

Chamber Music America

2017 RESIDENCY PARTNERSHIP PROGRAM GUIDELINES

Grant Period	July 1, 2017–June 30, 2018
Receipt Deadline	November 20, 2016, Midnight ET
Notification	March 2017

This program is supported by the Chamber Music America Residency Endowment Fund.

The Residency Partnership Program supports professional ensembles and presenters in building audiences for classical, contemporary, and jazz chamber music through residency projects. The program funds activities that take place in community settings and that are not part of a regular concert series.

Community settings must be accessible to the specific audiences you plan to reach. Examples of community settings are classrooms, libraries, healthcare facilities, senior centers, and parks. The program does not support private lessons or coachings for K-12 students, or activities for college- or conservatory-level music students.

Grant support of up to \$6,000 is available; residencies must take place within a one-month period.

Each year, one project featuring a classical string quartet is funded by the Sewell Family Foundation and is designated as the *Guarneri String Quartet Residency*. The recipient is selected in the final round of the review process, based on the strength of the project. No separate application is required.

RESIDENCY PARTNERS

Residency partners are defined as follows:

- Organizing Partner
 - may be a presenter or ensemble
 - submits the application and is responsible for planning and directing the residency
- Ensemble Partner
 - musicians that carry out the residency activities
 - may also be the Organizing Partner
- Community Partner
 - a local entity, such as a healthcare facility, community center, library, youth club, school, senior center, business, park, shopping center, etc.
 - hosts project activities and provides audiences

ELIGIBILITY

Presenter applicants

To apply as an Organizing Partner, a presenter must:

- be a 501(c)(3) organization or otherwise eligible for charitable contributions for federal income, estate and gift-tax purposes

Ensemble applicants

To apply as an Organizing Partner, or to take part as an Ensemble Partner, an ensemble must:

- consist of 2-10 professional musicians, one musician per part
- if a classical or contemporary music ensemble, perform with “fixed” instrumentation and personnel; or be a subset of a collective or flexible roster that performs in configurations of up to 10 musicians; or—if a duo—perform as equal partners and publicize itself as a duo
- if a jazz ensemble, be a composer-led group or a collective that includes improvisation as an integral part of its composition and performance
- have 501(c)(3) status, or the leader/primary member of the ensemble must be a U.S. citizen or permanent resident

Both Organizing and Ensemble Partners must:

- be based in the U.S. or its territories
- be CMA Organization-level members
- have no overdue reports or financial obligations to CMA and no unfinished CMA-sponsored residency projects
- not have received or participated in a CMA residency grant in the 2015-16 or 2016-17 cycles

Note: when an Ensemble is awarded a grant - whether it is the Organizing or Ensemble Partner - it must provide a copy of one of the following: 501(c)(3) IRS tax-exempt determination letter **OR** a document demonstrating the leader/primary ensemble member's U.S. citizenship or permanent residency—a valid U.S. passport or U.S. birth certificate, a Report of Birth Abroad form (FS-240), USCIS certificate of citizenship or naturalization, or permanent resident/green card.

Community Partners

- are not required to be CMA members
- need not have experience in presenting music

CMA advises that Community Partners be involved in planning and organizing the activities.

RESIDENCY PROJECT

Projects must take place in the United States or its territories between July 1, 2017 and June 30, 2018. The residency must take place in one city, town, or region.

Projects must consist of a minimum of 3 activities taking place over at least 3 days within a one-month period.

Each residency activity must be at least 45 minutes long and performed before a live audience by the full ensemble or majority of its members. The residency may include lecture/demonstrations, workshops that involve the audience participants, pop-up concerts and other activities designed for the audiences served by the Community Partner(s).

FUNDING

Grant requests may not exceed \$6,000.

The program will fund up to 75 percent of the following expenses only: the Ensemble Partner's residency fee and related travel, hotel, and per diem; the Organizing Partner's residency-related promotion and production costs. The applicant must match the amount requested from CMA with a minimum of 25 percent of earned or contributed income. In-kind revenue cannot be used as part of the match.

