



FRENCH-AMERICAN JAZZ EXCHANGE

FAJE is a program of FACE Foundation, Mid Atlantic Arts Foundation and Cultural Services of the French Embassy in the United States with lead funding from Doris Duke Charitable Foundation, Florence Gould Foundation, French Ministry of Culture, Institut Français-Paris, the National Endowment for the Arts, and Société des Auteurs et Compositeurs de Musique (“SACEM”).

Creative Project Grant Application Deadline: March 16, 2018, 5:00 PM ET
FAJE on Tour: summer 2018 Roster Announcement and spring 2019 Booking Deadline

ACCESSIBILITY

This publication is available in .PDF format and as a Word file at www.midatlanticarts.org. The Word version is designed with headers to be screen reader-friendly.

FRENCH-AMERICAN JAZZ EXCHANGE PROGRAM OVERVIEW

The French-American Jazz Exchange (FAJE) celebrates the United States and France's shared passion for jazz. A program of FACE Foundation and Mid Atlantic Arts Foundation, in collaboration with the Cultural Services of the French Embassy, FAJE is designed to foster the creative and professional development of jazz artists from France and the United States.

Beginning in 2018, the FAJE program will encompass two complementary grant components: grants for French and American musicians (Creative Project Grants) and grants for American presenters booking FAJE collaborations (FAJE On Tour).

FAJE Creative Project Grants support projects jointly conceived by French and American professional musicians that encourage artistic exploration, foster intercultural dialogue, and contribute to the dynamism of jazz. FAJE Creative Project grantees are encouraged to showcase completed work through public performance. To facilitate this, the FAJE program has expanded to include FAJE On Tour. FAJE On Tour will provide performance support to American non-profit presenters nationwide who present FAJE grantees' recently completed creative projects.

PROGRAM PARTNERS

FACE

FACE Foundation (French-American Cultural Exchange) is an American non-profit organization dedicated to supporting French-American relations through innovative cultural and educational projects. In partnership with the Cultural Services of the French Embassy, FACE Foundation promotes artistic, literary, and educational exchange and collaboration between creative professionals from both countries. Visit: www.face-foundation.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 engagement through such programs as Jazz Touring Network, BNY Mellon Jazz Living Legacy Award, Southern Exposure: Performing Arts of Latin America, USArtists International, and its regional performing arts touring programs ArtsCONNECT, Mid Atlantic Tours, and Special Presenters Initiative. Visit www.midatlanticarts.org.

Administration

MAAF and FACE Foundation co-administer the application submission and review process. MAAF operates the eGrant online application system used for the submission of applications. Program Officers at MAAF and FACE

are available to assist applicants and provide technical assistance through the process. FACE and MAAF each award grants for the program and handle the award process for projects they respectively fund. This includes applicant notification and administration of the individual grants. Final reports are submitted through MAAF's eGrant online system and reviewed by both MAAF and FACE.

FAJE FUNDING OPPORTUNITIES

Creative Project Grants *for Artists*

FAJE annually awards Creative Project Grants up to \$25,000 through an open, competitive application process for projects that take place either in France or the United States and/or their respective territories, within an 18-month period. FAJE supports creative projects realized through the collaboration of French and American musicians by supporting activities that may result in the creation of new work, establishment of new creative and professional partnerships, and development of new audiences. Projects may include jazz artists in France and/or the United States working with artists from different music genres. FAJE seeks to support ambitious projects that demonstrate ingenuity, artistry, and a vision for the evolving contemporary jazz scene. Special attention will be given to projects that reflect the cultural and artistic diversity of the French and American jazz scenes and involve artists with diverse backgrounds and influences. FAJE will prioritize projects that have the capacity to reach new audiences and engage communities through public performance.

FAJE Creative Project Grants are made possible through the generous support of Doris Duke Charitable Foundation, Florence Gould Foundation, French Ministry of Culture, Institut Français-Paris, and Société des Auteurs et Compositeurs de Musique (“SACEM”).

