

### **NYC Dance Rehearsal Space Subsidy Program Full Application Guide Introduction:**

- This guide includes all possible questions that appear in the application. You may not have to answer every question as you are completing your application.
- Instructions for the Facility Costs Worksheet are located on the first tab of the downloadable worksheet. Upon opening the worksheet, you may receive a prompt to “enable macros;” please accept/enable macros as these ensure the formulas remain accurate.
- The Annual Replacement Costs Instructions tab of the Facility Costs Worksheet suggests you may want to contact your auditor or accountant for guidance on useful life estimates relevant to your entity. This is a suggestion only and is not required for the purposes of completing your application.
- Dance/NYC is looking for clear, concise answers to application questions. Suggested word counts are provided on some fields as recommendations, however applicants can write as little or as much as they need in order to answer the questions as best they can. Applicants will not be penalized for the length of their submission as long as they answer the questions fully.
- Grammar is not taken into consideration in scoring by the review panel, unless it disrupts overall comprehension of the application. Scores are not connected to whether or not an applicant has strong written English skills.
- You will be asked to upload the following required documents as part of this application:
  - Lease Agreements/Certificate of Occupancy
  - Certificate of Insurance
  - Operating Budgets (2022, 2023)
  - Proof of Business Structure
  - Financial Statements (2019, 2020)
  - Facility Costs Worksheet (download from application)
  - Equity Matrix (download from application)

For all uploads, please save the file with your entity name at the beginning, followed by the document type. Example: Applicant Entity Name\_Proof of Occupancy. There are further instructions for each of these uploads in the application.

### **Intro:**

Applicants selected from the RFEI phase of the application, as well as current program grantees in good standing, are invited to submit a full application to the NYC Dance Rehearsal Space Subsidy Program. Rehearsal spaces selected as grantees of the program will receive funds to provide subsidized dance rehearsal space throughout the course of the grant period (May 1, 2022 - December 31, 2024).

Applicants may save draft content by scrolling to the bottom of the application form and clicking “Save Draft,” and may return to finish the form at any time prior to the deadline. Complete applications must be submitted by March 13, 2022, 5:00 p.m. EST. Incomplete applications, hard copy submissions, or applications received after the March 13 deadline will not be considered.

If you need assistance accessing any part of this application, please:

- Visit the Full Application website page:  
[Dance.NYC/programs/funds/rehearsal-space-subsidy/full-application-2022](https://www.dance.nyc.gov/programs/funds/rehearsal-space-subsidy/full-application-2022)
- Visit Frequently Asked Questions (FAQ): [Dance.NYC/RSS Application FAQ 2022](https://www.dance.nyc.gov/RSS/Application/FAQ/2022)
- Contact us at [rehearsalspacesubsidy@dance.nyc](mailto:rehearsalspacesubsidy@dance.nyc)

## **PART ONE: APPLICATION INFORMATION**

### **Applicant Name (Required)**

Enter the name of your entity

### **Legal Name (Required)**

If your entity's legal name is different, please enter it here. Leave blank if not applicable

### **Name of Grant Contact (Required)**

### **Grant Contact email address (Required)**

### **Grant Contact phone number (Required)**

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## **PART TWO: RENTAL PROGRAM INFORMATION**

### **Rental Program: Booking Space (Required)**

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

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

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

Suggested word count: 200 words

**Rental Activities: Provision of Hours (Required)**

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

**Rental Activities: Distinct Renters (Required)**

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

**Artist Selection (Required)**

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

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

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

Suggested word count: 200 words

**Marketing (Required)**

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

Suggested word count: 100 words

**Days/Times (Required)**

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

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12:00 a.m. -							

4:00 a.m.							
4:00 a.m. - 8:00 a.m.							
8:00 a.m. - 12:00 p.m.							
12:00 p.m. - 4:00 p.m.							
4:00 p.m. - 8:00 p.m.							
8:00 p.m. - 12:00 a.m.							