If the residency is part of a larger project involving a Mainstage concert or other presentations, the program will only cover travel expenses specific to the residency, such as hotel and per diem for the additional days spent in the community.

NOTE: Grants are taxable income. The grantee is responsible for management of the funds, including distributing payments and tax reporting.

CMA will not accept more than one application from a presenter or ensemble. If a presenter or ensemble is part of one application, it may not be part of any other application.

Budget

Applicants are asked to submit an itemized project budget that indicates whether the projected matching revenues are confirmed, pending, or yet to be requested.

PANEL REVIEW PROCESS

Applications are reviewed by an independent panel of chamber music professionals versed in current residency trends and practices. CMA board and staff do not participate as panelists, and play no role in panel deliberations. (Representative list of recent [CMA panelists](#).)

Applications are reviewed based on the following criteria:

- Clearly defined target audience
- Effective strategies for reaching the audience
- Suitable activities for the strategies outlined
- Significant level of involvement by community partner(s)
- Appropriate and properly allocated project budget
- Sufficient organizational capacity to carry out the residency
- Specific plans for evaluating the effectiveness of the residency
- The match between the activities planned and the ensemble's music-making as demonstrated in the audio sample

THE APPLICATION

General Instructions

- Applications are submitted online; forms sent by mail will not be accepted.
- Go to <https://cma.submittable.com> to create a free Submittable account.
- Log-in at <https://cma.submittable.com>
- 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.

Audio Upload

Submit one audio sample containing up to 5 minutes of a single work or an excerpt from that work. The panel will listen to each sample from the beginning.

The sample:

- must feature music recorded by the Ensemble Partner
- must feature music that is stylistically similar to music planned for the project
- must be one of the following audio file-types: mp3 or m4a
- must feature one work or excerpt (do not include multiple movements on a sample)
- may be from concert, studio/home recording, and/or commercial releases, preferably from the past 5 years
- must include a majority (greater than 50 percent) of the musicians that will perform the project if the ensemble is a subset of a larger collective or roster
- must include a majority of the current members, if a personnel change has occurred
- may not include works 1) performed by soloists with accompaniment; 2) that feature guests/soloists not involved in the project; 3) performed with or by an orchestra or big band; 4) that are scored for more than 10 musicians; and 5) that are performed by more than one musician per part

Supplementary Materials Uploads:

- project budget
- residency schedule with projected dates
- signed and scanned copies of Memorandum(s) of Understanding between the Organizing Partner and the Ensemble Partner (if the applicant is a presenter), and the Organizing Partner and all Community Partners, to confirm that all parties have agreed to participate in the residency. (Links to sample memorandums are provided in the **Step 5 Upload Attachments** section of the application.)
- (if the Organizing Partner is a presenter), a 501(c)(3) IRS tax-exempt determination letter or the equivalent

The application must be submitted in its entirety by November 20, 2016, Midnight, ET.

OTHER INFORMATION

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

SUPPORT

CMA will offer three Residency Partnership Program application workshops by conference call. To register, please click “Application Workshop Schedule” link in “Other Information” section above.

FOR MORE INFORMATION:

- Program: [Susan Dadian, program director](#), CMA Classical/Contemporary, (212) 242-2022, ext. 102
- Membership: [Aryo Wicaksono, membership manager](#), (212) 242-2022, ext. 114
- Technical: [Submittable Knowledgebase](#)

[Chamber Music America](#), the national network for ensemble music professionals, was founded in 1977 to develop, support, and strengthen the chamber music field. With a membership of nearly 6,000, including musicians, ensembles, presenters, artist managers, educators, music businesses, and advocates of ensemble music, CMA welcomes members representing a wide range of musical styles and traditions. CMA provides its members with grant programs, consulting services, a national conference, professional development seminars, access to instrument and other insurances, and several publications, including *Chamber Music* magazine; the weekly *Accent* e-newsletter; and a member-driven website, www.chamber-music.org.