

# Chamber America

## **PRESENTING JAZZ 2011 GUIDELINES**

**Grant Period:** January 1, 2011-June 30, 2012

**In-Office Application Deadline:** Friday, October 15, 2010, 5:00 P.M.

**Grant Notification:** December 2010

*A component of the Doris Duke Jazz Ensembles Project,  
the Presenting Jazz Program is made possible by the Doris Duke Charitable Foundation.*

### **OVERVIEW**

This program supports U.S. presenters to work with U.S. jazz ensembles for public performances between January 1, 2011 and June 30, 2012. Priority is given to presentations of adventurous music and/or concerts that represent new directions for the presenter. Additional incentives are available to presenters that invite an ensemble to perform its CMA *New Jazz Works* commission.

Presenters may apply for \$5,000 to \$12,000 to cover eligible expenses as defined in these guidelines. Core support ranges from \$5,000 to \$10,000; up to an additional \$2,000 in incentives is available to presenters working with ensembles that have received grants from Chamber Music America's *New Works: Creation and Presentation* or *New Jazz Works* programs, which have supported more than 130 U.S. jazz ensembles over the past 10 years. A complete roster of the artists and their commissions is available on the CMA website ([Grant Recipients](#)).

Some aspects of the *Presenting Jazz* guidelines have changed since last year. Please visit the program's [FAQs](#).

### **THE PRESENTER**

To apply, a presenter must:

- be based in the United States;
- be a 501(c)(3) organization or an organization which is an eligible recipient of charitable contributions for federal income, estate and gift tax purposes;
- present jazz and/or other music genres, multi-disciplinary performing arts, or a guest-artist series at a college/university venue;
- have presented at least 10 public music concerts in the past 2 years;
- be a CMA Organization-level member; and
- have no overdue reports or financial obligations to CMA.

### **THE ENSEMBLE**

The jazz ensemble named in the application must:

- be based in the U.S.;
- consist of 2-10 members, including guest musicians;
- have performed together as a professional jazz ensemble with an ongoing, stable core of musicians for a minimum of two years; and
- include improvisation as an integral part of its composition and performance.

### **THE PROJECT**

Applicants must be able to document a history of creative programming, sound administrative and production practices, a clear plan for attracting audiences to the proposed concert(s), and a project compatible with its organizational mission.

The applicant may propose one or more public concerts performed by only one ensemble, and may submit only one request per grant cycle. The ensemble need not be a CMA member and may appear on up to three applications from different presenters. Performances must take place between January 1, 2011 and June 30, 2012.

The program will fund concerts that feature original jazz music by the ensemble and/or a composer outside the ensemble, and jazz arrangements by the ensemble and/or a composer/arranger outside the ensemble. Additionally, the program will fund multi-disciplinary performances that involve jazz music, provided the music is performed by the ensemble named in the application, has a major presence in the performance, and can be performed in a stand-alone jazz concert. Incidental music will not be considered for funding.

### **FUNDING AND BUDGET**

CMA will provide up to 75% of the eligible expenses which the presenter must match with a minimum of 25% earned and/or contributed income. In-kind revenue cannot be used as part of the match.

Funds may be requested for:

- Core Support: \$5,000-\$10,000 may be applied to such eligible expenses as the ensemble's concert fees, travel, accommodations, per diem, cartage, and the presenter's marketing and production costs for the proposed concert(s).
- Incentive 1: \$1,000 in additional funding is available for a presenter working with a *CMA New Works/New Jazz Works* grantee.
- Incentive 2: An additional \$1,000 is available if the *CMA New Works/New Jazz Works* grantee ensemble performs its CMA-commission in its entirety. The incentive makes the largest potential grant \$12,000.

In the written application, the presenter must itemize a project budget that includes expense and income projections with an explanation of each budget item. Income projections must indicate whether contributed revenues are confirmed, pending, or yet-to-be requested at the time of application. The applicant must also summarize its annual operating, presenting and music presenting budgets and provide hard copies of an audited financial statement (or IRS Form 990, or IRS Form 990EZ) from the most recently completed fiscal year, and its operating budget for the year in which the proposed project will take place.

If the ensemble is part of a multi-disciplinary performance, the application budget must reflect only those expenses associated with the jazz performance by the proposed ensemble.

### **CD-R WORK SAMPLE**

The panel generally listens to 4 minutes of the CD-R Work Sample, and starts listening at the beginning of the track. Panelists evaluate the ensemble's ability to perform both scored and improvised music, among other criteria; applicants should clearly identify cue times for the sections of music they want the panel to hear. The 4 minutes can be from Track 1 solely, or

from a combination of Track 1 and Track 2. In their final deliberations, panelists may listen to additional music from each of the tracks.

The listening sample should demonstrate the best work of the ensemble and, if part of the application, the guest artist. It is recommended that the presenter confer with the ensemble when making the CD. The work sample must be in CD-R format; mp3 data CDs will not be accepted. CMA uses a standard CD player without a display name feature. Tracks may be edited.

