IABD Emergency Fund-FY2023
Frequently Asked Questions (FAQ) As of March 10, 2023

Submit the application:
www.iabdassociation.org/page/emergencyfund

If your question is not answered on the application page or listed below, send your questions to contact@iabdassociation.org. You can expect a response within two (2) business days. As appropriate, The International Association of Blacks in Dance’s (IABD) responses to questions received will be added to this FAQ page. Fundraising for this vital fund is ongoing. Financial support will be provided so long as funds are available.

For ease of finding information, this FAQ page is organized into three sections: General, IABD Individual Members, and Dance Organization Members.

GENERAL

Q: If I have a question, who can I contact?
A: Please send all questions to contact@iabdassociation.org.

Q: When should I expect a response?
A: You can expect a response to email queries within two (2) business days. Questions will be answered in the order in which they are received. Please only send questions to this account: contact@iabdassociation.org.

Q: I forgot my login and password. How do I reset it?
A: Login to the IABD website, by clicking on “Sign In,” located at the top of the homepage. Once on the “Sign In” page, scroll to the bottom of the page and click on “Forgot your password? Click here to reset your password.” You will receive a password reset link to your registered email account.

Q: What if I don’t receive an email with my password reset link?
A: Please send a request to contact@iabdassociation.org to have your password reset manually and a member of the IABD staff will respond. Please include your name and email address associated with your account.

Q: Can IABD review a draft of my application?
A: Due to capacity, IABD cannot review application drafts. Please send specific questions to contact@iabdassociation.org.

Q: Does IABD have any advice on submitting an application?
A: IABD encourages interested applicants to save their responses to narrative questions in an external document (e.g. Google Doc, Word document, text editor, etc.) so that you can easily populate the online
form and so that you do not lose your work should your submission through our website experience an error. You ARE NOT able to “Save A Draft” while in the submission application.

IABD encourages applicants to make a strong case in their applications for how the award will impact their ability to withstand the repercussions of the financial emergency on their livelihood and/or business operations.

**Q: Does IABD know about other relief opportunities or resources for artists?**
A: Yes. We have conducted and continue to conduct research on resources for our field. Please see our COVID-19 Resources page here, which is updated continuously.

**Q: How are the award amounts dispersed?**
A: Disbursement of funds differs depending on the type of application you submit. Please see below for the proper application.

**Q: What is the review process for applications?**
A: This Emergency Fund is need-based and will be reviewed accordingly by an IABD panel in the order of receipt - first come, first served.

**Q: Is this a real fund? I’m nervous about sharing private information.**
A: Yes! This is a real fund. The Emergency Fund was established in 1991 to meet the needs of IABD Individuals and Companies. The Fund is one of the many services that IABD provides to its community.

To learn more about IABD’s programs, visit: [www.iabdassociation.org/page/programsoverview](http://www.iabdassociation.org/page/programsoverview)

You can see our public announcement of the Emergency Fund here: [www.iabdassociation.org/page/emergencyfund](http://www.iabdassociation.org/page/emergencyfund)

Scroll down below to learn more about how we are protecting your information and why we are asking the questions we are asking!

**Q: Is my personal information secure?**
A: Yes, your personal information is secure. IABD is using YourMembership, an association management software that houses the IABD database and serves as an online application portal.

**Q: Why do I need to complete a W-9, W-8BEN or W-8BEN-E?**
A: In compliance with government regulations, the Emergency Fund is counted as taxable income. Grantees must submit a W-9, W-8BEN or W-8BEN-E in order to be eligible to receive funds.

**Q: How will this be taxed?**
A: Grantees are responsible for any and all tax liabilities incurred as a result of the grant award. For additional questions regarding tax liabilities, please consult with a tax professional.
IABD Individual Members

Q: The link to the application isn’t working. How can I apply?
A: Due to overwhelming demand and high traffic, the IABD website may experience slowness issues and/or disruption. We know that any disruption is unacceptable, however our vendor YourMembership has ensured us that the core infrastructure that our website operates on will be able to handle the projected volume from our constituency. Our YourMembership product support team has been notified of the increased traffic to the website and will be working actively to support us. We apologize for any slowness you might experience during the submission process and you can be reassured that we are addressing it.

