

Chamber America

GUIDELINES

2012 PRESENTING JAZZ PROGRAM

Grant Period: January 1, 2012-December 31, 2012

In-Office Application Deadline: Friday, October 14, 2011, 5:00 P.M.

Notification: December 2011

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

OVERVIEW

This grant program provides support to presenters engaging jazz ensembles for public performances in concert settings. Priority is given to applicants presenting emerging or mid-career ensembles or concerts that represent new programming directions for the presenter.

Additional incentives are available to presenters engaging one of the 150 ensembles that have received grants from Chamber Music America's *New Works: Creation and Presentation* or *New Jazz Works* programs. A complete roster of these [grantees](#) is available on CMA's website.

ELIGIBILITY

The Presenter

To apply, a presenter must:

- be based in the United States or its territories;
- be a 501(c)(3) organization or otherwise eligible for charitable contributions for federal income, estate and gift-tax purposes;
- have presented, in the past 2 years, at least 10 public music concerts by professional, touring music ensembles;
- 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. or its territories;
- consist of 2-10 members, including guest musician(s);
- have performed together as a professional touring jazz ensemble for a minimum of two years; and
- include improvisation as an integral part of its composition and performance.

THE PROPOSAL

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 and December 31, 2012.

Concerts may feature original jazz music and/or arrangements by the ensemble or by a composer outside the ensemble. The program also supports multidisciplinary performances

that involve jazz music, provided that the ensemble named in the application is a major presence in the performance, and that the music can be performed in a stand-alone jazz concert. Incidental music will not be considered for funding.

Applicants must be able to document a history of music 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.

Funding

Funds may be requested for core support alone, or core support plus incentives:

- Core Support: \$5,000-\$10,000, to be applied to such 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 engaging 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 program will fund up to 75 percent of the expenses outlined above, to a maximum of \$10,000 (the maximum amount increases to \$12,000 if a New Jazz Works Program grantee performs his/her commission in its entirety). The presenter must match the amount requested from CMA with a minimum of 25 percent from earned or contributed income.

Not eligible for funding are faculty or staff salaries, fees to student musicians, commissioning fees, recording costs, private or fundraising event expenses, indirect costs, or artist fees other than those of the core ensemble musicians and guest musical artists.

Budgets and Financial Summaries

The written application asks for an itemized project budget that indicates whether projected matching revenues are confirmed, pending, or yet-to-be requested at the time of application. If the jazz ensemble is part of a multidisciplinary presentation, the budget must reflect only those expenses associated with the ensemble's performance.

The applicant also summarizes its annual operating, presenting, and music-presenting budgets and provides hard copies of its total operating budget for the year in which the proposed project will take place.

CD-R Work Sample

The panel generally listens to 4-5 minutes of the CD-R Work Sample. The listening sample should demonstrate the best work of the ensemble and, if part of the proposed performance, that of the guest artist. We recommend that the presenter confer with the ensemble when making the CD. Tracks may be edited.

The Work Sample:

- must be in CD-R format (mp3 data CDs, DVDs, and midi realizations will not be accepted);
- 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, and/or a commercial disc; and
- 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; Track 3 must feature the guest artist, if applicable); and
- include the applicant's name, the ensemble's name, and the words "2012 Presenting Jazz" on the CD-R face.

On the CD-R Work Sheet page of the application form, applicants should clearly identify cue times for the improvised and scored sections of music they want the panel to hear.

Letter of Intent

The Letter of Intent is a statement of understanding between the ensemble and the presenter about the proposed program, the performance date, and ensemble fee. A sample letter is provided at the end of these guidelines.

Other Supplemental Materials

The applicant is asked to provide documentation for each of the 10 concerts listed in the application; sample publicity or press materials for both presenter and ensemble; an audited financial statement, or IRS Form 990 or Form 990 EZ, from the most recently completed fiscal year; and a 501(c)(3) IRS tax-exempt determination letter or equivalent.

Details are below, under "PREPARING THE APPLICATION PACKAGE."

PANEL REVIEW

Presenting Jazz applications are reviewed by an independent panel of jazz professionals; CMA staff and board take no part in the deliberations. (A representative list of recent [CMA panelists](#) may be viewed on CMA's website.)

The application is evaluated based on the fit of the proposed concert presentation with the presenter's mission and history (or, if new to jazz, the reason for adding jazz to the programming); the CD-R work sample demonstrating the ensemble's artistry; the presenter's marketing plans; the soundness of the budget; and the applicant's capacity to successfully carry out the project.

PREPARING THE APPLICATION PACKAGE

To download and fill out the application:

- right click Application [[Word](#) | [PDF](#)]
- 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:
 - 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, each clipped to a copy of the operating budget and copies of the publicity/press materials;
- 1 CD-R work sample;
- 1 piece of documentation for each of the 10 concerts listed in the application (e.g., program, postcard, or piece of print or digital promotion);
- 1 copy of an audited financial statement or a copy of IRS Form 990 or 990EZ for the most recently completed fiscal year;
- 1 signed letter of intent; and
- 1 501(c)(3) IRS tax-exempt determination letter or equivalent.

Mail/deliver the application to: Chamber Music America, 2012 Presenting Jazz Program, 305 Seventh Avenue, New York, NY 10001.

ADDITIONAL SUPPORT

[FAQS](#)

Grant Application Workshop

A workshop clarifying the application process will be offered at Chamber Music America's offices on **September 28, 2011**, from **3:00-4:00 P.M.** You may participate in person or via teleconference. Because space and telephone lines are limited, a reservation is required. Contact Caitlin Murphy, program assistant, cmurphy@chamber-music.org.

For additional assistance, contact:

- Jeanette Vuocolo, program director, CMA Jazz at (212) 242-2022, x17, or jvuocolo@chamber-music.org
- Caitlin Murphy, program assistant, at (212) 242-2022, x16, or cmurphy@chamber-music.org

For membership information, contact:

- Adam Reifsteck, membership manager, at (212) 242-2022, x28, or areifsteck@chamber-music.org

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.

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 abuse, and through preservation of the cultural and environmental legacy of Doris Duke's properties. Visit www.ddcf.org.

SAMPLE: LETTER OF INTENT BETWEEN PRESENTER AND ENSEMBLE

[Date]

[Contact Name and Title]
[Ensemble Name]
[Street Address] [City/State/Zip]

Dear [Contact Name]:

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] intends to perform on the dates named above and confirms that it appears as performing ensemble on no more than three *Presenting Jazz* applications.

This letter is not a binding or legal agreement, and does not impose any legal obligation or duty. If the attached application is awarded a 2012 CMA *Presenting Jazz* grant, we will confirm the above-stated plan in a formal letter of agreement.

Authorized Contact for Presenter

Signature: _____

Print Name: _____

Date: _____

Authorized Contact for Ensemble

Signature: _____

Print Name: _____

Date: _____