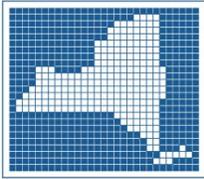


State of the Arts



NYSCA

New York State Council on the Arts
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Dance

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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.

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 – *Literary Translation category*

Regional Economic Development Program – *All categories*

State and Local Partnership Program - *Decentralization category*

All Programs - *Regrants and Partnerships category*

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.

Evaluative Criteria:

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

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. 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.

REHEARSAL SPACE AND RESIDENCIES

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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.

Prerequisites

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.

Eligibility Criteria:

In order to be eligible to apply for Rehearsal Space and Residencies 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 exercises oversight and accountability for governance, operations, programming and finances; and
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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!**

Mandatory Support Materials for Rehearsal Space and Residencies 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 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 form here](#), fill in and then upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
 - 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.
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Application Narrative 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 a 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?