OVERVIEW
The Residency Partnership Program supports professional ensembles and presenters in building audiences for classical/contemporary, jazz, and world chamber music through residency projects. Funding is intended for activities that take place in community settings and that are not part of a regular concert series. Activities may include, but are not limited to, interactive or audience engagement programs in classrooms (preschool through high school), libraries, hospitals, senior centers, or other community venues. The program does not support private lessons or coachings for K-12 students, or music activities intended for college- or conservatory-level music students.

Each year, one project featuring a classical string quartet is chosen as the Guarneri String Quartet Residency, made possible by the Sewell Family Foundation. The recipient is selected in the final round of the review process, based on the ensemble’s artistry as demonstrated on the Audio Sample. No separate application is required, and no additional funding is awarded.

PARTNERING AND ELIGIBILITY
The Organizing Partner—a presenter or an ensemble—submits the application and is responsible for planning and directing the residency. The Ensemble Partner collaborates on the project plan and carries out the music activities. (An ensemble may act as both Organizing and Ensemble Partner.) Community Partners are local organizations that host project activities and provide audiences.

The Presenter
To apply, a presenter must:
• be based in the U.S or its territories
• 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 no overdue reports or financial obligations to CMA and no unfinished CMA-sponsored residency projects
• not have received a Residency Partnership Program grant in the 2015-16 cycle (July 1, 2015 - June 30, 2016)

The Ensemble
To apply, an ensemble must:
• be based in the U.S. or its territories
• consist of 2-10 professional musicians, one musician per part
• if a classical/contemporary or world 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 be a U.S. citizen or permanent resident
• be a CMA Organization-level member
• have no overdue reports or financial obligations to CMA and no unfinished CMA-sponsored residency projects
• not have received a CMA residency grant in the 2015-16 cycle (July 1, 2015 - June 30, 2016)

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 organizations or businesses that provide public services to their local communities (examples: healthcare facilities, community centers or groups, libraries, youth clubs, schools, senior centers, office buildings, shopping centers, etc.)
• are not required to be CMA members
• need not have experience in presenting music

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

Multiple Submissions
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.

THE PROPOSAL
The applicant may propose a short or extended project to take place in the United States or its territories between July 1, 2016 and June 30, 2017. The residency must take place in one city, town, or region.

A residency may be:
• short-term (a minimum of 3 activities taking place over at least 3 days within a month), or
• extended (10 or more activities taking place over more than one month and up to one year)

Each residency activity must be at least 45 minutes long and performed 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 Partners.

Not eligible for funding are performance fees for an established concert series; expenses related to starting a new series; Q&A’s and other Mainstage concert-related events; coachings; masterclasses; amateur or composition workshops; faculty or staff salaries at music camps or other tuition- or fee-based training programs; private or group instrument lessons; recording or commissioning projects; closed rehearsals; private or fundraising events; indirect or administrative costs; professional fees other than that of the Ensemble Partner; activities for music majors at institutions of higher education; or solo, orchestral, choral, or big-band music activities.
Funding
Funds may be requested for:
- a short-term residency — $2,500 to $6,000
- an extended residency — $5,000 to $12,000

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.

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

Budget and Financial Summaries
Applicants are asked to submit an itemized project budget that indicates whether the projected matching revenues are confirmed, pending, or yet to be requested. The applicant is also asked to provide a copy of its total operating budget for the year in which the proposed project will take place.

Audio
Submit two Audio Samples, each 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 and typically reviews 4-5 minutes of audio in total.

Sample 1 should demonstrate the group’s artistry in concert performance. Sample 2 should feature music that is stylistically similar to music planned for the residency.

The samples:
- must be one of the following audio file-types: mp3, m4a, wav, aac, aiff
- must feature one work or excerpt per sample (do not include multiple movements on a sample)
- may be from other concert, studio/home recording, and/or commercial releases, preferably from the past 5 years
- must feature music recorded by the Ensemble Partner, and for ensembles of mixed instrumentation, a majority of the members that will perform the residency on each sample (do not include guest artists that will not participate in the project)

Memorandum of Understanding
Submit one file containing signed and scanned copies of the Memorandums 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. (Sample memorandums are provided at the end of the guidelines.)

REVIEW PROCEDURE
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.)
In reviewing the application, the panel will evaluate:
• the quality of the proposed activities
• strategies for attracting participants/audiences
• plans for coordinating with the Community Partners
• project evaluation methods
• feasibility of the budget
• applicant’s capacity to successfully carry out the residency
• artistry of the ensemble

SUBMITTING THE APPLICATION
Applications are submitted online; forms sent by mail will not be accepted.

Create a Submittable Account
• Go to https://cma.submittable.com create a free Submittable account

General Instructions
• 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.

Upload the files itemized below:
• your organization’s residency budget and projected operating budget for the fiscal year in which the proposed residency will take place
• up to 3 samples of previous residency materials (e.g., curriculum materials, teaching guides, etc.), if applicable
• audio work samples (see above)
• signed Memorandum of Understanding from each Community Partner and, if relevant, from the Ensemble Partner
• (if the Organizing Partner is a presenter), your 501(c)(3) IRS tax-exempt determination letter or the equivalent

The application must be submitted in its entirety by November 6, 2015, Midnight, ET.

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

Three Residency Partnership Program Application Workshops will be offered. Reservations are required. To RSVP, click on the date (all times listed are Eastern): September 29 (3:00 PM), October 7 (12:00 PM) and October 15 (3:00 PM).
Chamber Music America, the national network of ensemble music professionals, was founded in 1977 to develop, support, and strengthen the chamber music community. 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. In addition to its funding programs, CMA provides its members with consulting services, access to instrument and other insurances, conferences, seminars, publications, and a member-centered website, www.chamber-music.org.
SAMPLE: MEMORANDUM OF UNDERSTANDING (You may redraft in your own words.)

Sample 1: From the Presenter to the Ensemble Partner (Presenter Applicants only)

[Date]

[Ensemble Partner Name]
[Street]
[City/State/Zip]

Dear [Ensemble Contact Name]:

We [Organizing Partner’s name], serving as the Organizing Partner, plan to collaborate with [Ensemble Partner’s name], acting as the Ensemble Partner, in a residency project to involve the following community organization(s) [Community Partner Name(s)] as described in the accompanying application. The purpose of this Memorandum of Understanding is to summarize our discussions to date and to confirm our intentions with respect to the proposed residency, as follows:

- The Organizing Partner will pay the Ensemble Partner $__________ (fee) for the residency.
- The Ensemble Partner will provide the following services for the residency: [description].
- We mutually confirm that this is the only application that we will submit to the 2016 CMA Residency Partnership Program, and that we have no unfinished CMA-sponsored residency projects at this time.
- We will formalize the above terms in a written contract only if the attached application is awarded a 2016 CMA Residency Partnership grant.
- This is a memorandum of understanding only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty.

Sincerely,

(Signature, Authorized Contact for Organizing Partner):

(Print Name): Date:

(Signature, Authorized Contact for Ensemble Partner):

(Print Name): Date:
Sample 2: From the Organizing Partner to each Community Partner

[Date]

[Community Partner Name]
[Street]
City/State/Zip

Dear [Community Partner Contact Name]:

Thank you for your willingness to participate in the proposed residency project to involve [Organizing and Ensemble Partners’ names] planned for [approximate residency date(s)].

It is understood, should the project receive funding from Chamber Music America, that you will provide the following services, materials, and/or space for the residency: [description]

(If applicable) [Community Partner’s name] intends to pay a fee of $[amount] to the Organizing Partner for [item(s)].

This is a memorandum of understanding only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty.

Agreed by:

(Signature, Authorized Contact for Organizing Partner):

(Print Name): Date:

(Signature, Authorized Contact for Community Partner):

(Print Name): Date: