

Dance

Program Guidelines

FY2021

Guidelines
Released

January 14, 2020

Application
Period Begins

January 28, 2020



**Deadline:
March 12,
2020 4PM**

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Award(s)
Announced By
EST December 15,
2020

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, Dance Commission, 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 & Local Partnership Program — *Decentralization* category
- ❑ All Programs — *Regrants and Partnerships* category
- ❑ Regional Economic Development Council Initiative Opportunities - *All* categories

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
- ❑ Administrative overhead or fees charged by an affiliated institution or university
- ❑ 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

Please Note two recent changes to the NYSCA 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.

An interactive version of the NYSCA 2021 Application Manual is available on the NYSCA website at www.arts.ny.gov/application-guide and www.arts.ny.gov/about-nysca-grants. Please read all instructions carefully.

PROGRAM GOALS

The Dance Program strives to uphold NYSCA's longstanding commitment to excellence in the field of dance and the development and growth of the field from dancemakers to audiences throughout the state. NYSCA funds dance in all its diversity and stylistic breadth; seeks to support the new, the emerging, and the experimental; provide support for mid-career choreographers and their companies; and to sustain major ballet and modern institutions. 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.

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.

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. 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 have an established history and consistent policy of fair compensation to artists.
- It must have a history of recent dance activities open to the public and/or services to the community.
- 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

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 FY20 the median grant awarded was \$32,500 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 FY20 the median grant awarded was \$10,000, and the largest grant awarded was \$15,000.

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 provided 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](#).

Types of Dance Support

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 contract period 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.

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.

Types of Dance Support

DANCE COMMISSIONS

Dance Commissions encourage choreographers and companies to collaborate in order to broaden their repertoires. Organizations may request support ranging from \$2,500 to \$10,000 for one commission request each year. Any dance commissioning funds awarded go entirely to the artist.

Funding Priorities

- Artistic significance of the project and its importance to the artistic development of the artist as demonstrated by the proposal and the submitted samples of the artist's work.
- Viability of the project's prospects for completion.
- Relationship and suitability of the project to the artistic goals and philosophy of the applicant organization/commissioning company.
- Appropriateness of the proposed artist's fee and track record of completing artist's projects as demonstrated by required support materials.

Eligibility Criteria

New York State-based professional dance companies and alternative performance spaces that regularly present dance and have a prior NYSCA funding history for professional presenting series are eligible to apply. Alternative performance spaces are defined as venues of 299 seats or less.

For a dance company, commissioned works may be revivals, reconstructions of existing works or new works by guest choreographers. A guest choreographer is defined as one who does not have a permanent or ongoing relationship with the company as a resident choreographer. The company must schedule the premiere of the commissioned work in New York State, preferably during a home season, within the NYSCA grant period.

For an alternative performance space, the commissioned artist should not be a direct applicant to the NYSCA Dance Program in the same request year. The commissioned work must be presented during the NYSCA grant period.

Prerequisites

- Requests for artists currently on administrative staff and/or on the board of the applicant organization will not be considered.
- Artists may be involved as principal personnel in connection with only one commissioning project request.
- Organizations may not impose a fee on any dance commissioning funds awarded by NYSCA.
- The project must culminate in a public performance within the grant period. However, a full-scale production is not required.
- Artists applying in this category cannot apply for support in the following year even if no funding was received. An application for the same project cannot be submitted in the following year, even if the principal artist is different. This allows the Council to reach a greater number of artists and projects with its limited funds.
- Support will only be provided towards the work specified in the application.

Types of Dance Support

DANCE COMMISSIONS (CONT.)

Role of Commissioning Organization

An applicant organization may serve as a fiscal sponsor for the commissioning project and limit their role to receiving, disbursing, and reporting on grants. The applicant organization may alternatively provide additional fiscal, administrative, and production services. The artist must understand and establish the role of the applicant organization, which must be fully described in the NYSCA proposal. Artists are expected to meet with the applicant organization prior to the preparation of the application. All applicant organizations should work with the artist(s) to comply with the Program's requirements and procedures.

NOTE: Artistic control of, and proprietary rights to the project rest exclusively with the artist.

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 FY20 the median grant awarded was \$10,000, and the largest grant awarded was \$25,000. 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

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.

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)

Dance – Questions

STANDARD QUESTIONS (CONT.)

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

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)

BACKGROUND: What is the history of your organization? Provide an overview of your organization/company's program(s) and a summary of the Artistic Director's background (Max 3,000 characters)

GOVERNANCE: Describe the size and structure of your board or governing body. Include committee structure, diversity, and approach to planning and succession if applicable. Describe the board's role in supporting your organization or project. (Max 3,000 characters)

FINANCES:

Detail plans for meeting current and future expenses. Explain any current and/or reoccurring surpluses or deficits. Note pending and confirmed sources of income. Complete the Budget Notes sections of the Project and Organizational Budgets to annotate income and expense lines.

EVALUATION: Describe how you organization/company will measure the success of your programs, services and/or initiative. Describe the methods to be used for assessment and evaluation of intended outcomes. (Max 3,000 characters)

Dance – Questions

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 request. 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 — Changes and Challenges:

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

3G. MANAGERIAL/FISCAL — Staff:

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

4G. MANAGERIAL/FISCAL – Venue

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

5G. 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.).

6G. 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.

