

# Dance

## FY2020 GUIDELINES

Application Deadline: March 28, 2019 by 4:00PM



**Council on  
the Arts**

**ANDREW M. CUOMO**  
Governor

**KATHERINE NICHOLLS**  
Chair

**MARA MANUS**  
Executive Director

# Helpful Information

## TIMETABLE OF KEY EVENTS

Guidelines Released	January 23 2019
Application Period Begins	February 11, 2019
<b>Applications Due</b>	<b>March 28, 2019 4 pm</b>
Award(s) Announced By	EST December 15, 2019

## PROGRAM STAFF



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### PLEASE NOTE:

**These program guidelines have been developed for the current funding year. NYSCA's grant recommendations each year are the result of funds available, the volume of applications received, and a review process that includes the evaluation of all eligible proposals by a peer review panel. Past funding is neither a factor considered by the review panel nor a guarantee of future funding.**

# Funding Restrictions

## Limitations to the Number of Applications

Organizations are limited to two grant requests to NYSCA. Each ongoing multi-year grant counts as one of these requests. Please note that the following categories **do not count** towards an organization's limit of two requests:

- ❑ Architecture + Design Program — *Independent Projects category*
- ❑ Dance Program — *Rehearsal Space and Residencies categories*
- ❑ Electronic Media & Film Program — *Art & Technology Initiative (see Workspace category)*
- ❑ Facilities Projects Program — *All categories*
- ❑ Folk Arts Program — *Apprenticeships category*
- ❑ Folk Arts Program — *Regional and County Folk Arts Programs category*
- ❑ Individual Artists Program — *All categories*
- ❑ Literature Program — *Translation category*
- ❑ State and Local Partnership Program — *Decentralization category*
- ❑ All Programs — *Regrants and Partnerships category*

## Ineligible Activities

New York State law and NYSCA policy restrict the types of activities and expenditures that NYSCA may fund. NYSCA is unable to award funding for the following:

- ❑ Accumulated deficits and debt reductions
- ❑ Activities not open to the public, for example, activities restricted to an organization's membership. Funded activities must be open to the public and promoted as such
- ❑ Competitions and contests
- ❑ Components of an organization's budget that are not directed towards programs in New York State
- ❑ Entertainment costs for receptions, openings, and fundraising benefits/events
- ❑ Major expenditures for the establishment of a new organization
- ❑ Operating expenses and fellowships at professional training schools that are not open to the general public
- ❑ Operating expenses of privately owned facilities (such as homes and studios)
- ❑ Out-of-state travel expenses
- ❑ Programs of public school districts or their components or affiliates
- ❑ Programs that are essentially recreational, rehabilitative, or therapeutic
- ❑ Programs of New York State agencies or departments
- ❑ Requests for amounts that are greater than an organization's total operating expenses minus its total operating income
- ❑ Programs of public colleges and universities except under limited circumstances. Entities with close public college or university affiliations will be examined on a case-by-case basis to determine eligibility. **Such applicants are strongly advised to contact NYSCA program staff listed on the previous page of this document in advance of the application deadline to determine eligibility.**

# Dance - Overview

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**Please Note** two important changes to the FY2020 Application Process:

1. Applicants no longer need to register requests on the NYSCA website; and
2. Applicants must submit through the online NYSCA-New York State Consolidated Funding Application (NYSCA-CFA). *The Grants Gateway will continue to be a critical part of the NYSCA grants Prequalification and contracting process for FY2020.*

The NYSCA FY2020 [Application Manual \(PDF\)](#) explains how to:

1. Review NYSCA's general requirements;
2. Get a user name and token in the NYSCA-CFA;
3. Register and Prequalify in the Grants Gateway,
4. Submit an application through the NYSCA-CFA and get help for technical questions.

The NYSCA FY2020 Application Manual and online NYSCA application guide are available on the NYSCA website at <https://www.arts.ny.gov/application-guide>. Please read all instructions carefully.

## PROGRAM GOALS

The Dance Program supports quality professional programming and efforts to build audiences for the art form throughout the state. It seeks to bolster the New York State dance community by supporting service groups that provide administrative and technical assistance to dance artists and organizations. NYSCA has a long-standing commitment to fund dance in all its diversity and stylistic breadth; to embrace the new, the emerging, and the experimental; to provide support for mid-career choreographers and their companies; and to sustain major ballet and modern institutions.

Dance Program funding also fosters the creative process by supporting rehearsal time and space for choreographers, enabling the production of new work.

Dance organizations which may apply include: ballet, traditional modern and avant-garde, ethnic, hip hop, jazz, tap, and historical dance companies, dance service organizations, consortia serving management needs, and collectives of individual choreographers.

For Dance Commissions, see the Individual Artists [guidelines](#).

The Dance Program does not provide funding support for dance publications or dance education programs/projects. For dance education projects, please refer to the Arts Education guidelines.

