

# French-American Jazz Exchange

2012-2013

## APPLICATION RECEIPT DEADLINE

May 1, 2012

## PROJECT PERIOD

September 1, 2012 – December 31, 2013

## PROGRAM DESCRIPTION

The French-American Jazz Exchange (“FAJE”) celebrates the shared passion for jazz in France and the United States. A partnership of the Cultural Services of the French Embassy, FACE and Mid Atlantic Arts Foundation, the program is designed to foster the creative and professional development of jazz artists from France and the United States through their collaborative investigation of artistic practice and exposure to new audiences, music concepts, and professional relationships.

FAJE supports projects jointly conceived by French and American professional jazz artists that encourage artistic exploration, foster intercultural dialogue, and contribute to the dynamism of the art form. FAJE will award one-hundred thousand dollars (\$100,000) in grants annually, with no grant exceeding twenty-five thousand dollars (\$25,000), through an open, competitive application process to support projects that take place either in France or the United States and their respective territories or both, within a 16-month period. The program will support activities that may result in the creation of new work, establishment of new creative and professional partnerships, and development of new audiences for the participating artists. Projects may include jazz artists in France and the United States working together or investigating forms other than jazz with artists who work in different music genres.

Additional support will be available to artists who received funding through FAJE for touring in the mid-Atlantic region of the United States. Presenters in Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, U.S. Virgin Islands, and West Virginia will be eligible to receive fee-subsidy for booking selected artists funded through the program beginning in the 2012-2013 season.

FAJE is made possible through the generous support of the Cultural Services of the French Embassy, Doris Duke Charitable Foundation, Société des Auteurs et Compositeurs de Musique (“SACEM”), Florence Gould Foundation, and CulturesFrance.

## PROGRAM PARTNERS

### Cultural Services of the French Embassy

Headquartered in New York, with additional regional offices in major cities throughout the country, the Cultural Services of the French Embassy (“CSFE”) is dedicated to the promotion of French culture and language throughout the United States. The agency offers a broad spectrum of opportunities for the American public to learn about and experience French culture in the fields of performing and visual arts, television and cinema, literature and humanities, and education. Visit: [www.frenchculture.org](http://www.frenchculture.org)

### FACE

FACE (“French-American Cultural Exchange”) is a nonprofit organization dedicated to supporting contemporary creative work in the context of French-American cultural and educational exchange. FACE administers programs and projects in dance, secondary and higher education, film, music, theater, and the visual arts. FACE is overseen by a Board of Trustees and works in partnership with the Cultural Services of the French Embassy in the United States. Visit: [www.facecouncil.org](http://www.facecouncil.org)

### Mid Atlantic Arts Foundation

Founded in 1979, Mid Atlantic Arts Foundation (“MAAF”) is one of six regional arts organizations in the United States. MAAF has a strong record of supporting jazz and international cultural exchange through such programs as Jazz.NEXT, Jazz Touring Network, BNY Mellon Jazz Living Legacy Award, USArtists International, and its regional performing arts touring programs American Masterpieces, ArtsCONNECT, Mid Atlantic Tours, PennPAT, and Special Presenters Initiatives. Visit [www.midatlanticarts.org](http://www.midatlanticarts.org).

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### APPLICANT ELIGIBILITY

Each FAJE project consists of a Lead Partner from one country working with a Collaborating Partner from the other country. Lead and Collaborating Partners may be either individual artists or ensembles. Ensembles may represent an established group or musicians brought together specifically for the proposed project. Projects can include artists working together for the first time or those having a prior working relationship. Lead and Collaborating Partners are limited to participation in one application. Ensemble members of Lead or Collaborating Partners may individually participate in more than one application.

#### **If the Lead Partner is American they must:**

- be an individual jazz artist or jazz ensemble (not to exceed five musicians) that works at a professional level;
- be United States citizens or permanent residents for the past five years and currently reside in the United States or its territories; and
- be in good standing with MAAF at the time of application, with no overdue or outstanding required reports and/or grant documents.

#### **If the Lead Partner is French they must:**

- be an individual jazz artist or jazz ensemble (not to exceed five musicians) that works at a professional level; and
- be French citizens or legal residents for the past five years and currently reside in France or its territories.

#### **If the Collaborating Partner is American they must:**

- be an individual music artist or ensemble (not to exceed five musicians) that works at a professional level;
- be United States citizens or permanent residents for the past five years and currently reside in the United States or its territories; and
- be in good standing with MAAF at the time of application, with no overdue or outstanding required reports and/or grant documents.

#### **If the Collaborating Partner is French they must:**

- be an individual music artist or ensemble (not to exceed five musicians) that works at a professional level; and
- be French citizens or legal residents for the past five years and currently reside in France or its territories.

