

# Chamber **Music** America

## 2019 Residency Partnership Program

Application Deadline: October 12, 9:00 PM ET

Notification: December 2018

*This program is supported by the Chamber Music America Residency Endowment Fund.*



The Residency Partnership Program supports ensembles and presenters in engaging audiences through residency projects:

- In familiar community settings
- Creating closer interaction with the artists

# Statement of Commitment to Diversity, Inclusion and Equity

CMA's Board of Directors has made diversity, inclusion, and equity a primary focus of the organization's work.

CMA seeks to fulfill its vision for the future, where people of all races, religions, genders, and abilities are able to fully participate in the performance, presentation, and enjoyment of the many styles of small ensemble music.

# Commitment to Diversity, Inclusion and Equity, cont'd.

CMA's goals in this program are, through the panel review process, to arrive at a final slate of grantees that is representative of the field in terms of the ensembles' race, gender, and style of chamber music.

Read CMA's Statement of Commitment to Diversity, Inclusion and Equity, which can be found on the CMA website.

# Partners

## Organizing Partner:

- Presenter or ensemble
- Submits application
- Responsible for organizing residency and all activities

## Ensemble Partner:

- Performs residency
- May also be the Organizing Partner

## Community Partner(s):

- Local organization(s) providing access to community

# Eligibility: All Applicants

- Must be based in the U.S. or its territories
- Must have finished CMA-sponsored residency projects and received final payment from CMA
- Must not have been a 2017-18 grant recipient as Organizing or Ensemble Partner and may not be a 2018-19 grantee
- Must have no financial obligations to CMA.

## Presenters

- Must have 501(c)(3) status

## Ensembles

- Professional group of 2-10 musicians, one musician per part
- Primary ensemble member is a U.S. citizen or has permanent resident status, or the group has 501(c)(3) status
- May perform with “fixed” instrumentation and personnel, or as a subset of a collective or flexible roster, and if a duo, must perform as equal partners and publicize itself as a duo
- Jazz ensembles may be composer-led or a collective and must include jazz improvisation as an integral part of its composition and performance

# CMA Membership

- Both the Organizing and Ensemble Partners must be CMA Organization-level members
- Community Partners need not be CMA members



# Residencies

- A minimum of three activities taking place within one month
- Interactive programs
- Lecture/demonstrations
- Workshops that involve audience as participants
- Pop-up or flash concerts
- Activities must take place within a 30-mile radius

Each activity must be at least 45 minutes in length and performed by the full ensemble or a majority of its members.

# Types of Community Partners

- Schools
- Libraries
- Community centers
- Parks
- Civic Organizations
- Hospitals
- Senior Centers
- Museums

# The application

- Submitted online (click on the Presenter OR Ensemble application, depending on applicant type)
- Written narrative
- Audio sample
- Budget
- Supplemental materials (MOUs for all applicants; 501(c)(3) documentation required for presenter applicants only)

# The Narrative must provide specific details:

- Goals of the residency
- The target audience
- The partners and the role each will play
- Activities that you have planned
- Schedule of activities
- How you and your community partners(s) will attract audiences (if activities are open to the public)
- Your plan for evaluating the residency

**Budget: the program funds up to 75 percent of the following expenses only:**

- Ensemble's residency fee
- Ensemble's travel, hotel, and per diem for the duration of the residency
- Project-related promotion and production costs

**Balance the budget with:**

- Earned and/or contributed income

**In-kind contributions are not eligible**

# Audio basics

- Must be uploaded to the Submittable system
- Files must be in mp3, m4a format
- Feature only one work or excerpt, up to 5 minutes
- Edit and/or excerpt music within a file
- No cue times needed
- Should be similar to music planned for the residency
- May contain music from a concert, studio/home recording, and/or commercial releases

# Panel basics

A panel of music professionals that specialize in community residencies evaluates:

## Written Application

- The application is read and scored by the panelists

## Audio Sample

- The panel will listen to the audio sample from the beginning but may not listen to the entire sample.
- The sample should feature music that is stylistically similar to music planned for the residency and demonstrate the ensemble's best playing.

# Panelists look for:

- Clearly defined target audience
- Suitable activities that are related to the residency's goals
- Significant level of involvement by community partner(s)
- Appropriate and properly allocated project budget
- Sufficient organizational capacity to carry out the residency



# Panelists look for (cont'd.):

- Specific plans for evaluating the effectiveness of the residency
- The match between the activities planned and the ensemble's music-making as demonstrated in the audio sample

# Scoring, notes and feedback

- The panel uses a scoring system of 10 (excellent), 4 (good/very good), 1 (non-competitive).
- The panel also writes additional evaluation notes.
- Panel feedback is provided by phone to applicants, if requested.

# Submittable

- Applications are submitted online
- Create a free Submittable account or log-in to your existing Submittable account.
- Type directly into the online form or draft in an offline document and copy your responses into the online application.
- Click “Save Draft” on bottom of application. Submittable maintains your draft for 21 days.

# Supplementary Materials

- Download the Budget sheet, Activity Schedule and MOU samples from the Submittable application
- Ensemble fee must be the same in the MOU and Budget
- If there are multiple partners, all MOUs must be scanned and uploaded in one file
- Proof of non-profit status for presenters only

# Submitting the application

- Prepare attachments and title each file using CMA's naming convention (e.g., Organizing Partner Name—Project Budget)
- Upload all required files
- When application is complete, click "Submit"
- CMA will confirm receipt via email

# Additional support

- Program inquiries: Susan Dadian  
[sdadian@chamber-music.org](mailto:sdadian@chamber-music.org)
- Membership: Geysa Castro  
[gcastro@chamber-music.org](mailto:gcastro@chamber-music.org)
- Technical: Submittable Help  
<https://submittable.help/>



**Thank you!**

[www.chamber-music.org](http://www.chamber-music.org)