

## **INDIVIDUAL 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**

- Individuals resident in the UK & Eire in full time education to fund musical instrument/equipment purchases
- Music teachers working within schools to fund music courses and training
- Applications for funding up to £1500

### **We Do Not Support**

- Applications from individuals based outside the UK or Eire \*\*
- Applications for tuition fees and living expenses
- Applications for the funding of music lessons
- Applications for funding over £1500

### **Eligibility**

\*\*You are eligible to make this application only if you have been resident in the UK & Eire 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. 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 claimed funds previously (under UMUKSF's previous name of EMI Music Sound Foundation), you are required to wait for 2 Trustee meetings to pass (approx. 12 months) before re-applying. If you are unsure of the date you can apply again, please contact the office at [umuksoundfoundation@umusic.com](mailto:umuksoundfoundation@umusic.com)

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

### **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/equipment or if you buy it after you submit your application, but before funding has been offered (this includes entering into a loan agreement). If you receive funds from another source after submitting your application to the Foundation, it is imperative that you inform us immediately.

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Applications must be received by the office no later than the **11<sup>th</sup> SEPTEMBER 2019**. Any forms received after this date, or any forms that are incomplete, will automatically be returned to you.

Individual applicants under 16 may prefer their parent/guardian to complete the application. However, please make sure that the form is completed in the child's name and note that both parent/guardian and the applicant will need to sign the declaration under Question 10.

### **Application Completion Instructions**

Please complete all sections of the application in full and use the checklist on page 6 to ensure you have provided all the attachments and information we require to accept your application. Incomplete applications are automatically returned.

#### **Supplier Quote**

Please include a quote for the item you wish to purchase. This may be a letter from your supplier or a screen-shot from a website but must clearly show the item, its cost and the suppliers name.

#### **Reference**

As a music education charity, we can only offer financial assistance to individuals in full time education who are currently having regular music lessons from a qualified teacher or are studying music at school/college.

Please ask your current music teacher, who cannot be related to you, to complete all the questions on the reference form on pages 7-9 of this application. They must refer directly to your need for the item and how it will support your musical progression. Your reference must be submitted with your application and please ensure it is signed. As we cannot accept and process the information provided without a signature, unsigned forms will be returned.

#### **Proof of Education (if aged 16 and over)**

We can only offer funding to individuals who are in full time education at the time of the trustees meeting. If you are 16 or over you must also include a letter written by your college/university confirming the following details:

- Name
- Course you are studying
- Start and end dates of your course

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](mailto:umuksoundfoundation@umusic.com)

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**We do not accept applications submitted by email and your form must be delivered to our office by 11 September 2019. Any applications that arrive after this date will be returned to you, therefore please post it in plenty of time.**

Please keep a copy of the form for your records and submit your application to the following address:

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

Applications will be acknowledged by email and you will be notified of the outcome of your bid following the Trustees meeting by letter. If you are offered funding, you will have a limited time in which to claim it.

Please note that we cannot accept applications if the format of the form has been altered.

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

Title _____ First name _____ Surname _____ Age _____ D.O.B _____ School level _____ Email Address _____	Address _____ _____ _____ _____ County _____ Postcode _____ Telephone Number _____
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<b>Parent/Guardian details</b> Name _____ Email _____	Home Tel. _____ Mobile Number _____ Occupation _____
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We welcome all eligible applicants but for statistical monitoring purposes, it would be helpful if you could let us know within which ethnic group you consider you fall. You do not have to provide this information and your answer will not affect how we treat your application:

\_\_\_\_\_ Prefer not to say

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

**2. a) What is your 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 student income. If you DO receive parental support, please base your answer on the total household income.*

a) £20,000 and under      b) £20,000 - £35,000      c) £35,000 - £50,000      d) £50,000 and above

**b) Are you/your family able to contribute funds to the purchase?** (please indicate to what level and if not, please give details)

**c) Are there any relevant family circumstances that you would like the Trustees to know of when considering your application?** (please give details)

**3. Have you or a family member previously applied to the Universal Music UK Sound Foundation? YES / NO**

(please answer 'yes' if you previously received funding from EMI Music Sound Foundation)

Myself/a family member \_\_\_\_\_ Date \_\_\_\_\_ Total Awarded \_\_\_\_\_

Instrument/equipment purchased \_\_\_\_\_

Is the instrument/equipment funded by the Foundation still in use? (please give details)

**4. What instrument/equipment do you currently use?** (please indicate if it is currently on loan to you)

Instrument/equipment \_\_\_\_\_ Is the instrument on loan to you?

Value \_\_\_\_\_ Size \_\_\_\_\_ If you own your instrument, will you be selling it to raise funds?

