

## APPLICATION 2012 PRESENTING JAZZ PROGRAM

Grant Period: January 1, 2012-December 31, 2012  
In-Office Application Deadline: Friday, October 14, 2011, 5:00 P.M.

Complete this form using only the space provided.

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

### ORGANIZATIONAL INFORMATION

Organization:		
Executive Director:		
Authorized Contact Person/Title (if different from above):		
Street:	City:	
State:	Zip:	
Phone:	Cell:	
Web:	Email:	
CMA Member#:	EIN#:	
Ensemble you plan to present:		
Project Summary (256 characters including spaces):		
# of Concerts in this Request:	Projected Audience Size (per concert):	
Venue:		
Seating Capacity:	Ticket Pricing:	
Request (check all that apply): <input type="checkbox"/> Core Support <input type="checkbox"/> Incentive 1 <input type="checkbox"/> Incentive 2		
Grant Request:	Your Match:	Total Project Budget:
Authorized Contact Person (Print):		Title (Print):
Signature:		Date:

Applicant organization is a (Check one):

501(c)(3)  presenting program associated with a larger charitable institution

What is your programming format? (Check all that apply)

ongoing, annual  summer  special project  festival  other (please explain)

What type of music do you present? (Check all that apply)

jazz  classical  world  other (please explain)

Years presenting jazz  11+ years  5-10 years  1-4 years  new

Provide an overview of your organization; include mission, presenting activity, and community served.

Provide the following information for up to 10 jazz concerts you presented in the past two years.

	Date	Jazz Ensemble	Audience Size
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

If new to jazz, or if you have presented fewer than 10 jazz concerts, please list other music presentations in the last two years. Do not exceed a total of ten concerts in the combined lists.

	Date	Ensemble	Music Genre	Audience Size
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

If you are new to presenting jazz, explain how your experience with other music presentations may help you in presenting the proposed concert(s).

Describe your venue. Include seating capacity and other information, such as type of stage, owned/rented, indoor/outdoor, etc.

List the ensemble's personnel, instrumentation, and each member's status.

	Name	Instrument(s)	Member status
1			Core <input type="checkbox"/> Guest <input type="checkbox"/>
2			Core <input type="checkbox"/> Guest <input type="checkbox"/>
3			Core <input type="checkbox"/> Guest <input type="checkbox"/>
4			Core <input type="checkbox"/> Guest <input type="checkbox"/>
5			Core <input type="checkbox"/> Guest <input type="checkbox"/>
6			Core <input type="checkbox"/> Guest <input type="checkbox"/>
7			Core <input type="checkbox"/> Guest <input type="checkbox"/>
8			Core <input type="checkbox"/> Guest <input type="checkbox"/>
9			Core <input type="checkbox"/> Guest <input type="checkbox"/>
10			Core <input type="checkbox"/> Guest <input type="checkbox"/>

Is the ensemble a professionally touring (Check all that apply):

Jazz ensemble based in the U.S.?  CMA *New Jazz Works* grantee?

Tell us why you have chosen to present this particular ensemble and summarize its history—the music it performs, years performing, key projects, and touring activity in the past 5 years.

Tell us about your proposed concert program. Will it feature new or recent work, guest musicians, and/or a CMA *New Jazz Works* grantee and commissioned work?

Describe your anticipated audience (size, age, ethnicities). Include information about any new targeted groups.

Describe your ticket-pricing structure for this concert.

Provide a detailed summary of your marketing plan for this project.

Summarize your annual operating, presenting, and music presenting budgets. If the figures for the three categories are identical, complete only the operating budget.

	2009	2010	2011
<b>Operating</b>			
Income			
Expense			
Surplus/Deficit			
<b>Presenting</b>			
Income			
Expense			
Surplus/Deficit			
<b>Music Presenting</b>			
Income			
Expense			
Surplus/Deficit			

Does your organization have an accumulated deficit? If so, please explain.

Provide your project budget and explain each item in detail below.

EXPENSE		
Expenses	Description	Amount
Core ensemble concert fees		
Guest musician concert fees		
Ensemble travel		
Ensemble hotel/per diem		
Cartage		
Production		
Marketing		
Total Expenses		
INCOME		AMOUNT
Earned Income		
Ticket sales		
Merchandise		
Other		
Other		
Total Earned Income		
Contributed Income		
Government		
Corporate		
Foundation		
Individual		
Other		
Other		
Total Contributed Income		
Sub-Total Income		
Amount Requested		
Core (up to \$10,000)		
Incentive 1 (\$1,000)		
Incentive 2 (\$1,000)		
Total Amount Requested (Up to 75% of expenses)		
Total Income (Subtotal: Income plus Amount Requested)		
Surplus/Deficit (Total Income minus Total Expense)		

Complete this CD-R Work Sample Sheet; CD playing time may not exceed 15 minutes.

TRACK ONE: Ensemble	
Name of ensemble:	Ensemble size:
Title of work:	
Composed/arranged by:	
Date composed/arranged:	Date recorded:
Track length:	Total length of piece:
Personnel/Instrumentation:	
Give cue timing for the section that you think most important for the panelists to hear:	
Also indicate cue timings for main theme(s) and improvisation:	
TRACK TWO: Ensemble	
Name of ensemble:	Ensemble size:
Title of work:	
Composed/arranged by:	
Date composed/arranged:	Date recorded:
Track length:	Total length of piece:
Personnel/Instrumentation:	
Give cue timing for the section that you think most important for the panelists to hear:	
Also indicate cue timings for main theme(s) and improvisation:	
TRACK THREE: Guest Artist Only	
Name of guest artist:	Ensemble size:
Title of work:	
Composed/arranged by:	
Date composed/arranged:	Date recorded:
Track length:	Total length of piece:
Personnel/Instrumentation:	
Give cue timing for the section that you think most important for the panelists to hear:	
Also indicate cue timings for main theme(s) and improvisation:	

## APPLICATION CHECKLIST

Please confirm with a check mark that the application contains:

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

Please confirm with a check mark that the application:

- is typed (not handwritten)
- is packaged in only one envelope or box
- will arrive in its entirety on or before Friday, October 14, 2011, 5:00 P.M.
- is being sent to:

CHAMBER MUSIC AMERICA  
2012 PRESENTING JAZZ PROGRAM  
305 SEVENTH AVENUE  
NEW YORK, NY 10001