

New York State Council on the Arts

300 Park Avenue South, 10th Floor

New York, NY 10010-3953

212-459-8800

www.arts.ny.gov

Dance

Deborah Lim, Program Officer, deborah.lim@arts.ny.gov

Information Outlined Below:

[Program Goals](#)

[Program Information](#)

[Category Information & Questions](#)

- [General Support](#)
- [Professional Performances](#)
- [Rehearsal Space and Residencies](#)
- [Services to the Field](#)
- [Regrants and Partnerships](#)

[Support Materials](#)

- [Category Specific Support Materials](#)

For complete instructions on how to apply to NYSCA's FY2016 Grant Program, please [click here](#).

Program Goals:

The Dance Program supports quality programming and efforts to build audiences for the art form throughout the state. It also 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 the major ballet and modern institutions. Dance support 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, jazz, and historical dance companies, dance service organizations, consortia serving management needs, and collectives of individual choreographers.

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

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

The NYSCA grant program strives to make investments of public funds that serve all communities and people that comprise New York State's citizens and visitors. NYSCA strongly supports, values and encourages the



sustained and concerted efforts of non-profit art, culture and heritage organizations to be inclusive and have its workforce, artists and programmatic offerings reflect New York State's diversity of people, geography and artistic interests.

Program Information

Types of Support Available:

Applicants may make a total of two requests Council-wide, except in categories exempt from the two-limit request (see below).

General Support is provided for organizations whose primary mission is dance. General Support applicants may not apply in the Professional Performances and Services to the Field categories in Dance and are limited to one additional request Council-wide.

Project Support is provided for applicants in the following categories:

- Professional Performances
- Rehearsal Space and Residencies
- Services to the Field

Regrants and Partnerships Support is made by invitation from the Council only, and is exempt from the Council-wide two-request limit.

Eligibility to Apply for other NYSCA Support and Exemptions from the Two-Request Limit:

Organizations applying for or receiving General Support from NYSCA may also apply for Project Support in one other program. Sponsored applicants and those funded under the following programs are exempt from the two-request limit:

Architecture and Design Program - Independent Projects category

Dance Program – Rehearsal Space and Residencies category

Electronic Media & Film Program – Workspace, Art & Technology category

Facilities 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



Regional Economic Development Program – All categories

State and Local Partnership Program - Decentralization category

All Programs - Re-grants and Partnerships category

Evaluative Criteria:

Grant requests are evaluated in accordance with [agency-wide criteria](#).

Artistic Evaluation

NYSCA must be able to evaluate an applicant's artistic and programmatic quality on an ongoing basis. It is the responsibility of all current and prospective applicants to inform staff of events well in advance of the event date. This is required so that staff, advisory panelists, or auditors may attend and evaluate the events. Email notification is welcome at dnc@arts.ny.gov. Please specify the company name/artistic director name; date(s)/time(s); theatre name/street address/city; contact person name/title; phone number; and email address. All events must be public performances in New York State.

Program Prerequisites:

An applicant organization must meet the following minimum criteria:

- It must be a governmental or quasi-governmental entity, a tribal organization, or duly incorporated non-profit organization, either incorporated in NY State or registered to do business in NY State, with its principal place of business located in NY State; and
- Unless it is otherwise exempted from prequalification, the nonprofit must be prequalified to do business with NY State by the time of the NYSCA application submission deadline date. For more information about how to Register and Prequalify in the Grants Gateway, click [here](#); and
- The timely submission and staff approval of all mandated Final Reports is required before an application can be considered for funding. Please sign in to the NYSCA website and view the Organization Home Page on the online grant application system to review the reports that are due, overdue, or incomplete; and
- 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; and

- It must have a viable, committed board of directors with officers that exercise oversight and accountability for governance, operations, programming and finances.
-

Category Specific Information & Questions:

Applicants are required to complete those questions that correspond to the category for which they are applying.

General Support

General Support represents an investment by NYSCA in an organization's ongoing work, rather than a specific project or program. General Support seeks to reward exemplary practice in all areas of administration, finance, programming, and other organizational activities.

