



2009–10 FUNDING GUIDELINES: COMMISSIONING NEW MUSIC

In 1994, Brannen Brothers Flutemakers, Inc. established The Brannen-Cooper Fund to honor Albert K. Cooper's lifelong contributions to the art and science of flutemaking. The Fund's ultimate goal is to help make available those types of activities that contribute to the skills, education, and enjoyment of flutists of all ages and levels of proficiency. We are pleased to use some of our resources to expand the available repertoire of flute music by helping to commission new music for solo flute (C, alto, or bass) or piccolo, flute ensembles, and, on occasion, other works prominently featuring the flute or piccolo.

WHO MAY APPLY FOR FUNDS?

The school or organization wishing to commission a piece of new music must submit the application. Individuals alone may not apply for funds. Priority for funding will be given to "flute-related" organizations. The Fund defines a "flute-related" organization as a group whose principal or only focus is the flute and/or flutists.

Any person signing an application must be a member of the applicant organization.

Requests for funding from music schools or departments must come from a faculty member regularly providing flute instruction, and that person must also be the contact person listed on the application. The highest-ranking faculty member teaching flute either must be the person submitting the application or must attach a letter of endorsement to the application if it is submitted by another flute instructor.

An organization does not need to be incorporated to submit an application; however, *if* the organization is incorporated, it *must be* incorporated as a not-for-profit corporation. In the United States, only incorporated, not-for-profit organizations can be exempt from federal taxes under 501(c)(3).

Due to the large number of grant requests we receive, it is not possible for us to give any one organization awards in two successive years. Any group or organization receiving a new music commission grant one year is not eligible to apply for a similar grant the following year.

THE PERFORMING ARTIST

While a Fund application must be submitted by a school or organization, a performing artist may have a unique role in commissioning a new piece of music. It is often this artist who makes contact with the composer and at times works with the composer in the development of the new work. If a performing artist is involved in commissioning the new work being proposed, that artist does not have to be a member of the organization applying for funds. However, the performing artist alone may not apply for funding.

On rare occasions, the performing artist and the applicant organization may be one and the same. This occurs when (1) the new music is being both commissioned and performed by an entire group and (2) the members of that group are *never* paid for performing as part of that group. If you believe this exception applies to your application, please discuss your particular situation with The Fund Coordinator *before* submitting the application to be certain this exception does, in fact, apply in your case.

THE PERFORMING ARTIST (CONTINUED)

It is acceptable to The Fund if there is an agreement or understanding that the performing artist will be the flutist to premiere and/or first record the new work. The performing artist may also have an exclusive right to play the new composition for up to one year.

The granting of an award does not, in any way, depend on the specific flute played by the performing artist or by the composer, if a flutist. The Brannen-Cooper Fund wants each group to feel free to seek the services of whichever performer and/or composer that group would most like to have. However, The Fund will not contribute to a new music commission when the performing artist or composer is affiliated with a competitive flute company *in an endorsement capacity* (as opposed to simply playing that company's flute).

AWARD SIZE

Award size will depend, to some extent, on the number of applications received. The more requests The Fund receives, the smaller individual grants are likely to be. While The Fund has not set a limit on award size, most awards fall in the \$2,500–\$3,000 range.

JUDGING APPLICATIONS

Criteria for judging applications will include clarity, completeness, need, fiscal and program planning, how well the request fits into The Fund's goals as stated in these guidelines, and the history of previous Fund awards including the quality of follow-up provided.

If your organization has received grant(s) in the past, repeat funding is never automatic despite the merits of your application. The Fund's resources are limited and must be shared among an ever-increasing number of deserving organizations.

Since it is The Fund's goal to make the newly commissioned music available to the wider flute-playing community, we will favor applications that include definite plans to reproduce or publish the new work.

The Fund Directors may not consider any application that is incomplete, especially with regard to the budget.

MAKING AWARDS AND RECEIVING FOLLOW-UP

If you receive an award from The Brannen-Cooper Fund, you may usually anticipate receipt of our check along with the award letter unless the award is contingent on other conditions being met. Typically, this will occur when the applicant organization must still raise additional funds to commission the new work. Contingency awards are often accompanied by time frames (e.g., The Fund award will be made *if* the additional money required is obtained within two years).

If a Fund award is made conditional on other requirements, it is the responsibility of the applicant organization to notify The Fund if and when the required conditions have been met.

The award check will always be issued to the organization submitting the funding request unless, *in the application*, we are specifically asked to make the check payable to a different group. The need for this diversion must be explained. (For example, a flute professor may request the check be issued to the local flute club because funds given directly to the school go into a general fund and cannot be earmarked for a specific project.) Please note that due to the requirements and regulations of the US tax code, it is The Fund's policy not to make direct payments to the performing artist, the composer, or any individual affiliated with the applicant organization.

