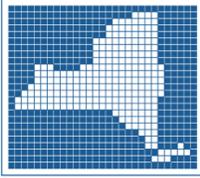


State of the Arts



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.

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.

Evaluative Criteria:

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

SERVICES TO THE FIELD

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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.

Eligibility Criteria:

In order to be eligible to apply for Services to the Field 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
- The organization must employ one or more qualified, salaried administrative staff; and
- It must have a viable, committed board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances; and

It must demonstrate a consistent policy of fair payment to artists (if appropriate to the request).

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 Services to the Field 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. *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. 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)* – upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.

9. *Required 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.

 10. *Additional materials (if applicable)* – any additional materials you wish the Council to consider - upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
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Application Narrative 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

How is the organization marketing this service?

11. Evaluation

Describe the methods for ongoing assessment and evaluation. 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.