

Chamber Music America

RESIDENCY PARTNERSHIP PROGRAM 2010 GUIDELINES

Grant Period	July 1, 2010–June 30, 2011
In-Office Application Deadline	Friday, March 12, 2010, 5:00 P.M.
Grant Notification	May 2010

This program is supported by the Doris Duke Charitable Foundation and the Chamber Music America Endowment Fund

OVERVIEW

The Residency Partnership Program supports residency projects in which jazz, classical/contemporary, or world ensemble music is presented outside traditional performance venues and in community settings, with the goal of increasing audience appreciation and awareness of small ensemble music. Applicants collaborate with community organizations to design in-depth activities for participants of various ages and backgrounds. The program encourages projects that:

- involve local institutions and venues that may not ordinarily present music (e.g., healthcare facilities, schools, community or senior centers, libraries, boys' and girls' clubs, etc.), and
- employ imaginative and educational approaches that enhance the listeners' understanding and enjoyment of ensemble works.

THE RESIDENCY PARTNERS

The **Organizing Partner**—a presenter or a professional ensemble—submits the application and is responsible for directing and coordinating the residency. The **Performing Partner** is the ensemble carrying out the proposed musical and educational activities. An ensemble may act as both Organizing and Performing Partner in the same application. **Community Partners** are local organizations that have agreed to collaborate with the applicant on the project.

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 additional applications.

ELIGIBILITY

A PRESENTER must:

- be able to document its presentation of at least 10 public music performances in the past 5 years;
- be a U.S.-based, Organization-level member of Chamber Music America;
- be a 501(c)(3) organization; and
- have no overdue reports or financial obligations to CMA.

AN ENSEMBLE must:

- be a professional group of 2-10 musicians, with one musician per part (and, in the case of a duo, perform as equal partners who consistently publicize themselves as a duo);
- be able to document its performance of at least 10 public concerts, of at least 3 different programs in the past 5 years;
- have relevant training or experience if proposing school programs, coaching sessions, or clinics;
- be a U.S.-based, Organization-level member of Chamber Music America; and
- have no overdue reports or financial obligations to CMA.

A COMMUNITY PARTNER must:

- be an organization or institution providing a public service to its local community;
- collaborate with the Organizing Partner in planning and/or implementing the residency;
- sign a Letter of Intent, confirming its decision to collaborate with the Organizing Partner.

NOTE: A Community Partner is not required to have previous experience in presenting music, nor is it required to be a member of Chamber Music America.

THE RESIDENCY PROJECT

- may be Short-term (3-9 activities taking place over a minimum of three consecutive or separate days) or Extended (10 or more activities taking place over the course of 1 year)
- may include (but is not limited to) workshops, ensemble coaching, masterclasses, clinics, lecture-demonstrations, interactive performances, open rehearsals, and other music/educational activities
- must consist of at least 3 activities, each of which is *at least* 45 minutes in length (unless inappropriate for very young audiences)
- may reach a new audience or deepen a relationship with an existing audience
- includes only 1 Performing Partner, but may have from 1 to several Community Partners
- presents only activities that are carried out by the full ensemble or by the ensemble's core members
- if school-based, is presented by an ensemble with relevant experience and training
- must take place in the United States

NOTE: This program does *not* fund:

- regular concerts on a presenter's series
- faculty or staff salaries at chamber music camps or other training programs
- ensembles that are subsets of larger groups, such as symphony orchestras or big bands
- private or group instrument lessons
- activities in which the Performing Partner ensemble does not participate
- recording or commissioning projects
- closed rehearsals
- private or fundraising events
- fees to lecturers or non-musician guest artists

THE PROJECT BUDGET

- On the application form, the Organizing Partner itemizes the residency expenses and revenue in addition to the amount requested from CMA. Please note: No more than 10% of the total budget may come from In-Kind contributions (donated goods and services).

THE GRANT REQUEST

- The amount of a Grant Award depends upon the scope and duration of the proposed residency and the size of the ensemble. The range of a grant request may be:
 - \$2,500 to \$6,000 for Short-term (3-9 activities)
 - \$5,000 to \$12,000 for Extended (10 or more activities)
- Grants typically support 50-80 percent of the proposed project budget
- Grant recipients may not always receive the full amount requested.

LETTERS OF INTENT

The Organizing Partner must obtain a letter from each Community Partner and, if the applicant is a presenter, from the ensemble acting as Performing Partner, confirming each partner's commitment to collaborate in the residency activities. Sample letters are provided at the end of these guidelines.

HOW THE APPLICATION WILL BE REVIEWED

Applications will be divided into two categories—classical/contemporary and jazz—to be evaluated by separate panels. The panel of reviewers is made up of professionals in the field and does not include CMA staff or board members. Proposals are judged according to the following criteria:

Project Plan

- creativity of proposed plan
- suitability of activities for the targeted audience
- clear explanation of how the proposed activities will benefit the targeted audience
- realistic timeline
- promotional strategy for attracting audiences to public presentations, if applicable

Partnership

- level of involvement of each residency partner
- efforts to reach new audiences or deepen existing community relationships

Organizational Capacity (ability of the partners to successfully complete the residency)

- sufficient human resources to implement the project
- realistic project budget
- ability to balance the project budget with revenue in addition to the amount requested from CMA

Skills of Ensemble Partner

- musical artistry, as demonstrated by the submitted CD-R work sample
- relevant training or experience if proposing school programs, coaching sessions, or clinics

GUARNERI STRING QUARTET RESIDENCY

One residency project involving a classical string quartet will be chosen as the 2010 Guarneri String Quartet Residency, named in honor of the Quartet, and made possible through a generous gift from the Sewell Family Foundation. This recognition is based on the artistic quality of the ensemble as demonstrated in the CD-R.

