



## AMERICAN COMPOSERS FORUM PHILADELPHIA CHAPTER

20 North 3rd Street, Unit 201 Philadelphia, PA 19106

### **Subito Guidelines**

#### **Introduction and Purpose**

Subito grants provide critical funding to composers for creative projects that can help them grow artistically and professionally. Grants range from \$500 to \$3,000 and can be used for a variety of purposes, including, but not limited to: performer fees; recording fees; concert expenses (ex. performer fees, venue rental); travel expenses associated with the production of new music; and score production (ex. arranging, engraving, copying/printing costs). Requests for equipment purchases (software, hardware, computers, or musical instruments) or general operating funds will not be accepted.

Subito aims to give a boost to the careers of composers who are strongly dedicated to their art, who show artistic merit, and who propose an excellent project. We wish to award grants to varied artists from the many genres of music represented in the Philadelphia area.

***Composers are strongly encouraged to contact James Falconi, Chapter Director, to discuss their project prior to submitting a proposal.***

#### **Eligibility**

Individual composers in the Philadelphia region are eligible to apply. Applicants need not be members of the American Composers Forum to apply; however, artists whose projects are funded must become ACF members and remain ACF members for the duration of the project. To join ACF online, visit <http://composersforum.org/get-involved/join-renew>

In order to encourage greater access to and broader distribution of the resources available, ACF Philadelphia will fund only one Subito project per year for the same applicant. Composers who receive a Subito grant must sit out one round before applying again.

Grants will be made to composers residing in, or projects occurring in, the following six counties: Bucks, Chester, Delaware, Montgomery, or Philadelphia Counties in PA and Camden County in NJ.

*\*Subito grants cannot be used as honoraria to composers for writing a piece of music.*

### **Project Funding**

Grants range from \$500-\$3,000. The maximum grant award per project is \$3,000.

### **Criteria**

An independent panel of local composers, accomplished instrumentalists, music educators, and/or other music industry-professionals will review and judge all eligible proposals on:

- Artistic merit
- Significance of the project to the applicant's career
- Significance of the project to the advancement of new music
- Demonstrated ability of the artist to carry out the project
- Degree to which the project is well planned and feasible
- The clarity and persuasiveness of the application in supporting the criteria listed above.

### **Work Samples**

Applicants must submit audio samples of their work. Please include a detailed track listing and cues, if appropriate, for the selections you wish the panel to hear, keeping in mind that the panel *may* only listen to 5 minutes worth of material. If a collaborator is a significant part of the project, please include a work sample for the collaborator as well. If an audio sample is not available, a written score is required.

Please submit all audio samples via online file sharing sources. We recommend using Soundcloud. The website URL where your audio files can be accessed should be included on the work samples page under the track listing.

### **Evaluation**

Grantees must submit a Final Report within six weeks of the project's conclusion, to include: a narrative report documenting the experience, assessing whether goals were reached as intended, etc.; financial reports; and documentation of the project. ACF Philadelphia requires a Final Report in order for the artist to receive the final payment of funds awarded for the project. Composers with overdue Final Reports will not be eligible for additional grants until the Final Report is submitted.

### **Funding Credit**

All publicity materials, programs and/or scores funded by this grant must credit the American Composers Forum, Philadelphia Chapter.

## **Deadline**

Please check the Subito page on the *acfphiladelphia.org* website for the most current deadline. Applications submitted without work samples or the required number of copies will not be considered. Applicants will be notified of the grant decision approx. 4 to 6 weeks after the deadline.

*Composers may request to have a draft of their proposal reviewed by staff. Drafts are due at least 10 days prior to the application deadline and will be reviewed on a first come, first serve basis as staff time permits. Please note that you are not required to submit a draft of your proposal.*

## **Questions? Contact:**

James Falconi, Chapter Director: [james@acfphiladelphia.org](mailto:james@acfphiladelphia.org)

## **Application Guidelines**

Proposals should be typed and include the following (in order):

### **1. Cover page, signed by the composer, with:**

- Applicant Contact Information: Name, address, phone, email, and website, if applicable
- Grant amount requested
- Project start date and expected completion date
- Project title
- A one-paragraph summary of the project

### **2. Project description, not to exceed three pages, which addresses the following:**

- What do you need funding for?
- What do you expect to achieve through the project? What will be its most significant results?
- How will the project develop your artistry? How will it benefit your career? What will it accomplish for the community?
- Are any other composers, musicians, venues, organizations involved? Please explain.
- Evaluation Plan: How will you measure success? What criteria will you use to determine how well you have reached the goals and outcomes you have outlined?
- Publicity Plan: Please explain how you will publicize and draw an audience for the project, if applicable (required for any projects involving a public performance)

**3. Budget** detailing expense and income for the entire project, showing amount of support requested from ACF Philadelphia and amounts from other sources (indicate which are

committed and which are pending). A short explanation of budget figures is strongly encouraged.

**4. CV or Resume** of the composer highlighting academic and/or professional credentials

**5. Track Listing and Audio Samples** of composer's work (*via online file sharing or music specific sharing services e.g. Soundcloud*), with cues, if appropriate. You should also include audio examples for any significant project collaborators. For video work samples, please submit URL links to video sharing services (e.g. Vimeo or YouTube). Please do NOT send physical CDs or DVDs with your application.

Applications submitted without URL links to audio samples of the composer's work will not be considered.

**6. Scores** of the composer's works are not required but recommended if applicable. Take care to present your music professionally. Please submit only one copy of each score.

**Please mail four copies of your printed application on three-hole-punched paper (with the URL link to your audio files in your application).**

Mail your applications to:

American Composers Forum, Philadelphia Chapter  
20 North 3rd Street, Unit 201  
Philadelphia, PA 19106

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W I L L I A M P E N N  
F O U N D A T I O N