Organizations requesting support for mime/movement theatre performances should refer to the Theatre guidelines.

The Dance Program must be able to evaluate an applicant's artistic and programmatic quality on an ongoing basis. It is the responsibility of current and prospective applicants to inform staff well in advance of the event date. This is required so that staff and/or advisory panelists may attend and evaluate events. Email notification is welcome at [dnc@arts.ny.gov](mailto:dnc@arts.ny.gov). Please specify the company name/artistic director; date(s)/time(s); venue and address; contact person/title and contact phone and email. All events must be public performances in New York State. Applicants may contact the Dance Program staff to obtain a contact list of current panelists.

## PREREQUISITES

An applicant organization must meet the following minimum criteria:

- ❑ It must demonstrate fiscal stability as indicated by such factors as a positive fund balance, an absence of substantial, recurring organizational deficits, a realistic and balanced organizational budget, diverse revenue sources, and strong internal controls.
- ❑ It must have a viable, committed board of directors with officers that exercise oversight and accountability for governance, operations, programming and finances.

# Types of Dance Support

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Applicants may make a total of two discrete requests NYSCA-wide, except in categories exempt from the two-limit request (see above). General Operating Support is limited to one request NYSCA-wide.

## GENERAL OPERATING SUPPORT

General Operating Support is provided for organizations whose primary mission is based in the field of dance. General Operating Support represents an investment by NYSCA in an organization's ongoing work, rather than a specific project or program. General Operating Support seeks to reward exemplary practice in all areas of administration, finance, programming, and other organizational activities.

General Operating Support is directed toward ongoing activities of arts and cultural organizations, arts and cultural programs operated as independent entities within their own organizations, or significant ongoing arts and cultural programming within organizations whose mission is not primarily arts based, for example, a performing arts center operated as a separate entity within a college or university, or a theatre program operating as a discrete entity within a multi-arts center.

When considering the provision and level of General Operating Support, NYSCA examines the nature, scope, and quality of an organization's programs and activities, its managerial and fiscal competence, and its public service.

General Operating Support grants will be no less than \$5,000 and will not exceed 25% of an organization's budget, based on the income and expense statement for the organization's most recently completed fiscal year. In FY19 the median grant awarded was \$40,000, and the largest grant awarded was \$100,000. General Operating Support is awarded on a multi-year basis.

### Prerequisites:

To be eligible to apply for General Operating Support, an applicant organization must meet the following minimum criteria:

- ❑ The organization's primary focus or mission must be in the discipline in which it is seeking General Operating Support; or the organization must have significant ongoing activities that address the focus of the NYSCA program in which the organization is seeking support
- ❑ It must have ongoing dance programming that is open to the general public
- ❑ The organization makes evident a substantial commitment to the dance field, with a prior record of accomplishment in producing or presenting dance activities; or the organizational mission is primarily devoted to dance, with a prior record of accomplishment in producing or presenting dance activities
- ❑ The organization must currently employ one or more qualified, salaried (not contracted) full time or part time executive staff
- ❑ It must demonstrate an established history and consistent policy of fair payment to resident artists and teaching artists. A dance company applicant must have produced at least 2 home seasons in the last 3 years, with the provision that the seasons involved public performances consisting of at least one hour of programming by the company
- ❑ A dance company applicant must demonstrate significant services or activity in New York State, which is defined as a home season of at least seven performances within the last three years

*Sponsored Requests are not eligible in this category.*

# Types of Dance Support

## PROFESSIONAL PERFORMANCES

New York State-based professional companies may request support for a performance series or season (minimum of 2 full performances of at least 1 hour duration each) in the company's home base.

NYSCA assistance is directed primarily towards dancers' and other artistic salaries or fees. Organizations applying for or receiving General Operating Support from Dance are not eligible for funding in this project support category. In FY19 the median grant awarded was \$9,500, and the largest grant awarded was \$17,000.

### Prerequisites:

To be eligible to apply for Professional Performances, an applicant organization must meet the following minimum criteria:

- A dance company must have produced at least 2 home seasons in the last 3 years, with the provision that the seasons involved public performances consisting of at least one hour of programming by the company; and
- It must demonstrate an ongoing commitment and consistent policy of fair payment to artists, one which strives to meet NYS minimum wage standards for all dancer salaries; and
- There should be a prospective theatre space for the home season by the time of the deadline

*Sponsored requests are accepted in this category:*

- Organizations may not impose a fee for submitting a sponsored application but are permitted to charge a fiscal sponsorship fee if the application is funded. Fiscal sponsorship fees for funded applications may not exceed 7% and are determined by mutual agreement between the sponsored entity and the sponsoring organization. This expense must be included in the project budget and indicated in the budget narrative question included in the application.
- Applicants serving as fiscal sponsors must provide a fiscal sponsorship agreement stating the services providing by the fiscal sponsor, amount or percentage of the grant provided to the fiscal sponsor, and responsibilities of the sponsored organization relating to the fiscal sponsorship.
- The services of the sponsoring organization are limited to fiscal management of the project, submission of the application and final report, and, at the discretion of the sponsoring organization, publicizing the activity requested. Following notification of the funding decision by NYSCA, the fiscal sponsor is required to notify the sponsored organization as soon as possible about whether the application has been funded and the funding amount.

