

New York City Dance Rehearsal Space Subsidy Program Application Webinar October 26 at 3 p.m.

We Will Begin Shortly



New York City Dance Rehearsal Space Subsidy Program Application Webinar

October 26 at 3 p.m.

Dance/NYC's mission is to promote the knowledge, appreciation, practice, and performance of dance in the metropolitan New York City area. It embeds values of justice, equity and inclusion into all aspects of the organization. It works in alliance with Dance/USA, the national service organization for professional dance.

Visit Dance.NYC for details on Dance/NYC research and programming.



NYC Dance Rehearsal Space Subsidy Program

Moderated by

Milena Luna, Dance/NYC

Jina Paik, Dance/NYC | Nonprofit Finance Fund

NYC Dance Rehearsal Space Subsidy Program

If you need to call in to hear my voice more clearly:

- Use your phone to call (646) 558-8656 or (669) 900-6833
- Guest Passcode: 961 927 241

If you call in, please mute yourself for the duration of the call

- We will be taking questions only through the Zoom application

Agenda

- Purpose of webinar
- Rules of the Road
- Program Overview
- Grant Awards
- Eligibility
- Evaluation and Selection Priorities
- How to Apply
- Timeline
- Frequently Asked Questions
- Q & A

Rules of the Road

- Use the chat feature to submit questions
- Ask general questions, not specific ones about your organization
- If your question isn't answered today, please email your question to rehearsalspacesubsidy@dance.nyc or visit our Frequently Ask Questions page, <https://www.dance.nyc/rehearsal-space-subsidy/FAQ>.

Program Overview

- To make affordable rehearsal space available to dance makers whose dance work has been publicly presented and who are in critical need of space for the creation and development of their work.
- To foster a more inclusive and fair dance field, with a focus on accessibility, geography, and the demographics of artists served.
- To advance artistic development and delivery and contribute to the field's overall diversity, sustainability, resilience, and health.

Grant Awards

- Calculated using hourly cost calculations garnered from the budget worksheet submitted as part of the application, less the hourly fee paid by dance makers for the use of space.
- Paid in three installments over the 36-month grant period (14-months, 12-months, and 10-months).

Eligibility

Applicants must:

- Have been invited to apply
- Have the ability to provide 1,000 hours of subsidized rehearsal space annually (3,000 hours in total) in addition to any NYSCA funded priorities (this number may be reduced to achieve geographic priorities)
- Provide proof of 501(c)(3) status

Evaluation and Selection Priorities

Priority in grant awards will be given to applicants with:

- Quality rehearsal space and service to artists

Quality Rating

Scale of 1 to 4 with 4 being best.

Category	Rating
Space Condition	
Staff and Support	
Space Features	
User Amenities	
Accessibility	
Location	

Overall score to be calculated when tabulated.

Evaluation and Selection Priorities

- Number of hours to be made available annually beyond NYSCA-funded hours
- Ability to make peak hours available between 12pm-8pm
- A commitment to the values of diversity, equity, inclusion and justice
- A commitment to subsidizing rehearsal space for small-budget dance makers with budgets of less than \$1 million
- Diversity of organizational types, perspectives, geographical location.

How to Apply

Request for Proposal

- Dance.NYC

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

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NEW YORK CITY DANCE REHEARSAL SPACE SUBSIDY PROGRAM

REQUEST FOR PROPOSALS / BY INVITATION ONLY

Dance/NYC is pleased to invite you to apply to the New York City Dance Rehearsal Space Subsidy Program. Administered by Dance/NYC and made possible by The Andrew W. Mellon Foundation, the program will award grants to a cohort of facilities providing dance rehearsal space to offer subsidized rates over a 36-month period, January 1, 2019, to December 31, 2021.

The purpose of this funding initiative is to make affordable rehearsal space available to dance makers whose dance work has been publicly presented and are in critical need of space for the creation and development of their work, while also fostering a more inclusive and fair dance field, with a focus on accessibility, geography, and the demographics of artists served. By addressing financial barriers to accessing artistic development space, this program aims to advance artistic development and delivery and contribute to the field's overall diversity, sustainability, resilience, and health.