**Days/Times: Additional Detail (Required)**

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

**Days/Times: Peak Hours (Required)**

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

**Distribution of Subsidized Rehearsal Space Hours (Required)**

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

Suggested word count: 100 words

**Annual Number of Hours (Required)**

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

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

**Availability (Required)**

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

Suggested word count: 200 words

**Subsidized Rehearsal Space Rental Rate (Required)**

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

**Residencies (Required)**

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

Yes

No

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

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

**[If yes] Residencies (Required)**

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

Suggested word count: 300 words

**Other Funding (Required)**

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

**Needs and Opportunities (Required)**

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

Suggested word count: 200 words

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### **PART THREE: FACILITIES INFORMATION**

#### **Space Enhancements (Required)**

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

Suggested word count: 100 words

#### **Space Enhancement Documentation (Upload) (Optional)**

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

#### **Impact of Space Enhancements (Required)**

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

Suggested word count: 200 words

#### **Venue Report Confirmation (Required)**

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

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

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### **PART FOUR: FINANCIAL AND LEGAL INFORMATION**

#### **Do you own or rent your space? (Required)**

Own  
Rent

#### **Lease Agreements/Certificate of Occupancy (Upload) (Required)**

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

**Years Remaining on Lease/Mortgage (Required)**

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

**Expiration of Occupancy (Required)**

If your entity's right to occupancy (for example, your lease) will expire during the grant period, please describe how you plan to fulfill your obligation to provide subsidized hours through the grant period. Please also include any detail on how costs may be affected by this change, and how you have included these calculations in the budget. If not applicable, please write "n/a."

Suggested word count: 200 words

**Changes to Lease (Required)**

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

Suggested word count: 200 words

**Certificate of Insurance (Upload) (Required)**

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

**Operating Budget (Upload) (Required)**

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

**Budget Narrative (Required)**

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

Suggested word count: 200 words

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

For Nonprofit 501(c)3 organizations, please upload a PDF of your IRS determination letter. For Fiscally Sponsored groups, please upload a PDF of your Proof of Fiscal Sponsorship.

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

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

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

**Financial Statements (Upload) (Required)**

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

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

**Facility Costs Worksheet (Upload) (Required)**

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

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**PART FIVE: DIVERSITY, JUSTICE, EQUITY, AND INCLUSION**

**Dance/NYC is committed to diversity, justice, equity, and inclusion in its grantmaking programs and to ensuring that its funds are deployed in environments that maintain and enforce policies committed to safety, dignity, ethical conduct, and freedom from discrimination. Please complete the questions below.**

**For information on Dance/NYC's values and commitments on justice, equity, and inclusion, please visit [Dance.NYC/equity/values](http://Dance.NYC/equity/values).**

**Diversity, Justice, Equity, and Inclusion (Required)**

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

Suggested word count: 300 words

**Diversity, Justice, Equity, and Inclusion Policy (Upload) (Optional)**

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

**Anti-Discrimination (Required)**

Please briefly describe your entity's equal opportunity, anti-discrimination, and anti-harassment policies.

Suggested word count: 200 words

**Anti-Discrimination Policy (Upload) (Optional)**

Upload a PDF of your entity's Anti-Discrimination policy, if available. Please save the file with your entity name at the beginning, following this format: Applicant Entity Name\_Anti-Discrimination Policy.

**Equity Matrix (Upload) (Required)**

Go to [https://www.dance.nyc/uploads/2022-2024\\_RSS\\_Equity\\_Matrix.xlsx](https://www.dance.nyc/uploads/2022-2024_RSS_Equity_Matrix.xlsx) to download the equity matrix. You must complete all five tables. Once complete, upload the matrix here. Please save the file with your entity name at the beginning, following this format: Applicant Entity Name\_Equity Matrix.

