



## Second Stage Grant System Guidelines

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### **Grant System Mission Statement:**

To establish eligibility and guidelines for the submittal, evaluation, and approval of the use of funds in the *Second Stage* account by the Dancers of PNB.

### **Overview of the Grant System:**

- The purpose of the Grant Panel is to review and approve grant requests for the use of *Second Stage* funds.
- The Grant Panel will primarily support, but is not limited to, education, training, personal development, professional accreditation, aptitude and personality testing, and counseling.
- Dancers employed during and after the 2011/2012 season can receive up to \$10,000 in Second Stage funds throughout their career and career transition.
- Dancers employed prior the 2011/2012 season can receive up to \$8,000 in Second Stage funds throughout their career and career transition.
- Dancers employed prior the 2011/2012 season can receive up to \$8,000 in Second Stage funds throughout their career and career transition.
- The Grant Panel will review the financial cap yearly to ensure the funds are available to sustain the limit.
- Once a dancer departs PNB, he or she will be limited to a maximum allowable amount of Second Stage funds. The maximum allowable amount is: (1) \$8,000 if departure is prior to Jun 30, 2011; \$10,000 if departure is after Jul 1, 2011 or (2) the product of \$1,000 and the number of years with PNB, whichever amount is smaller.
- Grant Application Reviews are held a minimum of six times a year.
- Dancers are required to submit their completed applications to the *Second Stage* Grant Panel at least seven (7) calendar days prior to the upcoming Grant Application Review. Application submission can be done by delivering the printed document to Terrie Flaming, Director of Human Resources, by hand or via e-mail: [tflaming@pnb.org](mailto:tflaming@pnb.org).
- Any applications not received seven (7) calendar days before the next Grant Application Review will not be reviewed at that time.
- Dancers may re-submit denied or late applications for the next Grant Application Review.

- Application request(s) will be emailed to the Grant committee 2 days prior to the scheduled meeting
- Grant Application Review meetings will commence for the panel members at either 9:00 am or 3:00 pm. to review and discuss the applications and the current budget.
- The Grant Committee will interview Dancers with new and unusual grant requests between 9:30–10:00 am or 3:30–4:00 pm. These Dancers will individually present their applications with supporting arguments for their request.
- Dancers submitting completed grant request applications for core programs of the Second Stage Program will not need to appear in person before the grant panel on scheduled review days. Currently, Second Stage core programs are offered through Seattle University courses.
- Reimbursements for green card expenses are outlined as follows:
  - The ideal applicant is a former or current PNB dancer who is seeking to retire from dance and needs a green card to launch a second-career where legal presence in the United States is a necessity.
  - Applicant may be a dancer currently under contract with PNB. The Committee will not consider applications from dancers who have left PNB and are currently dancing professionally with another company.
  - The Committee may, at their sole discretion, reimburse all or a portion of green card expenses submitted through the grant application request process. Decisions are dependent upon information submitted to the Committee. Some factors which may be considered are total cost and length of employment with PNB.
- Dancers will be notified if funds granted are considered taxable income.
- *Second Stage* grants can be used for (1) continuing education expenses and (2) selected, second-career business expenditures. **In unusual circumstances, grants may support other types of expenses that remove barriers to education or business opportunities.**
- Dancers are encouraged to begin seeking grants for personal and/or business development early in their tenure at PNB.
  - Yearly grants encourage an individual Dancer to (1) plan and maintain a course of action relative to a second-career beyond dance and (2) maximize the grant resources available through *Second Stage*.
- The Grant Panel expects dancers to make themselves aware of the full set of options and resources available to them in pursuing educational and business opportunities including education loans; loan resources targeting small business; community opportunities for matching funds; college financial aid vehicles; and Washington state Worker Retraining Funds and

scholarship available in their area of interest.

- Grants through *Second Stage* are intended to augment (not necessarily totally fund) a dancer's on-going education and/or business activities.
- Dancers are expected to provide proof of completion (within one month of the class ending) for all educational courses funded through *Second Stage*. In the event that a dancer fails to complete a funded course, the dancer would be expected to repay funds to the *Second Stage* Grant Fund Account. Grants for business expenditures are paid on presentation of the appropriate paid receipt(s).

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## **Applying for Second Stage Grants**

### **Who may apply?**

Dancers are eligible to receive grants while under contract with PNB, and for the two years immediately following their departure from PNB.

### **How does a Dancer apply?**

There are two parts to the *Second Stage* Grant application. The first part is devoted to the 'Goal Statement'. This is comprised of three (3) sections:

1. Personal Information (name, address, phone number, age, years with the company)
2. Career Short List
3. Personal Goals

The second page is the 'Request Letter'. This also has 3 sections:

1. Description of program/class Dancer intends to pursue and what institution they plan to work with.
2. Cost Summary
3. Explanation of how program/class contributes to Dancer's realization of ultimate goals.

Within two (2) days following the Grant Review Day, the Dancer will be notified of the Panel's decision on their request.