Please review the [Sponsored Application Instructions](#).

## REHEARSAL SPACE

Rehearsal Space supports organizations that provide viable and affordable rehearsal space to dance groups and individual choreographers. Priority consideration is given to institutions providing rehearsal space at little or no cost. Applicant organizations should demonstrate how NYSCA assistance would affect the professional dance field. This support is intended to fund creative rehearsal time and excludes auditions, classes, workshops and showings. In addition, funding in this category is intended to assist outside artists and companies; rehearsal time used by the applicant company is not eligible for inclusion.

### Prerequisites:

To be eligible to apply for Rehearsal Space, an applicant organization must meet the following minimum criteria:

- A minimum of 1,000 hours of rehearsal time each year must be utilized for the period proposed at a rate of \$10 per subsidized rehearsal hour or less.
- No single choreographer/company may exceed more than 10% of the subsidized hours.

*Sponsored Requests are not eligible in this category.*

**This category is exempt from NYSCA's two-request limit.**

# Types of Dance Support

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## RESIDENCIES

Long-Term Residencies in New York State supports artists' fees and some administrative costs for a 3-6 week residency by a New York-based dance company in a targeted area outside New York City. The residency must be of consecutive weeks and take place in a location in New York State that is not within a company's home county. Goals for Long-Term Residencies are:

- To develop audiences for dance outside New York City.
- To encourage and develop the cultural resources of a community through interaction and collaboration between the resident company and interdisciplinary professional groups and/or individuals in the area.
- To support a New York-based dance company with a substantial period of work during which it may be involved not only in conducting classes, workshops, open rehearsals, and community programs, but also in the creation of a new piece of choreography and in the presentation of public performances at the culmination of the residency.

### Prerequisites:

To be eligible to apply for Residencies, an applicant organization must meet the following minimum criteria:

- Only dance companies, not host organizations, are eligible to apply.
- A confirmed residency host and location must be indicated in your application information under the project description.
- Previous support from the Dance Program in the last 2 Years, previous touring experience, and administrative resources to conduct a residency for a minimum of 3 weeks.

*Sponsored Requests are not eligible in this category.*

**This category is exempt from NYSCA's two-request limit.**

## SERVICES TO THE FIELD

This category provides support to service organizations that offer professional services for the advancement of dance groups and individuals. Such services may include technical assistance in administrative and/or new technological areas, cooperative management, booking and promotional services, research facilities, archival documentation, projects that utilize technology, and performance spaces. Applicants should demonstrate how NYSCA support would meet the needs of the professional dance field.

In FY19 the median grant awarded was \$9,000, and the largest grant awarded was \$10,000. Organizations applying for or receiving General Operating Support from Dance are not eligible for funding in this project support category.

### Prerequisites:

To be eligible to apply for Services to the Field, an applicant organization must meet the following minimum criteria:

- ❑ The organization makes evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting dance activities open to the general public or providing services to the dance field
- ❑ The organization must employ one or more qualified, salaried administrative staff
- ❑ It must demonstrate an established history and consistent policy of fair payment to artists (if appropriate to the request)

*Sponsored Requests are not eligible in this category.*

# Types of Dance Support

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## REGRANTS AND PARTNERSHIPS

**Application to the Regrants & Partnerships Programs category is by invitation only.**

NYSCA may contract with nonprofit organizations to administer targeted funding and technical assistance in areas not directly funded by NYSCA Programs. Organizations are invited based on an identified, unmet need within a discipline by Program staff and the service profile of the applicant organization. This category covers a range of services from the administration of technical assistance funds to fees for artist appearances.

Services can either have a long-term role in the arts community or be developed to meet a short-term need. Some organizations may use a panel review process to determine regrant awards for their projects, while others may be limited primarily to assigning and accounting for consulting services. A working knowledge of the target audience, arts discipline, and service area is essential for those organizations receiving grant contracts in this category.

Administrative costs for delivery of services can vary depending on the nature, depth, and scope of the work, but should rarely exceed 15% of project costs. Organizations receiving support for regrants in this category are required to report on the distribution of funds, describing the demographics of the recipients.

### **Prerequisites:**

To be eligible to apply for Regrants and Partnerships, an applicant organization must meet the following minimum criteria:

- Its primary focus or mission must be in the discipline in which the organization is seeking Regrants and Partnerships support; or the organization must have significant ongoing activities or services that address the focus of the NYSCA program in which the organization is seeking support; and
- It must have ongoing services, programs, exhibitions, productions or other art and cultural activities that serve the general public and/or the arts discipline; and
- The organization must make evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services; or the organizational mission must be primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services; and
- The organization must employ one or more qualified, salaried administrative staff; and
- It must demonstrate an established history and consistent policy of fair payment to artists (if appropriate to the request).

