

# Chamber Music America

## 2021 PRESENTER CONSORTIUM FOR JAZZ GUIDELINES

<b>Deadline</b>	October 23, 2020, 9:00 PM ET
<b>Notification</b>	December 2020
<b>Grant Period</b>	January 1, 2021-June 30, 2022

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

### ABOUT THE PROGRAM

In response to the needs of our presenter community during the COVID-19 pandemic, the 2021 *Presenter Consortium for Jazz* program invites applications for digital presentations only. The program 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 stream or livestream performances to each presenter's audience. Incentives are available to each Consortium member that invites one of the [250 CMA New Jazz Works grantee ensembles](#) to perform its entire CMA commission.

The Board of Directors of Chamber Music America has made diversity, inclusion, and equity a primary focus of the organization's work. Therefore, CMA's goal in this program is, through the panel review process, to arrive at a final slate of grantees that is representative of the field in terms of the race, gender and jazz style of the ensembles that the consortium partners have chosen to present. Read CMA's [Commitment to Diversity, Inclusion, and Equity](#).

### 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 distinct audience communities, different cities or regional areas at least 50 miles apart.

The engagements may consist of one or multiple concert events. The Consortium partners may create a single program to be streamed to each distinct audience community or each partner may curate its own separate program(s). Concerts are not required to be on consecutive dates. A Consortium may collaborate on efforts to market, manage, and creatively present the project.

All activity must take place between January 1, 2021 and June 30, 2022. 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;
- have no outstanding 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; livestream production, marketing, and distribution costs; concert production costs (lighting, sound, etc.); and travel, housing, per diem, and cartage if the ensemble will use a presenter's venue as the livestreaming site.

The 2021 program will fund up to 100% of eligible expenses only, up to a maximum of \$10,000 per Consortium partner or \$30,000 per Consortium.

In addition, CMA offers an incentive to program its [New Jazz Works](#) commissions. Each Consortium partner that programs a CMA *New Jazz Works* grantee ensemble will receive an additional \$1,000, provided the ensemble performs the commission in its entirety. In this case, the maximum amount of the request may increase. See chart below.

<b>Incentive for Programming CMA <i>New Jazz Works</i> Commission</b>			
# of Grantee Ensembles Performing their Complete Commissions	1	2	3
Additional Incentive per Presenter	\$1,000	\$2,000	\$3,000
<b>Total Incentive per Consortium</b>	<b>\$3,000</b>	<b>\$6,000</b>	<b>\$9,000</b>

This program does not fund faculty or administrative staff salaries, fees to student musicians, commissioning fees, recording costs, private or fundraising event expenses, other indirect costs, or artist fees other than those of the ensemble musicians and its guest 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)
- reason(s) for focusing on the intended audience(s)
- project description
- the consortium's and the individual presenter partners' plans to reach their intended audience(s)
- the capability of each partner to stream the performance
- financial viability and organizational capacity of each partner to complete the project
- artistry and technical ability of the ensemble(s)

## THE APPLICATION

### General Instructions

The Lead Presenter submits one application on behalf of the Consortium. CMA uses the online application system Submittable. Create a free Submittable account if you do not already have one 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.

### **Project Budget**

The application requires a Project Budget from each Presenter. Download the Project Budget form in the application, complete the form, save it, and upload it in Section 4. For a list of eligible expenses, refer to the Funding section on page 2 of these guidelines.

### **Supplementary Material Uploads**

Each Presenter must provide:

- evidence of tax-exempt status or fiscal sponsor agreement
- examples of print and digital marketing materials, including social media promotion/marketing and email marketing via platforms such as Constant Contact, Mailchimp, etc.
- 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), ensemble fee and personnel. A sample is provided at the end of these guidelines; the MOU must be submitted in the form of an email to CMA with the artist/artist representative(s) copied. Email each MOU to [gshinde@chamber-music.org](mailto:gshinde@chamber-music.org) with the subject line "Presenter Name-MOU"
- 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**

The Audio should demonstrate the artistry and technical ability 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 Sample:**

- consists of a single audio file per ensemble
- acceptable file formats: mp3, m4a.
- must feature small ensemble music (2-10 musicians) performed by the ensemble personnel named on the application form or a majority of its members
- 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 must feature 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

#### **To submit an application:**

- Go to <https://cma.submittable.com> and click on "2021 Presenter Consortium for Jazz Application."
- Complete Basic Information, Ensemble Information, Narrative, and Project Budget sections.
- Upload one Project Budget sheet for all Presenter partners; 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.
- When complete, sign and date the application.
- Click "Submit" to send Application to CMA; you will receive a confirmation email.

## SUPPORT

CMA will offer three *Presenter Consortium for Jazz* application workshops. To register, please click “Application Workshop Schedule” link under “Other Information” below.

- Program: [Gargi Shindé](#), program director, CMA Jazz – [gshinde@chamber-music.org](mailto:gshinde@chamber-music.org)
- Membership: [Geysa Castro](#), membership manager – [gcastro@chamber-music.org](mailto:gcastro@chamber-music.org)
- Technical: [Submittable](#), (855) 467-8264, x1

## OTHER INFORMATION

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

### **Application Deadline: October 23, 2020 9:00 PM, ET.**

Late submissions will not be accepted. Applicants are encouraged to submit their applications in advance of the deadline to avoid any last-minute complications.

**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

**EMAIL:** [gshinde@chamber-music.org](mailto:gshinde@chamber-music.org)  
**cc:** Ensemble leader/artist representative(s)

Dear Chamber Music America:

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:

- Event date: \_\_\_\_\_
- No. of Concerts: \_\_\_\_\_
- Ensemble Fee (\$): \_\_\_\_\_
  - Note: *If the consortium chooses to livestream one concert together, presenter partners agree to compensate the Ensemble for each distinct audience community that will be reached.*
- Housing/travel/per diem support of (\$): \_\_\_\_\_ (if travel for the ensemble is necessary)

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.

**List Ensemble Members Below:**