

## **New York City Dance Rehearsal Space Subsidy Program - 2022-2024**

### **Request for Expressions of Interest Guide Introduction:**

- This guide includes all possible questions that appear in the Request for Expressions of Interest. You may not have to answer every question as you are completing your application.
- Venues that respond to the RFEI and have not already been a part of Dance/NYC's research process during the first iteration of the program may be asked to host Dance/NYC for a scheduled site visit.
- The RFEI phase will serve to identify venues that meet the program's primary eligibility requirements and justice, equity, and inclusion goals. Applicants selected through the RFEI process will be invited to submit a full application to be released January 12, 2022.
- 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.

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### **REQUEST FOR EXPRESSIONS OF INTEREST CONTENT**

#### **Instructions:**

Dance/NYC invites New York City dance rehearsal spaces to submit a Request for Expressions of Interest (RFEI) form, the first step in the program's two-step application process. Applicants selected from the RFEI phase of the application will be invited to submit a full application. Rehearsal spaces selected as grantees of the program will receive funds to provide subsidized dance rehearsal space throughout the course of the grant period (April 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 RFEIs must be submitted by December 10, 2021, 6:00 p.m. EST. Incomplete RFEIs, hard copy submissions, or RFEIs received after the December 10 deadline will not be considered.

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

- Visit Application Process for Venues: <https://www.dance.nyc/programs/funds/rehearsal-space-subsidy/application-process-for-venues> for information on technical assistance and webinar information.
- Visit Frequently Asked Questions (FAQ): [dance.nyc/RSS\\_FAQ\\_2021](https://www.dance.nyc/RSS_FAQ_2021)
- Contact us at [rehearsalspacesubsidy@dance.nyc](mailto:rehearsalspacesubsidy@dance.nyc)

## **PART ONE: APPLICATION INFORMATION**

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

Enter the name of your organization or business entity.

### **Legal Name**

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

### **Venue Name**

If the name of the facility (or facilities) you operate that has a studio(s) which may be eligible for inclusion in the New York City Dance Rehearsal Space Subsidy Program is different from the name of your organization or business entity, please enter it here. Leave blank if not applicable.

### **Leadership (Required)**

Does the leadership structure of your organization or business entity include (select all that apply):

- Executive staff (i.e. Chief Executive Officer/Director/Business Owner or other top-line leadership responsible for administrative and day-to-day management) who identify as African, Latinx, Asian, Arab, and/or Native American
- Executive staff (i.e. Chief Executive Officer/Director/Business Owner or other top-line leadership responsible for administrative and day-to-day management) who identify as artists
- Board members who identify as African, Latinx, Asian, Arab, and/or Native American
- Board members who identify as artists
- None of the above

### **Financial/Business Structure (Required)**

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

### **[If Fiscally Sponsored] Who is your fiscal sponsor? (Required)**

Please fill in your sponsor's name and contact information.

### **[If For-profit entity/commercial enterprise] What is your for-profit entity/commercial enterprise business structure? (Required)**

- S-corp
- B-corp
- Corporation (or C-corp)
- LLC
- Other, not listed

**If not listed above, please specify. (Required)**

**[If For-profit entity/commercial enterprise]** As defined by New York State, a Minority-Owned Business Enterprise (MBE) is a business enterprise in which at least 51% is owned, operated and controlled by citizens or permanent resident aliens who are Black, Hispanic, Asian-Pacific, Asian-Indian Subcontinent, or Native American or Alaskan Native. A Woman-Owned Business Enterprise (WBE) is a business enterprise in which at least 51% is owned, operated and controlled by citizens or permanent resident aliens who are women. Learn more about M/WBE by visiting

<https://esd.ny.gov/doing-business-ny/mwbe/mwbe-certification-eligibility-requirements>.

**[If For-profit entity/commercial enterprise] Is your business entity certified at the City and/or State level as a minority or women-owned business enterprise (M/WBE)? (Required)**

- Yes, by the City of New York
- Yes, by the State of New York
- Yes, by both the City and State of New York
- No

**Mission/Purpose (Required)**

Describe the nature of your business and how you service the dance field. If your business structure is a nonprofit 501(c)3, you may provide your mission statement.

**Street Address (Required)**

Provide your street address. If your organization or business entity has more than one location, please provide your primary address.

**City (Required)**

Provide your city.