FAJE On Tour Grants *for Presenters*

FAJE On Tour provides funding for American presenters engaging artists from the FAJE On Tour roster. The annual roster features performing ensembles that have recently completed a creative project funded through the FAJE program. FAJE On Tour roster is created to engage broad national participation and promote access to unique and powerful artistic collaborations and performances. For the artists of FAJE, the tours extend the life of their projects by providing performance opportunities that develop new audiences and expand impact. Non-profit presenters across the United States are eligible to receive support toward artist fees and travel expenses related to scheduled engagements.

FAJE On Tour is made possible through the generous support of Cultural Services of the French Embassy in the United States, with lead funding from Florence Gould Foundation, French Ministry of Culture, Institut Français-Paris, the National Endowment for the Arts and Société des Auteurs et Compositeurs de Musique (“SACEM”).

FRENCH-AMERICAN JAZZ EXCHANGE

Creative Project Grants for Artists 2018-2019 Program Guidelines

APPLICANT ELIGIBILITY

Each FAJE creative project consists of a Lead Partner from the United States or France working with a Collaborating Partner from the United States or France, with one collaborator from each country. Lead and Collaborating Partners represent the core of a proposed project, (as opposed to musicians hired to participate solely for recording or touring purposes), and may be individual artists or ensembles. FAJE encourages applications from collaborators for creative projects resulting in works that may be considered for live performance and touring projects in the United States and France. 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 relationship. Lead and Collaborating Partners are limited to participation in one application. Musicians hired to participate in projects solely for recording or touring purposes may participate in more than one application.

WHO MAY APPLY

If the Lead Partner is American they must:

- be an individual jazz artist or jazz ensemble 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 and FACE 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 that works at a professional level;
- be French citizens or legal residents for the past five years and currently reside in France or its territories; and
- be in good standing with MAAF and FACE at the time of application, with no overdue or outstanding required reports and/or grant documents.

If the Collaborating Partner is American they must:

- be an individual music artist or ensemble 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 and FACE at the time of application, with no overdue or outstanding required reports and/or grant documents.
- **Note:** may be individual artists or ensembles working in a musical form other than jazz

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;
- be French citizens or legal residents for the past five years and currently reside in France or its territories; and

- be in good standing with MAAF and FACE at the time of application, with no overdue or outstanding required reports and/or grant documents.
- **Note:** may be individual artists or ensembles working in a musical form other than jazz

Applicant Citizenship and Residency Status:

- French artists residing in the United States holding dual French and American citizenship or holding permanent resident status in the United States are only eligible to participate in FAJE as either an American Lead Partner or as an American Collaborating Partner.
- Conversely, Americans residing in France holding dual French and American citizenship or holding legal resident status in France are only eligible to participate in FAJE as either a French Lead Partner or as a French Collaborating 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.

WHO MAY NOT APPLY

Lead applicants that have been a recipient of a FAJE grant in the past two years are not eligible.

APPLICANT STATUS AND FISCAL SPONSORSHIP

The Lead Partner on a proposed project responsible for submitting FAJE Creative Grant application will be the recipient of grant funds if selected for support. Lead Partners may choose to submit their application as an individual artist or ensemble, as their own nonprofit 501(3)(c) organization, or through fiscal sponsorship. There are financial implications and responsibilities 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 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.

- Nonprofit organizations serving as fiscal sponsors must provide this service as part of their regular operations and this service must be available to any artist that meets the respective organizations' published criteria for fiscal sponsorship.
- Fiscal sponsors that are willing to assume full responsibility for the grant may sponsor one or more artists or ensembles that do not yet have their own nonprofit Internal Revenue Service 501(c)(3) status but otherwise meet the criteria for eligibility.

- 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 an 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.

PROJECT ELIGIBILITY

FAJE projects may include investigation by the Lead and Collaborating Partners resulting in creations of original music, or influence on their own work and that of others, and/or include activities that address audience development and professional advancement for the participating artists or broader jazz community.

- Projects may include arranging, composing, rehearsing, performing, and recording.
- Projects must be jointly developed by the Lead and Collaborating Partners to meet mutually agreed upon goals and objectives.
- Priority will be given to projects that demonstrate significant support from music partners including record labels, presenters or media sponsors.
- Projects must take place in France or the United States, their respective territories, or in both countries between July 1, 2018 and December 31, 2019.
- Special attention will be given to projects that reflect the cultural and artistic diversity of the French and American jazz scenes, and involve artists with diverse backgrounds and influences.
- Priority will be given to projects involving artists who have not been supported by FAJE in the past.

