

## SAMPLE MEMORANDUM OF UNDERSTANDING

### Required of ALL Applicants

#### From the Composer (on their letterhead, scanned and submitted with signature)

To Chamber Music America:

This letter confirms my intention to compose a new work, [provide title, if known], for [insert Ensemble OR Presenter Name and Ensemble], which has applied for funding from Chamber Music America's *Classical Commissioning Program*.

My commission fee is \$\_\_\_\_\_. The proposed work will be approximately \_\_\_\_\_ minutes long and scored for \_\_\_\_\_ [instrumentation].

I understand that if the grant is awarded:

- the work must be completed and one digital copy of the score submitted by September 30, 2024
- [Ensemble Name] will have exclusive rights to perform and record the work, without paying rental or other fees, through June 30, 2026.

I confirm that I am:

- Not part of any other grant application to Chamber Music America's 2023 *Classical Commissioning* or *New Jazz Works* programs, and that I have no unfinished CMA-sponsored commissions at this time.
- Able to provide verification of U.S. resident status: a valid U.S. passport, a U.S. birth certificate, a Report of Birth Abroad form (FS-240), a USCIS certificate of citizenship or naturalization, or a permanent resident/green card as required by CMA, should the commission be granted.

This letter is not a binding or legal agreement and does not impose any legal obligation or duty. [Applicant] will formalize the above terms with a written contract if awarded a 2023 CMA *Classical Commissioning* grant.

Signed \_\_\_\_\_  
[Composer Name]

### For Presenter Applicants Only

#### From the Ensemble

To Chamber Music America:

This letter confirms [insert Ensemble name]'s intent to perform a proposed work [provide title, if known] by \_\_\_\_\_ [insert Composer name] in collaboration with [insert Presenter Name]—which has applied for funding from Chamber Music America's 2023 *Classical Commissioning Program*.

If a grant is awarded, [Ensemble Name] will give three public performances of the work in the U.S. by June 30, 2026.

I confirm that:

- our ensemble is not a part of any other application to the 2023 CMA *Classical Commissioning* or *New Jazz Works* programs and that we have no unfinished CMA-sponsored commissions at this time.
- The ensemble contact is able to provide verification of U.S. resident status: a valid U.S. passport, a U.S. birth certificate, a Report of Birth Abroad form (FS-240), a USCIS certificate of citizenship or naturalization, or a permanent resident/green card as required by CMA, should the commission be granted.

This letter is not a binding or legal agreement and does not impose any legal obligation or duty. [Applicant] will formalize the above terms with a written contract if awarded a 2023 CMA *Classical Commissioning* grant.

Signed \_\_\_\_\_  
[Ensemble Contact]  
[Ensemble Member Name]

**For Each Guest Artist, if applicable**

To Chamber Music America:

This letter confirms my intent to perform a proposed work [provide title, if known] by \_\_\_\_\_ [insert composer name] in collaboration with [Insert Ensemble and, if applicable, Presenter Name]—which has [have] applied for funding from CMA's 2023 *Classical Commissioning* grant program.

If awarded, I agree to perform the new composition with the ensemble on at least three occasions at concert venues in the U.S. by June 30, 2026.

This letter is not a binding or legal agreement, and does not impose any legal obligation or duty. [Applicant] will formalize the above terms with a written contract if awarded a 2023 CMA *Classical Commissioning* grant.

Signed \_\_\_\_\_  
[Guest Artist Name]