

# Building up infrastructure levels for dance (BUILD) Guidelines and Application 2010

## Building Up Infrastructure Levels for Dance (BUILD)

aims to assist the development of the organizational environment so that time and resources are available to create, conceive and advance dance companies' artistic missions.

BUILD awards operating grants to small and mid-sized dance companies based in New York City. These grants of \$10,000 and \$20,000 provide funds to choreographers seeking to enhance their companies' infrastructure and management capacity. Grants can be used for a range of activities as long as the primary focus is on infrastructure support and maintenance.

BUILD supports, but is not limited to, requests for:

- \*Administrative costs
- \*Consultant fees
- \*Press and/or Booking Agent fees
- \*Company promotional materials
- \*Studio or space rental as it relates to ongoing artistic development
- \*Computers/equipment

BUILD will not support requests for:

- \*Production costs associated with the performance of work including costumes, lighting, set design, or music fees or space rental
- \*Touring or traveling costs
- \*Compensation for dancers, musicians, choreographers, teachers, or accompanists

**All activity supported by BUILD funds must occur prior to May, 2011**

**Awards will be announced in late May, 2010**

## DEADLINE

March 15, 2010

## Who can apply?

For the purposes of application, a dance company is defined as a choreographer or artistic director who has presented work under a choreographer's or group's name for a span of three or more years prior to the date of application. Individual choreographers who have contractual agreements with dancers on a per project basis may apply. Choreographers who only produce solo performances may not apply.

Grantees, applicants, previous BUILD recipients or sponsored artists/projects of NYFA are eligible to apply.

## Category I (\$10,000 grants)

Applicants must:

1. Be a New York City-based organization (all five boroughs are included).
2. Have current 501(c)(3) status, fiscal sponsorship, charity registration, or be incorporated at the time of application.
3. Have a 3-year-average budget between \$36,000 and \$80,000 per annum (please average company's annual operating expenses for past, current and projected years).
4. Have performed work at least twice during the past three years. Performances may be self-produced or shared with other companies.

## Category II (\$20,000 grants)

Applicants must:

1. Be a New York City-based organization (all five boroughs are included).
2. Have current 501(c)(3) status, fiscal sponsorship, charity registration, or be incorporated at the time of application.
3. Have a 3-year-average budget between \$81,000 and \$160,000 per annum (please average company's annual operating expenses for past, current and projected years).
4. Have produced at least three seasons of choreography with one season produced by a presenter other than the company itself. Two seasons may be self-produced or shared with other companies.

**Note: If your budget average falls below \$36,000, you may be eligible to apply for BUILD Stability funds. Please download the Guidelines for further information.**

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## Free Application Seminar

There will be a free application seminar on February 18, 2010 at 6pm at NYFA's office. This is not mandatory, though it is highly recommended. No RSVP required.

## How to Apply

The postmark deadline for application is **Monday, March 15, 2010**. Hand delivered applications must be in NYFA's office no later than 5:00pm on March 15. Emailed or faxed applications are not accepted.

All correspondence should be addressed to:  
BUILD

New York Foundation for the Arts  
20 Jay Street, Ste 740  
Brooklyn, NY 11201  
Phone 212.366.6900 x219  
Email inquiries to Margie Lempert at [mlempert@nyfa.org](mailto:mlempert@nyfa.org).

You may include a self-addressed, stamped postcard if you want notification that your application materials were received.

Application materials will NOT be returned. Please do not send original or singular copies.

NYFA cannot assume responsibility for the loss or damage of your work samples. Please make copies of your application for your personal records.

## Grantee Participation and Reporting Requirements

Grantees will be required to participate in several professional development sessions during the course of the year. The purpose of these sessions is to support the execution of BUILD projects so that they may, in fact, contribute to long-term growth, beyond the BUILD year. Please keep this in mind when designing your proposal.

A Final Report detailing your BUILD activities will be due in May of 2011.

## Review Criteria

BUILD grants are awarded by a panel of five dance professionals that may include choreographers, company managers, and presenters of dance. Applications are reviewed and scored according to the following criteria:

1. The need for infrastructure development at this point in the company's life and whether the proposed project will meet that need.