FAJE will not fund:

- Projects that include solely the recording and production of an album
- Projects that are primarily focused on the reinterpretation or new arrangements of existing works by composers other than the Lead and Collaborating Partners
- Projects that include artists that reside outside of France or the United States

GRANTS AMOUNTS AND ELIGIBLE EXPENSES

FAJE project grants available through this application are for the period July 1, 2018 through December 31, 2019. FAJE will award grants that range from \$15,000 to \$ 25,000 per project. Funding may be used towards the following:

- travel-related expenses (international airfare, domestic travel, accommodations, and per diem)
- visa fees
- artist stipends

- equipment and space rentals
- fiscal sponsor fees (if applicable)
- marketing
- project-related agent/management fees
- recording and production fees

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

All FAJE project participants must obtain the required travel documentation to legally enter the United States and France. If the proposed project involves a public performance in the United States or France, artists must follow immigration law and secure the necessary performance work visa prior to the performance.

ADJUDICATION PROCESS

A panel composed of French and American jazz professionals will review applications submitted for consideration and make recommendations for support. Final approval of grants is made by the Board of Directors of MAAF and FACE based on panel recommendations.

REVIEW CRITERIA

Applications are evaluated according to the following criteria that are neither ranked nor given specific weights:

- Excellence of Lead and Collaborating Partners as demonstrated by the submitted work samples and the artists' record of professional achievement;
- Quality of project design, including artist collaboration, creative exploration and/or plan for professional advancement, planned activities and schedule;
- Evidence of adequate and collaborative planning; and
- Capacity to successfully implement the project.

NOTIFICATION

All applicants will be notified in writing of the panel's decision by June 1, 2018. The decisions of the panel are final and may not be appealed.

FINAL REPORTS

Final report forms are issued with the grant contract. Final reports must be submitted through MAAF's eGRANT system no later than 30 days after the grant period end date. Final reports require a description of work completed during the project period along with a brief accounting of expenditures.

HOW TO APPLY

Applications must be submitted on or before the published deadline. All FAJE Creative Project lead applicants must submit an online application through MAAF's eGRANT system. To access the FAJE online application system, visit: <http://midatlanticarts.egrant.net>.

All applications must be submitted in English.

The FAJE application consists of the following:

1. Application Summary
2. Lead Partner Information
3. Collaborating Partner Information
4. Application Narrative
5. Project Information
6. Project Budget
7. Certification Sheet. The Certification Sheet must be signed by the authorizing official of the artist/ensemble, if a 501(c) (3) organization. If using a fiscal sponsor, both the artist/ensemble and the authorizing official of the fiscal sponsor must sign the same Certification Sheet where indicated. The Certification Sheet must be submitted by fax or as an email attachment no later than one week after the application deadline.

The following required materials are uploaded as attachments to the FAJE online application:

8. Biographies of the Lead and Collaborating Partners
9. Signed Letter of Agreement between the Lead Partner and Collaborating Partner
10. Work Samples and Descriptions

Submission of the application indicates that you have completed all required fields in the online application form but does not guarantee eligibility or that all guideline requirements have been met.

DEADLINE

5:00 PM EST on FRIDAY, MARCH 16, 2018

All 2018 FAJE Creative Project applications must be successfully submitted by that time. No exceptions will be made to the deadline.

TECHNICAL REQUIREMENTS

All work samples are accepted digitally as uploaded attachments with the application. Work samples that are mailed as hard copies or emailed as attachments to MAAF or FACE will not be considered. Applicants must provide their digital consent to the terms and conditions of the program in order to submit an application for consideration.

It is strongly recommended that you prepare and upload your work samples early in the application process. Please upload one file at a time, save the page between uploads, and remember that uploads may take several minutes depending on connection speed.

All work sample files uploaded into the application must be formatted according to the following specifications.