The CD-R:

- must feature music recorded by the ensemble within the past 5 years and performed by the personnel named on the application form;
- may contain music from a live concert, studio/home recording, or a commercial disc;
- must include 2-3 tracks of up to 5 minutes each, totaling no more than 15 minutes (Tracks 1 and 2 must feature the ensemble; recording of a guest artist, if applicable, should be placed on Track 3),
- must clearly indicate cue timings of notated and improvised work.

The applicant's name, the ensemble's name and "2011 Presenting Jazz" should appear on the CD-R face.

#### **PANEL REVIEW**

An independent panel of jazz presenters and musicians, versed in current presenting trends and practices, reviews the applications ([Four-Year Representative List of CMA Jazz Panelists](#)). CMA staff and Board do not participate as panelists and play no role in panel deliberations.

The panel evaluates:

The CD-R work sample, based on:

- the ensemble's artistry, cohesiveness, and sound;
- its ability to perform both scored and improvised music;
- the quality and originality of the works recorded; and
- if applicable, the guest artist's musicianship.

The written application, based on:

- the relevance of this engagement to the applicant organization's mission;
- the organization's history of presenting jazz; if new to jazz, the reason for adding jazz to the programming;
- the proposed program the ensemble will perform;
- the plan for reaching jazz audiences and related marketing strategy;
- the project and organizational budgets; and
- the applicant's capacity to successfully accomplish the project.

#### **FOR ADDITIONAL GUIDANCE**

[FAQS](#), [APPLICATION](#)

To download and fill out the application:

- right click application hyperlink
- select "Save As"
- save file to your computer

- work and edit from saved file
- print and submit with required supplementary materials

The application must be typed and submitted in hard copy. The package will include:

- 1 stapled application form with an original signature, clipped to a selection of the ensemble's and presenter's recent publicity and press materials (e.g., brochures, postcards, releases, and reviews from print and digital media). Submit up to 6 examples;
- 6 additional copies of the stapled application form clipped to a selection of the ensemble's and presenter's recent publicity and press materials (e.g., brochures, postcards, releases, and reviews from print and digital media);
- 1 copy of a CD-R work sample;
- 1 copy of the presenter's audited financial statement, or IRS Form 990, or IRS Form 990EZ from the most recently completed fiscal year;
- 7 copies of the presenter's operating budget for the year in which the performance(s) will take place;
- 1 piece of documentation for each of the 10 concerts listed in the application ( e.g., programs, postcards, print and digital promotion);
- 1 copy of the letter of intent from the presenter and ensemble, signed by both (See sample letter attached to these guidelines); and
- 1 copy of the applicant's 501(c)(3) IRS tax-exempt determination letter or equivalent if another type of eligible charitable organization.

Mail/deliver the application to: Chamber Music America, 2011 Presenting Jazz Program, 305 Seventh Avenue, New York, NY 10001.

## SUPPORT

*Presenting Jazz* Application Workshops will be offered at Chamber Music America's offices. You may participate in person or via teleconference on **September 22, 2010** from **3:00-5:00 p.m.** Space is limited. Reservations required; first-come, first-served. Contact Caitlin Murphy, Program Assistant, [cmurphy@chamber-music.org](mailto:cmurphy@chamber-music.org), (212) 242-2022, x16.

For additional assistance, contact:

- Jeanette Vuocolo, program director, CMA Jazz at (212) 242-2022, x17, or [jvuocolo@chamber-music.org](mailto:jvuocolo@chamber-music.org).

For membership information, contact:

- Adam Reifsteck, membership manager, (212) 242-2022, x28, [areifsteck@chamber-music.org](mailto:areifsteck@chamber-music.org) or visit <http://www.chamber-music.org/membership/join.html>.

**CHAMBER MUSIC AMERICA**, the national service organization for the ensemble music profession, was founded in 1977 to develop and strengthen an evolving chamber music community. With a membership of over 6,000, including musicians, ensembles, presenters, artists' managers, educators, music businesses, and advocates of ensemble music, CMA welcomes members representing a wide range of musical styles and traditions. In addition to its funding programs, CMA provides its members with consulting services, access to health and instrument insurance, conferences, seminars and several publications, including *Chamber Music* magazine, and a website. Visit [www.chamber-music.org](http://www.chamber-music.org).

The **DORIS DUKE CHARITABLE FOUNDATION** is committed to improving the quality of people's lives through grants supporting the performing arts, wildlife conservation, medical research and the prevention of child maltreatment, and through preservation of the cultural and environmental legacy of Doris Duke's properties. Visit [www.ddcf.org](http://www.ddcf.org).

**SAMPLE: LETTER OF INTENT**

October 15, 2010

*Presenting Jazz*  
Program Department  
Chamber Music America  
305 Seventh Avenue  
New York NY 10001

To Chamber Music America:

This letter confirms that (presenter)—which has applied for funding from Chamber Music America’s *Presenting Jazz* grant program—has invited (ensemble) to perform in concert on (date) in (city, state).

(Presenter) will pay the (ensemble) \$\_\_\_\_\_ (fee) for the concert and related activities.

The (ensemble) agrees to perform on the dates named above and confirms that it appears as a proposed performer on no more than three *Presenting Jazz* applications.

Signatures:

Authorized Contact for Presenter (Signature):

(Print Name):

Date:

Authorized Contact for Ensemble (Signature):

(Print Name):

Date: