

# Chamber Music America

## PRESENTING JAZZ 2010 GUIDELINES

Grant Period: January 1, 2010-August 31, 2011  
In-Office Application Deadline: Friday, October 23, 2009, 5:00 P.M.  
Grant Notification: December 2009

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

### PROGRAM OVERVIEW

*Presenting Jazz* offers support to not-for-profit U.S. presenters (or presenting organizations with fiscal sponsorship) for the engagement of a professional, touring, U.S. jazz ensemble for concert performance(s) during the grant period January 1, 2010–August 31, 2011. Core support ranges from \$5,000 to \$10,000 and may be applied to the ensemble's concert fees, its audience-development activities, travel, accommodations, per diems, cartage, and to the presenter's marketing and production costs associated with the concert(s). Up to an additional \$2,000 in incentives is available to presenters engaging ensembles that have received grants from Chamber Music America's *New Works: Creation and Presentation* or *New Jazz Works* programs. Information about previous *Creation and Presentation/New Jazz Works* grantees and their works can be found at [www.chamber-music.org/programs/recipients.html#new\\_works](http://www.chamber-music.org/programs/recipients.html#new_works).

The *Presenting Jazz* program invites applications from presenters with a history of creative 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. *Presenting Jazz* is open to both seasoned jazz presenters and to established presenters that are new to jazz.

Some aspects of the *Presenting Jazz* guidelines have changed since last year. Please visit [http://www.chamber-music.org/programs/gr\\_jazz.html#PJE](http://www.chamber-music.org/programs/gr_jazz.html#PJE) for answers to FAQs.

### A. APPLICANT ELIGIBILITY

To apply, a presenter must:

- be based in the United States;
- be a 501(c)(3) organization or an organization with fiscal sponsorship;
- present jazz and/or other music genres, multi-disciplinary performing arts, or a guest-artist series at a college/university venue;
- have presented at least 10 public music concerts in the past 2 years;
- if a festival, present at least three days of programming;
- be a CMA Organization-level member; and
- have no overdue reports or financial obligations to CMA.

The jazz ensemble named in the application must:

- be based in the United States;
- be a professional ensemble (student and amateur groups are not eligible);
- have an ongoing, stable core of musicians;
- consist of 2-10 members, including guest musicians;
- have performed and toured together for a minimum of two years; and
- include improvisation as an integral part of its composition and performance.

## B. PROGRAM REQUIREMENTS

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.)

All performances must be completed by August 31, 2011. Concert-related audience-development activities involving the ensemble are encouraged, but not required.

Presenters may request up to \$12,000 in support, but no more than 75 percent of the project's total budget. Funds may be requested for:

- Core Support: \$5,000-\$10,000 may be applied to ensemble's concert fees, audience-development activities, travel, accommodations, per diems, cartage, and to the presenter's marketing and production costs for the proposed concert(s).
- Incentive 1: Up to \$1,000 in additional funding for a presenter engaging a CMA *New Works/New Jazz Works* grantee. The incentive may be applied to the types of costs delineated under "Core Support," above.
- Incentive 2: Up to \$1,000 in additional funding if the grantee ensemble performs its CMA-commission in its entirety. The incentive may be used to cover the types of costs delineated under "Core Support," above.

## C. ABOUT THE CD-R WORK SAMPLE

*The sample should demonstrate the ensemble's and (if applicable) the guest artist's best work.*

The CD-R must:

- have been recorded by the ensemble within the past 3 years, and performed by the personnel named on the application form;
- contain music re-recorded from a live concert, studio, home or a commercial disc;
- demonstrate both notated and improvised work;
- include 2-3 tracks of up to 5 minutes each, totaling no more than 15 minutes (if a CMA *New Works* grantee is to perform its CMA commission, the excerpt from that work should be recorded on Track 1. If a guest artist is performing with the ensemble, that artist's work should be recorded on Track 3).
- provide track titles, lengths, and name of ensemble on both CD-R face and insert; and
- indicate timings of main theme(s) and improvised sections.

## D. PANEL REVIEW

*An independent panel of jazz presenters and musicians, versed in current presenting trends and practices, reviews the applications. The panel does not include CMA staff or board members.*

The panel evaluates:

The CD-R work sample, based on:

- the ensemble's artistry, cohesiveness, and sound;
- its ability to perform both scored and improvised music;
- the quality and originality of the works recorded; and
- if applicable, guest artist's musicianship.

The written application, based on:

- relevance of this engagement to organization's mission;
- organization's history of presenting jazz; if new to jazz, reason for adding jazz to the programming;
- proposed program the ensemble will perform;

- plan for developing jazz audiences and related marketing strategy;
- project and organizational budgets; and
- capacity to successfully accomplish the project.

#### E. HOW TO SUBMIT THE WRITTEN APPLICATION AND SUPPLEMENTARY MATERIALS

*The application must be typed and submitted in hard copy. All application materials must be packaged in a single envelope or box. The package will include:*

- 1 stapled application form with an original signature, clipped to a selection of the ensemble's and presenter's recent publicity and press materials (e.g., brochures, postcards, releases, and reviews from print and digital media). Submit up to 6 examples;
- 6 additional copies of the application form and publicity/press materials described above;
- 2 copies of a CD-R work sample (for details, see Section C, above);
- 1 copy of the presenter's audited financial statement from the most recently completed fiscal year;
- 1 copy of the presenter's music-presenting budget for the most recently completed fiscal year;
- 1 piece of documentation for each of the 10 concerts listed in the application ( e.g., programs, postcards, print and digital promotion);
- 1 copy of the letter of intent from the presenter and ensemble, signed by both (See sample letter in attached to these guidelines);
- 1 copy of the applicant's 501(c)(3) IRS tax-exempt determination letter, or a letter of agreement between the presenter and the fiscal sponsor; and
- a completed application checklist.

#### MAIL TO:

*Presenting Jazz 2010*

ATT: Jeanette Vuocolo, program director, CMA Jazz  
Chamber Music America  
305 Seventh Ave.  
New York NY 10001.

NOTE: No late, incomplete, handwritten, faxed, or emailed applications will be accepted.

QUESTIONS ABOUT APPLICATION PROCESS: To schedule a telephone appointment, contact: Jeanette Vuocolo, program director, CMA Jazz, (212) 242-2022, ext. 17, [jvuocolo@chamber-music.org](mailto:jvuocolo@chamber-music.org).

CMA MEMBERSHIP: To join CMA, or to inquire about your current membership, contact Adam Reifsteck, membership manager, (212) 242-2022, x28, [areifsteck@chamber-music.org](mailto:areifsteck@chamber-music.org) or visit [www.chamber-music.org/membership/join.html](http://www.chamber-music.org/membership/join.html).

[CHAMBER MUSIC AMERICA](http://www.chamber-music.org), 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](http://www.chamber-music.org).

The [DORIS DUKE CHARITABLE FOUNDATION](http://www.ddcf.org) 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 maltreatment, and through preservation of the cultural and environmental legacy of Doris Duke's properties. Visit [www.ddcf.org](http://www.ddcf.org).

SAMPLE: LETTER OF INTENT

October 22, 2009

*Presenting Jazz*  
Program Department  
Chamber Music America  
305 Seventh Avenue  
New York NY 10001

To Chamber Music America:

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, city, state), and [if applicable] to conduct the following audience-development activity(ies): \_\_\_\_\_.

The (presenter) will pay the (ensemble) the following fee for the concert and related activities: \$\_\_\_\_\_.

The (ensemble) agrees to perform on the dates named above and confirms that it appears as a proposed performer on no more than three *Presenting Jazz* applications.

Signatures:

Authorized Contact for Presenter (Signature):

(Print Name):

Date:

Authorized Contact for Ensemble (Signature):

(Print Name):

Date: