

# Chamber Music America

## 2022 ARTISTIC PROJECTS PROGRAM GUIDELINES

<b>Deadline</b>	September 24, 2021, 9:00 PM ET
<b>Notification</b>	December 2021
<b>Grant Period</b>	January 1, 2022-December 31, 2022

*Artistic Projects is supported by The Howard Gilman Foundation*

### ABOUT THE PROGRAM

Since its inception, Chamber Music America has defined chamber music as music for small ensembles between two and ten musicians, with one musician per part, generally without a conductor. This broad interpretation of chamber music includes many different styles—classical, contemporary, jazz, and folk, from Eastern, Western, Indigenous, Latin American, and African traditions—and encourages artists to find a home and a network of colleagues and collaborators in Chamber Music America.

*Artistic Projects* was created to offer opportunities for small ensembles and presenters, with operating budgets under \$250,000, to bring their creative ideas to completion and to compensate artists appropriately for their work. The projects funded through this program will represent the artistic visions, concepts, and priorities of the applicants, regardless of musical genre or style. Projects may include performances, recordings, new compositions, and residencies among other artist-generated ideas. If the proposed project is interdisciplinary, small ensemble music must be at the centerpiece of the work and not serve as an accompaniment to another discipline.

The Board of Directors of Chamber Music America has made diversity, inclusion, and equity a primary focus of the organization's work. Through the panel review process, CMA hopes to arrive at a final slate of grantees that is representative of the field in terms of race, gender and musical style. Read CMA's [Statement of Commitment to Diversity, Inclusion, and Equity](#).

All activities must take place within the boroughs of New York City between January 1, 2022 and December 31, 2022. Applicants and their primary collaborators (if applicable: presenters, ensembles, composers) may be part of only one *Artistic Projects* application per grant period.

### WHO CAN APPLY

#### Applications may be submitted by ensembles or presenting organizations

##### An Ensemble

- must be based in one of the five boroughs of New York City\*;
- must consist of 2-10 professional musicians including guest musician(s);
  - student groups are not eligible;
  - soloists with accompanists are not eligible;
- may perform any style of small ensemble music;
- must have an annual operating budget under \$250,000;
- must not have any outstanding financial obligations to CMA;
- must not be a current grantee of the Howard Gilman Foundation.

*\*Ensemble grantees must provide proof of New York City residency.*

##### A Presenter

- must be based in one of the five boroughs of New York City\*;
- must be a 501(c)(3) organization or otherwise eligible for charitable contributions for federal income, estate, and gift-tax purposes;
- may present any style of small ensemble music;
- must have an annual operating budget under \$250,000;

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- must apply with an ensemble whose annual budget is also under \$250,000;
  - ensemble must consist of 2-10 musicians including guest musician(s)
  - ensemble may only appear on one presenter's application
- must not have any outstanding financial obligations to CMA;
- must not be a current grantee of the Howard Gilman Foundation.

*\*Presenter grantees must provide proof of a New York City-based venue.*

## FUNDING

The program will fund 100% of eligible expenses up to a maximum of \$20,000 per grant. No matching funds are required.

### Eligible expenses:

- ensemble and guest artist(s) fees;
- ground transportation/cartage fees for the ensemble/guest artist(s)/instruments;
- concert or streaming production expenses;
- recording studio and sound engineer fees;
- equipment rental
- rehearsal/performance space rental;
- marketing/advertising specific to the project.

### This program does not fund:

- faculty or administrative staff salaries;
- capacity building;
- fees to student musicians;
- master classes for music students;
- classes or workshops at music camps;
- private or fundraising event expenses;
- general operating, or other indirect costs.

The grant includes a complimentary CMA membership for the duration of the grant period.

Please Note: Grant funds are taxable income; grantees must comply with all applicable city, state, and federal laws, ordinances, codes, and regulations regarding the reporting of grant funds.

## PANEL REVIEW PROCESS

*Artistic Projects* applications are reviewed by an independent panel of chamber music professionals; CMA staff and board do not participate in the deliberations ([Representative list of previous CMA panelists](#)).

Applications will be evaluated based on the following criteria:

- description of the project for which you are applying
- reason(s) why the project is important at this particular time
- how you expect the project to contribute to your growth as an ensemble or organization
- the extent to which the project will increase your ability to reach audiences for your work
- capacity to see the project through to completion
- artistry and technical ability of the ensemble(s)

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## THE APPLICATION

**The Artistic Projects application will be available by June 30, 2021.**

### General Instructions

CMA uses an online application system called Submittable; only applications received through this platform will be accepted. Go to <https://cma.submittable.com> to create a free Submittable account or to log in to an existing account.

- You may type directly into the application or copy your responses from a separate document and paste them into the application.
- To save your work in the 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. Your draft will be saved in your Submittable account until you click "Submit" or until the application deadline passes.
- CMA recommends saving a draft of your responses in a separate document for reference.

### Project Budget

The application requires a project budget, which must represent the amount required to complete the project successfully. Do not request more funding than you need.

Download the Project Budget form directly from the application, complete the form, save it, and upload it to the application as required. For a list of eligible expenses, refer to the Funding section above.

Ineligible expenses may be added to the budget *only if* these expenses will be covered by sources outside of this program. Applicant must show proof that these sources can cover all ineligible expenses.

### Supplementary Material Uploads

An **ensemble** applicant must provide:

- examples of print and digital marketing materials (social media promotion/marketing and/or email marketing via platforms such as Constant Contact, Mailchimp, etc.)
- Memorandum of Understanding *if working with guest artists*
  - A Memorandum of Understanding (MOU) must include:
    - a statement of intent between the ensemble applicant and a guest artist;
    - a brief description of the guest artist's role in the project;
    - the guest artist's fee, which will also be reflected in the Project Budget.
  - One MOU is required for each guest artist appearing on the application
  - A sample letter is provided at the end of these guidelines; the MOU form can also be downloaded from the Submittable application.

A **presenter** applicant must provide:

- evidence of tax-exempt status or fiscal sponsor agreement
- examples of print and digital marketing materials (social media promotion/marketing and/or email marketing via platforms such as Constant Contact, Mailchimp, etc.)
- Memorandum of Understanding:
  - A Memorandum of Understanding (MOU) must include:
    - a statement of intent between the presenter applicant and the ensemble that will be performing the music;
    - a brief description of the ensemble's role in the project;
    - the ensemble's fee, which will also be reflected in the Project Budget.
  - A sample letter is provided at the end of these guidelines; the MOU form can also be downloaded from the Submittable application.

### Audio Uploads

Two audio files are required demonstrating the artistry and technical ability of the proposed ensemble. Each file should feature only one composition. Audio samples should represent contrasting styles so the

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panel will hear the artistic range of the group. Applicants requesting support for a guest musician must submit one additional audio file featuring that artist's work. The panel generally listens to 2-3 minutes of each audio sample from the beginning of each file. A five-minute sample allows the panel to skip ahead to hear different sections of the work.

## Each Audio Sample:

- must be mp3 or m4a;
- must feature small ensemble music (2-10 musicians) performed by the ensemble personnel named on the application form or a majority (more than half) of its members
- must not exceed five (5) minutes
- may be a single work or an excerpt from a longer work
- may contain music from a live concert, a studio or home recording, or a commercial recording

## To submit an application:

1. Go to <https://cma.submittable.com> and click on "2022 Artistic Projects Application"
2. Complete Basic Information, Narrative, and Project Budget sections
  - a. Please Note: Some questions do not appear until previous questions have been answered.
3. Upload one Project Budget sheet; acceptable file types: pdf, xls, xlsx
4. Upload examples of marketing materials
5. Upload Memorandums of Understanding for the ensemble and guest artist (if applicable)
6. Upload two audio files per ensemble; acceptable file types: mp3, m4a
7. Upload additional audio file for each guest musician
8. When complete, sign and date the application
9. Click "Submit" to send Application to CMA.

**You will receive a confirmation email from Submittable once your application has been submitted successfully. Please check your spam folder.**

## OTHER INFORMATION

[APPLICATION](#) | [APPLICATION WORKSHOPS](#)

## SUPPORT

- Program: [Gargi Shindé](#)
- Technical: [Submittal Help Center](#)

### **Application Deadline: September 24, 2021, 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)

Howard Gilman believed in the power of the arts to transform lives. **The Howard Gilman Foundation** honors his legacy by supporting the most robust, innovative, and promising performing arts organizations in New York City. More information on the Foundation's cultural investments may be found on its website [www.howardgilmanfoundation.org](http://www.howardgilmanfoundation.org).

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## SAMPLE: MEMORANDUM OF UNDERSTANDING BETWEEN ENSEMBLE AND GUEST ARTIST

[Date]

[Artist's Name and]  
[Street Address]  
[City/State/Zip]

Dear [Artist's Name]:

This letter confirms that [Ensemble] intends to invite [Guest Artist(s)] to be part of [Name Project or Provide Brief Explanation] pending funding from Chamber Music America's *Artistic Projects* grant program in accordance with, but not limited to, the following terms:

- [dates of events] at [Provide Location] in New York, NY
- # of Rehearsals, Concerts, or other Activities
- For fee of \$[insert fee]
- Housing/travel/per diem support of: \$[insert amount] (if travel for the guest artist is necessary)

The [guest artist(s)] confirms that this is the sole and exclusive *Artistic Projects* application in which it is involved.

Contact for Ensemble (Print):	
Signature:	Date:
Contact for Guest Artist(s) (Print)	
Signature:	Date:

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## SAMPLE: MEMORANDUM OF UNDERSTANDING BETWEEN PRESENTER AND ENSEMBLE

[Date]

[Contact Name and Title]  
[Ensemble Name]  
[Street Address] [City/State/Zip]

Dear [Contact Name]:

This letter confirms that [Presenter] intends to invite [Ensemble] to participate and perform in [Name Project or Provide Brief Description] pending funding from Chamber Music America's *Artistic Projects* grant program in accordance with, but not limited to, the following terms:

- [dates of events] at [Provide Location] in New York, NY
- # of Rehearsals, Concerts, or other Activities
- For fee of \$[insert fee]
- Housing/travel/per diem support of: \$[insert amount] (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 *Artistic Projects* application in which it is involved.

Contact for Presenter (Print):	
Signature:	Date:
Contact for Ensemble (Print)	
Signature:	Date:

**List Ensemble Members Below:**