

Program Guidelines

Composer Assistance Program **RECORDING GRANT**



Deadline: July 15, 2010
Address for electronic submissions: CAP@amc.net

About the Program

American Music Center (AMC) is pleased to announce a new funding initiative of the Composer Assistance Program, to support recording projects. This new CAP Recording Program has been endowed by the Mary Flagler Cary Charitable Trust. Additional funds have been generously provided by The Alice M. Ditson Fund of Columbia University*.

Direct assistance is available for first recordings of music by living American composers, or for the reissuance of recordings of works by living American composers that are no longer available.

AMC defines American composers and their music in two ways:

- a) Composers who are U.S. citizens regardless of place of domicile.
- b) Composers who are not U.S. citizens but whose primary musical activity took place or has taken place in the U.S. for a period of at least five years so that a substantial portion of their musical output is part of the fabric of American music.

Grants are project-based. There must be a specific work (or works) associated with the grant request.

AMC will award up to 10 grants of between \$5,000 and \$10,000 in 2010.

***Please note: Funding from the Alice M. Ditson Fund is limited to contemporary concert music. Applications for jazz and other genres will be eligible for funds from the Mary Flagler Cary Charitable Trust Endowment.**

Grants are intended to help advance the careers of early and mid-career composers. Applications from established composers who have achieved significant career accomplishments will not be funded in this program.

Criteria

- Quality of the music and overall artistic merit of the project.
- The significance of this recording to the composer's career is of principal importance. The panel will give priority to projects that will help propel the composer's career to a new level.
- Importance of the project to the recorded repertoire.
- Artistic quality and performance history of the performer(s) to be recorded (Note: performing ensembles must have a performance history of at least three (3) years).
- Feasibility of the recording project including: financial and other arrangements made with the recording company, if any; timetable for the production and release of the recording; plans for distribution and promotion; and commitment from other funders.
- Demonstrated commitment to contemporary American music by the performer(s) and the recording company, if any.

Funding recommendations will be made by an independent peer panel chosen by AMC and the Ditson Fund.

Applicants should understand that this is a highly competitive program. Meeting the program criteria will not guarantee that an applicant will receive a grant.

Eligibility

- Grants will be awarded for the first recording of works by **living American composers** who are members in good standing of AMC at the time of application submission. (For AMC Membership information, visit: www.amc.net/membership/default.aspx.)
- Proposals may be submitted by: composers; non-profit professional performing ensembles; and non-profit or commercial recording companies. **A submitting ensemble or recording company must also be a member in good standing of AMC at the time of application submission.** If the applicant is a composer or performing ensemble, the applicant must include a letter of intent from a recording company or physical copy distributor and/or online distribution entity, i.e.: iTunes, Amazon.com, Instant Encore, or similar retail website, along with all materials described in the "How to Apply" section.
- Recordings may be self-released. If so, a detailed plan for production, marketing and distribution is required, along with all materials described in the "How to Apply" section.
- Compositions for the proposed recording **must be completed by the postmark deadline.**
- Reissue projects are eligible *only* if the reissuance involves a change of label or significant re-mastering. Grants will not be made solely for the pressing or reprinting of additional CDs by the same label. A project to reissue a recording that is currently available on a burn-on-demand basis is not eligible for funding, even if it is proposed to reissue that recording on another label

- Recordings that will be primarily distributed by downloads are eligible.
- Recordings that will be primarily distributed by streaming are generally not eligible. However, exceptions will be made for streaming projects that involve high-caliber works that would otherwise be unavailable.
- For all projects distributed digitally, grantees will be required to post liner notes and credits on an appropriate page of their websites.

Funding Provisions

Grant awards will be disbursed *only* after the grantee certifies in writing that all the necessary contracts with the composer, publisher (if any) and performers have been signed and all other funding has been secured. Grantees have up to three (3) years to complete the project. During this time, the grantee will be required under Internal Revenue Service regulations to submit reports that describe the use of the funds, compliance with the terms of the grant, and the grantee's progress toward achieving the grant purposes.

Expenses for the following tasks are eligible for support:

- Recording engineer fees
- Studio rental
- Artist fees
- Production costs such as mastering, editing and CD replication
- Distribution costs

The following are some examples of activities **not** eligible for funding:

- Education or residency activities
- Professional development
- Fundraising expenses

Grants will *not be made* for the purpose of commissioning composers.

Deadlines and Notification

Completed applications **must be submitted electronically** to CAP@amc.net no later than **midnight** July 15, 2010. **Paper applications will not be accepted.**

Musical support materials described below must be mailed in one package and must be postmarked (not meter-stamped) by July 15, 2010.

Late and incomplete applications will not be accepted and will be ruled ineligible — NO EXCEPTIONS.

If support materials are hand-delivered to the American Music Center, they must be received by 5:00 p.m. on the deadline day. Please note that our offices are closed on Fridays – office hours are Monday – Thursday, 10AM – 6PM.

Applicants will be notified of funding decisions within twelve (12) weeks after the deadline.

How to Apply

Applicants must submit application documents via e-mail to CAP@amc.net with the exception of scores and CDs/DVDs, which must be mailed to AMC (see address below).

Documents should be in PDF or Microsoft Word format. An e-mail acknowledgement will be sent within one week after receipt of application.

Because this program is extremely competitive, AMC will only accept multiple proposals in the same round from recording companies. Multiple proposals in the same round from individuals or performing ensembles will not be accepted.

For recording companies submitting more than one project:

- **Each project proposal requires a separate, completed application.** Do not combine information from multiple projects into one proposal.
- Submit only one set of materials from the “About the Applicant” section (see page 5).

Please submit materials in the order listed below.

