SCHOOL 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

- Applications from schools towards the cost of classical music resources
- Applications for funding up to £2000

We Do Not Support

- Applications from schools based outside the UK or Eire
- Applications for non-classical music tuition, instruments, courses or equipment
- Non-school based community groups
- Applications for funding over £2000

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 it is imperative that you inform us immediately.

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.







<u>SCHOOL APPLICANT</u> Please complete **all** the following questions

Title	School Address				
Name					
School Name					
Job Title					
Nursery/Primary/Secondary/SEN School?	County				
Your school email address	Postcode				
	School Telephone Number				
Finance Manager Email Address	Mobile Number				
Charity Number (if applicable) Sta	ate school/academy Public School				
Number of pupils in school Pupil age range					
	Does the school have a specialism? Whole annual school budget				
Music department budget for resources only (do no	t include staff salaries/wider opps funding etc.)				
1. How did you hear about the Decca Bursary?					
2. Has the school previously applied to UMUKSF (in	cluding to the Decca Bursary? YES / NO				
Date Funds Awarded	l				
Instruments/equipment purchased					
3 Have you applied to any other funders? VEC / N	O If yes, please list below:				
3. Have you applied to any other funders? YES / NO If yes, please list below:					



4. Please explain fully a) why you are in need of 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) *Please include a supporting supplier quote with your application to verify the funds you require*



5. a) What is the total cost of the instruments/equipment you require?	£			
b) How much is the school able to contribute to the purchase?	£			
c) What is the total amount you are applying to the Decca Bursary for?	£			
Please tick if the school will be able to reclaim VAT on the purchase and account for this saving when				
answering question 5.				

6. Should you not receive the full amount of funding requested, please list the items you are applying for 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 Decca Bursary privacy notice available on the UMUKSF website (summary on Page 5 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.

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.

8. Compulsory supporting statement required from the Head Teacher. Please print your application for the head teacher to provide a statement below.

Name (print)

_____ Signature_____

Head teacher school email____



Check List

Please use the following guide 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. Compulsory head teacher supporting statement completed and signed
- 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

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.

For office use only Date application received

Date application acknowledged

