

Chamber Music America

2017 PRESENTER CONSORTIUM FOR JAZZ

FAQs

What is new about the 2017 *Presenter Consortium for Jazz* application?

The Lead Presenter submits one Consortium Application containing information about each Consortium Partner. Presenter Partners must provide the required information to the Lead Presenter. CMA will contact the Lead Presenter regarding any issues or concerns related to the application.

What does *Presenter Consortium for Jazz* support?

Presenter Consortium for Jazz supports consortiums of three U.S. presenters that collectively engage up to three professional U.S. jazz ensembles (consisting of 2-10 musicians each) to perform at each presenter's venue. (See [Guidelines](#) and Application for further details.)

Who may apply?

Not-for-profit U.S.-based presenters may apply. For-profit jazz clubs are not eligible to apply.

May ensembles apply?

No, ensembles may not apply.

May a presenter participate in more than one consortium?

No, a presenter may join only one presenter consortium per grant period.

May the same ensemble appear on various presenter consortiums applications?

No, an ensemble may appear on only one consortium application per grant period.

Do both the organizations and the ensembles need to be CMA members?

Each presenter must be an organization-level member; the ensembles need not be CMA members.

We just joined CMA and await our membership number. How do we respond to the membership ID# question in application?

In the text box asking for your membership number, write "pending."

If I received a *Presenter Consortium for Jazz* grant last year, may I apply again this year?

A presenter that received a *Presenter Consortium for Jazz* grant last year may apply this year if its final report has been submitted and the Presenter has received final payment from CMA by the application deadline.

How much of our individual partner budgets will a *Presenter Consortium for Jazz* grant cover?

A grant supports up to 75 percent (up to a maximum of \$10,000, excluding *New Jazz Works* grantee incentive) of eligible expenses of each presenter partner's project budget: the ensembles' concert fees, travel, accommodations, per diem, cartage, and marketing and production costs for the proposed concert(s). Each presenter partner must match its CMA request with a minimum of 25 percent of earned and/or contributed income.

We plan to work with two *New Jazz Works* ensembles, may we request \$2,000 in incentive funds?

Yes, each presenter may request \$1,000 in incentive funding for each ensemble that is a *New Jazz Works* grantee as long as the ensemble will perform its CMA-commissioned work in its entirety at each presenters' venue. If an ensemble is not performing its CMA commission in its entirety at all three presenters' venues, only the presenter(s) at whose venue the CMA commission will be performed may request the \$1,000 incentive.

Where do we explain whether a contribution is confirmed or pending?

All contributions should be listed on the Project Budget Form that will be downloaded from the Consortium Application. You may indicate whether they are pending or received in the "Description" column.

May we use in-kind contributions as matching funds?

No, only earned income and contributed income may be used as matching funds.

If a consortium partner is a performing arts center of a large university, does CMA require the center's budget or the university's budget?

If the campus performing arts center maintains its own budget, is its own 501(c)(3), or is largely autonomous, the presenter partner should submit the center's budget, and not that of the university. If the presenter's performance series is integrated into a college's department, the presenter should submit the budget of that department. If questions remain, please contact CMA's jazz program in advance to determine which budget should be submitted.

If a partner in the consortium is currently funded through another CMA program, may it apply to *Presenter Consortium for Jazz*?

Yes, as long as it is a CMA Organization-level member in good standing.

We are interested in presenting a CMA *New Jazz Works* grantee ensemble. Where can we learn about these ensembles and their CMA commissions?

See the CMA website for a complete list of [New Jazz Works grantees](#) and their commissions.

Does CMA maintain an online database of member presenters and ensembles?

Yes, CMA-member ensembles and presenters can be easily found in our [Member Directory](#), the listings for which are provided and maintained by the members themselves.

Should I maintain an offline word document of my application responses?

Yes, composing your answers in a Word document allows you to edit your responses, check word count and copy/paste your responses into the online document. In the event that you lose your online draft for any reason, you will have the offline version as backup.

What file formats are accepted for audio work samples?

Acceptable audio file formats are mp3, m4a.

Are there file naming conventions for the uploads?

File naming instructions are listed next to each upload section in the application.

What is the difference between the "Save Draft" and "Submit"?

- Use "Save Draft" to save your work in the online form and return to it at another time. Submittable keeps your latest draft for 21 days. If you return to work on the draft on Day 22, you will no longer have access to that file and Submittable will not be able to retrieve it for you.
- Click "Submit" once you have answered all application questions and uploaded all required documents. You must submit on or before deadline.

Will I receive an email confirming receipt of my application?

Yes, the Lead Presenter will receive an email confirming receipt of the application.

May I revise my application once I clicked "submit" and have received a CMA confirmation email?

No, once you "submit" your application, your application is locked.

As a Presenter Partner in a consortium, should I review the Presenter Consortium for Jazz application before the Lead Partner submits the application to CMA? CMA advises all members of a consortium to be in full agreement with the contents of the completed application.

As Lead Presenter, should I notify the Presenter Partners that our Consortium application reached CMA by the deadline?

Yes, upon receipt of the CMA email confirming receipt of the Consortium Application, CMA recommends that you notify your Presenter Partners that the application has been received.

What is the next step after submission?

CMA reviews the applications and contacts the Lead Presenter with any questions or concerns regarding the Consortium's application.

What kinds of technical support does Submittable offer?

Submittable offers technical support for problems with your Submittable account (log-in, password, etc.) and software glitches, among others.

For program questions: [Gargi Shindé](#), (212) 242-2022, x103