

Tel +49 69 95 92 86 85  
 Fax +49 69 95 92 86 90  
 Mail [info@archiv-frau-musik.de](mailto:info@archiv-frau-musik.de)  
[www.archiv-frau-musik.de](http://www.archiv-frau-musik.de)

## FAQs

### Composer in Residence Scholarship 2024

#### Application /application documents

##### 1. Which documents do I need to submit/upload to the cloud?

- An application letter
- A résumé (without photo)
- A catalogue of your works
- Scores of two works arranged for at least a chamber music ensemble (ideally including recordings)
- A declaration that the person submitting holds all rights to the submitted material and is in no way violating the rights of others
- A license agreement form, completed and signed
- A usage rights form, completed and signed

##### 2. Which formats can be submitted?

Application documents will be accepted in digital form only. Please send only common file, video and audio formats, such as pdf, mp3, mp4, tiff, wav, wma, wmv, mov, avi, flv. Please note that video and audio files in particular are to be uploaded in zip format.

##### 3. How can I decrease the size of my files?

One way is to first save your documents in pdf format and then compress them further, for example using Smallpdf (<https://smallpdf.com/de>) or pdf compressor (<https://pdfcompressor.com/de/>)

You can find free zip programs for your video and audio files here, for example: 7zip (<http://www.7-zip.de/download.html>).

Archiv Frau und Musik  
 Heinrich-Hoffmann-Str. 3  
 60528 Frankfurt am Main

Geschäftsführender Vorstand:  
 Mary Ellen Kitchens,  
 Dr. Vera Lasch,  
 Heike Matthiesen

Träger:  
 Internationaler Arbeitskreis  
 Frau und Musik e.V.

Bankverbindung:  
 Frankfurter Sparkasse  
 IBAN: DE04 5005 0201 0200 2040 92  
 BIC: HELADEF1822

Erweiterter Vorstand:  
 Mareike Hilbrig,  
 Prof. Dr. Vivienne Olive,  
 Elisabeth Treydte,  
 Uta Walther

### **Process/ jury**

**4. What is the timeline for Composer in Residence 2024?**

All women composers can submit material for their application until 26 February 2024. During that time, we will inspect the submitted material and ask you questions if required. The jury will have access to your submitted materials from March. In mid/end-March 2024 the jury will decide who is to receive this year's scholarship. The scholarship runs from September to November 2024 (see program framework). In November will be the final concert.

**5. When will I get to know whether I have received the scholarship or not?**

We will let all applicants know personally whether they have been selected to receive a scholarship this year. You will be informed by the end of March.

**6. What happens if I am selected for the scholarship?**

You will receive a message from us. For our official announcement we will require additional material from you (pictures, short cv...). We'll work with you to schedule dates. You'll meet the various cooperation partners and contacts. You'll need to organise transport at the beginning and end of the residency yourself, while we are responsible for overnight stays and the additional scholarship benefits. We will discuss arrival and departure dates shortly after the announcement.

**7. Who is on the jury?**

The jury members are Elnaz Seyedi (composer), Prof. Dr. Christina Richter-Ibáñez (Frankfurt University of Music and Performing Arts), Melissa Panlasigui (conductor), Stefan Fricke (Broadcasting Corporation of Hesse), as well as Hannes Seidl (composer).

**8. What happens after the Composer in Residence 2024 scholarship has been awarded?**

Bit by bit the Archive of Women in Music will enter your submitted material in the relevant databases and make it available to archive users.

**9. Can I reapply for future Composer in Residence scholarships?**

All applicants who have not yet received a scholarship are allowed to apply for future Composer in Residence scholarships.

### **The cloud**

**10. What is MagentaCloud?**

MagentaCloud is a cloud provided by the German telecommunications company, Telekom. The Archive of Women in Music has its own protected area there. The cloud is SSL and TLS encrypted, and the server is in Germany. For more information, see the official homepage:

<https://cloud.telekom-dienste.de/hilfe>

**11. Do I have to register with Telekom/MagentaCloud?**

No. You will receive an access link from us with a personal password. You do not have to register to use the service.

**12. Who can access my data in MagentaCloud?**

Your uploaded data can be accessed by you, the Archive employees responsible, and the jury.

**13. How do I get a folder in MagentaCloud?**

You want to apply for a scholarship and would therefore like to have a folder activated for you in MagentaCloud? Send an email with your name to [CiR2024@archiv-frau-musik.de](mailto:CiR2024@archiv-frau-musik.de), asking us to send you personal access data. Within 2-7 days you will receive a personal link to a password-protected folder. You can upload all your files into this folder.

**Rights of use/license agreement - legal situation**

**14. Why will I receive a license agreement and a consent form for usage rights?**

The scholarship is awarded by the Archive of Women in Music. One of the Archive's tasks is to preserve women composers' material, and to increase awareness of those composers and their work. There are two different forms that you'll need to fill out.

By signing the usage rights for the publication of data records (see below) you give your consent for us to make your submitted material (sheet music, video and audio material) and the corresponding personal data visible in our online catalogue solely as a data record, thereby making it accessible to users at the Archive. This consent is a mandatory prerequisite for your application.

In addition, you may also consent to the publication of the digital versions. This is explained on the license agreement form. The respective licenses that you can choose between (CC BY-ND and CC BY-SA) will be attached to the email regarding the next steps of your application.

**15. Do I have to consent to the usage rights for the publication of data records?**

Yes. Signing the usage rights form for the publication of data records is a prerequisite for participation in the Composer in Residence program.

