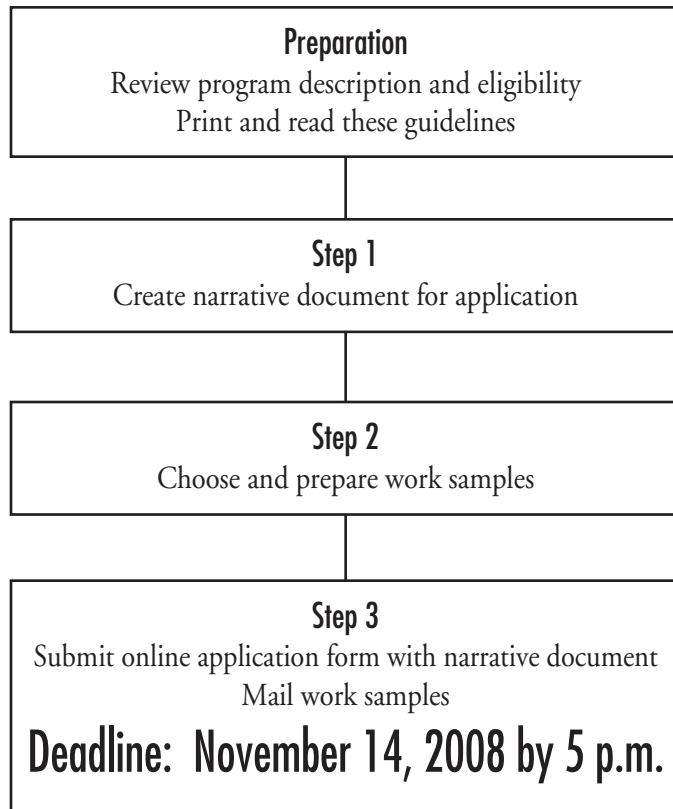


Music Composition

For composers who work in a range of genres such as jazz, blues, chamber, symphonic, improvisation, choral, electronic, experimental or as singer/songwriters.

Application Process



Eligibility

Before you begin the application process, be sure to read “Program Description and Eligibility” for the Bush Artist Fellowships (found on the Bush Artist Program website at www.bushfoundation.org).

Three-Step Online Application Process

Bush Artist Fellowship applications will be accepted via our online application process. Printed copies may be requested, if necessary. The application process involves three steps. Use this document to ensure that we receive your materials in the appropriate format for the selection committee’s review. Once submitted, you will receive an email acknowledging your application was received.

Please contact us if you cannot submit an online application or have questions that this document or the FAQ for the Bush Artist Fellowships (found at www.bushfoundation.org) do not answer.

artists@bushfoundation.org

651.227.0891 • 800.605.7315

• Create Narrative Document for Application

STEP 1

Get Started

To begin the application process, use your word processing program to create a narrative document that includes the sections given below. **Each section should appear on a separate page in the order given and should address the areas listed.** Save the document you create to your computer so you will be ready to upload it when you submit your application form in Step 3. As you prepare your narrative, please follow the formatting instructions given.

Narrative Document Formatting Instructions

Font

Times New Roman or Arial, 12 pt,
single spaced

Margins

One inch on all sides

File format

.doc, .rtf, .pdf or .docx

File name

Please use the following format when saving this document to your computer. For example:

Narrative-LastName-FirstName
(e.g., Jane Doe's narrative document would be named Narrative-Doe-Jane.doc)

Page headings

Include the section heading and your name on the top of each page. For example:

Accomplishments *Jane Doe*

Sections

Accomplishments (One Page)

Please list relevant accomplishments. Group and label them by headings and list in chronological order, beginning with your most recent. These may include compositions, performances and commissions. Include title, date of completion, length, number of performers and where each piece was presented. Also list residencies, community work, collaborations, employment, training, education, fellowships and honors. If your listings are long, choose a selection and label it "partial listing."

Artist Statement and Overview (One Page)

Please provide a descriptive overview of your work. For example, you may discuss your style, subject matter, themes, working process or other aspects of your work.

Fellowship Plan (One Page)

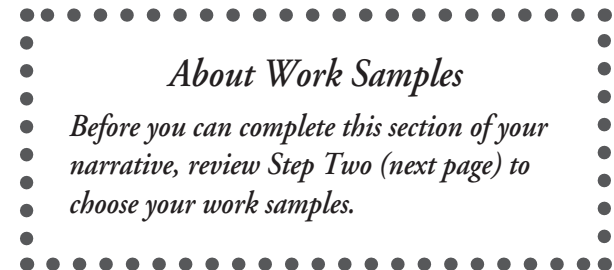
Please describe how you would use a Bush Artist Fellowship. You may describe the general directions you plan to pursue or specific activities you intend to undertake. Also indicate how you plan to focus extended periods of time on your work as an artist.

