

Application Form Completion Instructions

Please read the following 2 pages carefully, even if you have previously applied to the Foundation, before completing your application as any incomplete forms will automatically be returned.

Due to increased demand for our funds we prioritise applications to focus on those most in need. All applications will be considered solely on the basis of this form and any attachments, taking into account your need and the support of your independent referee.

We do not expect to be your only funder so we strongly recommend you apply to other bodies for assistance – we have a list of ‘other funders that can help’ on the resources page of our website which may be of assistance.

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 but before funding has been approved. If you submit your application and receive funds from another source for this purpose it is imperative you inform us immediately as well as notify us of any other change in circumstances.

The deadline for receipt of applications for the October 2017 Trustees meeting is **Monday 21 August 2017**. Any forms received after this date will automatically be returned.

ABOUT EMI MSF

The 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.

ELIGIBILITY

You are eligible to make this application ONLY if you have been resident in the UK for a minimum of three years AND are either a British citizen or a national of a member state of the European Economic Area, or have been granted leave to enter or remain in the UK for an indefinite period or hold a certificate of right of abode in the UK. **Please note that you are not eligible to make this application if you are present in the UK only for the purpose of education or attending a course of study.

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.

Due to the high demand for funding, regrettably we can only offer grants to individuals a maximum of three times.

Application Completion Instructions

Please complete each section of this form in full, using the checklist on page 7 to ensure you have included all relevant information. Additional documentation can be enclosed if it is vital to understanding your application, but please keep this to a minimum.

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.

INDIVIDUAL APPLICATIONS

Please Note:

1. Supplier Quote

You must include a **detailed quote**, on supplier's original stationery or printed directly from the supplier's website.

2. Reference

Your application must be supported by a **signed** reference from your current music teacher. It needs to be dated, written on personal letterhead and include the referees full contact details (telephone number and email).

Your reference can be sent under separate cover from your referee as long as it is clearly indicated on your application that it will follow. Your application will not be processed (and duly acknowledged by the Foundation) until the reference has been received and it remains the responsibility of the applicant to ensure that a reference is received prior to the application deadline.

Your reference must refer directly to your need for the instrument/equipment you are applying for and the following points must also be covered:

- Current musical level (include any grade exams if taken or approximate level if grades are not being taken)
- Length of time instrument learnt
- Frequency of lessons received
- Performance capabilities
- Musical ambitions/outlook (University/College attendance in the future)

3. Witness Statement

Your application must be witnessed and signed by a **professional** third party (i.e. not a family member), known to you for at least three years (e.g. your doctor, teacher or bank manager)

4. Evidence of Education (Individuals only aged 16 and over)

If you are finishing school and starting college/university please include evidence that you have secured a place and will therefore be in full time education at the time of the Trustee meeting (e.g. confirmation letter or UCAS email).

SCHOOL APPLICATIONS

If you are applying on behalf of a school please note:

1. Supplier Quote

You must include a **detailed quote**, on supplier's original stationery or printed directly from the supplier's website.

2. Witness Statement

Your application should be witnessed by either the Head Teacher or a School Governor

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

All application forms must be returned as originals to 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. **Email or Fax copies are not accepted.**

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



THE APPLICATION DEADLINE IS MONDAY 21ST AUGUST 2017

APPLICATION FORM

Please complete in capital letters and refer to attached completion instructions

1 APPLICANT DETAILS

Title _____

First Name _____

Surname _____
or Family Name

School Name _____

Position/Job Title _____
if relevant

Age _____ School Level _____

Date of Birth ____ / ____ / _____

Nationality _____

Address _____

County _____

Postcode _____

Contact Tel. _____

Mobile _____

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 _____

First Name _____

Surname _____
or Family Name

Home Tel. _____

Mobile _____

Email _____

Occupation _____

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)

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

Number of pupils in school _____ Pupil age range _____

Please state school's annual budget _____

Please state music departments annual budget: _____
(DO NOT INCLUDE STAFF SALARIES)

Please supply Head Teacher's name and Email _____

5 INDIVIDUAL APPLICANTS ONLY (All others go to Question 6)

a. Please indicate the gross annual household income including any benefits
*If you are a student who does NOT receive parental support please base your answer on your own income only
If you DO receive parental support please base your answer on the total household income.*

- i) £20,000 and under
- ii) £20,000 - £35,000
- iii) £35,000 - £50,000
- iv) £50,000 and above

b. If you and/or your family are able to contribute funds please indicate what level and if not, please explain why

c. Are there 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 (continue on another sheet if necessary)
Supporting supplier quote must be attached to verify the funds you require.

7 INSTRUMENT/EQUIPMENT DETAILS

Current instrument/instruments in the department if applying as a school _____

Make _____ Size _____ Value _____

8 Please state the total cost of the instrument/equipment that you want to buy: £ _____

Please state how much you are able to contribute toward the purchase: £ _____

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

Schools Only: please tick if the school can reclaim VAT on purchases
(please take this into account when providing a suppliers quote)

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 any other funders you have, or will be, applying to below

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

10 HAVE YOU APPLIED TO THE EMI MUSIC SOUND FOUNDATION BEFORE? (this will be cross checked with our database) If 'yes', please state when and if you were successful

Yes/No Instrument bought _____ Date _____ Total Awarded _____

Instrument still in use? (if no please give details) _____

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 _____

Eligibility: I confirm that I have read the eligibility statement on page 1 of the completion instructions and I am eligible to make this application

12 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’.

Witnessed by:

NAME (print) _____

SIGNATURE _____

ADDRESS _____

CONTACT TEL. _____

OCCUPATION _____

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.

Applicant Check List

(Please do not return this with your application, keep it for your records)

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

INDIVIDUAL APPLICATIONS

Completed

1. Witnessed by a professional third party (e.g. Doctor/teacher/bank manager)
2. Suppliers quote enclosed
3. Eligibility ticked and declaration completed (Q 11)
4. Music teacher reference enclosed (signed, dated and on personal letterhead covering all points mentioned on page 2)

OR

5. Covering letter enclosed detailing the reference will be sent separately (application will not be processed or acknowledged until reference is received)
6. Evidence of further education enclosed (if aged 16 and over, Page 2 point 4)
7. Applied to other charities for funding (Q 9a)

SCHOOL APPLICATIONS

1. Witnessed by the Head Teacher or School Governor
2. Suppliers quote enclosed
3. Eligibility ticked and declaration completed (Q 11)
4. Applied to other charities for funding (Q 9a)

REMINDERS

Please ensure that you have included **ALL** the original documentation referred to above at the time of posting or clearly indicated in a covering letter that your reference will be coming under separate cover.

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.

It is essential you keep a file copy of your completed application for your own records.

Please send your original application by post only to:

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

Email or Fax applications **will not** be accepted.