

## APPLICATION FORM COMPLETION INSTRUCTIONS

Even if you have applied before, PLEASE READ the following two pages carefully before you complete the application.

### ABOUT EMI MSF

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

### WE SUPPORT

- Music students in full time education to fund instrument/equipment purchase
- Schools to fund music education (with the exception of statutory national curriculum music teaching)
- Music teachers to fund courses and training
- Bursaries for students at one of the seven recognised UK & Ireland Music Colleges (see overleaf)

### WE DO NOT SUPPORT

- Applications from outside the United Kingdom & Ireland
- Non-school based community groups
- Bursary applications other than as described overleaf
- Applications over £2500
- Payment of staffing costs to cover the teaching of national curriculum music.

**Due to increased demand for our funds we strongly recommend you also apply to other bodies for assistance – on our website we have a list of 'other education charities that can help' which may be of assistance.**

### RETURNING APPLICANTS

If you have applied before and been successful you are required to wait 2 Trustee meetings (approx 12 months) before you are able to re-apply. If you are in any doubt about these dates please contact the office.

### APPLICATION COMPLETION NOTES

Please complete this form in full, carefully and clearly, using the check list form on page 5 to ensure you have included everything we have asked for. Individual applicants under 16 may prefer to have their parents complete the form. However, please make sure that the form is completed in the child's name. Parents will also need to sign the declaration under Question 9.

Additional documentation can be enclosed if it is vital to understanding your application, but please keep this to a minimum.

#### Supplier Quote

Applications for the intended purchase of musical instruments/equipment for both individuals and schools must be accompanied by **detailed cost estimates**, on supplier's original stationery. Schools applying for assistance with a workshop/training etc must also provide supporting quotes.

#### Reference (Individuals only)

Please ensure you include a **reference** in support of your application from your music teacher **which must be on Personal Letterhead which include their FULL contact details and contact telephone number.**

### Witness Statement

**ALL APPLICATIONS must be witnessed.** Applications from individuals need to be witnessed and signed by a professional third party (i.e. not a family member), known to you for at least three years – for example your doctor, teacher or bank manager. School applications should be witnessed by either the Head Teacher or a Governor.

**PLEASE NOTE - Funding cannot be offered retrospectively, i.e. if you have already purchased the instrument.**

The Foundation acknowledges all applications in writing and you will be notified following the outcome of your application.

The deadline for applications to be considered at the next Trustees' meeting is **9 February 2009**. Any forms received after this date will be passed to the next meeting.

**ALL** Application forms must be returned as originals to EMI Music Sound Foundation, 27 Wrights Lane, London, W8 5SW. **Email or Fax copies are not accepted.**

If you have any queries that are not covered in these instructions, or if you are in any way uncertain whether your application will meet EMI MSF's criteria, please contact us before submission at [enquiries@emimusicfoundation.com](mailto:enquiries@emimusicfoundation.com).

### **BURSARY AWARDS**

The EMI Music Sound Foundation has endowed seven bursaries, with an annual donation of £5000 to each participating college.

The colleges are:-

- Royal Scottish Academy of Music & Drama, Glasgow – 0141 332 4101
- Royal Welsh College of Music & Drama, Cardiff – 02920 342854
- Royal Academy of Music, London – 0207 873 7373
- Institute of Popular Music (University of Liverpool) – 0151 794 3101
- Birmingham Conservatoire – 0121 331 5901
- Music Tech Schools (previously Drumtech, Vocaltech, Guitar-X) London – 0208 749 3131
- Irish World Music Centre, Limerick – 00 35 361 202 590

Applications from students for EMI Music Sound Foundation funding are handed by the above colleges themselves. Please contact the colleges direct on these numbers if you wish to apply for an EMI MSF bursary.

[www.emimusicfoundation.com](http://www.emimusicfoundation.com)

**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



**APPLICATION FORM**

**PLEASE COMPLETE IN CAPITAL LETTERS AND REFER TO ATTACHED COMPLETION INSTRUCTIONS**

**1. Personal Details**

Title: \_\_\_\_\_

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Parents Name: \_\_\_\_\_  
(if under 16)

School Name: \_\_\_\_\_  
(if relevant)

Position/Job Title: \_\_\_\_\_

Age/School Level: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_ Post Code: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

I agree to the use of my email address to receive information about EMI MSF in accordance with the Subject Information Statement at the bottom of the application (Please tick Box)