**Additional forms of diversity (Optional)**

Are there additional forms of diversity not included in the equity matrix (e.g., religious, veteran status, generational, etc.) that you think are important for your mission and operations? Does your entity's staff/board reflect this diversity? Please explain.

Suggested word count: 200 words

**Board of Directors List (Upload) (Optional)**

Upload a PDF of your Board of Directors list, with affiliations, if applicable.

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**PART SIX: GRANT REQUIREMENTS**

**If funded through the New York City Dance Rehearsal Space Subsidy Program, I am aware of, understand, am able to, and agree to comply with all of the terms as set forth in the Grant Requirements. (checkbox) (Required)**

Grant Requirements can be found at [www.Dance.NYC/uploads/Grant\\_Requirements\\_RSS\\_2022-2024.pdf](http://www.Dance.NYC/uploads/Grant_Requirements_RSS_2022-2024.pdf). Please read them carefully before affirming.

By submitting this application, you agree that Dance/NYC may use content included in this application for research on the landscape of dance rehearsal spaces. Any research publication referring to this content will not identify applicants by name.

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## **PART SEVEN: PAYMENT INFORMATION**

Each applicant will receive an administrative fee of \$2,500 to offset the significant time and staffing investment required to submit an application for consideration to the program, regardless of grant outcome.

The following information will allow Dance/NYC to submit funds and honoraria to applicants via direct deposit. We have selected this payment method to ensure funds are available as quickly as possible. If you are unable to receive funds via direct deposit, you will have an opportunity to request an alternative payment method. Dance/NYC will do its best to accommodate alternative payment methods on an ad hoc basis.

**NOTE: For fiscally sponsored projects, grant payments MUST be processed via the fiscal sponsor. Please provide the direct deposit information for your fiscal sponsor below.**

Your information will be stored securely. 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](http://Dance.NYC/uploads/RSS_Data_Access_and_Processing_Protocol_(PII_Data_Access) - Google Docs.pdf)).

For Submittable's security procedures, visit (<https://www.submittable.com/security>).

### **Are you able to provide a Bank Account Number and Routing Number? (Required)**

- Yes
- No

#### **[If No] Preferred Payment Method (Required)**

If you are unable to provide a Bank Account Number and Routing Number, please include details of your preferred payment method. Dance/NYC will do its best to accommodate alternative payment methods on an ad hoc basis and may contact you for additional information before processing grant funds. Alternative payment methods may result in a delay of funds distribution.

#### **[If Yes] Business Name (Required)**

Enter your business name as it appears in bank statements.

**[If Yes] SSN/EIN Corresponding with Bank Account (Required)**

Enter the Social Security Number or Employer Identification Number used to open the bank account. Use numbers only, no dash or special characters.

**[If Yes] Name of Banking Institution (Required)**

**[If Yes] Bank Routing Number (Required)**

**[If Yes] Bank Account Number (Required)**

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**FINAL CONSIDERATIONS**

**How long did this application process take your organization or business to complete? (Optional)**

As Dance/NYC continues its learning and questioning of its grantmaking practices, we recognize that despite our intentions otherwise, our application/reporting processes can cause harm. One such manifestation is imbalanced expectations of the time required to complete such processes.

If you are willing, please share how long this application process took your organization or business, so we can better understand and improve our processes in the future.

**Feedback on Process (Optional)**

Please provide any feedback you may have on this application process, including but not limited to ease of learning about the program, receiving support in submitting your application, and completing the application process. Please share which practices you have found to be beneficial and/or recommendations for improvements.

**Contract (Required)**

By submitting Dance/NYC's New York City Dance Rehearsal Space Subsidy Program full application I affirm that the information I provided in this application is true and verifiable to the best of my ability.

**Check your application before submitting**

Once you press "Submit," your application will not be available for further editing. Please take a few moments to review your materials before submitting your application. You must view it in this screen. Once your application has been submitted, you will have the opportunity to view and print your application for your records.