



## **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

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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 it is imperative that you inform us immediately.

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**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.



**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 \_\_\_\_\_

Charity Number (if applicable) \_\_\_\_\_ State 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 not include staff salaries/wider opps funding etc.)  
\_\_\_\_\_

**1. How did you hear about the Decca Bursary?**  
\_\_\_\_\_

**2. Has the school previously applied to UMUKSF (including to the Decca Bursary)? YES / NO**  
Date \_\_\_\_\_ Funds Awarded \_\_\_\_\_  
Instruments/equipment purchased \_\_\_\_\_

**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*



### 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

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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](http://www.umuksoundfoundation.com/decca-bursary) or by contacting UMuKSF by email at [umuksfDeccaBursary@umusic.com](mailto: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 \_\_\_\_\_