Work Samples (Up to Two Pages)

List the following information for each work. Be sure to specify playback order, if necessary.

1. Track number and title of work
2. Date completed
3. Length of excerpt/length of total piece
4. Instrumentation
5. Number of musicians and name of group or performers

If appropriate, you may provide additional information that will contribute to a fuller understanding of your work.



To Step 2

Music Composition

• Choose / Prepare Work Samples

STEP 2

Choose Work Samples

Select work primarily completed within the past five years. You may submit **up to 30 minutes** of complete works or excerpts from works representing your strongest pieces.

Prepare Work Samples

General specifications for CDs, DVDs

- Please provide four (4) identical copies of one (1) CD. A DVD may be sent if the visual performance aspect of your composition(s) is important to the understanding of your work.
- The name of each track should correspond with the title of each piece as it appears on your list of work samples.
- Clearly label each CD/DVD with your name.
- **Do not use labels or stickers** on your CDs/DVDs.
- Do not send original materials. While taking all reasonable care, the Foundation cannot be held responsible for loss or damage of original work.
- Work samples will be discarded unless a self-addressed stamped envelope with sufficient postage is included with work sample submission. Returned work samples will be processed after fellows are announced in June 2009.

Scores/Lyric sheets

- Submit one score for each work sample (double-sided, if possible).
- Size each score to 8 ½" x 11" paper, with margins of at least one inch on all sides.
- Scores or lyric sheets are optional unless inappropriate to your musical style.
- Include your name and page number on each page.
- Scores may be sent as hard copies with your CDs/DVDs.
- *Optional:* An additional score of an unperformed piece may be included.

Deadline for Work Samples

*Work samples must be
postmarked and mailed
to the Bush Foundation by*

November 14, 2008

*Bush Artist Program/Music Composition
332 Minnesota Street, Suite E-900
Saint Paul, MN 55101*

Questions? • artists@bushfoundation.org • 651.227.0891 • 800.605.7315

To Step 3

Music Composition 

• Submit Application / Work Samples

STEP 3

Use the Online Application Tool

To create your online account

Go to www.bushfoundation.org. On the **Fellowships** menu, click the link for **Artist Program**. Click on **Bush Artist Fellowship** on the menu at the left and choose **Categories and Applications**, then scroll to the **Music Composition** category. The online tool will walk you through a series of questions to set up your online account. If you have completed Steps 1 and 2, the submission process should only take 10 to 15 minutes. You will receive a confirmation email with a link to the “My Account” page, once your account is created. Save this email to access your application and account in the future and until you receive notification of the selection committee’s decision. *The Foundation cannot provide this information to you if it is lost.*

To save your application as you work and/or to log out

At any time, you may click on the **Save and Finish Later** button to save your unfinished application (do this frequently so you don’t lose unsaved work). Then you can either continue working on the file or, to log out of the application program, close the web browser. If you close your web browser without clicking **Save and Finish Later**, all changes to your application since the last time you saved will be lost.

To retrieve your saved application form

Best Option: Using your account conformation email, login to “My Account” to resume working on your unfinished application form and to track its successful submission.

Alternate Option: Browse to www.bushfellows.org/myaccount and follow the links to access your saved application.

If you apply in multiple categories, you will see more than one application. (**Note: If you see more than one application for the same category, you probably initiated a second one when there was already one started. Look over the two applications, and delete the duplicate. Deleted applications cannot be retrieved!**)

Submit Your Application Form

1. Review the narrative document you created in Step 1 for completeness, accuracy and formatting (see box on page 2 for formatting instructions).
2. Upload your narrative document to your online application form.
3. Use the **Printer-friendly version** option if you would like a copy of your application.
4. Click on the **Submit** button when completed. Must submit by 5 p.m. on deadline day.
5. Assemble your work samples and mail to the Foundation, *postmarked by November 14, 2008*. Mailing address is given in Step 2.

General Reminders and Tips

- Be sure to complete your narrative document before beginning Step 3
- As you create your application, click the **Save and Finish Later** button frequently so you don’t lose unsaved work.
- To log out ,close your web browser after clicking the **Save and Finish Later** button.
- You may want to print a copy of your application for your records before submitting it.
- If you decide to delete a duplicate application do it carefully. We cannot retrieve a deleted application.
- Only click the **Submit** button when your application is complete. You cannot edit your application or change work samples once you submit it.
- Questions? Email artists@bushfoundation.org.

Deadline: November 14, 2008 by 5 p.m.