**State (Required)**

Provide your state.

**ZIP/Postal Code (Required)**

Provide the ZIP/postal code associated with your address.

**County (Required)**

Provide the county associated with your address.

**NYC City Council District (Required)**

Enter the City Council district in which your organization is based.

<http://council.nyc.gov/districts/>.

**Web Address**

Provide the URL to your organization or business entity's website. Leave blank if not applicable.

**Year Founded (Required)**

Enter the year your organization or business entity was founded.

**Fiscal Year End Date (Required)**

Enter your fiscal year end date.

**Federal EIN (Required)**

Provide your federal Employer Identification Number (EIN). Use numbers only, no dash required.

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**PART TWO: CONTACT INFORMATION**

Provide contact information below. If the fields are not applicable, please enter "n/a."

**Name of Chief Executive Officer/Director/Business Owner (limit one) (Required)****Chief Executive Officer/Director/Business Owner email address (Required)****Chief Executive Officer/Director/Business Owner phone number (Required)****Name of Grant Contact (Required)**

If same as chief executive officer/director/business owner, enter "n/a."

**Grant Contact email address (Required)**

If same as chief executive officer/director/business owner, enter "n/a."

**Grant Contact phone number (Required)**

If same as chief executive officer/director/business owner, enter "n/a."

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**PART THREE: PROGRAM INFORMATION****Alignment with Mission and/or Goals (Required)**

Briefly describe how the New York City Dance Rehearsal Space Subsidy Program aligns with your organization or business entity's mission and/or goals. Why does this program make sense for your organization or business in relation to your values and/or operations?

Suggested word count: 350-500 words

### **Physical Accessibility/ADA Compliance (Required)**

This program requires that grantees 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). NOTE: 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 and access for total annual hours committed to the program must be provided in those studios.

Does your facility currently have ADA compliant studios, or will you have ADA compliant studios by April 1, 2022?

Please briefly describe the number of ADA compliant studios within your facility and the accessibility of other user amenities such as bathrooms, dressing rooms, water fountains, etc.

### **Rehearsal Hours (Required)**

Program grantees must have the ability to provide a minimum of 200-1,000 hours of subsidized rehearsal space annually (600-3,000 in total for the three year period) in ADA compliant studios. Is your organization/business able to commit to providing this?

**What is the minimum number of hours you typically allow a renter to book in your studio(s)? (Required)**

### **Studio Size, Features and Amenities (Required)**

Please indicate the dimension(s) of the studios in which you would provide subsidized access.\*

**Please indicate what type(s) of flooring is typically available in the studio(s) in which you would provide subsidized access. (Select all that apply for any eligible studio.) (Required)**

- Sprung wood
- Wood (not sprung)
- Marley (Laid)
- Marley (Available)
- Portable tap floor (Available)
- Timestep

**Do you typically allow any of the following types of shoes or uses in any of the studio(s) that you would make available for subsidized rental? (Select all that apply for any eligible studio.) (Required)**

- Hard shoes (tap, flamenco, etc) allowed
- Sneakers allowed
- Live percussion allowed
- Amplified music allowed
- Aerial work allowed
- None of the above

**Please explain your above answer as necessary.**

**Covid Safety (Required)**

Do you require proof of vaccination, as per City and State mandates, for all renters, dancers and other people who visit your studio(s)?

- Yes
- No

**Please explain your above answer as necessary.**

**Please describe any recent or planned improvements or replacement of features or amenities in your facility or studios (i.e. upgraded sound, refinished or new floors, etc.). (Required)**

If you have not recently had any improvements or replacements, please enter "n/a."

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**PART FOUR: FINAL CONSIDERATIONS**

**How did you find out about this opportunity? (Optional)**

Did you learn about this program from a colleague in the field, a community organizer, an arts council, Dance/NYC's website, emails, or social media, or through a different method? Feel free to include as many sources as may be applicable.

**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.

**Acknowledgement of Consent to a Site Visit (Required)**

I acknowledge that, as part of the application process, my organization/business may be asked to host Dance/NYC for a scheduled site visit, and I affirm that I will make every best effort to accommodate such a request.

**Contract (Required)**

By submitting Dance/NYC's New York City Dance Rehearsal Space Subsidy Program expression of interest 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 review it in this screen. Once your application has been submitted, you will have the opportunity to access the PDF and print your application for your records.