Q: Who is eligible to apply?
A: IABD Individual Members in good standing and have held three (3) years of consecutive membership. You must be 18 years of age or older.

Q: I work for a member company. Am I eligible to apply as an individual?
A: Yes, artists and dance-related personnel in the dance field (i.e. administrative staff (marketing, programs, community engagement, communications, development, operations, etc.), designers, production staff, etc.,) are eligible to apply. You must log in to your member profile associated with your member company.

Q: I do not have a social security number. Am I eligible to apply?
A: Individuals must submit one of the following in order to be eligible to apply: social security number, Tax ID number, or an EIN.

Q: I am not a dancer myself, but work in the dance field for income. Am I eligible to apply if I work in dance?
A: Individuals who are current members who have held three (3) years of consecutive membership and work as a freelance contract worker, administrative staff (marketing, programs, community engagement, communications, development, operations, etc.), choreographer, dancer, dance performer, dance photographer, dance videographers dance teaching artist, or related personnel such as: technician (lighting, stage management, production, etc.), independent presenter, producer, agent and/or manager, theatre personnel (ushers, in-house vendors, etc.) are eligible to apply.

Q: I am a part-time or full-time dance artist and/or dance-related personnel at a performing space with a canceled season. I am working remotely now. Am I eligible to apply?
A: The Emergency Fund is for IABD Individual and Dance Organization members who have dire financial emergencies resulting in economic hardship.

Q: I am a dance artist and/or dance-related personnel whose performance season was canceled. Am I eligible to apply?
A: If your performance season was as an independent contractor or freelance performer and has been canceled resulting in a dire financial emergency resulting in economic hardship, you are eligible to apply.
Q: I am a dance artist and/or dance-related personnel whose performance season was postponed until further notice. Am I eligible to apply?
A: If your performance season was as an independent contractor or freelance performer and was postponed until further notice as a result of a dire financial emergency resulting in economic hardship, you are eligible to apply.

Q: How much does this grant award Individuals?
A: Individual members are eligible to receive a grant award of $5,000.

Q: Can I apply for funding for multiple months at once?
A: Please note that awards are made on a first come, first served basis until all funds are depleted.

Q: What does it mean when IABD says “when the funds are depleted”?
A: At this time, IABD seeks to award funds to Individual members. While there is a limited availability of funds, funds will be awarded until they are no longer available. Please note, fundraising for this vital Emergency Fund is ongoing.

Q: When might I expect to receive relief, if awarded?
A: Applications are received and reviewed on a first come, first served basis. Once the application has been reviewed and, if approved by The IABD, the applicant will be notified via email through an official award letter that will dictate the terms of award and require additional information that will further IABD’s ability to distribute the awarded emergency funds. **The award letter must be signed and returned to IABD via email within fifteen (15) business days. Once the award letter is received, IABD will set up the appropriate and confidential account through which the applicants awarded emergency funds will be electronically dispersed.**

Q: How are award amounts determined?
A: All grant amounts for Individuals are up to $5,000 per person. Amounts will be awarded on a first come, first served basis, based on a dire financial emergency resulting in economic hardship.

Q: What do I need to submit as Proof of Income Loss?
A: To demonstrate loss of income, interested applicants may submit email exchanges or letters detailing canceled income-providing opportunities, or contracts with reciprocal revocations. Submitted proofs should indicate: the date of the cancelled endeavor, the reason for cancellation/postponement, the monetary value of the opportunity, the name of the hiring organization/entity, the name of the person within the organization, their title, and contact information, the date employment was secured, and a description of the nature of the work.

Q: What if I don’t have documentation of my income loss?
A: If you do not have proof of income loss, you may find a Proof of Income Loss Template at [https://www.iabdassociation.org/resource/resmgr/docs/proof-of-income_loss-temp.docx](https://www.iabdassociation.org/resource/resmgr/docs/proof-of-income_loss-temp.docx). If you use this template, complete the highlighted fields and request your Contractor/Employer to sign the letter, or return the completed template on letterhead with a digital signature if signing is not possible.
Please note: You are not required to use the Proof of Income Loss Template. IABD has provided the template for your convenience, but you can submit alternative forms of proof so long as they indicate: the date of the cancelled endeavor, the reason for cancellation/postponement, the monetary value of the opportunity, the name of the hiring organization/entity, the name of the person within the organization, their title, and contact information, the date employment was secured, and a description of the nature of the work.