*Sponsored Requests are not eligible in this category.*

# Dance - Questions

The Questions below must be completed in the NYSCA-CFA under the QUESTIONNAIRE and NYSCA Tabs.

## STANDARD QUESTIONS - ALL DANCE APPLICANTS MUST ANSWER THE QUESTIONS BELOW:

### LEGAL NAME OF APPLICANT

**APPLICANT ADDRESS TABLE:** Street, City, State, Zip

**CONTACTS TABLE:** (For Primary and Secondary Contact, Executive Director/Equivalent Position and Board Chair/President): First Name, Last Name, Title (for Primary and Secondary Contact), Phone, Email

**MISSION:** Please enter your organization's current mission statement. (Max 250 characters)

**ACTIVITIES:** Provide a brief overview of your organization's programs and activities as it relates to your mission in the previous question. (Max 1,000 characters)

**STAFF LIST TABLE:** First Name, Last Name, Title, Salary Range for Up to Five Primary Staff.

**DIVERSITY/INCLUSIVENESS:** Given your mission and the community you serve, how does your organization address diversity and inclusiveness? In your response, discuss in terms of staff, board, and audience composition, as well as the programs and services your organization provides. (Max 1,000 characters)

**ACCESSIBILITY:** A universal and inclusive environment for the arts allows everyone, including people with and without disabilities, and people of all ages, to access the facilities and programs of an organization. What actions has your organization taken to make your facilities, programs, and communications systems accessible and usable by all? (Max 1,000 characters)

**FACILITIES:** Briefly describe your facilities. Explain any relocations, expansions, renovations, or major improvements undertaken in the recent past or planned for the future. (Max 750 characters)

**ORGANIZATION'S FACILITIES/REAL ESTATE ARE:** Choose "Owned" or "Rented"

**IF RENTED, DATE CURRENT LEASE EXPIRES:**

**DAYS/HOURS/SEASONS OF OPERATION:**

**TOTAL NUMBER OF VISITORS/USERS/AUDIENCE:** How many audience members, exhibition visitors, service users, or visitors to your facility do you serve? Provide an average annual figure.

**SOCIAL MEDIA TABLE:** Provide links to primary website and two additional social media, if your organization maintains.

**FISCAL YEAR END DATE:** Format MM/DD

**YEAR INCORPORATED:** Format YYYY

**PROJECT NAME** (\* Completed when the application is created)

**PROJECT DESCRIPTION:** Provide a brief description of your project. (Max 250 characters)

**PROJECT OBJECTIVE:** Please indicate the primary goals of this request. (Max 250 characters)

**PROJECT PERFORMANCE MEASURE:** Indicate how you will measure the success of the request, should it be supported. (Max 250 characters)

# Dance - Questions

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## STANDARD QUESTIONS (cont.)

**PROJECT CAPACITY:** Indicate how your staffing will provide sufficient support for the project (experience, training activities). (Max 250 characters)

**PROJECT REQUEST AMOUNT:** (\* Completed under the Funding Tab)

**PROJECT TOTAL EXPENSES:** (\* Completed under the Funding Tab)

**GENERAL OPERATING SUPPORT:** *All applicants to GENERAL OPERATING SUPPORT must complete the following questions.*

For all General Operating Support Questions– Maximum Character Limit is 2,000.

**1G. ARTISTIC / PROGRAMMATIC** —Project Overview:

Provide an overview of this project. Include any new programs and/or initiatives that are planned for the next two years, as well as the goals and expected outcomes for these activities. Focus on the programs and activities pertinent to this request.

**2G. ARTISTIC/PROGRAMMATIC** — Evaluation:

Describe how your organization evaluates its programs, services, and/or initiatives.

**3G. ARTISTIC / PROGRAMMATIC** — Changes and Challenges:

Describe any recent significant programmatic changes, developments, and/or challenges, indicating how any challenges will be addressed.

**4G. MANAGERIAL/FISCAL** — Staff:

Identify the key administrative and artistic staff members responsible for this program. Detail any recent significant changes in key staff positions.

**5G. MANAGERIAL/FISCAL** — Governance:

Describe the board and/or governing body in detail, including committee structure, diversity, meeting schedule, and approach to planning, succession, staff and fiscal oversight. Highlight the roles of staff and board.

**6G. MANAGERIAL/FISCAL** – Venue

If appropriate and if different from your home location, describe the facilities used for programming activity.

**7G. MANAGERIAL/FISCAL** — Finances:

Detail plans for meeting current and future expenses, including sources of earned and unearned income. Explain any current and/or recurring surplus or deficits. How will the scope of the activity change if the full request for NYSCA funding is not received?

