

### **SCHOOL APPLICATION FORM**

This form is for schools to apply for funding towards the cost of musical resources.

Before completing the application, please ensure you have read the 'UMUKSF School Awards' page of our website.



#### **Applicant Details**

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 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 (UMUKSF)?** \_\_\_\_\_

**2. Has the school previously applied to UMUKSF?** YES NO (please answer 'yes' if you received funding from EMI Music Sound Foundation)

Date \_\_\_\_\_ Funds Awarded \_\_\_\_\_ Items purchase \_\_\_\_\_

Are the items still in use? (please give details)

**3. What item(s) are you applying for funding towards? If there is more than one, please list them in order of priority.**

#### 4. Details of the purchase

a) What is the total cost of the resources you wish to purchase? \_\_\_\_\_

b) How much have you raised so far to contribute to the purchase? \_\_\_\_\_

c) What is the total amount you are applying to the Foundation for? \_\_\_\_\_

Please tick if the school can reclaim VAT on this purchase

If you can reclaim VAT, please use the NET value of the resources you'd like to buy when answering Q4.

**5. Provide a suppliers quote.** Please verify the funds you are applying for by providing a suppliers quote for the items you wish to buy. This may be a screen shot from a website or a written quote from a supplier and must clearly show the item(s) and the cost, we will not accept just a website link.

Your quote must be attached to your email when you submit your application.

Due to the number of applications we receive we are not in a position to inform you of missing information and therefore if we do not receive a suppliers quote your application will automatically be deemed invalid and will not be considered by the trustees.

**6. Please list other organisations you have applied to for funding towards your purchase.** UMUKSF receives a large number of applications and so regrettably cannot often meet requests in full, we therefore strongly advise you apply to other charities for support and have provided an extensive list on the 'resources' page of our website.

**7. 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.**

(Please limit your answer to the space provided and do not add additional sheets)



**8. Please ask your head teacher to provide a statement in support of your application.**

Please ensure their email address is provided in case we have further questions.

Head teacher name \_\_\_\_\_

Head teacher school email address \_\_\_\_\_

**9. By submitting this form I confirm that, to the best of my knowledge, all information given as part of this application is correct.** I have read the UMuKSF privacy notice available on the [UMuKSF website](#) and the 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 Universal Music UK Sound Foundation using their personal data for the purposes described in the privacy notice.

Universal Music UK Sound Foundation would like to keep in touch about its work as described in the privacy notice summary on page 5 of this form. How would you like us to keep in touch about this?

**No to email**

**No to text**

**No to post**

**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.

**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 UMuKSF privacy notice.

The privacy notice explains what personal data is, how UMuKSF collects and processes your personal data, 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 UMuKSF'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 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 UMuKSF 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.