

## **APPLICATION HOW-TO**

### **2017-18 DANCE COMPOSITION AWARDS**

The Wallace Alexander Gerbode Foundation  
in partnership with The William and Flora Hewlett Foundation

**DEADLINE:** Emailed application materials must be received by the Gerbode Foundation by **4:00 p.m., Thursday, November 9, 2017**. Applications must be emailed to [danceawards@gerbode.org](mailto:danceawards@gerbode.org). Late or incomplete submissions will not be eligible. Hardcopy applications will not be accepted.

**REQUIRED:** All Applicants must speak to Olivia Malabuyo Tablante, Special Awards in the Arts Program Director at the Gerbode Foundation, to determine eligibility and to answer questions. She can be reached at 510-982-4788 or [olivia@gerbode.org](mailto:olivia@gerbode.org). Please read through the Program Guidelines prior to contacting the Foundation.

#### **APPLICATION FORMAT:**

- Download the Word version of the Application available on [www.gerbode.org](http://www.gerbode.org) and enter information directly into the document. Save frequently!
- The spaces provided in the Application are suggested lengths for each response. Please refer to the original formatting by viewing and downloading the PDF version of the Application available on [www.gerbode.org](http://www.gerbode.org).  
*FAQ: What if I need more space than allotted? It is acceptable to include an additional 2-3 paragraphs for response sections when necessary.*
- All application pages, including attachment pages, must be formatted as **8.5" x 11" pages** for hard copy purposes and either one of the following:
  - a) submitted as one complete PDF document; **or**
  - b) submitted as attachments in a single email. When sending, file names should include number associated with attachment (see **Application Checklist on page 7** below).
- Please do not use a font smaller than 10 pt.

#### **APPLICATION SUBMISSION:**

- To apply, please send separate emails to [danceawards@gerbode.org](mailto:danceawards@gerbode.org) each with:
  1. (Required) PDF of the application + attachments listed in the Application Checklist on **page 7**.
  2. (Required) Up to three video samples of the choreographer(s) work directly related to the project. In a PDF, please include **working** links to video samples and please note the following for each: name of production, year of production, and brief summary of the production or show. When possible, please submit complete dance works (highly edited samples are not preferred).
  3. (Optional) Links to choreographer's website, blogs, YouTube channels, and other online media in a PDF document.
  4. (Optional) Organizational work samples – Up to two video samples. Video samples submitted must be relevant to the proposed commission. In a PDF, please include **working links** to video samples and please note the following: name of production, year of production, start time (if applicable, panelists will view up to 2 minutes per sample), and relevancy to the commissioned project and/or choreographer.
- If a single email is larger than 25MB (the maximum file size allowed via email), please email us at [danceawards@gerbode.org](mailto:danceawards@gerbode.org) so we can send you a Dropbox link to upload your application materials. (You will need to sign up for Dropbox with a username and password.) Please request this no later than **Thursday, November 9<sup>th</sup> at 10am (PST)**.

## **APPLICATION**

### **2017-18 DANCE COMPOSITION AWARDS**

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#### **I. Applicant Organization**

**Name of Organization:** "[Click here and enter text]"

**2017-18 Operating Budget:** "[Click here and enter text]"

**Mission statement:** "[Click here and enter text]"

**Contact person/Title:** "[Click here and enter text]"

**Mailing address:** "[Click here and enter text]"

**Phone:** "[Click here and enter text]"

**Email address and website:** "[Click here and enter text]"

## **II. Proposed Choreographer(s)**

**Name(s):** "[Click here and enter text]"

**California residency (highlight box and enter "X" to select):**

- Current California resident
- California resident in the last 24 months. "Please specify dates of CA residence here"
- California artist residencies in the 3 years.

*If a choreographer has had significant California-based artist residencies for the development of their work in the last 3 years, and they live out of State, they may be eligible. You must contact the Gerbode Foundation to confirm this eligibility.*

**California productions in the last 3 years (Please specify dates, organizations affiliated with work, key collaborators venue, etc.):**

"[Click here and enter text]"

**Mailing address (street, city, state, zip):**

"[Click here and enter text]"

**Phone:** "[Click here and enter text]"

**Email address and website:** "[Click here and enter text]"

**Website, blogs, YouTube channels, and other online media (optional):** Links to choreographer's materials that may be viewed by an advisory panelist may be emailed to [danceawards@gerbode.org](mailto:danceawards@gerbode.org). Please refer to the Application Checklist on **page 7** for details.