**8G. MANAGERIAL/FISCAL** — Artist and Programmatic Consultant Fees:

Indicate how payment to artists and any outside consultants is determined. If appropriate, provide the number of company dancers, the rehearsal/performance salary structure, and the number of weeks of work in the current year and request year. Give salaries based upon the payment system employed (rehearsal hour, performance week, per performance, etc.).

**9G. MANAGERIAL/FISCAL** — Support Materials:

Please list all of the support materials and/or work samples being submitted. These materials are critical to the application's assessment.

# Dance - Questions

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## GENERAL OPERATING SUPPORT (cont.)

### **10G. SERVICE TO THE PUBLIC** — Marketing and Outreach:

Describe the organization's marketing strategies including use of online resources and social media. Describe the audiences and communities served and detail strategies to cultivate and broaden the organization's audiences and outreach.

### **11G. SERVICE TO THE PUBLIC** — Community Context:

Identify the other organizations in the area that provide similar arts and cultural activities, and tell us how their activities support, enhance, or differ from those of this organization. Describe any partnerships or collaborations with other organizations.

## **PROFESSIONAL PERFORMANCES:** *All applicants to PROFESSIONAL PERFORMANCES must complete the following questions.*

For all Professional Performances Questions— Maximum Character Limit is 2,000.

### **1P. ARTISTIC/PROGRAMMATIC** — Background:

Provide a brief history of the company and a summary of the Artistic Director's background.

### **2P. ARTISTIC/PROGRAMMATIC** — Project Overview:

Describe the proposed performance season, including venue, timeframe, number of performances, and planned repertory. Indicate if the engagement will be self-produced or presented. Note whether the program builds on previous activity or marks a new direction.

### **3P. ARTISTIC/PROGRAMMATIC** — Performance Season Update:

For the company's last completed home season as well as the current season, highlight significant repertory additions (premieres and major revivals), collaborative artists involved, commissioned scores or live musical accompaniment, and anything else of artistic note. Indicate performance dates, number of performances, and venue.

### **4P. ARTISTIC/PROGRAMMATIC** — Touring Update:

Give an overview of the company's touring activity in the last fiscal year and describe any significant changes or developments in your other artistic programs.

### **5P. SERVICE TO THE PUBLIC** — Evaluation:

Describe how the organization evaluates its programs, services, and/or other initiatives, with particular focus on the requested activity.

### **6P. MANAGERIAL/FISCAL** — Artistic Salaries:

Detail the number of company dancers, the rehearsal/performance salary structure, and the number of weeks of work in the current year and request year. Give salaries based upon the payment system employed (rehearsal hour, performance week, per performance, etc.).

### **7P. MANAGERIAL/FISCAL** — Administrative Staffing:

Indicate name of staff members in charge of general management, fundraising, board development, budgeting, and finances. Detail turnover in key artistic and/or executive staff positions.

### **8P. MANAGERIAL/FISCAL** — Technology:

For technology-based presentations, describe the technical capacity and the staff support required.

# Dance - Questions

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## PROFESSIONAL PERFORMANCES (cont.)

### 9P. MANAGERIAL/FISCAL — Governance:

Describe the size, structure and involvement of your board. What is the role of the board in supporting this project?

### 10P. MANAGERIAL/FISCAL — Finances:

Describe plans for meeting project expenses. Report reasons for significant changes in the organization's financial situation, and explain any large accumulated surplus or deficit. Utilize the Budget Notes section of the Project Budget to indicate sources of income and to itemize principal expense items.

### 11P. MANAGERIAL/FISCAL — Support Materials:

Please list all of the support materials and/or work samples being submitted. These materials are critical to the application's assessment.

### 12P. SERVICE TO THE PUBLIC — Marketing and Audience Development:

Describe the intended audience and the marketing and outreach strategies employed. Include online resources and social media, print and non-print media, ticket pricing, subscription plans, related events and partnerships. Detail the ways in which the organization interprets artists' work for the public (i.e. performance program notes, online resources, lecture demonstrations, pre-performance discussions, etc.).

## REHEARSAL SPACES *All applicants to REHEARSAL SPACES must complete the following questions.*

For all Rehearsal Spaces Questions— Maximum Character Limit is 2,000.

### 1RH. ARTISTIC/PROGRAMMATIC — Organizational Overview:

Provide a brief history of the organization and summarize the backgrounds of current artistic/programmatic leadership.

### 2RH. ARTISTIC/PROGRAMMATIC — Project Summary:

Describe the project and include an estimate of the number of dance companies/choreographers who will benefit from this activity, and the total number of rehearsal hours being projected for actual usage during the proposed NYSCA subsidy period. What days and times will the space be available during the week?

### 3RH. ARTISTIC/PROGRAMMATIC — Project Update:

Provide an update on project activity of this type that was funded by NYSCA in the last year. If not applicable, answer N/A. Indicate the actual number of NYSCA-subsidized rehearsal hours utilized and the number of companies/choreographers involved for the last completed fiscal year, or grant period if funded.