General 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 Support the Council examines the nature, scope, and quality of an organization's programs and activities, its managerial and fiscal competence, and its public service.

General 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. General Support is awarded on a multi-year basis.

General Support Prerequisites:

In order to be eligible to apply for General Support, 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 General Support; or the organization must have significant ongoing activities that address the focus of the NYSCA program in which the organization is seeking support; and
- It must have ongoing programs, exhibitions, productions or other art and cultural activities that are open to the general public; and
- The organization makes evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities; or the organizational mission is primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities; 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 resident artists and teaching artists, where appropriate; and
- 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; and
- 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.

General Support Questions:

Artistic/Programmatic

1. Background

Describe the organization and how it was established, focusing on the activities for which support is requested.

2. Artistic/Cultural Vision

Articulate the organization's artistic and/or cultural vision.

3. Program Overview

Describe programs and/or services planned for the coming year. How will they help the organization to realize its artistic and cultural vision? Discuss 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. If appropriate, indicate the number of company dancers and the number of paid rehearsal and performance weeks in the current and request years.

4. Changes and Challenges

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

Managerial/Fiscal

5. Staff

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

6. Governance

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

7. Facilities

Describe the facilities used for programming and administration.

8. Organizational Development

Outline the approach to institutional and succession planning, highlighting the roles of staff and board.

9. 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?

10. Artist and Programmatic Consultant Fees

Indicate how payment to artists and any outside consultants is determined. Please include the range of fees.

Service to the Public

11. Constituency

Describe the audiences and communities served.

12. Development and Outreach

Detail efforts being undertaken to cultivate and broaden the organization's constituency.

13. Marketing

Describe the organization's marketing strategies.

14. Online Resources

Describe the organization's use of the Internet and social media.

15. Evaluation

Articulate how the organization evaluates its programs, services, and/or other organizational initiatives.

16. 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

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

Council assistance is directed primarily towards dancers' and other artistic salaries or fees.

Organizations applying for or receiving General Support from Dance are not eligible for funding in this project support category.

Professional Performances Prerequisites:

In order 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; and
- There should be a prospective theatre space for the home season by the time of deadline.

Please see Application Instructions for Sponsored Organizations or Individuals.

Professional Performances Questions:

Artistic/Programmatic

1. Background

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

2. Artistic/Cultural Vision

Articulate the organization's artistic and/or cultural vision.

3. Program Overview

Describe the proposed performance season, including theatre 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.

4. Performance Season Update

For the company's last home 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.

5. 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.

Managerial/Fiscal

6. 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.).

7. Administrative Staffing

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

8. Technology

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

9. Governance

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

10. 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.

Service to the Public

11. Audience Development

In what ways does the organization interpret artists' work for the public (i.e. performance program notes, lecture demonstrations, pre-performance discussions, etc.)?

12. Marketing

Describe marketing and outreach efforts (including print and non-print media, ticket pricing, subscription plans, related events and partnerships), and the intended audience.

13. Online Resources

Describe the organization's use of the Internet and social media.

14. Evaluation

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

Rehearsal Space and Residencies

This category encompasses two specific project areas: Rehearsal Space and Long-Term Residencies in New York State. Please indicate in the Project Title which one is the focus of your proposal.

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 Council assistance would affect the professional dance field. Grants for rehearsal space subsidy may be awarded on a multi-year basis. 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.

Long-Term Residencies in New York State supports artists' fees and some administrative costs for a 3-to-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.

This category is exempt from the Council's two-request limit.

Rehearsal Space and Residencies Prerequisites:

In order to be eligible to apply for Rehearsal Space and Residencies, an applicant organization must meet the following minimum criteria:

- For Rehearsal Space, 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.
- For Long-Term Residencies in New York State, 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. Other prerequisites include 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.

Rehearsal Space and Residencies Questions:

Artistic/Programmatic

1. **Organizational Overview**

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

2. **Project Summary**

Describe the project and—

For Rehearsal Space: Provide 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?

