

# Guidelines for applications for composition commission grants (subsidie compositieopdracht)

To apply for a composition commission grant (subsidie compositie opdracht) you need to send in a completed application form, accompanied by a description of the proposal, information on the performance(s) of the piece and the required appendices. In this document you will find guidelines on how to prepare your proposal as well as information on the appendices. We strongly advise you to follow these guidelines, as they will help you convey the information that is relevant for the assessment of your application.

## Project proposal

Your project proposal should contain the following information.

1. A brief project summary (circa 10 lines)
2. Artistic outline (maximum 4 pages)

### *Motivation project*

- Describes the artistic motivation, the necessity to be able to realise the project as a whole;
- Please also specifically explain your choice of composer for this work in particular;
- Please also describe the significance of this project and the new piece by the composer in question for the development of the repertoire of your organisation;
- Please list the members of the artistic team;
- If applicable, please also indicate whom the (envisaged) performer(s) of the piece will be, and explain why.

### *Artistic vision and concrete realisation of the project*

- Describe the piece's duration and the instrumentation;
- Please also describe the rest of the performance programme and its relationship with the composition commission and why the new piece fits within this programme;
- Your proposal needs to at least contain a specific artistic concept (musically) and a concrete plan for its realisation.

### *Methodology*

- Describe the intended methodology for the realisation of the project and explain why;
- Please describe what the intended preparations (e.g. rehearsals) are for the realisation of the project and the new piece;
- Please explain the relation between previously performed pieces by your organisation and what the significance is of this application for your further artistic development.

### *Position in the field*

- Please explain what the significance is of your application for the development of the discipline in question and for your own organisation;
- To what extent would this project enhance the quality and diversity among the performing arts?
- Please indicate to what extent and in what way would this project distinguish itself in the field of the performing arts;
- If your project aims to stimulate cultural diversity, or will take place in regions where there is a lack of culturally diverse activity, please describe and explain.

*For organisations that currently receive a long-term support grant from the Ministry of Education, Culture and Science (OCW) or the Performing Arts Fund:*

- Please explain why the commission cannot be financed through regular funding.

## 3. Summary of production plan (maximum 3 pages)

### *Organisation*

- Please indicate (if applicable) who will be part of the production team.

### *Production, ticket sales and playlist*

- Please describe how you intend to realise your project: will you produce it yourself, will an external producer be involved, or will it be a co-production?;
- In case of the last two scenarios, you should include a letter of intent from the (co)producer. Please explain your choice;
- Describe briefly who will be responsible and how for the sales of the performances / concerts;
- Please give us an (intended) playlist (dates and venues or intended circuit)
- Please indicate clearly what the status is of these intended performances / concerts on the playlist. Which have been confirmed, which are options and which ones are uncertain as yet?

### *PR/Marketing Plan*

- Please indicate how you plan to reach an audience for the project and if there are specific target audiences.

### *Planning*

- Describe the timeline and phases of your project.

## **4. Written agreements**

A. A written confirmation from a programming organisation (podium) of the two performances. One of these can be a radio or television broadcast.

B. Supply a mutually confirmed written agreement between your organization and the composer, signed by both parties in which at least the following elements are agreed upon:

- The instrumentation of the composition
- The length of the composition
- The date upon which is agreed the completed score and performance material will be supplied
- The premiere date
- The number of performances
- And possibly agreements as to payment advances for the composer.

## **5. Appendices and documentation**

Please supply the following appendices:

- A recent copy of your registration with the Chamber of Commerce and a copy of the incorporation papers of your organisation;
- The cvs of the most important participants and performers;
- The cv of the composer in question;
- If possible: (examples of) text, music (CDs) and DVDs (for example of previously realised projects by the same makers);
- Mutually confirmed written agreement between your organisation and the composer, signed by both parties in which at least the following elements are agreed upon:
  - The instrumentation of the composition
  - The length of the composition
  - The date upon which is agreed the completed score and performance material will be supplied
  - The premiere date
  - The number of performances
  - And possibly agreements as to payment advances for the composer.
- Appendices, such as programmes, leaflets, photographs etc., can be

taken into consideration during the committee meetings. You can supply single copies of these. Single CDs can also be sent in. However, if you want to send in DVDs please send us 9 copies.

#### **6. How to apply**

We would prefer for you to send us your application digitally, via our website. To be able to apply digitally you need a password. Please apply for this password well in advance via our website: [www.fondspodiumkunsten.nl/aanmelden](http://www.fondspodiumkunsten.nl/aanmelden). Processing your application for a password can take several days.

It is possible to send your application by surface mail. Applications should be sent in duplicate on A-4 format, preferably in a plastic folder for each copy or held together by a paperclip. It should not be bound or stapled. If possible we would also like to receive a copy (PDF) via email at [info@fondspodiumkunsten.nl](mailto:info@fondspodiumkunsten.nl)

#### **When will I know?**

The Board of the Performing Arts Fund will notify you in writing of its decision within 13 weeks following the application deadline.

#### **Questions?**

If you have questions about the application, or if you are unsure as to whether you are eligible, please contact the Performing Arts Fund at + 31 (0)70 7072700.