



## AMERICAN COMPOSERS FORUM, PHILADELPHIA CHAPTER

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

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

### 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 (software, hardware, computers, or musical instruments) 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, 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, artists 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/join](http://www.composersforum.org/join).

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 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 samples 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 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**

Applications, including all required attachments, are due **April 15, 2011** (postmark deadline) for projects scheduled between June 15, 2011 and May 31, 2012. 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 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](mailto:james@acfphiladelphia.org)

***Subito is made possible with generous support from the William Penn Foundation.***

## **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
  - 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 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 – 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) Detailed track listing of composer's work sample, 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, including all required attachments, are due **April 15, 2011** (postmark deadline). Applications submitted without work samples 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. Thank you!