Audio Files

- File type: .MP3 or .wav only
- File size limit: 10 MB maximum per file

Video Files

- File type: .MP4 or .MOV
- File size limit: 250 MB maximum per file

All Files

To help avoid errors in the online application, the names of all files uploaded in the application should follow these guidelines. When naming your work sample files:

- Do not use punctuation marks, symbols or any other non-alphanumeric characters
- Do not include any accents or non-Latin letters (e.g. è, Ø, Ð, ü, ñ, etc.)
- Be aware that file names longer than 32 characters will be automatically truncated by the eGRANT software
- Capital letters and spaces are acceptable

WEBINARS FOR APPLICATION ASSISTANCE

MAAF and FACE offer two application assistance webinars for prospective FAJE applicants.

During the online training session, participants will receive an overview of eligibility criteria and the review process as well as instructions on how to use the eGRANT system. Webinars will be delivered in English with technical assistance available in English and French. The webinar will also feature a Question and Answer portion with responses available in English and French.

Registration is required to participate in the Application Assistance Webinars. Individuals that register for the Webinars will receive the connection information and instructions via email. To register, please follow the link listed next to your desired Webinar date.

French-American Jazz Exchange Creative Grant Application Webinars

February 6, 2018 at 11:00 am | <https://attendee.gotowebinar.com/register/4745666295561404674>

March 1, 2018 at 2:00 pm | <https://attendee.gotowebinar.com/register/7248088789681991938>

CONTACTING MAAF AND FACE

If you have reviewed the available resources and need assistance, or have questions pertaining to the program guideline requirements, please contact the designated Program Officer at MAAF or FACE:

MAAF

Jess Porter, Program Officer, Performing Arts, Mid Atlantic Arts Foundation

jess@midatlanticarts.org | 410-539-6656 x116

- Support is available 8:30 AM through 4:30 PM EST, Monday through Friday.
- Applicants are encouraged to request assistance as early in the application process as possible. Applicants receive assistance from MAAF staff on a first-come, first-served basis and should be aware that demand increases significantly shortly before the deadline.
- MAAF is not able to assist with the recording or editing of work sample content.
- Due to the high volume of applications, MAAF is not able to verify receipt of applications by telephone. The online eGRANT application provides electronic notification via email of application submission. If you do not receive a confirmation email, please check your email spam folder then contact Jess via jess@midatlanticarts.org to request confirmation of receipt.

FACE

Suzanne Buracas, Program Officer for Music, Cultural Services of the French Embassy

suzanne.buracas@diplomatie.gouv.fr | 212-439-1448

- Support is available 9:30 AM through 6:00 PM EST, Monday through Friday.
- Applicants are encouraged to request assistance as early in the application process as possible. Applicants receive assistance from FACE staff on a first-come, first-served basis and should be aware that demand increases significantly shortly before the deadline.
- FACE is not able to assist with the recording or editing of work sample content.
- FACE is able to answer questions and provide responses in French.

FRENCH-AMERICAN JAZZ EXCHANGE

FAJE On Tour Grants for Presenters 2019-2020 Program Guidelines

FAJE ON TOUR ARTIST ROSTER

Featuring original completed FAJE Creative Projects, the FAJE On Tour artist roster is annually created to engage broad national participation and promote access to unique and powerful artistic collaborations and performances. Roster consideration will be given to artists and ensembles that have recently completed a FAJE Creative Project, demonstrate interest in touring, and have ample availability for touring in the United States during the given program window. The 2019-2020 FAJE On Tour artist roster will be announced and published online in the summer of 2018.

PRESENTER ELIGIBILITY

Nonprofit presenters located anywhere in the United States that book ensembles from the FAJE On Tour artist roster are eligible for FAJE On Tour fee support. For this program, a presenter is defined as an organization that regularly schedules and engages professional artists to perform before general audiences in its community and manages the related performance logistics as an ongoing and significant component of their organization's activity. Presenters reaching communities underserved by the arts will be given priority consideration for support. For the purposes of this program, an underserved community is one in which individuals lack access to arts programs due to geography, economic conditions, ethnic background, or disability.

