

BUILD Stability Guidelines and Application 2010

BUILD Stability awards emergency grants to small NYC dance companies who are facing an immediate financial challenge. Grants of \$1000-\$2500 are meant to stabilize companies during this time of economic stress. Funds are not meant to support the creation or presentation of new work, nor are they meant to address long-term infrastructure building.

Stability supports:

- *Administrative costs
- *Consultant fees
- *Press/Booking agent fees
- *Promo materials
- *Office equipment
- *Documentation
- *Costs related to a unique and specific opportunity that is already secured and will likely generate more opportunities, ie. travel and accommodations
- *Emergency relief, ie. unforeseen circumstances which may prevent the company from either taking advantage of an opportunity, or continuing to operate in its regular fashion

Stability does not support:

- *Production costs associated creation or presentation of new work

All activity 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 this 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 at least two 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 make solo work may not apply.

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

Applicants must:

1. Be a New York City-based organization (all 5 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 \$16,000 and \$35,000 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 two years. Performances may be self-produced or shared with other companies

Free Application Seminar

There will be a free application seminar on February 18, 2010 at 7pm 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.

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.

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Grantee Reporting Requirements

A Final Report detailing how the funds were used and their impact on the life of the company will be due in May of 2011.

Review Criteria

BUILD Stability grants are awarded by a panel comprising NYFA staff. Applications are reviewed according to the following criteria:

- 1) Critical need as demonstrated by the project narrative
- 2) Financial responsibility
- 3) A clear, well conceived project/organizational budget

Materials to submit

Application pages should be collated and paper-clipped (not stapled). Please submit **4 collated, hole-punched packets**, each containing the following documents in the order listed below:

1. BUILD Stability Application Form
2. Statement of Proposed Activity
 - *Statement should not exceed 1 single spaced page.
 - *Type must be 12 point font
 - *Please be candid and detailed in your response.

It is most important for the panel to understand how the use of these funds is critical to sustain the company now.

Please address the following:

- a) What is your greatest financial need now? How do you plan to use BUILD Stability funds in order to address this need?
- b) What is the specific amount being requested (between \$1000 and \$2500).

3. Project Budget/Costs
 - *This should be clear and researched, itemizing your total requested funds.

4. Company Budget
 - *Please use the Budget Form (separate download)
 - *If there is more than a 15% increase or decrease in your operating budget between any single year, please include a brief explanation.

5. Mission and History
 - *On one page, please provide your mission statement and a brief history of the company's activities for the past 2 years.

6. Bio/Resume of Artistic Director

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
 - Letter of incorporation
 - NY state charitable registration letter

8. *Optional* Support Material:
 - *Bio/Resume of Stability Project Staff
 - *Copies of equipment costs
 - *Proof of special opportunity, ie invitation letter, contract
 - *Any other, *brief*, item that would further help the panel to understand the "why, what, who or how" behind your use of funds

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

Artistic Director

Dance Company Name

Staff Contact (if different from Artistic Director)

Address

City

State

Zip

Phone

Email

Website

Signature of Artistic Director

Date

Organizational History

_____ Year dance company was founded

_____ Year dance company was incorporated/sponsored

_____ Number of pieces presented by company over the last two years including shared evenings

_____ Total number of pieces made since company was founded

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