

SCHOOL APPLICANT

Universal Music UK Sound Foundation (UMUKSF) is a charity dedicated to the improvement of music education, with a focus on youth. Throughout this form references to UMUKSF include its wholly owned subsidiary, MSFC Limited.

We Support

- Applications from Schools towards the cost of musical resources
- Music teachers working within schools to fund music courses and training
- Funding applications of up to £1500

We Do Not Support

- Applications from schools based outside the UK or Eire
- Non-school based community groups
- Applications over £1500
- Staffing costs to cover the teaching of the national curriculum or peripatetic music lessons

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 you have been awarded and claimed funds previously (under the Foundations previous name EMI Music Sound Foundation), you are required to wait for 2 Trustee meetings to pass (approx. 12 months) before re-applying. If you are not sure of the date you can apply again, please contact the office at umuksoundfoundation@umusic.com

The deadline for applications to be received by the Foundation for the March 2019 Trustees meeting is **Friday 8th February 2019.**

Please keep a copy of the application for your records and note all forms must be returned as originals to the following address:

*Universal Music UK Sound Foundation
4 Pancras Square
Kings Cross
London
N1C 4AG*

We do not accept applications submitted by email.

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

Check List

Please use the following as a guide to ensure you have completed the application form in full and included all relevant documents. Incomplete applications will automatically be returned.

Supplier Quote

You must include a detailed quote for the resources you wish to purchase on supplier's original stationery or printed directly from the supplier's website.

	Completed
1. Full contact details provided	<input type="checkbox"/>
2. All questions answered	<input type="checkbox"/>
3. Compulsory supporting statement which must be completed by the Head Teacher	<input type="checkbox"/>
4. Suppliers quote enclosed	<input type="checkbox"/>
5. Applied to other charities for funding	<input type="checkbox"/>
6. Kept a copy of this form and the supplier quote for your records	<input type="checkbox"/>
7. Declaration under question 7 must be signed for us to accept and process your application	<input type="checkbox"/>

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

UNIVERSAL MUSIC UK 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 _____ Nursery/Primary/Secondary/SEN School? _____ School email address you wish us to contact you on _____ _____ Mobile Number _____	School Address _____ _____ _____ _____ County _____ Postcode _____ School Telephone Number _____
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Charity Number (if applicable) _____ State school/academy ☐ Public school ☐

Number of pupils in the school _____ Pupil age range _____

School specialism _____ School's annual budget _____

Music department budget for **resources** only (do not include staff salaries/wider opps funding etc) _____

1. How did you hear about Universal Music UK Sound Foundation? (previously known as EMI Music Sound Foundation)

2. Has the school applied to Universal Music UK Sound Foundation before? YES / NO (please answer 'yes' if you received funding from EMI Music Sound Foundation)

Date _____ Funds Awarded _____

Instruments/equipment purchased _____

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

3. a) What is the total cost of the instruments/equipment 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 tick if the school will be able to reclaim VAT on the purchase and account for this saving when answering question 3.

☐

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

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

. Should you not receive the full amount of funding you requested, please list the resources you have quoted in order of priority.

7. I confirm that, to the best of my knowledge, all information given as part of this application is correct. I have read the UMuKSF privacy notice available on the UMuKSF website and the summary on page 6 of this form, and I consent to UMuKSF using any special category personal data provided as part of this application or by any third party in support of this application for the purposes described in the privacy notice.

If anybody else's personal data is included in this application I confirm that I have shown the application to them and they have consented to Universal Music UK Sound Foundation using their personal data for the purposes described in the privacy notice.

Name (print) _____

Signature _____

Date _____

Universal Music UK Sound Foundation would like to keep in touch about its work as described in the privacy notice summary overleaf. How would you like us to keep in touch about this?

No to email [☐]

No to text [☐]

No to post [☐]

8. Compulsory supporting statement to be completed by the Head Teacher

Name (print) _____ Signature _____

School email address _____

For office use only

Date application received _____ Date application Acknowledged _____

Privacy Notice Summary for Universal Music UK Sound Foundation

To understand how Universal Music UK Sound Foundation will use the data provided with this application please read the UMuKSF privacy notice.

The privacy notice explains what personal data is, how UMuKSF collects and processes your personal data, and summarises your rights relating to your personal data.

UMuKSF will use the personal data in this application and any data submitted by the applicant or any third party in support of this application to:

- consider the application, and administer the grant if the application is successful;
- keep a record of the application;
- to seek feedback about the grant process and its impact on you;
- analyse the reach and effectiveness of UMuKSF's grant-making activities, including to understand which demographic groups are underrepresented among our beneficiaries; and
- for the other purposes explained in the privacy notice.

UMuKSF may also use the personal data in this application to send you promotional material about our charitable activities, or invite you to events we organise to promote our work, but will not do so if you have indicated in the application form that you do not wish to receive these messages. You can ask us to stop sending you promotional messages at any time by following the opt-out instructions on any marketing message sent to you or by contacting us at any time.

You can access the privacy notice at www.umuksoundfoundation.com or by contacting UMuKSF by email at umuksoundfoundation@umusic.com, by post at Universal Music UK Sound Foundation, 4 Pancras Square, Kings Cross, London, N1C 4AG or by telephone at 0203 932 6101.