



## AMERICAN COMPOSERS FORUM, PHILADELPHIA CHAPTER

2001 North 13<sup>th</sup> Street, Philadelphia, Pennsylvania 19122

Websites: <http://acfphiladelphia.org/> ◦ <http://www.newmusicphiladelphia.com>

Dear Panelist:

On behalf of the Philadelphia Chapter of the American Composers Forum, thank you for volunteering your time to serve as a panelist for our grant program. Your expertise will enable us to select the highest caliber of projects for funding.

Enclosed in this Panel Book you will find the following materials:

- Information about the Panel Review Process, including the panelist selection process, your responsibilities, conflict of interest policy, and the decision-making process
- Background information on ACF Philadelphia
- Grant Program Guidelines, Application and Evaluation Form
- Applications - Applications are inserted in this book in the order in which they will be reviewed. Please read all applications prior to the panel meeting and be prepared to discuss the strengths and weaknesses of the applications. *Work samples and support materials for each application will be distributed and/or reviewed during the panel meeting.*

In addition to this Panel Book, you have also received a Comment Notebook, which you should use to record constructive comments about each individual application.

If you have any questions about the panel review process, please contact me at 215-776-0074; email [denise@acfphiladelphia.org](mailto:denise@acfphiladelphia.org) or James Falconi, Program Manager at 267-639-2518; email [james@acfphiladelphia.org](mailto:james@acfphiladelphia.org).

Again, thank you for taking the time to participate in the panel review process. I look forward to working with you.

Sincerely,

Denise Flynn Buczko  
Executive Director

## ***ABOUT THE PANEL REVIEW PROCESS***

### ***How ACF Philadelphia Selects Panelists***

ACF Philadelphia's Panelists Committee, consisting of the Executive Director, Program Manager, and Composer Representative to the Board, considers panel nominations from a variety of sources, including recommendations from ACF members. The Panelists Committee identifies potential panelists and recommends them to the Board for approval. The names of all Board-approved panelists appear on the ACF Philadelphia website.

Panelists are identified based on academic credentials and/or professional experience in music. Priority is given to composers, however accomplished instrumentalists, music educators, and other music-industry professionals are also considered. Panelists need not be current ACF members.

Each grant review panel will consist of three panelists. Panelists for each round are selected on an alternating basis from a pool of Board-approved candidates by the Panelists Committee. No panelist should serve on more than two panels a year and should not serve on consecutive panels. The Panelists Committee will ensure that the makeup of each panel reflects the applicant pool and diverse interests of our membership. At least two panelists in each panel review meeting will be composers.

### ***Your Responsibilities As A Panelist***

Panelists are asked to consider grant applications in the context of ACF Philadelphia's mission, the specific program goals, and the program's guidelines and evaluation criteria. As a group, the panel will decide, on a consensus basis, which applicants will receive funding and how much they will be awarded. (Staff will provide a maximum grant budget at the start of the panel review meeting.)

In this Panel Book you will find copies of all applications. Panelists should read all applications prior to the panel meeting and be prepared to discuss the strengths and weaknesses of the applications. In addition, panelists should write down constructive comments in the Comment Notebook; these comments may be shared with applicants to strengthen future applications.

Any questions regarding a particular application should be directed to James Falconi, Program Manager. Please do not contact the applicants.

In addition to making recommendations for grant awards, panels may also be asked for advice concerning policy issues including guideline revision and grant review procedures.

Panelists will not receive an honorarium for their service and are responsible for all travel costs related to serving on the panel. ACF Philadelphia will provide lunch and/or snacks during the course of the panel meeting.

### ***Confidentiality***

Panel meetings are not open to the public. Records of panel comments and recommendations are kept at each panel meeting. Following award announcements, applicants are encouraged to contact ACF Philadelphia to receive panel comments regarding their applications. Comments are not attributed to specific panel members.

Panel recommendations are kept confidential until the awards are formally approved by ACF Philadelphia's Board. Panelists should not discuss the panel's deliberations. Panel members should refer all inquiries concerning grant awards to ACF Philadelphia staff.

### ***Conflict Of Interest***

ACF Philadelphia is committed to organizing panels with members who are as free as possible of conflicts of interest with applicants.

At the beginning of each panel meeting, panelists are asked to disclose any potential conflicts of interest with applications under review. Panelists who have an affiliation with an applicant that constitutes a conflict of interest, or may appear to constitute a conflict of interest, must abstain from voting on that application.

Affiliations which constitute conflict of interest include the following:

- those engaged in a relationship that has recently or could result in financial benefit;
- serving as an employee or governing board member of the applicant or partner organization in the project being reviewed;
- serving with or without payment as a consultant of the applicant or the project being reviewed;
- a relationship with key representatives involved in an application or project that may prevent objectivity in reviewing the application (ex. student/protégé; close personal relationships, etc.)

### ***Staff Roles And Responsibilities***

ACF Philadelphia staff is responsible for promoting grant programs and assisting applicants with proposals. Once proposals are received, staff review them for eligibility and completeness, and prepare application materials for the panel review. Generally, applications are expected to be complete and to stand on their own merits as initially submitted.

Staff will take detailed notes on the discussion of each application for the official record of the deliberations, and to share objective, constructive comments with the applicants after the panel review.

Staff do not make recommendations to the panel, rank applications during the review process, or make comments on the quality of the applications. Their primary responsibility is to conduct the meeting, which includes:

- ensuring that the panel members understand ACF Philadelphia's mission, and follow the goals and objectives of the program;
- ensuring that the grant review policies, criteria and procedures are followed;

- explaining the funding policy for the program in question;
- ensuring that the conflict of interest policy is understood by panelists and followed;
- reviewing the applications in a timely manner;
- resolving any issues or disputes that arise during the review process.

### ***About the Decision-Making Process***

The panel will review each application in the order in which they are listed in the book. Work samples and support materials for each application will be distributed and/or reviewed during the panel meeting.

Panelists should review grant applications in the context of ACF Philadelphia's mission, the specific program goals, and the program's guidelines and evaluation criteria and award grants only to strong applications that demonstrate high artistic quality.

To assist with review process, panelists will be asked to assign a vote between 1 and 5 for each application:

- 1 = POOR
- 2 = MARGINAL
- 3 = FAIR
- 4 = GOOD
- 5 = EXCELLENT

To help break ties, the panel may consider the following Board-identified priorities:

- Projects that have strong educational value for audiences or communities involved
- Projects that reach groups that are disadvantaged or underserved by new music

After the initial review, staff will tally the scores and distribute a list of the applicants ranked by their scores. Panelists will then review the list and decide, on a consensus basis, which applicants should receive funding and how much they should awarded, based on the maximum grant budget presented by staff at the start of the meeting. Panelists do not need to award the full budget, but they cannot exceed the budget.

## ***AMERICAN COMPOSERS FORUM, PHILADELPHIA CHAPTER***

The American Composers Forum (Forum) is a national arts service organization committed to nurturing the creative spirit of composers and communities. Based in Minnesota, the Forum currently has more than 1,700 members in the U.S. and abroad. In addition to the tangible benefits of membership, including newsletters, invitations to chapter events, and eligibility for grant, fellowship, and residency programs, members are part of a national community of artists who share common concerns, aspirations, and goals. The Forum currently has five active Chapters across the country, in Boston, Los Angeles, San Francisco Bay Area, Washington DC, and Philadelphia.

### **History**

The Philadelphia Chapter of the American Composers Forum (ACF Philadelphia) was established in 1997. The Forum recognized that local Chapters could engage artists and communities in metropolitan areas more directly, vitally and efficiently than a distant, national entity could. Using this approach, ACF Philadelphia engages composers and local residents with a wide range of creative, educational, and performance activities tailored to needs and circumstances specific to the city, its neighborhoods, and the artists who live and work here. ACF Philadelphia was incorporated in 1999 and obtained tax-exempt status in the state of Pennsylvania in December 2002.

### **Mission**

ACF Philadelphia's mission is to support local composers and develop new markets for their music. Through its grant and performance programs, ACF Philadelphia provides composers at all stages of their careers with valuable resources for professional and artistic development. By linking communities with composers and performers, ACF Philadelphia fosters a demand for new music, enriches communities, and helps develop the next generation of composers, musicians, and music patrons.

### **Core Programs**

ACF Philadelphia's grant and performance programs support local composers in the development and advancement of their careers.

- Community Partners grants support composer residencies with a wide range of community, cultural and educational organizations. The residencies challenge composers to create and perform new works that respond to the heritage, culture, and interests of the community. Composers can apply for grants up to \$10,000. FY10 deadlines are September 14, 2009 and March 8, 2010. We anticipate that at least eight composers will take part in eight residencies in FY10, involving approximately 1,800 participants and audience members.
- Community Partners: Film Composers Edition encourages film composers and directors to collaborate on the production of new film that highlights Philadelphia communities, cultures, or history. Grants support the composer's fees and costs related to the production of the film score. The FY10 deadline is May 31, 2010.

- Subito provides composers with funding for small projects that can advance their career. Grants range from \$500 to \$3,000 and can be used for a variety of projects, such as: CD recordings; concert productions (ex. musician fees, venue rental); and score production (ex. arranging, engraving, copying/printing costs). FY10 deadlines are October 26, 2009 and April 26, 2010. We anticipate that at least 12 composers will benefit from Subito grants in FY10.
- New Voices offers composers the opportunity to have new works rehearsed, performed, and recorded by professional performing ensembles. For the 2010 New Voices project, ACF Philadelphia will partner with NYC-based Argento Chamber Ensemble, led by conductor Michel Galante. Applicants are invited to submit relatively short but challenging new works that utilize 5-7 of the following instruments: Oboe, Clarinet, Bassoon, Violin, Viola, Cello, Contrabass. The application deadline is January 25, 2010; the final concert will be held in Philadelphia in April 2010. We expect that 7 to 9 composers will benefit from New Voices in FY10.
- New Music Philadelphia ([www.newmusicphiladelphia.com](http://www.newmusicphiladelphia.com)) is a 24/7 webcast of music by Philadelphia area composers. It gives composers an opportunity to have their studio and concert music heard outside of the concert hall, while giving listeners an opportunity to experience the vitality and diversity of Philadelphia's new music scene free of charge. Composers who belong to ASCAP and BMI receive broadcast royalties through ACF Philadelphia's partnership with Live365.com.

In addition to the core programs referenced above, ACF Philadelphia continues to support and build its membership through other means, including member meetings, online resources, special projects, and new opportunities. In FY10, one ACF Philadelphia member will be selected for a four to six week fellowship at the American Academy in Rome, thanks to the generous support of the William Penn Foundation.

For more information on the American Composers Forum, visit our websites:

[www.acfphiladelphia.org](http://www.acfphiladelphia.org)  
[www.newmusicphiladelphia.com](http://www.newmusicphiladelphia.com)  
[www.composersforum.org](http://www.composersforum.org)