#### **American and French Collaborating Partners may:**

- Be individual artists or ensembles working in a musical form other than jazz

**Note: French artists residing in the United States holding dual French and American citizenship or holding permanent resident status in the United States are eligible to participate in FAJE as American Lead Partners or as Collaborating Partners working with a French Lead Partner. Conversely, Americans residing in France holding dual French and American citizenship or holding legal resident status in the France are eligible to participate in FAJE as French Lead Partners or as Collaborating Partners working with an American Lead Partner. In such cases, the artists must explain in their proposals the compelling reason(s) for considering projects that include Lead and Collaborating Partners from the same country of origin, regardless of their current citizenship or residence status.**

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### PROJECT ELIGIBILITY

FAJE projects are intended to provide artists with the time and support to explore innovative musical concepts, and investigate new and existing work by the Lead and/or Collaborating Partners that may result in the creation of new work or influence their, and possibly others', artistic practice. Project activities may include arranging and composing, creative residencies, performances, recording, rehearsing, and other activities that develop new creative and professional relationships, and/or audiences. Projects must be jointly developed by the Lead and Collaborating Partners to meet mutually agreed upon goals and objectives.

To be eligible projects must take place in France or the United States and their respective territories or in both countries between September 1, 2012 and December 31, 2013

FAJE will not fund:

- projects that are comprised solely of touring engagements
- projects that are primarily focused on the reinterpretation or new arrangements of existing works by composers other than the Lead and Collaborating Partners.

### GRANT AMOUNTS AND ELIGIBLE EXPENSES

FAJE will annually award one-hundred thousand dollars (\$100,000) in grants, with no grant exceeding \$25,000. Funding may be used towards the following:

- artist stipends
- communications
- equipment and space rentals
- fiscal sponsor fees (if applicable)
- marketing
- project-related agent/management fees
- recording and production fees
- shipping
- travel-related expenses (international airfare, domestic travel, accommodations, and per diem)
- visa fees

Note: FAJE will only support airfare based on economy class rates, purchased no less than 14 days prior to departure date.

### FISCAL SPONSORS

The Lead Partner on a proposed project is responsible for submitting the application to FAJE and will be the recipient of grant funds if selected for support. There are financial implications to be considered by Lead Partners awarded grants through the program that are not legally incorporated as nonprofit organizations in their respective countries.

#### For American Lead Partners:

American Lead Partners who are individual artists or ensembles that are not incorporated as a nonprofit organizations under Section 501(c)(3) of the Internal Revenue Code may want to consider using an United States-based fiscal sponsor with 501(c)(3) nonprofit status to apply on their behalf. American Lead Partners without nonprofit status that are awarded funds through FAJE and do not utilize a fiscal sponsor will be responsible for all applicable United States taxes related to the grant. FAJE grant funds cannot be used towards payment of grant-related taxes. If the Lead Partner uses a fiscal sponsor, the fiscal sponsor would be the recipient of grant funds.

- Fiscal sponsors that are willing to assume full responsibility for the grant may sponsor one or more organizations that do not yet have their own nonprofit Internal Revenue Service 501(c)(3) status but otherwise meet the criteria for eligibility.

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- The fiscal sponsor will be legally, financially, administratively, and programmatically responsible for all aspects of the award. As the official grantee, the fiscal sponsor will be the organization that must submit all documentation, final reports, and any amendment request that would affect the terms and conditions of the award.

## For French Lead Partners:

United States law requires that payments to non-United States citizens be subject to a 30% withholding tax, unless the payee obtains a United States Tax Identification Number. French Lead Presenters may want to consider applying to the program through a fiscal sponsor or a French nonprofit organization, such as Association Loi 1901. If a grant is awarded, payments will be made to the fiscal sponsor or nonprofit organization and not the French Lead Partner.

## APPLICATION REVIEW

A panel composed of French and American jazz professionals will review applications submitted for consideration and make recommendations for support. Applications will be evaluated according to the following criteria. These criteria are neither ranked nor given specific weights.

- Excellence of participating artists as demonstrated by the submitted work samples and the artists' record of professional achievement
- Quality of project design, including planned activities and schedule
- Evidence of adequate and collaborative planning
- Capacity to successfully implement the project

Final determination of grants will be made by the Board of Directors of MAAF and FACE, and CSFE based on panel recommendations.

## APPLICATION SUBMISSION

The Lead Partner is responsible for submitting the application for the proposed project. Applications for FAJE must be received by Mid Atlantic Arts Foundation at the address listed below on or before the deadline listed in these guidelines. **This is a RECEIPT deadline, not a postmark deadline.**

FAJE  
Mid Atlantic Arts Foundation  
201 North Charles Street, Suite 401  
Baltimore, MD 21201

Applications sent via electronic transmission (i.e., fax or email) will not be accepted for consideration.

For further assistance, contact:

American applicants: Sara Donnelly, Program Officer, Jazz, MAAF at [sara@midatlanticarts.org](mailto:sara@midatlanticarts.org) or 410/539-6656 x116.

French applicants: Emmanuel Morlet, FACE Program Officer, [Emmanuel.MORLET@diplomatie.gouv.fr](mailto:Emmanuel.MORLET@diplomatie.gouv.fr) or 212/439-1415

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## **APPLICATION DEADLINE**

**May 1, 2012** (for projects taking place between September 1, 2012 and December 31, 2013)

This is the RECEIPT deadline for all application materials submitted by the Lead Partner on behalf of the collaboration. Complete application materials can only be generated after a successful electronic application submission as described in the Application Procedures section of these guidelines and instructions found on the Introduction page of the FAJE eGRANT® application.

