



MetLife Creative Connections

guidelines and application forms

MetLife Creative Connections provides support for U.S. composers to participate in public activities related to specific performances of their original music. By supporting the composer's interactions with audiences, *MetLife Creative Connections* aims to increase awareness and enhance the creative artist's role in society.

MetLife Creative Connections supports composer activities including but not limited to:

- pre- and post-performance discussions (in more formal concert venues);
- interaction with audience during and after the performance (in less formal concert venues);
- open workshops;
- radio, television, and webcast or podcast interviews;
- community outreach events;
- open rehearsals

If the composer is performing his or her music, the composer's performance fee can be partially supported to the extent that funding is available. If the composer is traveling, up to \$250 can be allocated toward his or her travel costs.

HOW TO APPLY

MetLife Creative Connections applications are submitted by a Sponsoring Organization (a presenter, ensemble, dance company, etc.) requesting support for one or more composers. Completed and signed application forms along with all required materials are sent in a single packet to Meet The Composer according to the following quarterly schedule:

*Postmarked by **JANUARY 7th** for activities beginning April – June

*Postmarked by **APRIL 1st** for activities beginning July – August

*Postmarked by **JUNE 1st** for activities beginning September – December

*Postmarked by **OCTOBER 1st** for activities beginning January – March

If the postmark deadline falls on a weekend or holiday, we will accept applications postmarked on the following business day.

Applications will be accepted no earlier than one month prior to the appropriate deadline. If the composer activities extend beyond the time frame indicated above, apply for the deadline corresponding to when the activities **begin**. *MetLife Creative Connections* does not provide retroactive support for past composer activities.

Send completed applications to:

Meet The Composer, Inc.
ATTN: MetLife Creative Connections
75 Ninth Avenue, Floor 3R Suite C
New York, NY 10011

Direct questions to Eddy Ficklin, Senior Program Manager
eficklin@meetthecomposer.org

ELIGIBILITY

MetLife Creative Connections does not support:

- commissioning fees (For commissioning support, see Meet The Composer's *Commissioning Music/USA* program.);
- projects in which there is no public performance of the composer's music;
- composer activities that are not open to the public;
- composer activities that involve only the participants of conventions or academic conferences;
- composer activities at educational institutions, **unless** the applicant can clearly demonstrate that the activities will reach well beyond students and faculty.
- composer activities at educational institutions where the composer is a faculty/staff member or a student;
- competitions or contests;
- benefits or fundraisers;
- production expenses (i.e. space rental, performers' fees other than the composer's, publicity costs, etc.).

The Sponsoring Organization...

- must have a history of producing or co-producing arts events for at least one year prior to the application deadline.
- must demonstrate its role as the primary presenter, primary organizer, and/or primary sponsor of the activities described in the application.
- must be based in the United States.
- must have no outstanding or incomplete reports from Meet The Composer programs
- cannot apply for more than six composers per fiscal year (July 1 – June 30).
- cannot apply for more than \$5000 per deadline.
- cannot submit more than one application per deadline.
- cannot receive more than \$5000 from *MetLife Creative Connections* per fiscal year.
- cannot receive support for the same composer more than once per fiscal year.

The Composer...

- may be working in any style or genre of music or sound art.
- must be a U.S. citizen, or must have resided in the U.S. for at least one year prior to the application deadline.
- must have no outstanding or incomplete reports from previous participation in *MetLife Creative Connections* or any other Meet The Composer program
- may not be involved in a *Music Alive* residency.
- may appear on only one application per deadline.

COMPOSER PARTICIPATION FEE AND REQUEST AMOUNT

If an application is approved, *MetLife Creative Connections* will provide support principally toward the composer's Participation Fee. If the composer is performing his or her music, the composer's Performance Fee can be partially supported to the extent that funding is available. If the composer is traveling, up to \$250 can be allocated toward his or her travel costs. The maximum award amount of \$5000 is inclusive of the composer's Performance Fee and travel allocation. Meet The Composer may decline to support an application if the request amount is significantly out-of-line with the composer's activities as outlined by the following guide. This guide should be used as a reference only. It is not intended to impose a specific nature or structure of the composer's activities.