7G. SERVICE TO THE PUBLIC —Marketing and Outreach:

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

8G. 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 – Questions

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 — 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.

2P. 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.

3P. 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.

4P. 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.).

5P. 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.

6P. MANAGERIAL/FISCAL — Technology:

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

7P. 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.

8P. 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.).

Dance – Questions

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 — Project Overview:

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?

2RH. 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 grant period.

3RH. 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?

4RH. 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?

5RH. 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.

6RH. SERVICE TO THE PUBLIC — Marketing/Audience Development: How is the availability of the space rental promoted and marketed?

Dance – Questions

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

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

1RS. ARTISTIC/PROGRAMMATIC — Project Overview:

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?

2RS. 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.

3RS. 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?

4RS. 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?

5RS. 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.

6RS. SERVICE TO THE PUBLIC — Marketing/Audience Development:

Describe the audiences and communities to be served during this residency. Detail the marketing and audience development plan to promote your residency and performances.

Dance – Questions

DANCE COMMISSIONS

All narrative questions have a 2,000-character limit.

1C. ARTISTIC/PROGRAMMATIC — Project Summary:

Describe the proposed commissioning project including choreographer name(s), brief bio(s), and plan for the work. If known, provide information on the number of dancers, music, production elements, etc. Give the projected dates and location for the New York State premiere of the commissioned work. Note how and why the commissioned artist(s) was selected.

2C. ARTISTIC/PROGRAMMATIC — Artist Statement:

Provide a brief statement written by the artist(s) that addresses their distinctive vision and any stylistic and thematic qualities to be expressed in the proposed work.

3C. ARTISTIC/PROGRAMMATIC — Program Update:

If any NYSCA funded dance commissions occurred in the last year by the applicant organization provide the artistic details, including when and where the work(s) premiered in New York State and number of public performances.

4C. ARTISTIC/PROGRAMMATIC — *(for Dance Companies, fill in N/A; all others must respond)*

Dance Presentation History: List the dance events and artists presented in the last 2 years.

5C. MANAGERIAL/FISCAL — Budget:

Does the organization have other funding committed for this Commission? Detail plans for meeting expenses beyond NYSCA funding and indicate pending and secure sources of income. For alternative performance spaces, note whether the dance artist will receive a separate performance fee in addition to this commissioning award and indicate the amount. **NOTE: DO NOT include any production-related expenses as part of this project budget.**

6C. MANAGERIAL/FISCAL — Facility:

Describe the venue and facilities used for dance programming including venue capacity, stage dimensions, dance floor/surface and production-related amenities. Note any obstructions to the performance space such as columns.

7C. MANAGERIAL/FISCAL — Support Materials:

Please list all of the support materials and/or media work samples being submitted. Be sure to describe the format for each work sample and give instructions necessary to view each work sample properly and in what order.

8C. SERVICE TO THE PUBLIC — Public Performances:

How many public performances will the commissioned work receive in New York and on tour during the grant period?

9C. SERVICE TO THE PUBLIC — Audience Development:

Describe plans for outreach and educational efforts that will assist in the interpretation of the artist(s) work for the public (Detail whether any performance program notes, lecture demonstrations, or pre-performance discussions, are provided).

These materials are critical to the application's assessment.

Dance – Questions

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 — Project Overview:

Describe the proposed service, the key challenges to be addressed and intended outcomes. Detail how this service distinguishes itself from comparable programs by other organizations. Indicate the venue(s) where your services take place. If applicable, describe any significant developments or changes to your services that may have taken place within the last 2 years.

2S. 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.

3S. 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.

4S. 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.

5S. SERVICE TO THE PUBLIC — Constituents:

Describe the target audience or community to be served. Summarize the selection process, if one is required for participation in the project.

6S. SERVICE TO THE PUBLIC — Marketing:

Detail the marketing and audience development plan to promote this project including the use of social media.

Dance – Questions

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

For all Re grants 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 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.

7R. 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.

8R. SERVICE TO THE PUBLIC — Marketing/Outreach:

Describe the audiences and communities served. 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.

9R. 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. **ALL APPLICANTS: Board of Directors List**, including affiliations. A sample template is available at <https://www.nysca.org/downloads/files/sample-board-directors-profile-v2.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, 2020. 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, 2020. 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

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](#), 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, 2020. NYSCA is not responsible for any broken, inactive or password protected links. Tip: **New** work samples of **recent** performance material are recommended.

DANCE COMMISSIONS *All applicants to DANCE COMMISSIONS must submit the following support materials.*

1. **Proof of New York State residency**

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.

 - 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.
2. A signed **letter of intent** from the choreographer/re-stager including the proposed commissioning fee and scheduled rehearsal period. For alternative performance venues, also include the performance fee for the presented artist/company.
3. **Résumé** of the choreographer/re-stager, limited to one page.
4. **Work Samples:** unedited media work samples of the choreographer's recent work and one recent work sample of the host dance company (if appropriate), totaling no more than 20 minutes. Each media work sample must be provided as a live URL link. To submit URLs, please create a Word or PDF file with a list of URLs. Each work sample URL listed must include the name of artist/company, work titles, year of creation and event date. **URLs cannot be password protected and must remain live until December 31, 2020.** NYSCA is not responsible for any broken, inactive or password protected links.

Dance – Support Materials

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, 2020. 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.