How to Apply

Online application portal

- Submittable

<https://dancenyc.submittable.com/submit/e5247d72-7a41-40f0-81f1-9b22e9cfe14c/new-york-city-dance-rehearsal-space-subsidy-program-application>



How to Apply

Application has 6 sections

- Applicant Information
- Contact Information
- Program Information
- Diversity, Equity, Inclusion and Justice
- Additional Required Materials
- Grant Requirements and Confirmation

How to Apply

Sections 1, 2

- Applicant Information
- Contact Information

How to Apply

Section 3

- Program Information

Part Three: Program Information

Mission Alignment *

Limit: 200 words

Briefly describe how the New York City Dance Rehearsal Space Subsidy Program aligns with your organization's mission and goals.

Artist Selection *

Limit: 200 words

Explain how you will determine eligibility for subsidized rehearsal space, specifically identifying dance makers who have had their dance work publicly presented.

Describe how you will provide access for subsidized rehearsal space to dance makers reflecting the demographics of New York City. *

Limit: 200 words

Demographics: The majority is (56%) African, Latina/o/x, Asian, Arab, and Native American (ALAANA), majority (52%) female and <1% gender nonbinary, 37% foreign-born, 10% disabled, 4% LGBTQ+, according to census data (2016 American Community Survey 1-Year Estimates and Gallup, 2012-2014).

How to Apply

Section 4

- Diversity, Equity, Inclusion & Justice

Part Four: Diversity, Equity, Inclusion, and Justice

Dance/NYC is committed to diversity, equity, inclusion, and justice 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.

Diversity, Equity, Inclusion, and Justice *

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

Limit: 200 words

Anti-Discrimination *

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

Limit: 200 words

How to Apply

Section 4

- Diversity, Equity, Inclusion & Justice Diversity Matrix

Diversity_Matrix_REVISED

Home Insert Page Layout Formulas Data Review View

AutoSave OFF

Clipboard: Cut, Copy, Paste, Format

Font: Arial, 12, Bold, Italic, Underline, Text Color, Background Color

Paragraph: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals, Fractions

Conditional Formatting, Format as Table, Cell Styles, Insert, Delete

115

1 **Diversity Matrix (3 required tables)**
When considering proposals, Dance/NYC will include in that consideration an understanding of the role historically marginalized groups play within applicant organizations. Specifically, it seeks to support organizations and boards reflect the demographics of the New York City area. To help in making that assessment, we ask you to complete the questions below. If you need additional guidance, please contact us at rehearsals@dance.nyc.gov

2

3 **What are the racial demographics of your total staff and board, including leadership? (required)**

	African	Latina/o/x	Asian	Arab	Native American	White	Decline to State	Totals
Chief Executive Officer/Lead Staff Member								0
Remaining Staff								0
Board								0
Totals	0	0	0	0	0	0	0	0

9

10 **What are the disability demographics of your total staff and board, including leadership? (required)**

	Disabled	Non-disabled	Decline to State	Totals
Chief Executive Officer/Lead Staff Member				0
Remaining Staff				0
Board				0
Totals	0	0	0	0

15

16

17 **What are the gender demographics of your total staff and board, including leadership? (required)**

	Cisgender* Woman	Cisgender* Man	Gender Nonconforming	Nonbinary*	Transgender* Woman	Transgender* Man	Two-Spirit*	Decline to State	Totals
Chief Executive Officer/Lead Staff Member									0
Remaining Staff									0
Board									0

How to Apply

Section 5

- Additional Required Materials
 - Facilities Cost Worksheet
 - Board of Directors List
 - Proof of 501(c)(3) status
 - Audited Financial Statements
 - Cultural Data Profile

How to Apply

Section 5 Additional Required Materials Facility Costs

Facility Costs Worksheet

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Paste Cut Copy Format B I U A

Wrap Text Merge & Center \$ % .00 .00 Conditional Formatting

D10 Enter the square footage of the rehearsal spaces participating in the New York City Dance Rehearsal Space Subsidy Program.

1 **FACILITY COSTS WORKSHEET (to determine cost per hour of rehearsal spaces)**

INSTRUCTIONS: The Facility Costs Worksheet will be used to determine the COST PER HOUR of operating your participating rehearsal spaces, which will then be used to inform the amount of any grant award. "Participating rehearsal spaces" refers to the rehearsal spaces that you would make available at a subsidized rate as part of the Dance/NYC's New York City Dance Rehearsal Space Subsidy Program.

