

# Chamber Music America

## 2017 PRESENTER CONSORTIUM FOR JAZZ GUIDELINES

**Deadline:** October 30, 2016, Midnight, ET  
**Notification:** December 2016  
**Grant Period:** January 1, 2017-June 30, 2018

*A component of the Doris Duke Jazz Ensembles Project, Presenter Consortium for Jazz is funded by the Doris Duke Charitable Foundation.*

*Presenter Consortium for Jazz* provides support to 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. Incentives are available to each Consortium that invites one of the [197 CMA New Jazz Works grantee ensembles](#) to perform its entire CMA commission.

**NEW THIS YEAR:** 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.

### THE CONSORTIUM

A Consortium consists of one Lead Presenter, two Presenter Partners, and up to three Ensembles. The Consortium presenters may be located within the same state, but must be located in different cities or regional areas at least 50 miles apart. The ensemble(s) may reside in the home state of a consortium partner(s), or be from elsewhere in the U.S. or its territories.

A Consortium may elect to work with up to three ensembles. All Consortium partners must present each of the selected ensembles in performance at their venues.

The engagements may consist of one or multiple concert events. Concerts are not required to be on consecutive dates. The Consortium partners may create a single program that travels to each venue or each partner may curate its own separate program(s). A Consortium is also encouraged to collaborate on creative efforts to market, manage, and present the project.

All activity must take place between January 1, 2017 and June 30, 2018. Presenters and ensembles may be engaged in only one *Presenter Consortium for Jazz* application per grant period.

### ELIGIBILITY

#### The Presenter Consortium

To apply, each of the three presenting organizations in a Consortium must:

- be based in the U. S. or its territories;
- be located at least 50 miles from each of its Consortium partners;
- be a 501(c)(3) organization or otherwise eligible for charitable contributions for federal income, estate, and gift-tax purposes;
- be a CMA Organization-level member;
- have received final payment on any previously awarded *Presenter Consortium for Jazz* grant; and
- have no financial obligations to CMA.

#### The Ensemble(s)

The jazz ensemble(s) selected by the Consortium:

- must be based in the U.S. or its territories;
- must consist of 2-10 professional musicians (student groups are not eligible);
- must include improvisation as an integral part of its composition and performance; and
- need not be a CMA member.

### FUNDING

*Presenter Consortium for Jazz* funds the following eligible expenses: ensemble(s)' concert fees, travel, housing, per diem, cartage, and the presenters' marketing and production costs for the proposed concerts.

The program will fund up to 75% of the eligible expenses above, up to a maximum of \$10,000 per Consortium partner/\$30,000 per consortium. A \$1,000 incentive per ensemble is available to a Consortium that programs a

CMA *New Jazz Works* grantee ensemble(s) in performance of its entire CMA-commissioned work. In this case, the maximum amount of the request may increase to \$13,000 for each Consortium partner/\$39,000 per Consortium, but the request may not exceed 75% of the eligible expenses of each partner. Each Consortium partner must demonstrate earned or additional contributed income of at least 25% of its total eligible expenses. In-kind revenue cannot be used as part of the match.

This program does not fund faculty or administrative staff salaries (marketing and production staff salaries are eligible expenses), fees to student musicians, commissioning fees, recording costs, private or fundraising event expenses, indirect costs, or artist fees other than those of the ensemble musicians and guest musical artists.

When a Consortium is awarded a grant, CMA will contract with, and issue payments to, the individual partners; each organization must manage and report on its own grant activity.

## PANEL REVIEW PROCESS

*Presenter Consortium for Jazz* applications are reviewed by an independent panel of jazz professionals; CMA staff and board do not participate in the deliberations. ([Representative list of previous CMA panelists](#)).

Applications are evaluated based on the following criteria:

- reason(s) why the presenters have come together to form the consortium
- reason(s) for selecting the ensemble(s)
- artistic excellence of the ensemble(s)
- the consortium's and the individual presenter partners' plans to reach their intended audiences;
- financial strength and organizational capacity of each partner to complete the project.

## THE APPLICATION

### General Instructions

The Lead Presenter submits one application on behalf of the Consortium. CMA uses the online application system Submittable. Only online requests will be accepted. Go to <https://cma.submittable.com> to create a free Submittable account if you do not already have one.

- You may type directly into the online form or draft your responses in an offline document and cut/paste your information into the online application.
- To save the work you have done on your application, you **must** click the "Save Draft" button at the bottom of the form before exiting. You may return to your saved application to continue working on it by following the log-in instructions. Submittable maintains your draft for 21 days. CMA recommends that you also save your draft in an offline document as backup.