### 4RH. MANAGERIAL/FISCAL — Facilities and Equipment:

Describe the physical dimensions of the space (length, width, ceiling height), and the nature of the floor surface and its usable size. Are there obstructing pillars? Indicate the existence of dressing rooms, rest rooms, windows, mirrors, barres, or any other information that will describe the space. What kind of sound and video equipment does the organization provide, and what is the cost, if an additional fee is required?

### 5RH. MANAGERIAL/FISCAL — Rates and Rental Arrangements:

What is the current rate schedule for rentals? What rate will be charged under the proposed NYSCA subsidy? Any special reductions (e.g. block booking)? On what basis do companies acquire the space for rental (e.g. first-come, first-served)? What staff member determines procedures for scheduling?

### 6RH. MANAGERIAL/FISCAL — Finances:

Describe plans for meeting project expenses. Report reasons for significant changes in the organization's financial situation, and explain any large accumulated surplus or deficit. Utilize the Budget Notes section of the Project Budget to indicate sources of income and to itemize principal expense items.

# Dance - Questions

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## REHEARSAL SPACES (cont.)

### **7RH. MANAGERIAL/FISCAL** — Support Materials

Please list all of the support materials and/or work samples being submitted. These materials are critical to the application's assessment.

### **8RH. SERVICE TO THE PUBLIC** — Marketing/Audience Development:

How is the availability of the space rental announced and publicized?

## **RESIDENCIES:** *All applicants to RESIDENCIES must complete the following questions.*

For all Residencies Questions— Maximum Character Limit is 2,000.

### **1RS. ARTISTIC/PROGRAMMATIC** — Organizational Overview:

Provide a brief history of the organization and summarize the backgrounds of current artistic/programmatic leadership.

### **2RS. ARTISTIC/PROGRAMMATIC** — Project Summary:

Describe proposed residency project including location, host(s), timeframe, community/ educational outreach plans and anticipated number of public performances. How will the creative time be utilized?

### **3RS. ARTISTIC/PROGRAMMATIC** — Project Update:

Provide an update on project activity of this type that was funded by NYSCA in the last year. Include the beginning and end dates of the residency period, and a description of community educational outreach, creative endeavors and public performance(s). If not applicable, answer N/A.

### **4RS. MANAGERIAL/FISCAL** — Artistic Salaries:

Detail the number of company dancers, the rehearsal/performance salary structure and the number of weeks of work in the current year and request year. Give salaries based upon the payment system employed (rehearsal hour, performance week, per performance, etc.). What will be the payment structure for the residency?

### **5RS. MANAGERIAL/FISCAL** — Host Responsibilities:

What will the host(s) or sponsor(s) contribute towards the residency in terms of in-kind services, housing, food, studio/theatre facilities, transportation, etc.? How much is the performance and/or residency fee?

### **6RS. MANAGERIAL/FISCAL** — Finances:

Describe plans for meeting project expenses. Report reasons for significant changes in the organization's financial situation, and explain any large accumulated surplus or deficit. Utilize the Budget Notes section of the Project Budget to indicate sources of income and to itemize principal expense items.

### **7RS. MANAGERIAL/FISCAL** — Support Materials

Please list all of the support materials and/or work samples being submitted. These materials are critical to the application's assessment.

### **8RS. SERVICE TO THE PUBLIC** — Marketing/Audience Development:

What marketing and audience development strategies will be used to promote the residency activities and performances?

# Dance - Questions

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**SERVICES TO THE FIELD** *All applicants to SERVICES TO THE FIELD must complete the following questions.*

For all Services to the Field Questions– Maximum Character Limit is 2,000.

**1S. ARTISTIC/PROGRAMMATIC** — Organizational Overview:

Provide a brief history of the organization and the backgrounds of the Artistic Director and/or Executive Director

**2S. ARTISTIC/PROGRAMMATIC** — Program Summary:

Describe the proposed service and how it relates to other programs in the organization. Detail how this service distinguishes itself from comparable programs by other organizations. If applicable, indicate the venue(s) where your services take place.

**3S. ARTISTIC/PROGRAMMATIC** — Updates/Developments:

If relevant, describe any significant developments or changes to your services that may have taken place within the last 2 years.

**4S. ARTISTIC/PROGRAMMATIC** — Evaluation:

Describe how the organization evaluates its programs, services and/or other initiatives, with particular focus on the requested activity. If the proposed project is a one-time event, what are the intended outcomes and how will they be assessed?

**5S. MANAGERIAL/FISCAL** — Project Staff:

Describe the staff, advisors and consultants providing the service, summarizing their credentials and roles. Detail turnover in key staff positions. If selection of project personnel is pending, describe the qualifications of individuals being sought.

**6S. MANAGERIAL/FISCAL** — Artist Fees: If the services provided include a dance performance series, indicate the number of artists and range of artist fees for the project and whether there are any significant differences from the previous year.