**Complete applications must be RECEIVED (not postmarked) on or before the deadline at the address above. Applications received after the deadline will not be considered for review.**

## **AWARD NOTIFICATION**

Applicants will be notified in writing on the status of their proposals by approximately September 1, 2012.

### APPLICATION PROCEDURE

The Lead Partner is responsible for submitting the application and all required materials developed with its Collaborating Partner. To assist the review of the application, it is important to adhere carefully to the instructions below.

FAJE uses the eGRANT® online application system for a portion of the FAJE application. To access the eGRANT® application, please visit <http://midatlanticarts.egrant.net>. Only the Lead Partner is responsible for completing the eGRANT® online application. The Collaborating Partner should provide the Lead Partner with all information necessary to complete the eGRANT® online portion of the FAJE application.

Please note, although some information for the FAJE application is to be completed online, all of the following materials must be mailed to the Foundation and received in hard copy form by the receipt deadline (not a postmark or electronic submission deadline) to be eligible for consideration. **This includes the portion of the application completed online.**

**Unless otherwise indicated, you must provide TWO COPIES of the following materials (in the order stipulated in Application Checklist). All application materials must be submitted in English, with the exception of press and promotional materials.**

1. **FAJE eGRANT® application** signed by the authorizing official of the Lead Partner. If using a fiscal sponsor, both the Lead Partner and the authorizing official of the fiscal sponsor must sign the same certification form in **blue** ink.

The FAJE eGRANT® application **downloaded from the eGRANT® Main Menu page** includes the following:

- a. Applicant Summary Sheet
  - b. Lead Partner Information Sheet
  - c. Collaborating Partner Information Sheet
  - d. Project Information Sheet
  - e. Project Budget Sheet
  - f. Signed Certificate & Statement of Assurances Sheet
2. **Application Narrative.** The following must be provided on 8-1/2 x 11 inch paper, using 12-point font, black type, and 1-inch margins. Each page must be numbered and include the applicant's name as the heading. The narrative cannot exceed four pages and must address each of the lettered headings in the order listed below:
    - a. a description of the proposed project including participating artists, planned activities and locations, and music to be explored. If there are public components to the proposed projects, such as performances, open rehearsals, workshops, etc., please describe the projected audience for these activities and how they will be marketed and promoted;
    - b. a description of the importance of the collaboration to the creative and professional development of the participating artists;
    - c. a description of the planning undertaken for the proposed project; and
    - d. a description of the goals and intended outcomes of the proposed project
  3. **Biographies of the Lead and Collaborating Partners** not to exceed one page per artist or ensemble (in the case of established, ongoing groups). Individual biographies should be provided for members of ensembles brought together specifically for the proposed project.
  4. **Signed Letter of Agreement between the Lead Partner and Collaborating Partner** confirming the project will be carried out in accordance with the information provided in the FAJE application. The Letter of Agreement **must** include:

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- a. a description of the roles and responsibilities of each partner to the agreement; and
  - b. the financial support offered to the Collaborating Partner by the Lead Partner, as the grant recipient, and a description of the Collaborating Partners' expenses that the funds will be used to support.
5. **Completed Work Sample Sheet** (downloaded from the eGRANT application Introduction page) with **four recent work samples**. Two of the work samples should demonstrate recent work of the Lead Partner, and two of the work samples should illustrate recent work by the Collaborating Partner. Work samples must be CDs or DVDs. No other formats will be accepted. Please refer to the Work Sample Sheet for more detailed instructions on how to prepare and submit your work samples. **Work samples will be returned only if the applicant includes a self-addressed, stamped envelope with the appropriate amount of return postage.** Please note, work samples of funded projects are retained by MAAF.

**In addition, include the following information with your application:**

6. Six copies of Lead Partner's most recent promotional and press materials including brochures, postcards, reviews or other print material. Photocopies of Internet-based material will be accepted.
7. Six copies of Collaborating Partner's most recent promotional and press materials including brochures, postcards, reviews or other print material. Photocopies of Internet-based material will be accepted.

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## APPLICATION CHECKLIST

Unless otherwise indicated, provide **TWO** copies of the materials listed below, collated in the order listed and without staples downloaded from the FAJE eGRANT® application:

- Applicant Summary Sheet
- Completed Work Sample Sheet
- Lead Partner Information Sheet
- Collaborating Partner Information Sheet
- Project Information Sheet
- Project Budget Sheet
- Signed Certificate & Statement of Assurances Sheet

Unless otherwise indicated, provide **TWO** copies of the materials listed below, collated in the order listed and without staples:

- Application Narrative
- Biographies of Lead and Collaborating Partners
- Signed Letter of Agreement between Lead and Collaborating Partners
- Two recent work samples of Lead Partner
- Two recent work samples of Collaborating Partner
- Lead Partner's most recent press and promotional materials (**six copies of each**)
- Collaborating Partner's most recent press and promotional materials (**six copies of each**)
- Self-addressed, stamped envelope with proper postage for return of work samples, if desired