In order to estimate the cost per hour of participating rehearsal spaces, the worksheet requires you to provide costs related to your entire rehearsal space rental business along with detail about the rehearsal spaces that will be made available at a subsidized rate through this program. The cost per hour of participating spaces will be determined using the relevant proportion (participating square footage vs total square footage) of overall rehearsal space costs.

1. Fill out the **YELLOW BOXES** at the top of the worksheet. Most line items are mandatory, since they are necessary for automatic calculations of cost.

2. Fill out the **YELLOW COLUMN** in the Budget section on the cost of the entire rehearsal space business. Include any notes about the expense in Column H under "Notes." If you need additional space for notes, you may use the **Budget Narrative** section at the bottom of this worksheet (Row 61). NOTE: To add additional rows, COPY a nearby/similar row, then INSERT COPIED CELLS; this will keep automatic calculations intact. (Note: Columns in white will automatically calculate the cost of participating rehearsal spaces using the percentage calculated in Cell C11 (blue cell). It will also automatically apply a small incremental increase for years 2 and 3 to account for cost-of-living and inflation.)

3. **DOUBLE-CHECK** the accuracy of the total cost at the bottom of the worksheet, especially if you added/deleted rows. Dance/NYC will also check for accuracy.

4. Fill out the **YELLOW BOXES** at the bottom of the worksheet to complete the calculations.

Optional: If you are unsure how to isolate the cost of your entire rehearsal space operation, it may be helpful for you to use the optional column for your "Organizational Budget." Consider the portion of each expense that can be reasonably allocated for your rehearsal space operation. See the tab titled "SAMPLE Facility Costs Worksheet" for additional guidance.

2

3

4 **INSTRUCTIONS: Fill in the yellow boxes below to calculate the portion of rehearsal space cost that goes toward running the spaces participating in the New York City Dance Rehearsal Space Subsidy program.**

5 Total Organizational Budget

6 Year:

7 Annual Adjustment for Inflation 3.0% Will be applied to costs for Year 2 and 3.

8 Total Number of Rehearsal Spaces for Rent*

9 Participating Number of Rehearsal Spaces in the New York City Dance Rehearsal Space Program*

10 Total Square Footage of Rehearsal Spaces for Rent*

11 Participating Square Footage of Rehearsal Spaces in the New York City Dance Rehearsal Space Program*

12 Percentage of Participating Spaces (by Square Footage) to Total Spaces

13 **BUDGET**

14

OPTIONAL COLUMN: Organizational Budget

Enter costs. Remove examples. Add additional rows as needed.

Takes the % from Cell C11

Auto-Calculated, but can be manually adjusted. If so, add detail in Notes or Budget Narrative.

Auto-Calculated, but can be manually adjusted. If so, add detail in Notes or Budget Narrative.

Auto-Calculated, but can be manually adjusted. If so, add detail in Notes or Budget Narrative.

Fiscal Year Start and End Date: to (ex: July-June)

Organizational Budget

All Rehearsal Space Costs

% of Part. Participating Rehearsal Space(s)

Year 1 Costs: Participating Rehearsal Space(s)

Year 2 Costs: Participating Rehearsal Space(s)

Year 3 Costs: Participating Rehearsal Space(s)

INSERT Notes as Needed (additional space provided in ROW 61 of this worksheet)

Facility Costs Worksheet Annualized Costs of Replacement SAMPLE Facility Costs Worksheet SAMPLE Replacement Worksheet

How to Apply

Section 5 Additional Required Materials Facility Costs

Facility Costs Worksheet

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Wrap Text Merge & Center \$ % .00 .00 Conditional Formatting

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3. **DOUBLE-CHECK** the accuracy of the total cost at the bottom of the worksheet, especially if you added/deleted rows. Dance/NYC will also check for accuracy.

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Optional: If you are unsure how to isolate the cost of your entire rehearsal space operation, it may be helpful for you to use the optional column for your "Organizational Budget." Consider the portion of each expense that can be reasonably allocated for your rehearsal space operation. See the tab titled "SAMPLE Facility Costs Worksheet" for additional guidance.

