# A black and blue text Description automatically generatedSpecial Awards in the Arts

**2024 Dance & Movement Awards Application**

*With generous support from The William and Flora Hewlett Foundation*

**The Common App**

The Common App is a collaboration between funders and grantmakers with unique histories and objectives. The 2024 Dance & Movement Awards is a part of the [Common Application for the Arts – Bay Area (“Common App”)](https://commonappartsbayarea.org/) – an initiative in which participating funders use standardized questions to help create greater efficiency for grantseekers.

The information requested in our application form aligns with the Common App. While the intent of the Common App is to provide an easy copy-n-paste option for applicants, be mindful of our program’s goals and criteria. Consider making minor revisions to ensure responses address the specific nuances of the 2024 Dance & Movement Awards program.

You are not required to complete the Common App to apply to Gerbode Foundation. If you are not using the Common App, please simply ignore the notations in parenthesis in our application form.

**1A. Applicant- Producing Organization Contact Information (Common App Part 1; #1)**

**Name of Producing Organization/Company:**

**Street Address:**

**Contact person:**

**Title:**

**Contact Phone:**

**Contact Email:**

**Website:**

**Social Media:**

**1B. Applying with a Fiscal Sponsor (Common App Part 1; #2)**

Fiscal sponsors are eligible to apply on behalf of a producing organization or company on a case-by-case basis. Please contact the Gerbode Foundation at 510-915-8048 or [special.awards@gerbode.org](mailto:special.awards@gerbode.org) to ensure eligibility. If fiscal sponsorship is approved, please complete section 1A & 1B.

**Fiscal Sponsor Name:**

**Fiscal Sponsor Tax ID:**

**Contact person:**

**Title:**

**Contact Phone:**

**Contact Email:**

**1C. Applicant – Producing Organization (Common App Part 1)**

If applying with a Fiscal Sponsor, this section applies to the producing organization or dance company.

**Mission Statement/250 words (4a-1):**

**Brief organization history/400 words (4a-2):**

**A list or summary of current artistic programs, activities, and recent accomplishments/400 words (4a-3):**

**1D. Proposed Lead Artist(s) Rooted in Dance or Movement-Based Arts**

**Name(s):**

**California residency (highlight box and click “X” to select):**

Current California resident

California artist residences in the last 5 years.(*If you have had significant artist residencies in the last 5 years,*

*but currently live out of state, please contact the Gerbode Foundation to confirm this eligibility.)*

**Street Address:**

**Contact Phone:**

**Contact Email:**

**Website and/or Social Media:**

**To help provide further insight into your creative process and accomplishments, please submit a bio, a CV/resume, or a list of 5-10 artistic experiences or projects that have shaped you as a dance or movement-based artist. (4b-3)**

*Please attach or include link below. Refer to Application Checklist.*

**2A. Narrative Section – Lead Artist(s)**

This section should be completed by the Lead Artist(s).

**Artist Statement/400 words (4b-1)** Below are suggested questions to consider.

1. Describe your work or your interests as a dance or movement-based artist.
2. What is your process for creating new work?
3. Is your work or practice rooted in a particular culture or tradition? Who are the specific teachers or

lineage? What is the cultural significance to the community?

**Proposed Project (Common App Part 2)**

**Project Title (5a-1):**

**Project Summary and concept. Include your artistic vision, goals, and decision to undertake this project at this time. 400 words (5a-6)** Below are questions to consider.

1. How does this project relate to past work? Is it a departure from previous projects?
2. If applicable: How will your partnership with the Producing Organization support your work?
3. How would this opportunity impact the direction of your artistic work, creative process, and

professional development?

**Who are the main artistic collaborators or project partners (artists, organizations, technicians, administrators)? How will they contribute to the project? Provide brief bio information, as appropriate. 400 words (5a-7)**

**What is the production timeline for the proposed project? (5a-2 & 5a-4)** If it is helpful, please use outline format or bullet points formatting.