PREPARING THE APPLICATION

Application Form: Adobe* and MS Word. The downloadable application form must be submitted in hard copy. This is not an online application. CMA does not accept emailed, handwritten, or faxed applications.

Packaging: Copies of the application form and required supplementary materials (see below) must be packaged in a single envelope or box.

Deadline: The package must arrive in its entirety at CMA's offices on or before Friday, March 12, 2010, 5:00 P.M. Incomplete applications will not be accepted.

*To download and fill out application in Adobe format:

Right click application hyperlink

Select "Save Target As"

Save file to desktop

Work and edit from saved file

Print and submit with required supplementary materials

The Application Package:

- 1 stapled, complete application form, with an original signature, clipped to:
 - up to 3 samples of the Organizing and Performing Partners' publicity materials*
 - up to 3 samples of previous residency materials** (if any)
 - the Organizing Partner's current operating budget

*Publicity materials may include such items as season brochures, fliers and postcards, press releases, website or press-kit items, etc., and must be from the two most recent seasons.

**Residency samples may be curriculum materials, teaching guides, etc.

- 4 additional sets of the above items (i.e., application form clipped to sample publicity and residency materials and the Organizing Partner's current operating budget)
- 1 CD-R work sample (see instructions below)
- 1 copy of Organizing Partner's operating budget from the most recently completed fiscal year
- 1 piece of documentation for each of the 10 public performances listed in the application (*programs, reviews, season brochures, etc.*)
- Signed Letters of Intent from each Community Partner and, if you are a presenter, from your Performing Partner
- For presenters, 1 copy of your organization's 501(c)(3) IRS tax-exempt determination letter
- A completed checklist—found at the end of the application form

CD-R WORK SAMPLE: INSTRUCTIONS

Format

- CD-R only. Applications with unplayable CD-Rs will be disqualified.
- Total length of the work sample: up to 15 minutes [NOTE: The panel typically listens to 5-8 minutes of each applicant's disc.]
- Include 2-3 tracks of up to 5 minutes each
- Live, studio, and "home" recordings are accepted; material can be edited.
- Applicants may re-record tracks from commercially released CDs.

Music Selections

- Works to be performed for the residency are encouraged, but not required. However, works on the CD-R must be stylistically similar to music planned for the residency.
- Ensembles with variable instrumentation should include at least one work with the instrumentation proposed for the residency activities.
- Excerpts and single movements from longer compositions are permitted.
- Submitted selections must have been recorded within the past 3 years.

Performers

- Must represent the ensemble's current personnel. *Do not choose work samples that feature guest artists.*
- Chamber Music America recognizes that, for some applicants, personnel and group size vary from work to work; however, the ensemble must have a consistent core of musicians represented on the work sample.

Labeling

Label the disc and insert with:

- the names of the Organizing and Performing Partners (if they differ)

MAIL/DELIVER APPLICATION TO:

Chamber Music America
2010 Residency Partnership Program
305 Seventh Avenue, 5th floor
New York, NY 10001

QUESTIONS ABOUT THE APPLICATION PROCESS?

See Residency Partnership Program [FAQs](#). Grant application workshops will be offered at CMA's New York City offices and will be accessible by teleconference for those who cannot attend in person. Dates will be announced on CMA's website.

STAFF CONTACTS

Classical/Contemporary Inquiries:

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Program Director, CMA Classical/Contemporary

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Jazz Inquiries:

Jeanette Vuocolo

Program Director, CMA Jazz

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CMA MEMBERSHIP

For information about joining CMA or about your current membership, please contact Adam Reifsteck, Membership Manager, (212) 242-2022, ext. 28, areifsteck@chamber-music.org or visit <http://www.chamber-music.org/membership/join.html>.



[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, 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, environmental 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.

Sample Letter of Intent for a Performing Partner

To Chamber Music America:

This is to confirm that _____ *[insert Performing Partner's name]* plans to collaborate with _____ *[insert Applicant's name]* in the residency activities described in the accompanying application.

We are not a party to any other application in this year's CMA Residency Partnership Program grant cycle, nor do we have any unfinished CMA-sponsored residency projects at this time.

Sincerely,

Signature, Authorized Contact for Performing Partner

Date

Print name

Ensemble

Sample Letter of Intent for a Community Partner

To Chamber Music America:

This is to confirm that _____ *[insert Community Partner's name]* plans to collaborate with _____ *[insert Applicant's name]* in the residency activities described in the accompanying application.

Sincerely,

Signature, Authorized Contact for Community Partner

Date

Print name

Organization