MAKING AWARDS AND RECEIVING FOLLOW-UP (CONTINUED)

Anytime we contribute to a new music commission, we require that a copy of the completed score, with parts, be sent to us. We also ask that The Fund be informed as to how we may obtain a recording or videotape of the new work when it is performed, if one will be available. We will not copy any score or recording we receive, and we will not use either for commercial purposes.

The Fund also requests that the composer and the sponsoring organization consider placing a copy of the new music in the NFA Library at the University of Arizona. If an award is made, additional information about this option will be sent with the award letter or check.

COMPLETING THE APPLICATION

Before completing an application, please read these guidelines carefully and completely, as they provide essential information to guide you in making your request. If you have any questions or would like to discuss any aspect of your application, please feel free to contact The Fund Coordinator.

The budget is a particularly important part of your application; it must be complete and balanced. Any expense covered by an in-kind contribution **must** be listed (1) as an expense in the "Projected Expenses" column and (2) as an in-kind donation in the "Anticipated Income" column. (In this way, the expense is shown but is offset by the donation.) Calculations supporting estimates of cash receipts must be noted at the bottom of the budget page.

If you need to raise funds in addition to the amount being requested from The Brannen-Cooper Fund but do not yet know the source of those funds, you may include an item "To Be Raised" in the "Other" section of the "Anticipated Income" column. When you do this, any Fund award will probably be conditional on your organization raising these other monies.

You are free to include additional pages of supporting information if you feel that such material is essential to the Directors' understanding of your application, but such supplements are not required.

A special note about listing a fax number on the application: A fax number should be listed on the application **only** for a dedicated fax line, that is, one that does **not** require a regular telephone call to request that the fax be "turned on."

TIMETABLE FOR SUBMISSION OF APPLICATIONS

New music commissions cannot be considered for funding if any part of the work is to be published or premiered before the award date, which is April 1 of each year.

Awards for commissioning new music are made once a year. All applications to be considered within the period covered by these guidelines must be received by **February 1, 2010**.

Applications received after a required deadline will not be considered unless permission for late submission was received from The Fund *prior* to the due date or, in unusual circumstances, after the due date but prior to submission. Do not submit a late application without Fund permission.

Applications will be reviewed in February and March, and award decisions will be made by April 1st of each year.

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

The Fund acknowledges receipt of all applications by email within two weeks of the submission date. If you do not receive such an acknowledgment, please contact The Fund office.

When an application is faxed directly to Brannen Brothers, please do not send a hard copy in addition to the fax. We will request a hard copy, if necessary. On the cover page of the fax, please be certain to provide us with a telephone number where you, personally, may be contacted in case of transmission problems.

As noted above, The Fund must receive your application by **February 1, 2010**. Applications that are sent by mail must be received in our office no later than the application due date.

Brannen Brothers is not open Saturdays, Sundays, or holidays. If an application is sent to us via an express mail service and is scheduled to arrive on a weekend or a holiday, it cannot be delivered to us until the next business day. ***We will consider the application received on the day it is actually delivered to us.***

APPLICATIONS FROM OUTSIDE THE UNITED STATES

Applications from flute organizations outside the United States are welcome. However, please be aware that The Fund does not have personnel capable of language translation. Therefore, the application must be submitted in English. If you would like to apply and have only a limited understanding of English, it would be best for you to work with someone who can help you fill out the application and provide English translations when necessary. Please list your English translator as the "Contact Person" on the application for any questions The Fund may have. If the budget is not presented in US dollars, please tell us what currency is being used.

GENERAL TERMS AND CONDITIONS

Each award is made to help commission a piece of new music as described in an application. If, for any reason, your organization must significantly alter its plans after an application has been submitted or after an award has been made, The Brannen-Cooper Fund must be notified as soon as possible. An award made for one proposal is not transferable to a considerably changed or different proposal without the prior permission of The Fund.

Whenever we contribute to a commission, The Brannen-Cooper Fund ***must*** be listed as one of the funders or commissioners on the cover or title page of the music whenever it is published or reproduced in any way. When the piece is premiered, The Fund must also be listed as one of the funders or commissioners in the program.

FURTHER INFORMATION

If you need any additional information or if you would like to discuss any aspect of The Brannen-Cooper Fund, please feel free to contact:

Sarah B. Graumann, Fund Coordinator
The Brannen-Cooper Fund at
Brannen Brothers Flutemakers, Inc.
58 Dragon Court, Woburn, MA 01801 USA
Telephone: (781) 935-9522 x205
Fax: (781) 287-1070
Email: thefund@brannenflutes.com



NEW MUSIC COMMISSION APPLICATION

ORGANIZATION COMMISSIONING THE MUSIC

ORGANIZATION NAME _____

MAILING ADDRESS _____

TELEPHONE _____ FAX _____

IS THE ORGANIZATION INCORPORATED? YES NO IS THE ORGANIZATION IRS TAX EXEMPT? YES NO

AWARD PUBLICITY

IF YOU RECEIVE AN AWARD, MAY THE FUND PUBLICIZE THE FACT THAT IT HAS CONTRIBUTED TO THIS WORK?
(NO PERSON'S NAME, NOR THE ACTUAL GRANT AMOUNT, WILL BE DISCLOSED.) YES NO