2. Viability of the company's future as demonstrated by: appetite for the work, artistic merit, financial competence, and organizational management.
  3. Clear, detailed and well conceived budgets that illustrate the company's current financial status, as well as how BUILD funds will meet the goals of the proposed budget over one year's time.
  4. Past funding history with BUILD program
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## Materials to Submit

Application pages should be on double-sided, 8.5" x 11" paper, **collated and paper-clipped (not stapled)**. Please submit **6 collated, hole-punched packets**, each containing the following documents in the order listed below:

1. BUILD Application Form
2. Statement of Proposed Activity  
\*Statement should not 1.5 single-spaced pages.  
\*Type must be 12 point font

Please discuss the following; be as specific as you can:

- a) State your proposed activity and current administrative structure.
- b) Why is your project critical now, and how will BUILD funding forward the dance company's ability to thrive?
- c) Describe the long-term organizational strategies that your company will pursue regardless of BUILD funding.
- d) What are the top five priorities to accomplish in the next 5 years?

Note: State your company's needs honestly and directly. Candor is valued. Applicants are encouraged to include job description(s) and specific information about prospective personnel.

3. Budgets/Funding History/Board List
  - a) Budget Form\* (separate download)
  - b) BUILD budget: itemized breakdown of BUILD funds. This should correspond to your statement.
  - c) One page list of (projected) funders for current and next fiscal year
  - d) List of current Board members or advisors to the company

\*If there is more than a 15% increase/decrease in your operating budget between any single year or over the three years, please attach a brief explanation

\*\*Please clearly separate and/or indicate financial activity of company vs choreographer

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## 4. Dance Company History

The following items should be no longer than one page each:

- a) Company's mission statement
- b) abbreviated chronology of general performance activity beginning three years prior to date of application and including secured, future opportunities. Please clearly indicate company's vs choreographer's activity.

## 5. Bio/Resume of Artistic Director (one page)

## 6. Bio/Resume of BUILD Project Staff (optional, where appropriate)

## 7. Company 501(c)(3) Letter of Determination

\*If a current letter of determination is unavailable, please submit **one** of the following:

- a) Current letter from fiscal sponsor with Tax ID
  - b) Letter of incorporation
  - c) NY State charitable registration letter
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Please include the following documents, uncollated:

### **Proof of Performance** (1 copy)

Category 1: Proof of two productions within the last three years such as brochures, playbills, or contracts from presenting organizations. Performances may be self-produced.

Category II: Proof of three productions within the last three years. A producer other than the company itself must have presented at least one of these performances. Brochures, playbills and contracts from presenting organizations are acceptable.

### **Work Sample**

Please submit two recent (within last 3-5 years) work samples in their entirety. For each piece, select a compelling 3 minute segment that you would like the panel to watch initially. If you submit a work sample that contains a solo or duet, please also include a group piece. Keep in mind that should you advance to a later round, it is likely the panel will watch more than your initial 3 minute segment.

### Video/DVD Information sheet (3 copies)

On one piece of paper, please list the following information for each piece:

Name of Company:

Title of piece:

Choreographer:

Date performed:

Duration of piece:

Venue:

Dancers:

Collaborators:

Point at which work sample occurs:

### Formatting Video/DVDs (1 copy)

DVD

Please excerpt 3 minute segment(s) as separate chapter(s). On the same DVD, include the piece(s) in their entirety.

VHS

Please cue your tape(s) to the 3 minute segment.

Work samples must be on separate VHS, but can be on the same DVD.

**Do not submit promotional tapes or edited clips.**

**BUILD is made possible through the generous support of the Booth Ferris Foundation, the JP Morgan Chase Foundation, The Lambent Foundation and the Harkness Foundation for Dance.**

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## APPLICATION

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Artistic Director

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Dance Company Name

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Staff Contact (if different from Artistic Director)

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Address	City	State	Zip
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Phone	Email	Website
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Signature of Artistic Director	Date
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**Category** (see page 1 of application for eligibility requirements)

Check One:      Category I (\$36,000-\$80,000) \_\_\_\_\_      Category II (\$81,000-\$160,000) \_\_\_\_\_

### Organizational History

- \_\_\_\_\_ Year dance company was founded
- \_\_\_\_\_ Year dance company was incorporated/sponsored
- \_\_\_\_\_ Number of pieces presented by company over the last three years including shared evenings
- \_\_\_\_\_ Number of pieces presented by outside producer over the last three years
- \_\_\_\_\_ Total number of pieces made since company was founded

**Proposal Abstract** (Please provide a two-sentence abstract summarizing how BUILD funds will be used.)

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### Budget Summary

	Most recently completed FY _____	Current FY _____	Projected FY _____
Total income:	_____	_____	_____
Total expenses:	_____	_____	_____
Surplus/(deficit):	_____	_____	_____