**7S. MANAGERIAL/FISCAL** — Governance:

What is the size and committee structure of the board? What is the role of the board in supporting this project?

**8S. MANAGERIAL/FISCAL** — Finances:

Describe plans for meeting project expenses. Report reasons for significant changes in the organization's financial situation, and explain any large accumulated surplus or deficit. Utilize the Budget Notes section of the Project Budget to indicate sources of income and to itemize principal expense items.

**9S. MANAGERIAL/FISCAL** — Support Materials:

Please list all of the support materials and/or work samples being submitted. These materials are critical to the application's assessment.

**10S. SERVICE TO THE PUBLIC** — Constituents:

Describe the target audience for this service. Summarize the selection process, if one is required for participation in the project.

**11S. SERVICE TO THE PUBLIC** — Delivery:

Describe the organization's technical, administrative, and information capacity to deliver the service. If a website or other electronic medium is involved, how will it support the service(s) and how will it be maintained?

**12S. SERVICE TO THE PUBLIC** — Marketing:

Describe how the organization is marketing this service including use of online resources.

# Dance - Questions

**REGRANTS AND PARTNERSHIPS** *All applicants to REGRANTS AND PARTNERSHIPS must complete the following questions.*

For all Regrants and Partnerships Questions– Maximum Character Limit is 2,000.

**1R. ARTISTIC/PROGRAMMATIC** —Project Summary:

Describe the regrant or partnership program, its priorities, and the constituents served. How does it differ from or complement other programs in the community or field? Provide the organizational URL.

**2R. ARTISTIC/PROGRAMMATIC** – Relevance to Mission:

How does this program relate to the organization's mission, goals and programming?

**3R. ARTISTIC/PROGRAMMATIC** — Work Plan:

Outline the schedule and work plan for the next granting or activity cycle. Provide an overview of annual regrant or program deadlines and related activities.

**4R. ARTISTIC/PROGRAMMATIC** — Scope of Activity:

For ongoing regrant projects, describe the number of requests received, on average, for each of the past two years. Include the average request amount and grant amount. If this is a new request or service, project the number of anticipated requests and the range of grant amounts to be awarded.

**5R. ARTISTIC/PROGRAMMATIC** — Selection Process:

Describe the application and selection process, noting what is required of applicants, restrictions, and whether there is a panel review. If applicable, describe the composition of the panel and the review process.

**6R. ARTISTIC/PROGRAMMATIC** — Evaluation:

How is the effectiveness of this program evaluated and assessed? Has evolution led to change in the program? Describe the benefits of this regrant or partnership to the community and general public.

**7R. MANAGERIAL/FISCAL** — Staffing:

Who is responsible for the administration of this project? Describe their role, detailing their duties and noting whether this is a full time, part-time or consultant position. If the coordinator has other responsibilities within the organization, describe them.

**8R. MANAGERIAL/FISCAL** — Governance:

Describe the involvement of the board in management and program oversight.

**9R. MANAGERIAL/FISCAL** — Finances:

Detail plans for meeting current and future expenses beyond income from NYSCA, if appropriate to the regrant or partnership project. Include sources of earned income. Explain any current and/or recurring surplus or deficits. How would the scope of the project change if full request for NYSCA funding is not received?

**10R. REGRANTS AND PARTNERSHIPS** — Support Materials:

Please list all of the support materials and/or work samples being submitted. These materials are critical to the application's assessment.

**11R. SERVICE TO THE PUBLIC** — Constituency:

Describe the audiences and communities served.

**12R. SERVICE TO THE PUBLIC** — Marketing/Outreach:

What are the strategies for outreach and marketing to diverse communities, arts groups and artists, including those not currently served by the program? Include details about any technical assistance resources for emerging artists and arts groups.

**13R. SERVICE TO THE PUBLIC** — Community Context:

Identify the other organizations in the area that provide similar arts and cultural activities, and tell us how their activities support, enhance, or differ from those of this organization. Describe any partnerships or collaborations with other organizations.

# Dance - Support Materials

Required Support Materials must be uploaded in the NYSCA-CFA under the DOCUMENTS tab (other than Board list which will be uploaded within the NYSCA tab), unless otherwise noted below:

**STANDARD SUPPORT MATERIALS:** ALL DANCE APPLICANTS must submit the support materials below:

1. **BOARD OF DIRECTORS LIST**, including affiliations. A sample template is available at <https://grantsmanagement.ny.gov/system/files/documents/2018/10/sample-board-directors-profile.pdf>
2. **SPONSORED REQUEST APPLICANTS:** For sponsored requests only, please upload the completed [Sponsored Request Form](#).
3. **ALL APPLICANTS - *Résumés or biographical statements*** of up to 3 key staff, maximum of 1 page each
4. **ALL APPLICANTS:** Up to 3 representative marketing materials (sample flyers, catalogs or brochures) that reflect activity for the past year. DO NOT include press coverage, reviews or notices.