YOUR CLUB/ORGANIZATION'S CONTACT PERSON

NAME _____

TITLE IN ORGANIZATION _____

DAY PHONE _____ EVENING PHONE _____ BEST TIME TO CONTACT _____

EMAIL ADDRESS _____ ORGANIZATION'S WEBSITE _____

WORK TO BE COMMISSIONED

TOTAL BUDGET _____ BRANNEN-COOPER FUND REQUEST _____

COMPOSER _____

PLEASE TELL US ABOUT THE COMPOSER, INCLUDING HIS/HER PREVIOUS COMPOSITIONS. (IF YOU HAVE A PRINTED BIOGRAPHICAL SKETCH OF THE COMPOSER, YOU MAY ATTACH IT TO THE APPLICATION IN ANSWER TO THIS QUESTION.)

DESCRIBE THE WORK TO BE COMMISSIONED.

TITLE OF WORK:

PLEASE TELL US ANY SPECIFIC FLUTIST(S) WORKING WITH THE COMPOSER ON THIS PIECE.

IF THIS NEW WORK WILL BE DEDICATED TO ANY INDIVIDUAL(S), PLEASE LIST THEM.

WILL THIS NEW COMMISSION BE PUBLISHED OR PREMIERED BEFORE APRIL 1, 2010? **NO** **YES**

If yes, the work is not eligible for funding. See page 3 of the guidelines.

WHEN WILL THIS NEW WORK BE PREMIERED? _____

IS THERE ANY COMMITMENT MADE TO HAVE A PARTICULAR FLUTIST OR FLUTE GROUP PREMIERE THE WORK?

YES **NO** IF YES, PLEASE TELL US ABOUT THAT.

PLEASE TELL US IF ANY EXISTING OR FUTURE AGREEMENT WILL LIMIT THE AVAILABILITY OF THE PIECE TO THE FLUTE-PLAYING COMMUNITY AFTER THE WORK HAS BEEN PREMIERED.

WHAT PLANS ARE THERE TO HAVE THE NEW WORK PUBLISHED, PRINTED, OR OTHERWISE MADE AVAILABLE TO INDIVIDUALS OR GROUPS?

DO YOU FORESEE ANY PROBLEM WITH HAVING THE BRANNEN-COOPER FUND LISTED AS ONE OF THE FUNDERS OR COMMISSIONERS ON THE TITLE PAGE WHENEVER THE PIECE IS PRINTED OR REPRODUCED?

YES NO *If yes, what problem would you anticipate?*

WHEN CAN WE EXPECT TO RECEIVE A COPY OF THE SCORE, INCLUDING PARTS?

HOW MAY WE OBTAIN A RECORDING OF THE NEW WORK AFTER IT IS PREMIERED?
(Please be assured that we will not copy the recording or use it for any commercial purpose.)

ABOUT YOU

NAME _____

TITLE IN ORGANIZATION _____

HAVE YOU READ THE 2009-10 FUNDING GUIDELINES FOR NEW MUSIC COMMISSIONS? YES NO

SIGNATURE _____ DATE _____

ORGANIZATION

BUDGET

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. "In-kind" contributions are non-cash contributions in the form of donated services or products and should be listed in both the income and expense columns. This includes in-kind contributions made by educational institutions.
2. On a separate page, please footnote (explain) any unusual figures.

ANTICIPATED INCOME

Revenue	
Concert Admissions*	\$ _____
Other*	_____
Private Support	
Corporate	_____
Foundations	_____
Other	_____
Government Support	
Federal	_____
State	_____
Regional/Local	_____
In-kind Donations (List sources)	
_____	_____
_____	_____
_____	_____
_____	_____
Cash from Applicant	_____
Other _____	_____
SUBTOTAL	\$ _____
BRANNEN-COOPER FUND REQUEST	\$ _____
TOTAL INCOME	\$ _____

PROJECTED EXPENSES

Commission	\$ _____
Artistic Fees & Services	_____
_____	_____
Recording Fees	_____
Other Fees & Services	_____
_____	_____
Space/Hall Rental	_____
Advertising	_____
Printing	_____
Tapes	_____
Other Expenses	_____
_____	_____
TOTAL EXPENSES	\$ _____
PROJECTED PROFIT (if any)	\$ _____

*Calculations Supporting Estimates of Cash Receipts (number of people x admission fee for concert admissions, general admissions, and/or masterclass fees)

⚠ TOTAL INCOME MUST EQUAL TOTAL EXPENSES PLUS ANY PROJECTED PROFIT NOTED ABOVE.