

Cary New Music Performance Fund  
2010 Guidelines and Application Instructions



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**Mary Flagler Cary Charitable Trust**

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**Booth Ferris Foundation**

Meet The Composer, Inc.  
90 John Street, Suite 312  
New York, NY 10038  
[www.meetthecomposer.org](http://www.meetthecomposer.org)

## About Meet The Composer

Meet The Composer supports the creation of new musical work and the engagement of new work with people and communities throughout the United States. We are motivated by a core belief that interaction with a living composer and his or her music has the power to invigorate and inspire musicians and audiences alike.

MTC was founded in 1974 as a project of the New York State Council on the Arts. Led by the visionary composer John Duffy, Meet The Composer soon became an independent organization dedicated to the idea of composers as active professionals with a central role in our country's musical culture. In the more than thirty years since, MTC has grown to become a truly national organization, serving in all fifty states composers and audiences of a thrillingly broad range of new music.

## The Purpose of the Cary New Music Performance Fund

The Cary New Music Performance Fund provides general operating support to professional music organizations and presenters in the five boroughs of New York City that operate with an annual over-all budget of \$600,000 or less. The program welcomes organizations of all budget sizes within this parameter to apply; past recipient's budgets have ranged from \$14,000 to \$555,000. Organizations most likely to be supported are those that demonstrate excellence in innovative programming and/or performances consisting primarily of new music by living composers, improvisers, sound artists or singer/songwriters working in any style or genre.

Meet The Composer recognizes that small, grass-roots or emerging organizations are an important part of the total arts community and have much to offer, but may have limited access to corporate and foundation support. These grants have enabled recipients to continue their commitment to new music by programming additional concerts, creating more energized and far-reaching publicity campaigns, and strengthening their commitment to creative artists.

## Past Recipients

Past recipients include MATA, iO Quartet, New York New Music Ensemble, The Jazz Gallery, So Percussion, Slavic Soul Party!, Cygnus Ensemble, Quintet of the Americas, Music-Theatre Group, Inc., Music From China, Roulette Intermedium and Composers Collaborative.

For a full list of past recipients visit [www.meetthecomposer.org/caryawards](http://www.meetthecomposer.org/caryawards).

## How the Program Works

Winning organizations are awarded a general operating grant ranging from \$3,000 to \$10,000. The funds can be used for any purpose that supports the mission of the organization and promotes new music and its creators.

## Eligibility

This program is open to organizations focused primarily or exclusively on new music and living composers, improvisers, sound artists or singer/songwriters. For the purposes of this program, organizations may include ensembles, collectives, and non-commercial concert venues or promoters. There are no limits or restrictions on the style or genre of music performed or presented. 501c3 non-profit status is not required.

All organizations must meet the following criteria to be eligible for consideration:

- Based and working in one of the five boroughs of New York City
- In continuous operation for three or more years at the time of application
- At least three year's history performing or producing events in New York City which feature music by living composers, improvisers, sound artists or singer/songwriters
- Average over-all annual budget of \$600,000 or less over the last three years

## How to Apply

Applications must be submitted on-line by authorized representatives of the sponsoring organization at [www.mtconline.org](http://www.mtconline.org). Before beginning an application, read these guidelines thoroughly and have the following items prepared ahead of time:

1. Organization description that addresses these, and only these, points:
  - a. organization mission and/or vision statements (1,000 characters)
  - b. brief history of the organization (2,500 characters)
  - c. organizational goals for the next 3 to 5 years and concrete plans or steps to achieve them (2,500 characters)
  - d. leadership structure and the artistic decision making process (2,500 characters)
  - e. marketing plans for the current season and next season (2,500 characters)
2. Programming chart for your most recently completed season, your current season, and your upcoming season.
  - a. Please download and complete the MS Excel spreadsheet found in the online application. Once completed you must upload to the online system.
  - b. The programming chart will be in a similar format to the one below

### Past Season

Performance Date	Works Performed (title and composer)	Venue	Venue Capacity	Attendance

### Current Season

Performance Date	Works Performed (title and composer)	Venue	Venue Capacity	Attendance

### Upcoming Season

Performance Date	Works Performed (title and composer)	Venue	Venue Capacity

3. Financial statement from your last completed season, noting any amount of debt or cash reserve the organization has.
  - a. Financial statement documents must be in digital format and uploaded to the online system.
  - b. If you do not have access to a scanner, you may use the "Fax to File" feature in the MTC online system, which will allow you to convert your paper documents to digital format utilizing your fax machine. Detailed instructions for using this feature can be found by logging in at [www.mtconline.org](http://www.mtconline.org) and clicking "Fax to File."
  - c. You may also use the MS Excel Spreadsheet template provided in the online application to create your financial statement.
4. Organizational budget for your current fiscal year/season and the organizational budget for your upcoming fiscal year/season.
  - a. Documents must be in digital format and uploaded to the online system.
  - b. An MS Excel Spreadsheet template, which may be useful in preparing the required budget documents, will be available in the online application system. Please note that you are not required to use this template.
5. Short biographies of the following:
  - a. executive leader (1,500 characters)
  - b. artistic leader (1,500 characters)
  - c. other key personnel (3,000 characters)



6. List of Board of Directors, if the organization has one, and members of any advisory bodies (3,000 characters)
7. Work Samples:
  - a. Ensembles: A CD or DVD recording of two recent live performances of works by living composers.
  - b. Presenters and others: A CD or DVD recording of two recent live performances of works by living composers by two different artists on two different dates.
  - c. Please note that studio recordings will not be accepted

## **Deadline and notification:**

### **Application deadline: February 16, 2010**

Notifications will be made via email in May 2010

Applications must be completed online and can be completed all at once or in stages, but must be submitted for review by midnight eastern time on the application deadline.

Work samples must be mailed separately and post-marked by February 16, 2010.

Please send work samples to:

Meet The Composer, Inc.  
Cary New Music Performance Fund  
90 John Street, Suite 312  
New York, NY 10038

Also Keep in Mind

- Email is our preferred method of contact. Please ensure that all spam filters are set to allow delivery of email from [meetthecomposer.org](http://meetthecomposer.org)
- Early notification will not be given, please do not call or email requesting such
- All content from websites specified in any proposal materials (contact information, biographies, project descriptions, etc.) can be taken into consideration in determining eligibility and in application review

For questions: Derek Geary, Program Associate, [dgeary@meetthecomposer.org](mailto:dgeary@meetthecomposer.org)

## **Application Review**

Applications will be screened by Meet The Composer program staff for clarity, completeness and eligibility. Where possible, applicants will be contacted to rectify any problems with an application. Applications will then be reviewed by an independent panel of New York City music professionals (composers, performers, administrators).

Applications are reviewed on the following criteria, all are equally important:

- Commitment to professionally producing or performing the work of living composers
- Excellence in innovative new music programming including but not limited to
  - commissioning
  - New York premieres
  - unique presentations to the new music community
- Quality of artistry, as demonstrated in the submitted work samples
- Commitment to expanding the resources, opportunities and audiences available to living creators of new music
- Dedication and professionalism of the organization's leadership
- Commitment to paid compensation for all creators and performers
- Demonstrated financial stability through indicators such as
  - multiple revenue streams
  - minimal or no debt
  - continuous operating surpluses, etc.