Project Information

Forms:

- Application form
- Budget form

Proposal Materials

Submit the following:

- A narrative describing the rationale behind the proposed project.
- Plans and timetable for the proposed recording project, including plans for production, promotion and distribution.
- A written commitment from a recording company or other physical and/or on-line distribution entity listing the performer(s) and works to be recorded for the project.
- A brief biography and list of major works of the composer(s) whose music is to be recorded.
- A brief biography of the performer(s) proposed for the recording, one paragraph each, including a paragraph about each soloist. For ensembles, submit the biography for the ensemble, not for the individual musicians.

- If the project is a video, a brief biography of the producer(s) and director(s) or other related creative personnel, and a list of their major projects, particularly those related to contemporary music.

Special Note as to *innova* Projects:

Requests will be accepted from composers for projects that have been pre-approved by *innova* Recordings, the label of the American Composers Forum that provides manufacturing, international distribution and marketing support for releases. Applicants must apply to *innova* for a letter of recommendation/pre-approval by **July 1, 2010** in order to be eligible for a 2010 CAP Recording Grant. This letter must be submitted by the applicant along with all other required application materials (see page 4 for submission details). For more information about *innova* Recordings, go to www.innova.mu and read the Apply section, or contact Philip Blackburn, Director of *innova*, at 651-251-2823 or pblackburn@composersforum.org. Please note that all CAP Recording Grant criteria apply to requests for *innova* recording projects.

Musical Materials

Scores: Please submit one score for each work of the proposed project.

Audio samples

Complete the “Musical Materials” worksheet. This form *must be included* with the proposal.

Please submit one 3-to-5 minute audio excerpt for each piece on the proposed recording, except as follows:

- For works shorter than 5 minutes — submit the entire work.
- For works longer than 15 minutes (or for works with multiple movements), submit one excerpt per 15 minutes or fraction thereof (or per movement) and list excerpts separately.

For each proposed work, audio excerpts should fit one of the following criteria, in descending order of preference:

1. The final master of the proposed work
2. A recording of the proposed work other than the final master (such as a live performance or rough edit), performed by same performers as proposed for the project
3. Recording of the proposed work performed by different performers than proposed for the project *
4. A demo of the proposed work (such as a MIDI realization or a performance of the piano reduction) *
5. A recording of another work by the composer composed around the same time as the proposed work. (If this work is performed by performers other than those proposed for the project, see *)

* For options 3 through 5, an additional 3-to-5 minute example of the proposed performers must also be submitted (please list separately)

Please put all tracks on one CD. Please be sure that the written track listing corresponds to the

actual order of the tracks on the CD.

Video samples

If the project incorporates video, submit via DVD a final master or rough cut of the video, if one exists. If video has not been created yet, submit an example that represents the production quality of the person or team primarily responsible for the video element (i.e., the videographer, producer, director, etc.).

Video samples are intended to demonstrate video production quality, not to demonstrate a musical work, and should be submitted in addition to audio examples, not in lieu of them (except in the case of a final master of the DVD, in which video alone will suffice).

About the Applicant (not required for applications from composers applying as individuals)

(Reminder for record companies submitting more than one proposal: only submit one set of the following materials.)

- Most recent financial statement (audited, if available).
- A list of members of its governing body and their principal affiliations. (For non-profit organizations, this will be the board of directors. For commercial record companies, this will be the owners, partners, and principal investors in the company.)
- If a non-profit organization, a copy of the IRS determination letter confirming tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
- State fiscal year and include a list of expenses and income for your organization (not fiscal sponsor) for FY 2009, FY 2010, and FY 2011 (projected).
- For performers, a list of performances with repertoire for the last three years.
- For record companies or other distribution entities, a catalog of released recordings or a website on which a representative selection of recordings can be viewed. **Note:** It is not necessary to provide this for established national or international retail entities such as iTunes, Amazon.com, etc.
- Foreign applicants should include an English translation of all official documents submitted and should send financial figures in US dollars.

Self-Addressed Stamped Envelope

Please do not send unique or irreplaceable materials. AMC will not accept any responsibility for loss or damage to such materials. Recordings and scores will be returned only if a self-addressed stamped envelope of sufficient size and affixed postage is provided. Any materials for which sufficient return mailing materials are not provided will be destroyed.

Please Note: No other supporting materials will be returned. Please be aware that **metered mail is NOT acceptable for return postage.**

Grantee Requirements

Grantees must acknowledge support from AMC Composer Assistance Program through either the Mary Flagler Cary Charitable Trust and the Alice M. Ditson Fund of Columbia University in printed material associated with the supported project. Grantees also are encouraged to cite the award and the AMC in their biographical information.

Grantees are also required to digitally upload the score and recording excerpt of the work to the **AMC Online Library**, a comprehensive multimedia database for new American music, subject to all necessary rights clearances being obtained. AMC no longer accepts physical copies of scores. Grantees are advised that their contact information will be released to the Center's online magazine, **NewMusicBox**, so that magazine staff can reach them in connection with a possible news story.

IMPORTANT: You are responsible for complying with all legal and contractual requirements that may apply to the creation of your materials. AMC hereby disclaims all legal responsibility in connection with your submissions. In case of questions, consult your legal advisor.

Contact

Address applications and inquiries to:

Jennifer Clarke, Manager of Grant Making Programs
American Music Center
RE: CAP Recording Program
322 Eighth Avenue, 14th Floor
New York, NY 10001
jclarke@amc.net
212-366-5260 x 29

E-MAIL ADDRESS FOR SUBMISSIONS: CAP@amc.net

These guidelines and the application form – along with other information about all AMC programs – are available online at **www.amc.net**.