**You may provide up to 3 work samples totaling 5 minutes of material to review. Work samples can be provided below using online links. Please indicate necessary user/password info. (5a-9)**

**Please note the following for each work sample submitted (in the body of the email):**

* + - Title, year of production, brief summary of the work, and mention any key collaborators.
    - For each sample, list cue starts and end times. You can provide a complete work but point the panelists to specific areas of a longer work that you would like them to review. Maximum review time for all work samples is 5 minutes total.
    - You may also include brief notes describing why the work sample is important as it relates to the proposed project or how it fits into your body of work.

**Describe how your work samples relate to the proposed project. 250 words (5a-10)**

**2B. Narrative Section – Producing Organization**

**Producing Organization Statement/400 words** Please answer the following questions as it relates to the commissioned artist and proposed work. Below are questions to consider.

1. What are the artistic strengths of the proposed lead artist(s) and why are you interested in working with this artist?
2. Why is this proposed commission important to your organization/company at this time?
3. 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 presentations or productions?

**3. Proposed Project Budget (Common App Part 3)**

Required: Please complete the budget table below. Optional: You may also submit a detailed project budget. *Please refer to the Application Checklist on page 5.*

**Project Income:** List any pending or committed funds, including estimated ticket sales, merch sales, and other fundraising activity. *Please specify whether funds are pending or committed.*

|  |  |
| --- | --- |
| **Income** | **Amount** |
| Gerbode Dance & Movement Awards (Pending) | $50,000 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Project Income** |  |

**Project Expenses:**

|  |  |
| --- | --- |
| **Expense** | **Amount** |
| Commission fee to lead artist(s)/choreographer(s) **See note below.** |  |
| Total compensation for \_\_\_\_\_ dancers/performers for \_\_\_\_\_ performances |  |
| Total compensation for \_\_\_\_\_ dancers/performers for \_\_\_\_\_ rehearsals |  |
| Travel & Research |  |
| Artistic Personnel |  |
| Administrative Personnel |  |
| Production Team |  |
| Tech Staff |  |
| Facilities |  |
| Marketing/Communications |  |
| Royalty and/or licensing fees |  |
| Administrative Fees (including fiscal sponsor fees) |  |
| Other (edit as needed) |  |
| Other (edit as needed) |  |
| Other (edit as needed) |  |
| **Total Project Budget/Total Expenses** |  |

**NOTE**

**What is the required commission fee for the lead artist?**

A minimum of **$12,500.** This amount should reflect compensation commensurate with the lead artist’s artistic history and level of experience, along with the producing organization’s capacity and commitment to the project. Please contact Foundation staff for commission fees made to an ensemble or a collaborative.

**Application Checklist**

**Deadline to submit application:** Application materials must be received by **Thursday, June 6th at 4pm (PST).** Application materials must be emailed to [special.awards@gerbode.org](mailto:special.awards@gerbode.org). Late or incomplete submissions will not be eligible. Gerbode Foundation staff will confirm receipt of all applications once received so there is no need to follow-up.

*For fiscally-sponsored projects, with the exception of the IRS letter, materials should relate to your organization/company and not the fiscal sponsor.*

**Attach the following application materials to an email as PDF files unless noted – please label numerically as listed. You may send multiple emails if attachments exceed 25MB.**

* 1. IRS determination letter establishing the applicant organization’s nonprofit 501c3 status.
* *If a fiscal sponsor is the applicant, in addition to its IRS letter, please include a* short description of the partnership with the fiscal sponsor as it relates to the commissioned work.
* 2. Completed Application Form – Section 1 through Section 3 (submit as a Word doc)
* 3. (Optional) Detailed project budget.
* 4. Staff & Board list.
* 5. Balance sheet and profit & loss statement for the last two completed fiscal years.
* 6. Year-to-date information: Balance sheet and profit & loss statement as of 4/30/24.
* 7. Current organizational budget.