### **III. Narrative Section**

1. **ARTIST'S STATEMENT.** Please submit a statement by the proposed choreographer(s) addressing the following questions:
  - a) What is the artistic approach, style, and development of the proposed work?
  - b) How does this project relate to your past work as a choreographer?
  - c) Why do you want to work with the producing/presenting organization?
  - d) How would this opportunity impact the direction of your artistic work and professional development? (Please be specific about the opportunity for your work to be developed and produced by the producing/presenting organization.)
  - e) If a collective or collaboration, please detail the creative process of your group.

"[Click here and enter text]"

2. **SUBMITTED WORK SAMPLES.** *Name of production, year of production, and brief summary of the production or show should be submitted as a separate PDF. Please refer to the **Application Checklist on page 7** for details.*

- a) How does each submitted work sample relate to the proposed project?
- b) Are there any artists involved in the submitted work samples that will be collaborators on the proposed project?

"[Click here and enter text]"

2. **COMMISSION SUMMARY**

- a) What is the style, format, and themes of the proposed work? (If possible, please note other key artists likely to participate in the premiere.)
- b) What is the timeline for the work's premiere? (It must take place no earlier than February 2019 and no later than June 2021.)
- c) Who is the intended audience? Do you represent any particular community?
- d) What is the venue (or possible venues) for the premiere? (Please include name, location, and seating capacity.)

"[Click here and enter text]"

**Proposed Commission Synopsis**

In less than 100 words, please state the synopsis of the proposed work.

"[Click here and enter text]"

4. **ORGANIZATION'S STATEMENT.** Please state your professional history with/relationship to the proposed choreographer(s), and answer **ONE** of the following sets of questions:

- a) What are the artistic strengths of the proposed choreographer(s)? Why is this proposed commission important to your organization at this time? Why are you interested in working with this choreographer(s)?

**OR**

- b) **For a presenting/producing organization proposing its managing or artistic director as the choreographer:** What is the current vision and long-term direction of your organization's work? How does this work propel the work of the organization? How is this work different from past productions?

"[Click here and enter text]"

5. **PROPOSED BUDGET.** In addition to submitting the completed charts below, you may include a more detailed budget, if available. Please refer to the checklist on **page 7**.

**PROJECT EXPENSES**

Expense	Amount
Commission fee to choreographer(s) ( <i>see note below</i> ) If part of choreographer's regular salary, state full salary here: _____	
Total compensation for _____ dancers/performers for _____ performances	
Total compensation for _____ actors/performers for _____ rehearsals	
Total compensation to production/technical staff for world premiere	
Space rental (if applicable)	
Royalty and/or licensing fees	
Marketing/Outreach and Promotion costs	
<i>Additional expenses (list here or attach more detailed budget)</i>	
<b>TOTAL EXPENSES</b>	

**PROJECT INCOME:** List any projected sources and amounts, indicating estimated box office income and whether funds are pending (P) or committed (C).

Income Source	Amount
2017-16 Gerbode Dance Composition Awards (P)	\$50,000
<b>TOTAL INCOME</b>	

**Required commission fee to choreographer(s):** minimum of **\$12,500**. This amount should reflect compensation commensurate with the choreographer's artistic history and expertise, along with the applicant organization's capacity and commitment to the choreographer(s). Please call Foundation staff regarding a commission fee made to collaborating choreographers.

**APPLICATION CHECKLIST**

- If the applicant organization is a fiscal sponsor, the following attachments apply to it, **NOT the presenting organization**, unless otherwise noted.

**Emailed application materials must be received by the Gerbode Foundation by the application deadline: 4:00 p.m., Thursday, November 9, 2017.** Applications must be emailed to [danceawards@gerbode.org](mailto:danceawards@gerbode.org). Late or incomplete submissions will not be eligible. Hardcopy applications will not be accepted.

