

## **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
- Applications for funding up to £1500

### **We Do Not Support**

- Applications from schools based outside the UK or Eire
  - Non-school based community groups
  - Applications for funding over £1500
  - Staffing costs to cover the teaching of the national curriculum or peripatetic music lessons
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### **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 that you inform us immediately.

### **Returning Applicants**

If you have been awarded and 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)

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Applications must be received by the office no later than **11 SEPTEMBER 2019**.

**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 ensure you 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*

Please do not alter the format of the form, we cannot accept applications if the layout has been changed and it will be returned to you.

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

### Check List

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

**Completed**

1. Full contact details provided
  2. All questions answered
  3. Compulsory Head Teacher supporting statement completed and signed (Q.8)
  4. Suppliers quote enclosed (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)
  5. Declaration under Question 7 has been signed (unsigned forms are not accepted and will be returned)
  6. Kept a copy of this form and the supplier quote for your records
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If you have any further queries or if you are unsure whether your application will meet UМУKSF's criteria, please contact us before submission at [umksoundfoundation@umusic.com](mailto:umksoundfoundation@umusic.com)

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**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 _____ School Name _____ Job Title _____ Nursery/Primary/Secondary/SEN School? _____ Your School Email Address _____ Finance Manager Email Address _____	School Address _____ _____ _____ County _____ Postcode _____ School Telephone Number _____ Mobile 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 \_\_\_\_\_ Whole school 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. 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:**

**. Should you not receive the full amount of funding you requested, please list the resources you have quoted in order of priority and the number of each you would purchase.**

**7. I confirm that, to the best of my knowledge, all information given as part of this application is correct.** I have read the UМУКСF privacy notice available on the UМУКСF website and the summary on page 6 of this form, and I consent to UМУКСF 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 required from the Head Teacher.** Please print your application for the head teacher to provide a statement below.

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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 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, 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](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.