**5. Please explain fully (a) why you are in need of our financial assistance, (b) what you intend to use the funds for, (c) if you would consider purchasing a second-hand instrument/equipment, (d) how these funds will make a difference** (continue on another sheet if necessary)

*Please include a supporting supplier quote with your application to verify the funds you require*

6. a) What is the total cost of the instrument/equipment you wish to purchase? £ \_\_\_\_\_

b) How much are you able to contribute to the purchase? £ \_\_\_\_\_

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

7. We strongly recommend that you apply to other funders as due to the large number of applications we receive, regrettably we cannot always meet requests in full (an extensive list of potential funders is on our website under the 'resources' page). Please list other funders to whom you have applied:

8. Should you not receive the full amount of funding requested, please list the items you are applying for in order of priority.

9. Eligibility (parent/guardian or applicant please tick)

I confirm that I have read the eligibility statement on Page 1 and myself/my child (please delete) is eligible to make this application

10. I confirm that, to the best of my knowledge, all information given as part of this application is correct. I have read the UМУKSF privacy notice available on the UМУKSF website (summary on Page 6 of this form), and I consent to UМУKSF 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.

All applicants must sign below:

NAME (print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

If the applicant is under 16 a parent/guardian must also sign below:

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?

Yes to email [ ]

Yes to text [ ]

No to post [ ]

We will not use email or text unless you have selected the relevant box above.

For office use only

Date application received \_\_\_\_\_ Date application acknowledged \_\_\_\_\_

### Check List

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

1. Full contact details provided
2. All questions answered
3. Applied to other charities for funding
4. Suppliers quote enclosed
5. Eligibility ticked and declaration completed under Q10 (if application is under 16 this **must** also be signed by a parent/guardian, unsigned forms will be returned to you)
6. Evidence of further education enclosed (if 16 or over)
7. Your current music teacher has completed the reference form in full and it is signed and dated. **It must not be completed by the applicant** (if the reference is not signed your application will be returned to you)

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[www.umuksoundfoundation.com](http://www.umuksoundfoundation.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.

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### 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 UМУKSF privacy notice.

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

UМУKSF 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 UМУKSF'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.

UМУKSF 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. You can ask us to stop sending you promotional messages at any time by following the opt-out instructions on any marketing messages sent to you or by contacting us at any time.

You can access the privacy notice at [www.umuksoundfoundation.com](http://www.umuksoundfoundation.com) or by contacting UМУKSF by email at [umuksoundfoundation@umusic.com](mailto: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.

**REFERENCE FORM**

As a music education charity, we can only offer financial assistance to individuals in full time education, who are currently having regular music lessons from a qualified music teacher or are studying music at school/college.

Your referee must complete *all* the following questions and then you must return the reference with your application. We will only accept references that are completed on this form and they must be signed and dated.

**Referee, please complete the following:**

***Name of applicant:***

**Declaration:** I have read the Universal Music UK Sound Foundation (UMUKSF) privacy notice (available in full on the UMUKSF website and summarised on page 9), and I consent to UMUKSF using any special category personal data provided as part of this reference for the purposes described in the privacy notice.

If personal data about people other than the applicant is included in this reference I confirm that I have told those other people what personal data is included and I have shown them the summary of the privacy notice and they have consented to UMUKSF using their personal data for the purposes described in the privacy notice.

**Print Name:**

**Sign:**

**Date:**

Please tick to confirm that you are aware of the instrument the applicant is proposing to buy and are in agreement with the model chosen

Job Title \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Musical Qualification \_\_\_\_\_

Please state where you teach the applicant (i.e. School/college/conservatoire/privately):

\_\_\_\_\_

**1. What instrument do you teach the applicant, how long have you been teaching them and how frequently do lessons take place?**

**2. What is the current musical level of the applicant? Please include details of any grade exams (or approximate level they play at if grades are not being taken) and their performance capabilities.**

**3. How would the new instrument/equipment quoted in the application benefit the applicant's musical education and how is their current instrument/equipment hindering their development?**

**4. If you would like to include any extra information in support of the application, please do so below (continue on an extra sheet if necessary).**



**Summary of the Privacy Notice:**

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UМУKSF will use the personal data in this reference to:

- to contact the referee for confirmation or clarification of the reference;
- consider the relevant application, and administer the grant if the application is successful;
- keep a record of the application; and
- for the other purposes explained in the privacy notice.

You can access the full privacy notice at [www.umuksoundfoundation.com](http://www.umuksoundfoundation.com) or by contacting UМУKSF by email at [umuksoundfoundation@umusic.com](mailto: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.