

INDIVIDUAL APPLICANT

The **Decca Bursary** is a restricted fund of Universal Music UK Sound Foundation (UMUKSF), 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.



Decca Bursary Supports

- School-aged individuals' resident in the UK & Eire in full-time education to fund classical music tuition, instruments, courses and other equipment
- Applications for funding up to £2000

We Do Not Support

- Applications from individuals based **outside** the UK or Eire **
- Applications for non-classical music tuition, instruments, courses or equipment
- Applications from individuals in higher education (or over the age of 18)
- Applications for funding over £2000

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.

Applications must be received by UMUKSF no later than **14 February 2020**. 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 9.

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 will be automatically returned.

If applying for an instrument or equipment

Please include a supplier quote for the item/s 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.

If applying for tuition or course fees

Please provide a quote for the amount you are applying. This may be a letter from your teacher or school, a screenshot of your local authority fee structure, or quote from your music course organiser.

Reference for all applicants

We can only offer financial assistance to individuals in full time education who are currently, or have been offered, regular music lessons from a qualified teacher.

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 funds 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.

If you have any further queries or if you are unsure whether your application will meet the Decca Bursary criteria, please contact us before submission at umuksfdeccabursary@umusic.com.

We do not accept applications submitted by email and your form must be delivered to our office by 14 February 2020. 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:

*Decca Bursary
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 by the end of April 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.

Other information for instrument/equipment applications

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, it is imperative that you inform us immediately.

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

Title _____ First Name _____ Surname _____ Age _____ D.O.B. _____ School year _____ Email address _____	Address _____ _____ _____ _____ County _____ Postcode _____ Telephone Number _____
Parent/Guardian details Name _____ Email _____	Home Tel. _____ Mobile Number _____ Occupation _____

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 Decca Bursary?

2. a) What is your gross annual household income including any benefits?

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

b) **Are you in receipt of any subsidies** (eg. Free School Meals) _____

c) **Are you/your family able to contribute funds to the tuition/item/course?** (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 UМУKSF (including to the Decca Bursary)?YES/ NO

Myself / a family member _____ Date _____

Total Awarded if successful _____

4. Have you applied to any other funders? YES / NO If yes, please list below:

If you're applying for tuition fees and lessons have already started, how are they currently being funded?

5. a) ALL APPLICANTS Please explain fully i) what you intend to use the funds for, ii) why you are in need of our financial assistance, iii) 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.*

b) If you are applying for funding towards fees, please detail below i) if lessons will be one to one or the size of group lessons, ii) the length of lessons and how many you are seeking funding for, iii) if you are applying for private lessons please outline why these lessons cannot be taken in school (continue on another sheet if necessary)

6. a) What is the total cost of the items/fees you require? £ _____
- b) How much are you able to contribute? £ _____
- c) What is the total amount you are applying to the Decca Bursary for? £ _____

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

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

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

9. I confirm that, to the best of my knowledge, all information given as part of this application is correct. I have read the Decca Bursary privacy notice available on the UMuKSF website (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 UMuKSF 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 _____

UMUKSF 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/invoice enclosed
 5. Eligibility ticked and declaration completed under Q9 (if application is under 16 this must also be signed by a parent/guardian unsigned forms will be returned to you)
 6. 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, only the referee and if is not signed your application will be returned to you)
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Privacy Notice Summary for UMuKSF Decca Bursary

To understand how UMuKSF will use the data provided with this application please read the UMuKSF Decca Bursary privacy notice.

This privacy notice explains how UMuKSF collects and processes your personal data, in relation to the Decca Bursary 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 Decca Bursary'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 activities, including relating to the Decca Bursary, 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/decca-bursary or by contacting UMuKSF by email at umuksfDeccaBursary@umusic.com, by post at Decca Bursary, Universal Music UK Sound Foundation, 4 Pancras Square, Kings Cross, London, N1C 4AG.

REFERENCE FORM

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 and sign the declaration on page 8.

I confirm that I am a certified music teacher and therefore eligible to complete this reference

Name of applicant:

Declaration: I have read the UMuKSF Decca Bursary 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:

Job Title_____	Telephone Number_____
Address_____	
Email_____	Musical Qualification_____
Please state where you teach the applicant (i.e. school/privately): _____	

1. What instrument will you teach the applicant and how frequently will lessons take place? If lessons have already started, how long have you been teaching them? Are lessons one to one, or in a group of how many?

2. How would the grant requested and/or specific items listed in the application benefit the applicant's musical education?

3. 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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This privacy notice explains how UMuKSF collects and processes your personal data, in relation to the Decca Bursary and summarises your rights relating to your personal data.

UMuKSF will use the personal data in this reference 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 applications; and
- For the other purposes explained in the privacy notice.

You can access the privacy notice at www.umuksoundfoundation.com/decca-bursary or by contacting UMuKSF by email at umuksfDeccaBursary@umusic.com, by post at Decca Bursary, Universal Music UK Sound Foundation, 4 Pancras Square, Kings Cross, London, N1C 4AG.