



AMERICAN COMPOSERS FORUM
PHILADELPHIA CHAPTER

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

Websites: <http://acphiladelphia.org/> • <http://www.newmusicphiladelphia.com>

Community Partners Guidelines

Introduction and Purpose

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, while engaging communities in the creative process of composition. The “community partner” in the project could range from a neighborhood organization/club to public or private school to a community center or religious congregation to an arts and culture organization. Applicants are strongly encouraged to reach “underserved” or “non-traditional” audiences for new music.

All projects should involve the creation and public performance of a new work and all projects should include some form of community engagement (educational workshops, lectures, etc.). There is no “typical” Community Partners project; each is tailored to the needs, interests and resources of the participating composer, the partner organizations, and their respective constituencies. They may include collaborations with artists in other art forms, such as film and architecture.

Special Note for Film Projects

For composer-applicants looking to produce a film score for a new film that highlights Philadelphia communities, cultures, or history, please make sure that the film fits within the criteria listed below:

- Films highlighting, depicting or otherwise involving Philadelphia communities or individuals within those communities
- Films of specific interest to Philadelphia communities, but not necessarily directly about the community
- Films that highlight some aspect of Philadelphia's history or cultural heritage: for example, a documentary on cultural or political issues that affect Philadelphians, or historical events or landmarks in Philadelphia
- Films that highlight an influential or overlooked individual or community group whose work has impacted Philadelphia communities
- Films that are fictional, depicting an individual, community, or political or cultural issue, if it relates directly to Philadelphia and its communities.

The film must premiere in Philadelphia and in the featured community, if possible. Composers are strongly encouraged to contact James Falconi, Program Manager, 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, composers whose projects are funded must become ACF

members and remain ACF members for the duration of the project. To join ACF online, visit www.composersforum.org.

Composers are encouraged to work closely with their community and other artist partners in the project planning and application process. However, the composer must submit the application and if awarded, the composer, not the community partner, will receive the grant award.

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

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

Project Funding

The maximum grant award per project is \$10,000. Applications that include financial support (cash and/or in-kind contributions) from the community partner, participating artists or ensembles, and/or other supporters, are strongly encouraged.

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
- Quality and depth of community engagement
- Degree to which underserved or nontraditional audiences for new music is included
- Demonstrated ability of the artist(s) and partner organization(s) to carry out the project
- Ability to leverage other support, including new support for the composition of new music
- Degree to which the project is well planned and feasible
- Significance of the project to the applicant's career
- 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* listen to as little as 5 minutes worth of material. If an artistic collaborator is a significant part of the project (i.e. film or architecture), please include work samples for the collaborator(s) as well.

Please submit all audio samples on one CD, and include one copy of each score, if applicable. You may also submit one DVD containing video samples. MP3 will not be accepted. Please protect CDs and DVDs during shipment. If you would like your work sample returned to you, please provide a self-addressed, stamped envelope. ACF Philadelphia is not responsible for insufficient postage or packing materials. Work samples will not be kept on file.

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 from both the artist and the community partner 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

See the Community Partners page of the acfphiladelphia.org website for the latest deadline information. Applications submitted without work samples, letter(s) of commitment from partner organization(s), and/or the required number of copies will not be considered. Applicants will be notified of the grant decision approximately four to six weeks after the deadline.

Composers are strongly encouraged to discuss their project with staff prior to submitting a proposal. *Composers may request to have a draft of your 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, Program Manager, 267-639-2518; james@acfphiladelphia.org

Application Guidelines

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

- 1) A cover page, signed by the composer, with:
 - Applicant Contact Information: Name, address, phone, email, and website, if applicable
 - Community Partner Contact Information: Organization name, address, contact name and title, phone, email
 - Key Collaborating Artist(s) Contact Information: 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) A project description, not to exceed four pages, which includes:
 - The role of the artist (or filmmaker, or architect) and the role(s) of the community partner(s) in the project.
 - Total number and types of outreach activities and events, venues and estimated attendance.
 - Project Goals: What do you expect to achieve through the project? What will be its most significant results?
 - How will the project benefit your career? What will it accomplish for the community?
 - 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? Please include evaluation of outreach activities and audiences.
 - Publicity Plan: How will you publicize and draw an audience for the events associated with the project? Please provide specific examples.
- 3) Budget – 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). Also include what the partner organization will contribute in terms of cash, in-kind or contributions, facilities, staff time, materials, etc. *A short explanation of budget figures is strongly encouraged.*
- 4) Original Letter(s) of Commitment from all community partner(s) involved in the project, indicating that the partner has read the proposal and supports the project.
- 5) CV or resume(s) of the composer, filmmaker, architect, or other key artistic people highlighting academic and/or professional credentials.

- 6) Detailed track listing of composer, filmmaker, architect, or other artists' work samples with cues (if appropriate).

In addition to the narrative materials listed above, please include one copy of each work sample. Any additional materials the applicant wishes to supply should be attached as appendices following the above.

Applications submitted without work samples, letter(s) of commitment from partner organization(s), and/or the required number of copies will not be considered.

Please submit five copies (one original plus four copies) of your proposal on three-holed paper to:

James Falconi, Program Manager
American Composers Forum, Philadelphia Chapter
20 North 3rd Street, Unit 201
Philadelphia, PA 19106

Please do not bind or staple your application. Only one copy of works samples is required. Thank you!

Community Partners is made possible with generous support from the William Penn Foundation.