For Residencies: 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?

3. **Facilities and Equipment**

Rehearsal Space: What are the physical dimensions of the space (length, width, ceiling height), 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?

Residencies applicants answer N/A

4. **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.

Rehearsal Space: Indicate the actual number of NYSCA-subsidized rehearsal hours utilized and the number of companies/choreographers involved for the last completed fiscal year.

Residencies: Include the beginning and end dates of the residency period, and a description of community educational outreach, creative endeavors and public performance(s).

Managerial/Fiscal

5. **Artistic Salaries**

For Rehearsal Space answer N/A.

For Residencies: 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?

6. Host Responsibilities

For Rehearsal Space answer N/A.

For Residencies: 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?

7. Rates and Rental Arrangements

Rehearsal Space: 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?

Residencies applicants answer N/A.

8. 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.

Service to the Public

9. Marketing/Audience Development

Rehearsal Space: How is the availability of the space rental announced and publicized?

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

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 Council support would meet the needs of the professional dance field. Support may be awarded on a multi-year basis.

Organizations applying for or receiving General Support from Dance are not eligible for funding in this project support category.

Services to the Field Prerequisites

In order 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; 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).

Note: Sponsored Requests are not eligible in this category.

Services to the Field Questions

Artistic/Programmatic

1. Organizational Overview

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

2. Program Summary

Briefly describe the service and how it relates to other programs in the organization. If applicable, indicate the venue(s) where these programs take place.

3. Updates/Developments

If the applicant organization has been receiving multi-year Services to the Field support from Dance, describe any significant developments or changes that took place in funded services during this period.

Managerial/Fiscal

4. 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.

5. 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.

6. Governance

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

7. 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.

Service to the Public

8. Constituents

Describe the audience for this service, in terms of target population, volume and level of use. Where relevant, describe how it distinguishes itself from comparable programs. Summarize the selection process, if one is required for participation in the project.

9. 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?

10. Marketing

Describe how the organization is marketing this service.

11. Evaluation

Articulate 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?

12. Development and Outreach

Detail efforts being undertaken to cultivate and broaden the organization's constituency.

Regrants and Partnerships

The Council may contract with nonprofit organizations to administer targeted funding and technical assistance in areas not directly funded by NYSCA Programs. These activities are carried out with funds granted through the Regrants & Partnerships category.

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

All applicants are required to obtain staff approval prior to submitting a request in this category.

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. Organizations applying to the Council in this category must show a willingness to reach beyond their membership in providing services or regrant awards.

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.

Regrants and Partnerships Prerequisites

In order 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).

Note: Sponsored Requests are not eligible in this category.

Regrants and Partnerships Questions

Artistic/Programmatic

1. Program 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.

2. Mission

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

3. 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.

Managerial/Fiscal

4. 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.



5. Governance

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

6. 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.

7. 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?

Service to the Public

8. Constituency

Describe the audiences and communities served.

9. 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.

10. 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.

11. Evaluation

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

12. 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.

13. Support Materials

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

Support Materials

Support Materials must be submitted by uploading each into the Pre-Submission Upload menu in the Grants Gateway Grant Opportunity Portal.

Acceptable file types: Adobe Acrobat PDFs, Microsoft Word DOC or DOCX, Microsoft PowerPoint PPT or PPTX. To submit URLs, please create a Word or PDF file with a list of URLs with any notes or description. URLs cannot be password protected and must remain live until December 31, 2015. NYSCA is not responsible for any broken, inactive or password protected links.

In the event that an applicant fails to submit one or more of the following required materials, the application will not be eligible for review. For a more detailed description of how to submit your support materials for this application, please click [here](#) for more information.

Category Specific Support Materials

Applicants are required to submit those support materials that correspond to the category for which they are applying.