In addition, all presenters who wish to book an artist or ensemble through the FAJE On Tour program must:

- be located in the United States and its territories (American Samoa, Guam, Northern Marianas Islands, Puerto Rico, and U.S. Virgin Islands);
- be a 501(c) (3) nonprofit organization or a unit of state or local government. Units of state or local government must provide a document on official letterhead to confirm status as a government entity. Fiscal sponsorship is not permitted for this program; and
- be in good standing with Mid Atlantic Arts Foundation, FACE and French Cultural Services, with no overdue or outstanding required reports and/or grant documents.

ENGAGEMENT REQUIREMENTS

Engagements eligible for FAJE On Tour fee support must:

- Include at least one public performance; and
- Include at least one Community Engagement Activity that builds appreciation for the performance or art form and provides the public with opportunities for direct interaction with the visiting artists. Community engagement activities may include, but are not limited to, master classes, lecture-demonstrations, workshops, and pre or post-performance discussions. The activity offered must involve the featured artist(s). Presenters should discuss the community engagement activity and the artist's involvement with the artist's booking agent and include these activities in their negotiations.

GRANT AMOUNTS AND ELIGIBLE EXPENSES

FAJE On Tour grants available through this application are for the period July 1, 2019 through June 30, 2020.

Fee subsidy grants will vary but may support up to 40% of the negotiated artist fee, which may include:

- artist fee
- travel-related expenses (international airfare, travel within the U.S., accommodations and per diems)
- community engagement activity fee
- artists' central withholding agreement preparation
- artists' visa preparation services (not including filing fees paid to U.S. government agencies or embassies)

GRANT AWARD LIMITATIONS

- There are no restrictions on the number of FAJE On Tour grants an eligible presenter can receive in a given year provided each engagement meets program guidelines. Each engagement is considered a separate award and documentation will be required for each.
- Fee support grants are based on demand and are available only as long as limited funds will allow. Presenters are encouraged to secure artist engagements as soon as possible.
- Fee subsidy is not guaranteed until confirmed by Mid Atlantic Arts Foundation and FACE Foundation.
- FAJE On Tour funding is restricted to the specific, direct costs of the project, as detailed in the grant awards section above, and may not be used for indirect costs.
- Grants must be matched on a 1:1 basis. The match may not include Federal funds and the grant and the required match may not be used to match other Federal funds whether they are received directly from a Federal agency or indirectly, such as through a state agency or other entity.

FINAL REPORTS

Final report forms are issued with the grant contract. Final reports must be submitted through MAAF's eGRANT system no later than 30 days after the grant period end date. Final reports require a description of work completed during the project period along with a brief accounting of expenditures.

HOW IT WORKS

The 2019-2020 FAJE On Tour roster will be announced in the summer of 2018.

- There is no application process for FAJE On Tour, but funds are limited. Presenters are encouraged to pursue this opportunity and secure artist engagements as soon as possible.
- Presenters interested in booking any of the FAJE On Tour artists and receiving fee support should contact the listed agent directly for the selected FAJE On Tour artist(s) to negotiate terms of the engagement including artist-involved community engagement activities and potential fee subsidy.
- Firm, written offers must be received and accepted by roster artist agents, who will submit the information to MAAF and FACE on or before the established deadline. Offer letters must include the presenter's name, contact information, public performance and community engagement activity

date(s), negotiated fee, and recommended fee support grant amount, as negotiated with the artist(s) agent.

NOTIFICATION

- Presenters will be notified by MAAF and FACE of support recommendations and will be required to fill out a short online form requesting public performance and community engagement activity details in April of the given program year.
- Presenters will be notified of official fee support grant approval in July 2019.

DEADLINE

Eligible presenters must contact the designated FAJE On Tours agent to contract an engagement scheduled between July 1, 2019 and June 30, 2020. Firm, written offers must be received and accepted by roster artist agents **on or before the established spring 2019 deadline.**

CONTACTING MAAF AND FACE

If you have reviewed the available resources and need assistance, or have questions pertaining to FAJE On Tour, please contact the designated Program Officer at MAAF or FACE:

MAAF

Jess Porter, Program Officer, Performing Arts, Mid-Atlantic Arts Foundation

jess@midatlanticarts.org | 410-539-6656 x116

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