



SCHOOL APPLICANT

The EMI Music Sound Foundation is dedicated to the improvement of music education with a focus on youth.

We Support

- Individuals resident in the UK & Eire in full time education to fund musical instrument/equipment purchase*
- Schools to fund music education (with the exception of statutory national curriculum music teaching costs and peripatetic music lessons)
- Music teachers working within schools to fund courses and training

* *Preference is given to individual students under the age of 25*

We Do Not Support

- Applications from applicants based outside the UK or Eire
- Non-school based community groups
- Applications for tuition fees and living expenses other than as described under the Bursary Awards section on our website
- Applications over £2000
- Applications for the funding of private instrumental lessons
- Payment of staffing costs to cover the teaching of the national curriculum or peripatetic teaching costs.

Please Note

We do not fund retrospectively and you are not eligible for financial assistance under this scheme if you have already purchased your resources or if you do so after you submit your application but before funding has been approved. If you receive funds from another source after submitting your application to the Foundation it is imperative you inform us immediately.

Returning Applicants

If the school has successfully applied for funding previously, you are required to wait for two Trustee meetings to pass (approx. 12 months) before re-applying. If you are in any doubt about these dates please contact the office emimusicfoundation@umusic.com

The deadline for receipt of applications for the March 2018 Trustees meeting is **Wednesday 31st January 2018**.

Please complete all sections of the application in full, using the checklist on the following page to ensure all relevant information has been provided. You must also include a supplier quote with your application detailing the resources you wish to purchase. Please do not alter the layout of the application and note any incomplete forms will be automatically returned.

Checklist

Please use the following checklist to ensure you have completed your application in full - incomplete applications will be automatically returned.

Please do not return this checklist with your application, it is provided for you as an aid so do keep it for your records.

	Completed
1. Full contact details provided	<input type="checkbox"/>
2. All questions answered	<input type="checkbox"/>
3. Witnessed and supporting statement given by the Head Teacher	<input type="checkbox"/>
4. Suppliers quote enclosed	<input type="checkbox"/>

If you have any further queries or if you are unsure whether your application will meet EMI MSF's criteria, please contact us before submission at emimusicfoundation@umusic.com

Please keep a copy of the application for your records and note all application forms must be returned as originals to the following address. Email or fax copies will not be accepted

*EMI Music Sound Foundation
Beaumont House
Avonmore Road
Kensington Village
London W14 8TS*

Applications will be acknowledged in writing and you will be notified of the outcome of your bid following the Trustees meeting.

EMI MUSIC SOUND FOUNDATION ("the Foundation") processes your personal data (as defined by the Data Protection Act 1998 ("the Act")) for various purposes depending on your relationship with the Foundation. If you are the beneficiary of a grant please refer to the privacy statement in the application form. All other data processed under the Act are for the purposes of achieving the general charitable purposes of the Foundation.

EMI MUSIC SOUND FOUNDATION is a company limited by guarantee in England and Wales under Company Number: 5062390. It is also a charity registered in England with the Charity Commission for England and Wales under Charity Number: 1104027



SCHOOL APPLICANT Please complete **all** the following questions

Title _____ Name _____ Job title _____ School Name _____ Level: Primary/Secondary/SEN _____ Email _____ Mobile Number _____	School Address _____ _____ _____ County _____ Postcode _____ School Telephone Number _____
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Please tick this box if you do not wish for your email address to be used to receive information about EMI MSF in accordance with the Subject Information Statement at the bottom of the application

Charity Number (if applicable) _____ State school/academy Public school

Number of pupils in school _____ Pupil age range _____

School specialism _____

School's annual budget _____

Music department resources budget (do not include salaries) _____

1. How did you hear about the EMI Music Sound Foundation? (please state)

Website _____ Educational Body _____

Other (please give details) _____

2. Has the school applied to the EMI Music Sound Foundation before? YES / NO (If 'yes', give details below)

Date _____ Funds Awarded _____

Instruments/equipment purchased _____

Instruments/equipment still in use? (please give details)

3. a) What is the total cost of the resources you wish to purchase? £ _____

b) How much is the school able to contribute to the purchase? £ _____

c) What is the total amount you are applying to the Foundation for? £ _____

Please confirm if the school can reclaim VAT on purchases and account for this when providing a quote

4. Please explain fully (a) why you need our financial assistance (also indicate current resource within the school), (b) what you intend to use the funds for, (c) how these funds will make a difference

(continue on another sheet if necessary)

Supporting supplier quote must be attached to verify the funds you require

A)

B)

C)

5. We strongly advise you to apply to other bodies for assistance as, due to the continued high demand for our funding, it is unlikely we will be able to meet your request in full. Please list below any other funders to whom you have or will be applying (an extensive list of potential funders is on our website under the 'resources' page).

6. Should you not receive the full amount requested, what are your priorities?

7. I confirm that, to the best of my knowledge, all information given as part of this application is correct. I hereby grant The EMI Music Sound Foundation explicit consent to process my sensitive personal data as defined by the Data Protection Act 1998. I confirm that I have read the Subject Information Statement contained on page 6 of this application.

Name (print) _____

Signature _____

Date _____

8. Please print and pass your application to the school's head teacher to witness and provide a statement in support of your application.

Head Teacher Witness Statement

'I have considered the merits of this application on the basis of need, I have read the complete application form and I am happy to give my full support'.

Name (print) _____ Signature _____

Email address _____

Supporting Statement

For office use only

Date application received _____ Date application acknowledged _____

Subject Information Statement for The EMI Music Sound Foundation

The EMI Music Sound Foundation and MSFC Limited (together EMIMSF) process your personal data (as defined by the Data Protection Act 1998 (the Act) and outlined below) for the purposes of:

- consideration of any application for a grant or bursary from EMIMSF, including investigation to establish that the criteria for an award are met, whether it relates to you personally, the person on whose behalf you are applying or your organisation;
- administering the activities of EMIMSF;
- achieving the charitable objectives of EMIMSF;
- transferring your personal data between companies within the EMIMSF group and to other organisations connected with the grant and bursary award process;
- disclosing information to responsible authorities if it reasonably believes that criminal activity is taking place or it believes that an individual or a group of individuals are at risk of harm;
- fundraising;
- undertaking promotional events and activities and transferring your personal data to organisations assisting us with any such event or activity; and
- undertaking the marketing of EMIMSF's aims, which may include marketing to you using telephone, facsimile and electronic mail services.
- improving the content of the EMI MSF website via the internal review of the web pages visited, tracking the number of users of the site and where appropriate, product purchased through the site.

EMI MSF respects the privacy concerns of the visitors to this Website ("the Site").

By submitting an application to EMI MSF you are consenting to our processing your personal data for the above purposes.

If you supply any visual image or sound recording to EMIMSF, or EMIMSF obtains such image or recording by other means, this image or recording may be used for EMIMSF's marketing and promotional activities.

EMI MSF continues to process your personal data following:

- a decision being made on awards and bursaries; and/or
- sending you any information requested by you.

Universal Music Group International, Ltd. provides technical assistance to EMIMSF and may process your personal data on behalf of EMIMSF for purposes described in this statement. EMIMSF does not sell your personal data to other organisations and transfer of your personal data will not occur unless such transfers are outlined in this statement or permitted under the Act or other law.

If you would prefer that EMI MSF cease to process your personal data for the purposes of direct marketing, if you wish to stop receiving information from EMI MSF, or if you would like to exercise other data protection rights you can contact us by writing to the EMI Music Sound Foundation, Beaumont House, Avonmore Road, Kensington Village, London W14 8TS or by replying to the email address at the bottom of each email from us.

For more information please see our privacy policy on our website.