General Support:

1. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page each
2. *Organizational Chart*
3. *Up to 5 representative marketing materials* (sample flyers, catalogs or brochures) that reflect activity for the past year. Do not include press coverage, reviews or notices.
4. *Website, Facebook, Twitter, YouTube, and other social media links.* We also reserve the right to review any/all of these online sources as part of your application.
5. *Event Schedule Form* – Download [the form here](#), fill in and then upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
6. *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) URL link(s). (*See acceptable file types above*) Each sample must be labeled with name of artist/company, work title, year of creation and event year.
7. *Long-range or Strategic Plan.*
8. *Additional materials* – any additional materials you wish the Council to consider.

Professional Performances:

1. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page each
 2. *Organizational Chart*
 3. *A performance program for each of the last two home seasons and 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
 4. *Website, Facebook, Twitter, YouTube, and other social media links.* We also reserve the right to review any/all of these online sources as part of your application.
 5. For Sponsored Projects – Download the *Sponsored Organization Budget Form* [here](#), fill in and then upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
 6. *Event Schedule Form* – Download [the form here](#), fill in and then upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
 7. *Dance Work Samples* –submit one or two cued, unedited work samples totaling no more than twenty (20) minutes, to be provided as (a) URL link(s). (See *acceptable file types above*) Each sample must be labeled with name of artist/company, work title, year of creation and event year.
-

Rehearsal Space and Residencies:

1. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page each
2. *Organizational Chart*
3. *Up to 5 representative marketing materials* (sample programs, flyers, catalogs or brochures) that reflect activity for the past year.
4. *Website, Facebook, Twitter, YouTube, and other social media links.* We also reserve the right to review any/all of these online sources as part of your application.
5. For Rehearsal Space:
 - A copy of *advertisement/flyer/brochure* promoting the availability of the space
 - A *list of the names, phone numbers and e-mail addresses of choreographers/companies* renting rehearsal space in the most recently completed fiscal year and the current year to date. Provide the number of hours for each renter and overall totals. If the organization received support in this category last year, include only those artists and hours which are part of the subsidy program
 - *Photographs* of all studios involved in the proposal
6. For Long-Term Residencies in New York State:
 - *Letter of agreement* between sponsor and company.



- Download [the Events Schedule form here](#), fill in and then upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
 - *Dance Work Samples* - provide one or two cued, unedited work samples totaling no more than twenty (20) minutes, to be provided as (a) URL link(s). (See acceptable file types above) Each sample must be labeled with name of artist/company, work title, year of creation and event year.
-

Services to the Field:

1. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page each
 2. *Organizational Chart*
 3. *Up to 5 representative marketing materials* (sample programs, flyers, catalogs or brochures) that reflect activity for the past year. Do not include press coverage, reviews or notices.
 4. *Website, Facebook, Twitter, YouTube, and other social media links*. We also reserve the right to review any/all of these online sources as part of your application.
 5. *Event Schedule Form* (if appropriate) – Download [the form here](#), fill in and then upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
 6. *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.
 7. *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) URL link(s). (See *acceptable file types above*) Each sample must be labeled with name of artist/company, work title, year of creation and event year.
 8. *Long-range or Strategic Plan (if applicable)*
 9. *Additional materials (if applicable)* – any additional materials you wish the Council to consider
-

Regrants and Partnerships:

1. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page each
2. *Organizational Chart*
3. *Up to 5 representative marketing materials* (sample programs, flyers, catalogs or brochures) that reflect Regrant or Partnership activity for the past year.
4. *Website, Facebook, Twitter, YouTube, and other social media links*. We also reserve the right to review any/all of these online sources as part of your application.
5. If this is a regrant, a *list of most recent grantees*, project descriptions and grant amounts.
6. *Outreach/promotional plan* for proposed regrant or partnership.



7. If applicable, service-related projects must provide *evaluation materials* such as samples of surveys or feedback forms, along with outcomes/results.
8. *Additional (Optional) Materials* - Please list any optional support materials being uploaded along with the Online Application Form. These materials may be important to the Application's assessment. Please label non-mandatory support materials in the preferred order of viewing ("Optional Support Material Sample #1, #2", etc.).