

Application Form Completion Instructions

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

PLEASE NOTE: We DO NOT fund retrospectively and you are not eligible for financial assistance under this scheme if you have already purchased your instrument or if you do so after you submit your application. If you submit your application and subsequently purchase your instrument (or receive assistance from another source for this purpose) you must inform us immediately.

Due to increased demand for our funds we strongly recommend you also apply to other bodies for assistance – on the Resources page of our website we have a list of ‘other charities that can help’ which may be of assistance. Please be sure to complete this list. (Please see question 9)

The deadline for applications to be considered at the next Trustees’ meeting is **20 August 2010**. Any forms received after this date will be passed to the next meeting.

ABOUT EMI MSF

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

WE SUPPORT

- Individuals in full time education to fund musical instrument/equipment purchase
- Schools to fund music education (with the exception of statutory national curriculum music teaching)
- Music teachers working within schools to fund courses and training
- Bursaries for students at one of the eight recognised UK & Ireland Music Colleges/organisations (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 £2000
- Independent music teachers
- Payment of staffing costs to cover the teaching of the national curriculum.

RETURNING APPLICANTS

If you have applied before and been successful you are required to wait two 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 Steps

Please complete this form in full, carefully and clearly, using the check list on page 7 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 11.

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

1. Supplier Quote

ALL 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.

2. Reference (Individuals only)

Please ensure you include a **reference** from your music teacher in support of your application. **This must be a comprehensive reference on Personal Letterhead which includes their FULL contact details and contact telephone number and will relate directly to this application.**

3. 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.

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

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.

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
- Birmingham Conservatoire – 0121 331 5903
- Music Tech Schools (previously Drumtech, Vocaltech, Keyboardtech, Guitar-X)
London – 0208 749 3131
- Irish World Music Centre, Limerick – 00 35 361 202 590
- National Children's Orchestra – 01934 418855
- Brighton and Bristol Institute of Modern Music – 0844 2 646 666

Applications from students for EMI Music Sound Foundation funding are handled 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

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 APPLICANT DETAILS

Title _____	Address _____
First Name _____	_____
Surname/ _____ or Family Name	County _____
School Name _____	Postcode _____
Position/Job Title _____	Home Tel. _____
Age/School Level _____	Mobile _____
Date of Birth ____ / ____ / ____	Email _____

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

2 PARENT(S), GUARDIAN DETAILS

Title _____	Mobile _____
First Name _____	Email _____
Surname/ _____ or Family Name	Occupation _____
Home Tel. _____	

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

3 HOW DID YOU HEAR ABOUT THE EMI MUSIC SOUND FOUNDATION?

i) Website (please state which) _____

ii) Educational Body (please state which) _____

iii) Other (please give details) _____

4 COMPLETE IF YOU ARE APPLYING AS A SCHOOL (all others go to question 5a)

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) _____

5 COMPLETE THIS SECTION IF YOU ARE APPLYING AS AN INDIVIDUAL (All others go to Question 6)

a. If you and/or your family are able to contribute funds personally please give details

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

6 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.

7 INSTRUMENT/EQUIPMENT DETAILS

What is your present instrument? _____
or present instruments currently used in the department if applying as a school

Make _____ Size _____ Value _____

8 Please state the total cost of your instrument/equipment: £ _____

Please state the total funds for which you are applying: £ _____ (max £2000)

Please state when your funds would be required (month/year) **Sept 2010/ March 2011**
Please note that the Foundation makes awards twice each year. The next awards will be made in September 2010 and March 2011.

9a DUE TO INCREASED DEMANDS FOR OUR FUNDS IT IS UNLIKELY WE WILL BE ABLE TO MEET YOUR APPLICATION IN FULL, SO WE STRONGLY ADVISE YOU ALSO APPLY TO OTHER BODIES FOR ASSISTANCE. Please list them below (You must complete this question - see guidance notes page 1)

9b SHOULD YOU NOT RECEIVE THE FULL FUNDING THAT YOU HAVE APPLIED FOR, PLEASE EXPLAIN HOW YOU WILL USE THE FUNDS THAT WE ARE ABLE TO PROVIDE TO YOU

10 HAVE YOU APPLIED TO THE EMI MUSIC SOUND FOUNDATION BEFORE?

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

Date _____ Total Awarded _____

11 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 _____

12 WITNESS STATEMENT

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.

“I confirm that I have known the applicant for at least three years and that, to the best of my knowledge, the information provided in this application is correct and true.”

Witnessed by:

NAME (print) _____

SIGNATURE _____

ADDRESS _____

CONTACT TEL. _____

OCCUPATION _____

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED _____

DATE APPLICATION ACKNOWLEDGED _____

COMMENTS _____

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 individual applicants 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 (for both schools and individuals)	<input type="checkbox"/>	<input type="checkbox"/>
Music Teacher Reference (for individuals only) enclosed This must be a comprehensive reference on Personal Letterhead which includes their <u>FULL</u> contact details and contact telephone number and will relate directly to this application.	<input type="checkbox"/>	<input type="checkbox"/>
Parental Declaration (for under 16s)	<input type="checkbox"/>	<input type="checkbox"/>
Details of the other charities and Foundations applied to	<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 to enable you to 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.