**GENERAL OPERATING SUPPORT:** All applicants to GENERAL OPERATING SUPPORT must submit the following support materials.

1. ***Event Schedule Form*** – Download [the form here](#), and then upload to the Documents Tab of the NYSCA-CFA application.
2. ***Dance Work Samples*** – If appropriate, submit one or two cued, unedited work samples totaling no more than twenty (20) minutes, to be provided as (a) live URL link(s). Each sample must be labeled with name of artist/company, work title, year of creation and event year. URL's cannot be password protected and must remain live until December 31, 2019. NYSCA is not responsible for any broken, inactive or password protected links. Tip: ***New*** work samples of ***recent*** performance material are recommended.
3. ***Long-range or Strategic Plan***.

**PROFESSIONAL PERFORMANCES:** All applicants to PROFESSIONAL PERFORMANCES must submit the following support materials.

1. ***A performance program*** for each of the last two home seasons. ***Do not include press coverage, reviews or notices***
2. ***(FOR SPONSORED PROJECTS ONLY)*** The applicant individual(s) must be a *current* New York State resident(s). Proof of New York State residency is required in the form of two different, current documents from the list below. All documentation must contain the individual's name and address. Documentation must be dated no earlier than two years prior to NYSCA application deadline. The Sponsored Request Form and the required fiscal sponsor agreement described in the Professional Performances – Prerequisites section of the Program Guidelines must be submitted with the application. Here is the [Sponsored Request Form](#).
  - Home telephone bill or home utility bill.
  - Credit card and/or bank statement (*name and address page only; financial and account information should be blocked*).
  - NYS or Federal Tax Form (*first page only; social security and financial information should be blocked*)
  - Current lease or mortgage agreement for a home residence listing the individual's name and showing a NYS address.
  - NYS Driver's license or NYS ID card. License number may be blocked.
  - Voter Registration card.
3. ***Event Schedule Form*** – Download [the form here](#), fill in and then upload to the Documents Tab of the NYSCA-CFA application.
4. ***Dance Work Samples*** –submit one or two cued, unedited work samples totaling no more than twenty (20) minutes, to be provided as (a) live URL link(s). Each sample must be labeled with name of artist/company, work title, year of creation and event year. URL's cannot be password protected and must remain live until December 31, 2019. NYSCA is not responsible for any broken, inactive or password protected links. Tip: ***New*** work samples of ***recent*** performance material are recommended.

# Dance - Support Materials

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**REHEARSAL SPACES:** *All applicants to REHEARSAL SPACES must submit the following support materials.*

1. A copy of advertisement/flyer/brochure promoting the availability of the space
2. Complete the Rehearsal Space Rental Form - [Download the form here](#). Complete and upload to the Documents Tab of the NYSCA-CFA application.
  - a. NOTE: If your organization received support in this category last year, include ONLY those artists and hours that utilized NYSCA-subsidized rental. Provide the renter information based on the grant period.
3. Photographs of all studios involved in the proposal

**RESIDENCIES:** *All applicants to RESIDENCIES must submit the following support materials.*

1. Signed Letter of Agreement between sponsor and company.
2. Download the Events Schedule form here, fill in and then upload to the Documents Tab of the NYSCA- CFA application.
3. Dance Work Samples - provide one or two cued, unedited work samples totaling no more than twenty (20) minutes, to be provided as (a) live URL link(s). Each sample must be labeled with name of artist/company, work title, year of creation and event year. URL's cannot be password protected and must remain live until December 31, 2019. NYSCA is not responsible for any broken, inactive or password protected links. Tip: New work samples of recent performance material are recommended.

**SERVICES TO THE FIELD:** *All applicants to SERVICES TO THE FIELD must submit the following support materials.*

1. Event Schedule Form (if appropriate) – Download [the form here](#), fill in and then upload to the Documents Tab of the NYSCA-CFA application.
2. Listing of provided services in the past and current year, including a rate schedule for fees or charges (if applicable) and a list of whoever received those services.
3. Dance Work Samples - If the services provided include a dance performance series, submit 1 or 2 cued, unedited work samples totaling no more than 20 minutes, to be provided as (a) live URL link(s). Each sample must be labeled with name of artist/company, work title, year of creation and event year. URL's cannot be password protected and must remain live until December 31, 2019. NYSCA is not responsible for any broken, inactive or password protected links. Tip: New work samples of recent performance material are recommended.

**REGRANTS AND PARTNERSHIPS:** *All applicants to REGRANTS AND PARTNERSHIPS must submit the following support materials.*

1. If this is a regrant, a list of most recent grantees, project descriptions and grant amounts.
2. Outreach/promotional plan for proposed regrant or partnership.
3. If applicable, service-related projects must provide evaluation materials such as samples of surveys or feedback forms, along with outcomes/results.