**16. Do I have to consent to the publication of my digitally submitted works (license agreement)?**

No, but you must send back the signed form, indicating whether or not you consent to the publication of the digital material. You can also choose between two different publication licenses.

**17. Can I use the license agreement to release only certain digital materials for publication?**

Yes. In the top section of the license agreement for the digital material, please indicate which submitted material you would like to release. You do not need to list the other works. If you do not consent, please enter all submitted material in the relevant section.

**18. Will I have less chance of being selected for the scholarship if I don't want to consent to the publication of the digitally submitted works (license agreement)?**

No!

**19. Can I still decide later whether I want to sign the usage rights and license agreement forms?**

The license agreement must be submitted with your application by 2024-26-02. Upload it into your personal cloud folder. You must consent to data-record usage rights in order to participate in the scholarship. You can also consent to the publication of the digital material, but you don't have to. If you haven't given your consent for the publication of the digitally submitted works, you can do it later.

**20. What licensing agreement governs the publication of the digital material?**

You can choose between two licenses: A Creative Commons license of the type "Attribution - No Derivatives" (CC BY-ND) or of the type "Attribution - Share Alike" (CC BY-SA). The license texts are permanently available here: <https://creativecommons.org/licenses/by-nd/4.0/legalcode.de/> <https://creativecommons.org/licenses/by-sa/4.0/>.

**21. Can I revoke my consent to the processing of the license at a later date?**

Once you have consented to license processing this cannot be revoked. Please also see the CC BY-ND or CC BY-SA: <https://creativecommons.org/licenses/by-nd/4.0/legalcode.de> (CC BY-ND) or <https://creativecommons.org/licenses/by-sa/4.0/> (CC BY-SA).

**22. Where will my digital material be available if I consent to the publication of this material (license agreement)?**

The digital material will be publicly available as part of the Archive of Women in Music's online databases. So it may also be available, for example, in the Digital German Women's Archive (DDF), SWB, KVK, Europeana, etc.

**23. What is the Digital German Women's Archive (DDF)?**

The DDF was developed under the leadership of the i.d.a. Umbrella Organisation, an association of over 30 German-language lesbian/women's archives, libraries and documentation centers. The organisation had triggered the development and expansion of the DDF with support from the German Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (BMFSJ). The DDF is a virtual location for preserving women's history, acting as a digital memory of the German women's movement and as a milestone in the constant safeguarding of feminist knowledge. Little by little, material is added to the DDF's online meta-catalogue and is available worldwide via the internet. <https://www.digitales-deutsches-frauenarchiv.de/suche?term=meta>

**24. What does it mean if I release my personal data for the publication of the data records?**

In order to add the data record for your submitted sheet music, video and audio recordings, we also need the corresponding personal data such as name of the composer, possibly year of composition, year of birth, etc. Naturally we will not pass your contact data to third parties without your consent. (see notes on data protection)

**25. What do I need to bear in mind if I submit a previously published work?**

Please research and clarify the legal situation and if necessary acquire the rights from third parties (publishing houses, clients, participating musicians...). You must own the rights when you

submit. Please ensure especially that you do not violate the rights of any third parties, for example by including a video showing musicians who have not consented to its distribution.

**26. *What can archive users do with my material?***

Users are informed that they are only allowed to use the material in the Archive for research or private purposes, or for educational events. Music, audio and video recordings may be viewed or listened to on our premises, but not copied in their entirety or loaned out.

**Program framework**

**27. *On what date does the scholarship begin/ end?***

The scholarship runs from September until November 2024. The exact arrival and departure dates will be determined together with the scholarship holder. In November 2024 will be the final concert. You must make this possible as part of the residency.

**28. *May I, during the course of the scholarship, visit concerts and events at other locations and give performances?***

In principle it is possible to perform at concerts and events during the scholarship period, independently of the Composer in Residence role. Please discuss such extra dates right at the beginning with your contacts at the Archive of Women in Music. We do not cover travel costs to such extra events. **They must not cause you to neglect your scholarship commitments.**

**29. *Which dates are already fixed?***

The Composer in Residence's final concert will take place in November 2024. Additional dates such as workshop discussions, press briefings and interviews will be determined together with the scholarship holder.

**30. *What is Response?***

You can find out more about the Response project on the official homepage:  
<https://www.hfmdk-frankfurt.info/forschung/projekte/schulprojekt-response/>

**Scholarship benefits**

**31. *What benefits do I receive from the scholarship?***

The composer will be provided with free living space in Frankfurt and a monthly scholarship amount of € 850.00 to be able to live and work in Frankfurt.

**32. *Will additional transport be paid for?***

The scholarship includes travel costs of up to € 500.00 for the inbound journey at the beginning of your stay and the outbound journey at the end. In addition, you will receive monthly passes for the Frankfurt transport network. Any additional travel costs will not be covered by the scholarship.

**33. *When will I hear whether I have been selected to receive the scholarship?***

By the end of March at the latest you will be informed of whether you are to receive the CiR scholarship. Please be available by phone or email.

**34. *May my children/ family accompany me?***

If you are selected for the scholarship you are of course welcome to bring your children/family with you to Frankfurt. Unfortunately, however, we cannot cover or contribute to the living costs of your children/family during the residency. Additional living space, if required, must be paid for by you.

**35. *What other opportunities will be available to me?***

The Archive of Women in Music and the University of Music and the Performing Arts in Frankfurt am Main offer you a range of networking opportunities in the areas of women's music and new music. Of course, you will also have access to the research opportunities and the reading room at the Archive

**In Cooperation with**



**Friendly supported by**