2

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6 Year:

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9 Participating Number of Rehearsal Spaces in the New York City Dance Rehearsal Space Program*

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13 **BUDGET**

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OPTIONAL COLUMN: Organizational Budget

Enter costs. Remove examples. Add additional rows as needed.

Takes the % from Cell C11

Auto-Calculated, but can be manually adjusted. If so, add detail in Notes or Budget Narrative.

Auto-Calculated, but can be manually adjusted. If so, add detail in Notes or Budget Narrative.

Auto-Calculated, but can be manually adjusted. If so, add detail in Notes or Budget Narrative.

Fiscal Year Start and End Date: to (ex: July-June)

Organizational Budget

All Rehearsal Space Costs

% of Part. Space

Year 1 Costs: Participating Rehearsal Space(s)

Year 2 Costs: Participating Rehearsal Space(s)

Year 3 Costs: Participating Rehearsal Space(s)

INSERT Notes as Needed (additional space provided in ROW 61 of this worksheet)

Facility Costs Worksheet Annualized Costs of Replacement SAMPLE Facility Costs Worksheet SAMPLE Replacement Worksheet

How to Apply

Section 5 Facility Costs

- Goal: estimate COST PER HOUR of rehearsal spaces, informing any grant amount
 - Cover true cost of operating the rehearsal spaces
 - Fairness across applicants
 - Better understand what it really takes
 - Reasonable accuracy, not looking for perfection
- 2 Worksheets + Examples
 - Estimate annual cost of operating rehearsal spaces
 - Estimate annual cost of wear-and-tear for rehearsal space equipment and build-outs to add to annual operating cost of rehearsal space

How to Apply

Section 5 Facility Costs

- Focus on filling out the **bright yellow boxes**
- Everything else is either optional, pre-filled or automatically calculating. Meant as information for you.
- In preparation, it may be helpful to gather any budgets and cost calculations that you already use to manage your organization and spaces
- When in doubt, estimate the number and explain in NOTES column

How to Apply

Section 5 Facility Costs: Facility Cost Worksheet

- Reflect costs for the entire rehearsal space business, not just participating spaces
- Worksheet has three sections:
 - Top: Basic data (org budget, # of spaces, square footage)
 - Middle: Budget data for rehearsal spaces (plus additional optional and calculated columns for your reference)
 - Bottom: Data on other subsidies, hours available for RSS, hourly fee charged & lease/mortgage terms

How to Apply

Section 5 Facility Costs: Annualized Cost of Replacement

- Focus on filling out the **bright yellow boxes**
- Estimates are OK. Item costs and the number of years for its useful life will likely be estimated, unless you have purchased or researched an item recently. Provide a sentence on how the number was derived in NOTES column.
- Total Annualized Replacement Cost (Cell E13) will carry over to the Facility Cost Worksheet.

How to Apply

Section 6

- Grant Requirements and Confirmation

Part Six: Grant Requirements and Confirmation

☐ If funded through the New York City DanceRehearsal 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. *

Grant Requirements can be found at www.Dance.NYC/rehearsal-space-subsidy/grant_requirements.

Please read them carefully before affirming.

How to Apply

Submitting your application

- **Complete applications, including all supplementary materials, must be submitted online no later than 11:59 p.m. EST on November 5, 2018.**
- **Incomplete applications, hard copy submissions, and applications received after the November 5 deadline will not be considered.**

Timeline

- Request for proposals release
• Optional application webinars
October 5
October 12 @ 11 am
October 26 @ 3 pm
- Deadline for submission
• Award notification
• Contracts due
• Grant disbursements
November 5, 11:59 p.m. EST
Week of December 2
December 31, 2018
Week of January 2, 2019 (14-months)
Week of March 1, 2020 (12 months)
Week of March 1, 2021 (10 months)
- Interim reports due
January 31, 2020
January 31, 2021
- Final reports due
December 31, 2021

Frequently Asked Questions

Follow the link to the FAQ at

www.Dance.NYC/rehearsal-space-subsidy/FAQ

This week's webinar Q&A will be posted on the FAQ by Monday, October 29

FAQs will be updated once a week until the deadline

Q&A

Please submit your questions to the group using the chat feature.

All questions and answers, including those we may not get to today, will be posted online on the FAQ page.

Q&A

Still have questions?

Write to us at:

rehearsalspacesubsidy@dance.nyc

Thank you