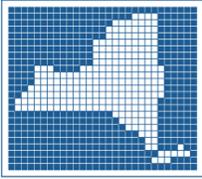


State of the Arts



**NYSCA**

New York State Council on the Arts  
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New York, New York 10010

212-459-8800  
[www.arts.ny.gov](http://www.arts.ny.gov)

## **Dance**

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Deborah Lim, Program Officer, [deborah.lim@arts.ny.gov](mailto:deborah.lim@arts.ny.gov)

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 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.

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## **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). 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.

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## **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 –*Literary Translation category*

Regional Economic Development Program – *All categories*

State and Local Partnership Program - *Decentralization category*

All Programs - *Regrants and Partnerships category*

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## **Prerequisites**

Performances must be open to the public and consist of at least one hour of programming by the company. Dance company applicants must have produced at least 2 home seasons in the last 3 years to be eligible to apply, and must have an established record of paying artists' salaries.

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## **Evaluative Criteria:**

Grant requests are evaluated in accordance with agency-wide criteria.

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## **Artistic Evaluation**

NYSCA must be able to evaluate an applicant's artistic 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](mailto: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.

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## **PROFESSIONAL PERFORMANCES**

Robert Zukerman, Program Director, [robert.zukerman@arts.ny.gov](mailto:robert.zukerman@arts.ny.gov)  
Deborah Lim, Program Officer, [deborah.lim@arts.ny.gov](mailto:deborah.lim@arts.ny.gov)

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. Applicants are expected to demonstrate an ongoing commitment to paying artists' salaries and to have a prospective theatre space for the home season by the time of deadline.

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.

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## Eligibility Criteria:

In order to be eligible to apply for Professional Performances , 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](#).
- 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; and
- It must demonstrate a consistent policy of fair payment to artists and dancers

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## Application Instructions:

To align with New York State's Grants Gateway, the NYSCA application process has changed from years past.

Applicants will now need to submit information in **both** the NYSCA application portal and the Grants Gateway Grant Opportunity Portal

Through the [NYSCA application portal](#)\*, applicants will submit:

1. Organization Profile
2. Organization Budget
3. Registration
4. Program Application

All of the above required submissions are available on the NYSCA website as fillable forms and are accessible to registered NYSCA account holders\*.

Upon submitting the Program Application through the NYSCA portal, applicants will be able to view all four required documents in a single window. This information can then be saved as a pdf.

Copies of the four required documents must then be uploaded to the Grants Gateway Grant Opportunity Portal (See Below).

Through the [Grants Gateway Grant Opportunity Portal](#), applicants will also submit:

1. Project Budget
2. Work Plan
3. [Cultural Data Project NYS Funder Report](#)
4. Mandatory Support Materials (See Below)
5. Copies of the Organization Budget, Organization Profile and Program Application as submitted to the NYSCA application portal.

***Failure to complete any of the requirements will deem applications ineligible. No exceptions will be made to this policy.***

\*New applicants can create a NYSCA account [here](#)

**In the event that an applicant fails to submit one or more of the required materials, the application will not be eligible for review.**

***Also note that you must be prequalified before the Grant Opportunity Portal closes! Please be sure to check your status and clear up any outstanding deficiencies with your document vault before submitting your application!***

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#### **Mandatory Support Materials for General Support Request:**

The following Mandatory Support Materials must be submitted by uploading into the Pre-Submission Upload menu in the Grants Gateway Grant Opportunity Portal along with the Online Application.

Acceptable file types are: 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, 2014. 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.

1. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page each - upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
2. *Organizational Chart* - submitted contiguous with the Online Application Form and upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
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.- upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
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. – upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal 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.

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## **Application Narrative 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.

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 organizational initiatives.