**2. How did you hear about The EMI Music Sound Foundation?**

i) Website (please state which one) \_\_\_\_\_

ii) Educational Body (please state which one) \_\_\_\_\_

iii) Other (please give details) \_\_\_\_\_

**3. Complete this section if you are applying as a SCHOOL:**  
**(All others got to Question 4a)**

Please advise Charity Number (if applicable): \_\_\_\_\_

Please state number of pupils in school: \_\_\_\_\_

Please state school's annual budget: \_\_\_\_\_

Please state music department annual Budget: (DO NOT INCLUDE SALARIES) \_\_\_\_\_

**4a. Complete this section if you are applying as an INDIVIDUAL:  
(All others got to Question 5)**

If you are able to contribute funds personally please give details

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**4b. If there are any relevant family circumstances that you would like the Trustees to know in order to consider your application, please detail:**

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**5. Please explain FULLY (a) Why you are in need of our financial assistance, (b) What you intend to use the funds for, (c) How these funds will make a difference:**

Supporting supplier estimates need to be attached to verify the funds you require.

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**6.**

Please state the total funds for which you are applying: £ \_\_\_\_\_  
**(maximum £2500)**

Please state when your funds would be required (month/year) /  
**(March 2009 / September 2009)**

**7. Due to increased demands for our funds it is unlikely we will be able to meet your application in full, so we strongly recommend you also apply to other bodies for assistance. If you have already done so please list them below:**

\_\_\_\_\_

\_\_\_\_\_

**8. Have you applied to The EMI Music Sound Foundation before?**

If 'yes', please state when and if you were successful

\_\_\_\_\_

**9. DECLARATION**

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: \_\_\_\_\_

**Parents Signature (if applicant under 16)**

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**10. WITNESS STATEMENT - (\*Please refer to Instruction Sheet for guidance\*)**

The EMI Music Sound Foundation will process your personal data to confirm that you witnessed the above signature and that you are a suitable person to do so. Please ensure you read the complete application and sign in agreement.

Witnessed by (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Tel: \_\_\_\_\_

Occupation: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date application received: \_\_\_\_\_

Date application acknowledged: \_\_\_\_\_

COMMENTS:

Approved: Yes  No

Date:

Amount:

Subject Information Statement for The EMI Music Sound Foundation

The EMI Music Sound Foundation and MSFC Limited (together EMI MSF) 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 EMI MSF, 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 EMI MSF;

achieving the charitable objectives of EMI MSF;

transferring your personal data between companies within the EMI MSF group and to other organisations connected with the grant and bursary award process;

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 EMI MSF's aims, which may include marketing to you using telephone, facsimile and electronic mail services.

EMI MSF shall process relevant sensitive personal data (as defined by the Act) in relation to your involvement with EMI MSF and in particular in relation to any application for a grant or bursary you may make within the principles of the Act. Processing of personal data may continue following any decision in respect of any application for a grant or bursary.

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

EMI MSF 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.

Please note that information displayed on our Website or sent to EMI MSF over the Internet may be transferred outside of the European Economic Area where data protection laws are not as strong as within the EEA. If you have any concerns in relation to such transfers, you should not use the Internet as a means of communication with EMI MSF.

If you would prefer that EMI MSF cease to process your personal data for marketing purposes please write to EMI Music Foundation, 27 Wrights Lane, Kensington, London, W8 5SW.

**APPLICANT CHECK LIST – (to be kept by applicant)**

**Please use the following checklist to ensure your application is complete and will therefore be processed.**

	YES	NO
Application form for Music Students witnessed by a professional third party (doctor/teacher/bank manager):	<input type="checkbox"/>	<input type="checkbox"/>
Application form for School witnessed by Head Teacher or a School Governor:	<input type="checkbox"/>	<input type="checkbox"/>
Supplier's quote enclosed ( <b>for both schools and individuals</b> )	<input type="checkbox"/>	<input type="checkbox"/>
Music Teacher Reference ( <b>for music students only</b> ) enclosed	<input type="checkbox"/>	<input type="checkbox"/>
Parental Declaration (for under 16s)	<input type="checkbox"/>	<input type="checkbox"/>

**REMINDERS**

Please include **ALL** original documentation referred to above (quotes, references etc) at the time of posting.

It is advisable to keep a file copy of this application for your own records.

**If anything is missing from your application form it will automatically be returned to you clearly marking what has been omitted in that you can rectify and return to us.**

Please send your original application by post only to:

EMI Music Sound Foundation,  
27 Wrights Lane  
London  
W8 5SW

Email or Fax applications **WILL NOT** be accepted.