Q: What if my total income losses are greater than I can provide documentation for?
A: Applicants may include their total losses (beyond what they have documentation for), but please note that IABD can only count what you can provide documentation for to establish eligibility (i.e. $5,000 threshold). If your total losses are in excess of what is documented in your Proof(s) of Income Loss, please explain in the narrative question.

Q: What do I need to submit as Proof of Expense?
A: Please supply photocopies of documentation (i.e. receipts, bills, etc.) associated with the need you have identified on this form.

Q: What happens to my personal information if I do not receive funding?
A: Your application information is viewed only by the selection of review panelists, who follow strict confidentiality regulations in application review.

Q: Who has access to my grant application?
A: All narrative sections of your application are only accessible to the review panelists. The Emergency Fund review panel is a select group of IABD board members, staff, and consultants. Your private information, including your banking information and tax forms, will only be accessed by IABD’s Co-Executive Directors, Programs Director, Development Director and Finance Officer for the purposes of processing payment.

IABD Dance Organization Members

Q: The link to the application isn’t working. How can I apply?
A: Due to overwhelming demand and high traffic, the IABD website may experience slowness issues and/or disruption. We know that any disruption is unacceptable, however our vendor YourMembership has ensured us that the core infrastructure that our website operates on will be able to handle the projected volume from our constituency. Our YourMembership product support team has been notified of the increased traffic to the website and will be working actively to support us. We apologize for any slowness you might experience during the submission process and you can be reassured that we are addressing it.

Q: What is the main eligibility requirement?
A: To be eligible, you must be a current IABD member, in good standing with three (3) consecutive years of membership.
Q: My dance organization is a 501(c)3. Am I eligible to apply?
A: Yes, dance organizations with 501(c)(3) status are eligible to apply and their primary focus is teaching dance, the creation and/or performance of dance, and employing dancers.

Q: What proof should my organization submit to show that we have 501(c)3 status?
A: Organizations should supply their most recent IRS determination letter.

Q: My dance organization is not a 501(c)3 but uses a fiscal sponsor. Is it eligible?
A: NO, dance organizations with a current fiscal sponsor are not eligible to apply.

Q: What if I am in the process of obtaining my 501(c)3 status and have since ended a fiscal sponsorship?
A: To be eligible, applicants must have 501(c)3 at the time of application.

Q: How much does this grant award organizations?
A: In all instances total support to an Organization in need will not exceed more than One Hundred Fifty Thousand Dollars ($150,000) and will be further subject to the following award amount limitations:
Funds awarded between One Thousand Dollars to Seventy-five Thousand Dollars ($1,000 - $75,000) will be considered a grant. Any amounts awarded at Seventy-five Thousand Dollars and one cent ($75,000.01) or above will be categorized as a low-interest loan under terms and conditions that will be set forth in the award letter.

Q: Is there any preference for a proposed use of grantee funds?
A: The Emergency Fund is a general operations support award. Selected grantee organizations are free to explain and determine how the funds will best support their organization. IABD encourages applicants to make a strong case for how the award will impact the sustainability of the organization.

Q: What do I need to submit as Proof of Income Loss?
A: To demonstrate loss of income resultant of a dire financial emergency resulting in economic hardship, interested applicants may submit email exchanges or letters detailing cancelled income-providing opportunities, or contracts with reciprocal revocations. Submitted proofs should indicate: the date of the cancelled endeavor, the reason for cancellation/postponement, the monetary value of the opportunity, the name of the hiring organization/entity, the name of the person within the organization, their title, and contact information, the date employment was secured, and a description of the nature of the work.

Q: What if my total income losses are greater than I can provide documentation for?
A: Applicants may include their total losses (beyond what they have documentation for), but please note that IABD can only count what you can provide documentation for to establish eligibility (i.e. $150,000 threshold). If your total losses are in excess of what is documented in your Proof(s) of Income Loss, please explain in the narrative question.

Q: What do I need to submit as Proof of Expense?
A: Please supply photocopies of documentation (i.e. receipts, bills, etc.) associated with the need you have identified on this form.
Q: What happens to my organizations information if I do not receive funding?
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