



75 Broad Street, Suite 304 | New York, NY 10004  
p: 212.278.8111 | f: 212.278.8555

## 2019 CAPACITY GROUP FINAL ASSESSMENT QUESTIONS

**ARTIST NAME:**

**EMAIL:**

### ARTISTIC VISION & PROCESS

1. Describe your mission and artistic vision and how it might have changed since January 2017
2. Please describe your creative process and how that translates to studio time, dancers, musicians and other staff or collaborator needs. About how many hours do you spend in the studio per month? Has average number increased or decreased? If so, briefly describe the reason.

### EXPENSES

3. How do you compensate yourself, and your dancers? Are they paid for engagement or by hours or a combination of both?
  - a. What is hourly pay?
  - b. Do they receive benefits?
  - c. Do dancers have other roles with company operations?
4. What are your other major artist/company expenses (refer to Financial History Report)?

## INCOME (EARNED & UNEARNED)

5. Can you please describe your earned income?
  - Do you have teaching or commissioning income not appearing on the financial history report?
  - What is in other earned?
  - Can you please describe your unearned income?
  - Have you applied for government or foundation grants?
  - Who handles grant writing?
  - What type of grants have you received - i.e. performance, space, commissions, capacity
  
6. Approximately how many individuals are in your donor base?
  - a. What is the range of gifts i.e. \$20 to \$10000?
  - b. What is the median gift?
  
7. What fundraising activities take place (USPS or email appeal, event, kickstarter, other?)?

## ADMINISTRATIVE STRUCTURE

8. Please describe your current administrative structure.
  - a. Do some individuals fill multiple roles?
  - b. Number of part-time employees and hours worked by each
  - c. Do you use a fiscal sponsor?
  
9. Do you have a board?



75 Broad Street, Suite 304 | New York, NY 10004  
p: 212.278.8111 | f: 212.278.8555

- a. If so, how many people?
  - b. How do you use the board (advisory, financial oversight, fundraising)?
  - c. Is there a giving requirement?
10. What is your capacity to promote and market yourself?