



AMERICAN COMPOSERS FORUM

Community Partners Program – Project Proposal

Please use this form or reproduce it. Provide answers to all questions.

Applicant Information

Submitted by:	Date:
Name/Organization:	Contact:
Address:	Telephone/Fax:
	E-mail:
Project Title:	
Project Start Date:	Expected completion date:

Community or Artist Partner Information

Name/Organization:	Contact:
Address:	Telephone/Fax:
	E-mail:

Your proposal should include the following:

1. Project description (250-300 words) including:
 - The role of the artist(s) and the role of the community partner(s) in your project.
 - Total number and type(s) of outreach activities & events, venues and estimated attendance.
2. Statement of project goals and results including:
 - What do you expect to achieve through the project? What will be its most significant results?
 - How does project address the Forum's mission through artistic activity & community engagement?
 - How will it benefit artists' careers and new music? What will it accomplish for the community?
 - How does project reach "underserved" or "non-traditional" audiences for new music?
3. 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? Please include evaluation of outreach activities and audiences.
4. Publicity Plan – Should include both pre-event and post-event publicity for all events associated with project.
5. Budget – Budget detailing expense & income for entire project, showing amount of support requested from ACF and amounts from other sources (indicate which are committed and which are pending). Also include what the partner organization will contribute in terms of cash, in-kind or contributions, facilities, staff time, materials, etc.
6. Other support materials including Letters of Commitment from all involved parties, samples of composer's work and additional materials as stipulated in the Call for Proposals/Call for Scores.

Awardees will be expected to submit a Project Evaluation *within six weeks of the project's conclusion*, to include: a narrative and evaluation documenting the experience, assessing whether goals were reached as intended, etc.; financial reports; and documentation of the project (visit www.composersforum.org/programs and select Community Partners Program for details and to download Project Evaluation Form). No final payments are issued until the Project Evaluation has been received.

Forum projects are offered for the benefit of the Forum's membership. Applicants need not be members of the Forum to apply; however, artists who are funded must be Forum members for the duration of the project.

Please submit proposal package to your local chapter office. For further information, contact:

American Composers Forum

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