Applications submitted should be sent in the following order (or labeled numerically as listed):

- 1. Application pages 1–6 (or page 1 through the project budget or, if applicable, detailed project budget).
- 2. IRS letter establishing the applicant organization’s nonprofit, tax-exempt, public charity status.
  - *If a fiscal sponsor (NOT the presenting organization) is the applicant, please attach:*
    1. The fiscal sponsor's proof of nonprofit status.
    2. A short description of the presenting organization's history and partnership with the fiscal sponsor as it relates to the commissioned work.
- 3. List of Board of Directors and their affiliations.
- 4. Organization’s financial statements and income/expense statements for the previous completed fiscal year ending in 2016/17 (audited or accountant-approved) and the current financial statements and income/expense statement for fiscal year ending 2017/18 **OR** Organization’s DataArts Funder Report for The Wallace Alexander Gerbode Foundation, generated by the applicant from the DataArts website (<http://culturaldata.org/>). For more information about DataArts (formerly, the Cultural Data Project) please see the appendix on page 8.
- 5. Current fiscal year budget.
- 6. Up to three reviews/articles representing the applicant organization or presenting organization’s recent productions and/or dance productions. All reviews/articles must be formatted as 8.5” x 11” pages.
- 7. One page summary of the applicant organization’s or presenting organization’s history as a producer/presenter of dance and work with choreographers and dancers.
- 8. Reviews/articles (print and online accepted) representing the proposed choreographer(s). All reviews/articles must be formatted as 8.5” x 11” pages.
- 9. Résumé/biography of the proposed choreographer(s).

In addition, please submit the following via email:

- For the proposed choreographer(s):**
  1. (Required) Up to three video samples of the choreographer(s) work directly related to the project. In a PDF, please include **working** links to video samples and please note the following for each: name of production, year of production, and brief summary of the production or show. When possible, please submit complete dance works (highly edited samples are not preferred).
  2. (Optional) Links to website, blogs, YouTube channels, and other online media in a PDF document.
- For the presenting organization (optional):** Up to two video samples. Video samples submitted must be relevant to the proposed commission. In a PDF, please include **working** links to video samples and please note the following: name of production, year of production, start time (if applicable, panelists will view up to 2 minutes per sample), and relevancy to the commissioned project and/or choreographer.



## APPENDIX

### **DataArts (Formerly the Cultural Data Project)**

DataArts offers a unique system that enables arts and cultural organizations to enter financial, programmatic and operational data into a standardized online form called the Cultural Data Profile (CDP). Organizations can then produce a variety of reports designed to help increase management capacity, identify strengths and challenges and inform decision-making. They can also generate reports to be included as part of the application processes to participating grantmakers.

The Gerbode Foundation encourages applicants to complete a CDP through DataArts's website, following these instructions:

1. Go to <http://culturaldata.org/> and use the orange login button to access your already existing DataArts account or to create an account for your organization.
2. Create and complete a **Cultural Data Profile (CDP) for your most recently completed fiscal year. If you are entering data for the first time, enter data for your 2 most recently completed fiscal years; start with the earliest year.**
3. Enter data using your board-approved financial audit/review or year-end financial statements.
  - a. If your organization is not audited/reviewed, enter data based on board-approved, year-end financial statements.
  - b. If your organization is an arts program/department within a larger institution, enter data based on internal financial statements of the arts program/department, and indicate that you have a parent organization when selecting your organization type on the Customize Your Survey screen.
  - c. DO NOT enter project budgets, budgets for future years, or data from incomplete or not-yet-approved audits/reviews/financial statements.
4. As you enter data, address any errors that appear on the screen. When you are finished entering data and all errors have been address, the Complete button on the page will turn orange. Click on that to complete your CDP. If you need assistance, call DataArts' Support Center at 1-877-707-3282.
5. Use your CDP data to generate a Funder Report to be included with your application materials. For instructions on how to generate a Funder Report, follow [this link](#).

Find DataArts Educational Resources here: <http://culturaldata.org/learn/educational-resources/>

For online training: <http://culturaldata.nonprofitsoapbox.com/calendar>

For direct questions concerning the Cultural Data Profile:

#### **DataArts Support Center**

Toll Free: 1-877-707-DATA (1-877-707-3282)

Email: [help@culturaldata.org](mailto:help@culturaldata.org)

Available Monday to Friday, 6:00 a.m. to 5:00 p.m. PST