- **\$250** (minimum request amount) – the composer interacts with the audience as part of a live performance of his or her music;
- **up to \$500** – in addition, the composer participates in a public activity such as an open workshop or a master class;
- **up to \$1000** – the composer interacts with audiences during multiple live performances of his or her music over the course of two to three days and participates in a public activity such as an open workshop or master class;
- **up to \$2500** – the composer participates in live performances of his or her music, workshops, master classes, radio/television interviews, open rehearsals, etc., over the course of one full week;
- **up to \$5000** (maximum request amount) – the composer interacts with audiences during multiple live performances of his or her music as part of a regional tour in which he or she also conducts workshops, master classes, radio/television interviews, open rehearsals, etc., over the course of two full weeks.

REVIEW PROCESS

Applications are initially reviewed by Meet The Composer’s Program Department. The staff makes recommendations which are then reviewed by an Artistic Advisory Board comprised of professional composers and performers. MetLife Creative Connections is a project-based application. There is no artistic review of the composer’s music. Review criteria include, but are not limited to, the following (in order of importance):

- Level, Extent, and Originality of the Composer’s Activities;
- Extent to which the Composer’s Activities are integral to the performance(s)/event(s);
- Impact on the Composer;
- Impact on the Sponsoring Organization and Its Audience and/or Community;
- Level of Commitment of the Sponsoring Organization;
- Significance of the composer’s role in collaborative/intermedia projects (if applicable)
- Appropriateness of the Amount Requested.

NOTIFICATION

Notification is made via email according to the following schedule:

- April 1 deadline – notification by June 1;
- June 1 deadline – notification by August 1;
- October 1 deadline – notification by December 1;
- January 7 deadline – notification by March 1.

Applications must include valid email addresses for the organization contact person and the composer(s). Meet The Composer is not responsible for invalid email addresses. Please do not call or email for early notification.

Send completed applications to:

**Meet The Composer, Inc.
ATTN: MetLife Creative Connections
75 Ninth Avenue, Floor 3R Suite C
New York, NY 10011**

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MetLife Creative Connections program is generously provided by
MetLife Foundation

Additional support is provided by Argosy Foundation Contemporary Music Fund, ASCAP, ASCAP Foundation, BMI Foundation, Inc., Mary Flagler Cary Charitable Trust, Aaron Copland Fund for Music, Inc., Geraldine R. Dodge Foundation, The Ford Foundation, The William & Flora Hewlett Foundation, The James Irvine Foundation, Jerome Foundation, mediaThe foundation, National Endowment for the Arts, New York City Department of Cultural Affairs, New York State Council on the Arts, Pennsylvania Council on the Arts, The Rodgers & Hammerstein Foundation and Virgil Thomson Foundation, Ltd.

Checklist:

Your *MetLife Creative Connections* application should include the following:

- completed and signed Application Form
- one-page Composer(s) Activities Description
- one-page Composer Biography for each composer
- one-page description and history of the Sponsoring Organization
- completed budget form (page 5) if requesting more than \$1000 in support
- one completed and signed copy of the Additional Composer Information Form for each additional composer

**Direct questions to Eddy Ficklin, Senior Program Manager
eficklin@meetthecomposer.org**

**For examples of recently awarded MetLife Creative Connections events, visit
Meet The Composer's Event Calendar online at
<http://www.meetthecomposer.org/programs/eventcalendar.htm>**



MetLife Creative Connections Application Form

SPONSORING ORGANIZATION INFORMATION

Sponsoring Organization: _____

Website URL: _____

Mailing Address: _____

City, ST, Zip: _____

Phone and Fax: _____

Contact Person and Title: _____

Email*: _____

*Email is required for notification purposes.

Type of Organization:

- | | | |
|--|---|--|
| <input type="checkbox"/> musical ensemble | <input type="checkbox"/> presenter | <input type="checkbox"/> theater company |
| <input type="checkbox"/> dance company | <input type="checkbox"/> opera company | <input type="checkbox"/> educational institution |
| <input type="checkbox"/> community center | <input type="checkbox"/> museum/gallery | <input type="checkbox"/> religious organization |
| <input type="checkbox"/> other (describe): _____ | | |

COMPOSER INFORMATION

If applying for more than one composer, attach copies of the Additional Composer Information Form. Make sure to get each additional composer's signature.