### Project Budget

The application requires a Project Budget from each Presenter. Download the Project Budget form, save it, complete the form and upload it in Section IV. Refer to the Funding section above for a list of eligible expenses.

### Supplementary Materials Uploads

Each Presenter must provide:

- evidence of tax-exempt status
- examples of marketing materials
- Memorandums of Understanding

A Memorandum of Understanding is a statement of intent between each presenter in the consortium and each ensemble and its personnel regarding the proposed program, the concert date(s)/time(s)/venue(s), the ensemble fee, housing/travel, and per diem support. A sample letter is provided at the end of these guidelines.

- If the consortium elects to work with multiple ensembles, the application must include memorandums of understanding between each partner and each ensemble (i.e. 3 partners x 1 ensemble = 3 memorandums; 3 partners x 2 ensembles = 6 memorandums).

### Audio Uploads

Audio uploads are part of the application. The Audio should demonstrate the artistic excellence of the proposed

ensemble(s). CMA recommends that the Consortium confer with the ensemble(s) in advance of submitting the Audio. The panel generally listens to 3-4 minutes of each ensemble's Audio sample. Guest artist Audio is not part of the review.

The Audio:

- must feature small ensemble music (2-10 musicians) performed by the ensemble personnel named on the application form or a majority of its members
- consists of a single audio file per ensemble
  - for a project with 1 ensemble, upload one audio file for Ensemble One only
  - for a project with 3 ensembles, upload three audio files, one for each Ensemble
- each file features up to 5-minutes of one work
  - the work may be edited and/or excerpted
- may contain music from a live concert, studio/home recording, and/or commercial disc
  - acceptable file formats: mp3, m4a.

To submit an application:

- Go to <https://cma.submittable.com> and click on "2017 Presenter Consortium for Jazz Application."
- Complete Basic Information, Ensemble Information, Narrative, and Project Budget sections.
- Upload one Project Budget for each Presenter (3 total); acceptable file types: pdf, xls, xlsx.
- Upload proof of not-for-profit status or an acceptable equivalent, such as a fiscal sponsor, for each Presenter.
- Upload examples of marketing materials for each Presenter.
- Upload Memorandums of Understanding for each Presenter with each Ensemble.
- Upload one Audio file per ensemble; acceptable file types: mp3, m4a.
  - Ensemble One Audio (required); Ensemble Two and Three Audio (if applicable).
- When complete, sign and date the application.
- Click "Submit" to send Application to CMA; you will receive a confirmation email.

## OTHER INFORMATION

[FAQs](#) | [Application Workshop Schedule](#)

## SUPPORT

CMA will offer three *Presenter Consortium for Jazz* application workshops. To register, please click "Application Workshop Schedule" link in "Other Information" section above.

- Program: contact [Gargi Shindé](#), (212) 242-2022, x103
- Membership: contact [Aryo Wicaksono](#) (212) 242-2022, x114
- Technical: contact [Submittable](#)

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**CHAMBER MUSIC AMERICA**, the national network of ensemble music professionals, was founded in 1977 to develop, strengthen, and support the chamber music community. With a membership of nearly 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 instrument and other insurances, conferences, seminars, and several publications including *Chamber Music* magazine and the weekly e-newsletter, *Accent*.  
[www.chamber-music.org](http://www.chamber-music.org)

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

**SAMPLE: MEMORANDUM OF UNDERSTANDING BETWEEN PRESENTER AND ENSEMBLE**

[Date]

[Contact Name and Title]

[Ensemble Name]

[Street Address] [City/State/Zip]

Dear [Contact Name]:

This letter confirms that [Presenter] intends to invite [Ensemble] to perform in concert, as part of a presenter consortium, pending funding from Chamber Music America's *Presenter Consortium for Jazz* grant program in accordance with, but not limited to, the following terms:

- [dates] at [venue] in [city, state]
- # Concerts: [#]
- For ensemble fee of \$[insert fee]
- Housing/travel/per diem support of: \$[insert amount]

It is agreed that the ensemble will feature the following musicians and instrumentation (please provide a complete list below):

The [ensemble] confirms that this is the sole and exclusive *Presenter Consortium for Jazz* application in which it is involved.

Contact for Ensemble (Print)	
Signature:	Date:
Contact for Presenter (Print)	
Signature:	Date: