

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

Applications must be received by the office no later than **5 FEBRUARY 2020**.

We do not accept applications submitted by email and your form must be delivered to our office by 5 February 2020. Any applications that arrive after this date will be automatically 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 are not accepted.

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)
 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 UMuKSF's criteria, please contact us before submission at umuksoundfoundation@umusic.com

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

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

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.umksoundfoundation.com or by contacting UМУKSF by email at umksoundfoundation@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.