Name: _____

Website URL: _____

Mailing Address: _____

City, ST, Zip: _____

Phone: _____

Email*: _____

Composer's Participation Fee: _____

Composer's Performance Fee (if applicable): _____

Composer's Travel Expenses (if applicable): _____

Request Amount for This Composer: _____

*Email is required for notification purposes.

COMPOSER ACTIVITIES LOCATION(S)

Performance Date(s): _____

Other Activities Date(s): _____

Primary Venue, City, ST: _____

Other Venues (if applicable): _____

Projected Audience/Attendance: _____

Total Amount Requested from MetLife Creative Connections \$

SIGNATURES: We certify that all information contained in this application form and all attachments is complete and accurate.

Sponsoring Organization Contact Person Date

Composer Date



MetLife Creative Connections Additional Materials

I. COMPOSER ACTIVITIES DESCRIPTION

Attach a description of the composer activities for which support is being requested, no longer than one page. Please use a font size equal to or larger than 12 for easy reading. Submit **only one page**, even if applying with multiple composers. Address all the points below clearly and concisely:

- specific information about the public performance(s) of the composer’s work (i.e. who is performing, what works are being performed, etc.);
- description of the composer’s public activities related to the performance(s);
- impact of the activities on the composer, the organization, and the community/audience;
- media and publicity plans to promote the performances and the composer’s activities;

II. COMPOSER’S BIOGRAPHY

Attach a one-page biography for each composer. Do not send scores or CD’s. Do not send press kits or photographs.

III. SPONSORING ORGANIZATION DESCRIPTION AND HISTORY

Attach a one-page description and history of the sponsoring organization, including its mission statement. Be sure to demonstrate a history of producing or co-producing arts events for at least one year prior to the application deadline.

IV. BUDGET

If requesting more than \$1000 total, please complete the following form. List all expenses related to public performance(s) of the composer’s music and all other composer activities.

Expenses	Amount	Eligible for MetLife Creative Connections Support?
Composer Participation Fee(s):	\$	Yes
Commissioning Fee(s) (if applicable):	\$	No
Composer Performance Fee(s):	\$	Yes, if funding is available
Composer Travel Expenses:	\$	Yes, up to \$250 per composer
Composer Accommodations:	\$	No
Composer Per Diem:	\$	No
Publicity/Marketing:	\$	No
Production Expenses:	\$	No
Administrative Expenses:	\$	No
Other (specify):	\$	No
Other (specify):	\$	No
Other (specify):	\$	No
TOTAL EXPENSES:	\$	
Income		
Total Amount Requested from MetLife Creative Connections*	\$	
Earned:	\$	
Government:	\$	
Foundation/Corporate:	\$	
Individuals:	\$	
In-kind:	\$	
Other (specify):	\$	
Other (specify):	\$	
TOTAL INCOME:	\$	

***Note unsecured income with an asterisk (*).**



MetLife Creative Connections
Additional Composer Information Form

If applying for more than one composer, attach one copy of this form for each additional composer. Make sure to get each composer's signature.

SPONSORING ORGANIZATION INFORMATION

Sponsoring Organization: _____

Contact Person and Title: _____

Email: _____

COMPOSER INFORMATION

Attach one copy of this form for each additional composer. Make sure to get each additional composer's signature.

Name: _____

Website URL: _____

Mailing Address: _____

City, ST, Zip: _____

Phone: _____

Email*: _____

Composer's Participation Fee: _____

Composer's Performance Fee (if applicable): _____

Composer's Travel Expenses (if applicable): _____

Request Amount for This Composer: _____

*Email is required for notification purposes.

COMPOSER ACTIVITIES LOCATION(S):

Performance Date(s): _____

Other Activities Date(s): _____

Primary Venue, City, ST: _____

Other Venues (if applicable): _____

Projected Audience/Attendance: _____

SIGNATURES: We certify that all information contained in this application form and all attachments is complete and accurate.

Sponsoring Organization Contact Person **Date**

Composer **Date**