2022 The Catalyst Fund Incubator Program Application Questions

**Section I: Eligibility Requirements**

You will not be able to start or submit an application without completing this eligibility screening. Questions: Please email catalyst@americanorchestras.org.

1. We attended an informational webinar on DATE (single select: September 23 or October 7)
2. My orchestra is a current League of American Orchestras member. (yes/no)
3. My orchestra is based in the United States. (yes/no)
4. My orchestra is current on membership dues or has a dues payment plan in place. (yes/no)
5. We have submitted a current organizational list (staff, board, musicians, etc.) to the League's Member Services team in the past 3 months. (yes/no)
6. My orchestra had operating expenses above $150,000 in FY20 and FY21. (yes/no)
7. My orchestra has at least 1 full-time staff member. (yes/no)
8. We have completed and submitted a response to the most recent OSR survey, for the fiscal year 2019-20, or commit to doing so by October 29, 2021 (youth orchestras, please select yes to proceed). (yes/no)
9. We did **not** receive two or more grants from The Catalyst Fund pilot program. (yes/no)

**Section II: Applicant Information**

1. First Name
2. Last Name
3. Title
4. Email
5. Phone
6. CEO/Executive Director’s Name and Title
7. Board Chair Name and email
8. Musician’s Committee Representative Name and email[[1]](#footnote-1)
9. Orchestra Name
10. What is the diversity your orchestra seeks? (e.g., increase engagement with lower income community members, Latinx population, community members between 18 and 34, etc.)
11. Please name a Key External Partner in achieving the diversity your orchestra seeks. (e.g., Jane Smitts, Head of the Hispanic Business Council of Greater Boston, etc.) and why you have selected them as a key partner. (text box, 150 words)
12. Please describe the vision for your orchestra as it relates to becoming a more inclusive organization. (text box, 250 words)
13. Please describe what led your orchestra to determine now is the right time to pursue a vision that allows you to welcome the diversity you seek. (text box, 300 words)
14. How will your orchestra be different once your vision is implemented? What does it feel and look like in your vision? Name some examples of evidence that your orchestra will use to measure its success in achieving its vision. (text box, 300 words)

**Section III: Community Information**

1. To assist program staff, faculty, and panel reviewers in gaining a better understanding of your community and context, please provide a narrative description of your community that addresses its geographic parameters, cultural context, racial and ethnic composition; gender and sexual identity composition; and its class and educational profile. (text box, 250 words)

1. To assist program staff and panel reviewers with creating a cohort that represents a broad selection of geographies and community types, please visit the [Census Bureau](https://www.census.gov/quickfacts/fact/table/US/PST045219) webpage to report information for your community.
	1. % White (not Hispanic)
	2. % Two or More Races
	3. % Black/African American
	4. % Hispanic/Latinx
	5. % Asian/Asian American
	6. % American Indian and Alaskan Native
	7. % Native Hawaiian and Other Pacific Islander
	8. Median Household Income
	9. % of Adult Population with at least a bachelor’s degree
	10. Total Population

14. To assist program staff, faculty, and panel reviewers in gaining a better understanding of your orchestra, please share the following demographic data about your organization:

a. Orchestra Staff

1. % White (not Hispanic)
2. % Two or More Races
3. % Black/African American
4. % Hispanic/Latinx
5. % Asian/Asian American
6. % American Indian and Alaskan Native
7. % Native Hawaiian and Other Pacific Islander
8. % Female
9. % Male
10. % Non-binary, non-conforming or gender variant, self-described

b. Board

1. % White (not Hispanic)
2. % Two or More Races
3. % Black/African American
4. % Hispanic/Latinx
5. % Asian/Asian American
6. % American Indian and Alaskan Native
7. % Native Hawaiian and Other Pacific Islander
8. % Female
9. % Male
10. % Non-binary, non-conforming or gender variant, self-described

c. Orchestra Musicians

1. % White (not Hispanic)
2. % Two or More Races
3. % Black/African American
4. % Hispanic/Latinx
5. % Asian/Asian American
6. % American Indian and Alaskan Native
7. % Native Hawaiian and Other Pacific Islander
8. % Female
9. % Male
10. % % Non-binary, non-conforming or gender variant, self-described

**Section IV: Attachments**

Please upload the following in PDF format. If you do not have a PDF maker, you may [download a free application](https://www.pdfescape.com/?noredirect=true) through your browser.

1. A 3-year budget projection demonstrating the 20% ($5,000) match each year. Please include project activities in your budget narrative.
2. Current year organizational budget inclusive of all EDI activities
3. Commitment Letter signed by the CEO, Board Chair, Music Director, and Musicians’ Representative
4. Meeting notes confirming that each of the orchestra’s constituents discussed applying for The Catalyst Fund Incubator (i.e., board meeting, musicians’ committee meeting, and staff meeting notes documenting those discussions took place)
5. List of key internal personnel involved in your work during the Incubator program and a brief description of their role in the organization
6. Optional: Relevant digital or analogue material from the past three years that demonstrates your commitment to sustained EDI work (e.g., previous organizational audit, agenda for anti-

bias/anti-racism workshop, notes from internal/external conversations with key stakeholders, collected or disaggregated data from previous program activities, report from a prior consultancy, evaluation tools you’ve created and use, materials from a relevant program, etc.)

1. The Musicians’ Representative may be represented by:

	* The signature of the orchestra’s elected players’ representative
	* The signatures of a quorum of musicians
	* The signature of the orchestra’s personnel manager [↑](#footnote-ref-1)