?**

A: Program funds will be made in three installments. The first installment will be made the week of April 25, 2022, to be used for dance rehearsal space subsidies between May 1, 2022 and March 31, 2023. The second installment will be made the week of March 27, 2023, to be used for dance rehearsal space subsidies between April 1, 2023 and February 29, 2024. The third installment will be made the week of February 26, 2024, to be used for dance rehearsal space subsidies between March 1, 2024 and December 31, 2024.

Disbursement of funds will be made through direct deposit unless an applicant is unable to receive funds via direct deposit. Dance/NYC will do its best to accommodate alternative payment methods on an ad hoc basis and may contact applicants for additional information before processing grant funds. Grant payments to fiscally sponsored groups must be processed through their fiscal sponsor

### **Q: Is my private information secure?**

A: Yes, your private information is secure. Dance/NYC is using Submittable, an online application portal. You can learn more about Submittable's security procedures by visiting [www.submittable.com/security](http://www.submittable.com/security), which details their compliance with a wide range of privacy statutes.

To learn more about Dance/NYC's Data Access and Protection Policy, visit [Dance.NYC/uploads/RSS Data Access and Processing Protocol \(PII Data Access\) - Google Docs.pdf](#)

### **Q: What happens to our private information if my entity is not selected for a grant?**

A: A: Your private, identifiable information is accessed only by the Dance/NYC Operations Manager and Dance/NYC Grantmaking Manager for the purpose of processing grant awards and honoraria to eligible applicants and will be deleted following the grant period. The narrative information you provide in your application is accessed only by the selection of review panelists, who follow strict confidentiality regulations in application review, and will be retained for Dance/NYC's historical records.

### **Q: When might we expect to receive grant funds if my entity is selected as a grantee?**

A: Program funds will be made in three installments. The first installment will be made the week of April 25, 2022, to be used for dance rehearsal space subsidies between May 1, 2022 and March 31, 2023. The second installment will be made the week of March 27, 2023, to be used for dance rehearsal space subsidies between April 1, 2023 and February 29, 2024. The third installment will be made the week of February 26, 2024, to be used for dance rehearsal space subsidies between March 1, 2024 and December 31, 2024.

Please note this schedule does not account for the time that it may take for Dance/NYC or your financial institution to process and deposit the grant funds into your bank account. Please contact your financial institution directly for questions regarding the length of time it takes transactions to clear.

Grantees who are unable to receive funds via direct deposit and request an alternative payment method may experience slight delays to their receipt of funds as Dance/NYC may need to implement alternative payment infrastructures on an ad hoc basis.

**Q: Why is Dance/NYC providing an honorarium to eligible, complete applicants regardless of award status?**

A: Dance/NYC will provide an honorarium to all eligible applicants who submit completed applications in recognition of the labor and resources required to participate in the application process. It is Dance/NYC's intention to value the labor of dance workers in the same way as we advocate to the dance community and across the arts sector.

**Q: If my entity is not selected as a grantee, when can we expect to receive the honorarium?**

A: Dance/NYC will distribute honoraria to eligible applicants who submit completed applications following notification of award status which is expected to occur in mid- to late-April. The initial transfer of grant funds by Dance/NYC will be made within fifteen (15) business days of award notification. Please note, this time does not account for the time that it may take for Dance/NYC or your financial institution to process and deposit the funds into your bank account. Please contact your financial institution directly for questions regarding the length of time it takes transactions to clear.

Applicants who are unable to receive funds via direct deposit and request an alternative payment method may experience slight delays to their receipt of funds as Dance/NYC may need to implement alternative payment infrastructures on an ad hoc basis.

**Q: I made a mistake in the banking information I provided. How can I correct it?**

A: If you realize you have submitted incorrect banking information in your application, please email us immediately at [rehearsalspacesubsidy@dance.nyc](mailto:rehearsalspacesubsidy@dance.nyc). We will follow up with you directly with next steps.

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

A: Grant amounts will be calculated based on the subsidy needed by entities to cover the gap between the low rental fee charged to dancemakers and the total cost for operating and maintaining the spaces made available for the program in conjunction with an entity's annual availability of hours and the overall funding available for the program.