

## Individual Application Checklist

Before starting your application, we recommend you gather all the following information, as the application can't be saved and returned to once you begin:

### ***Eligibility***

- Read all the information on the UМУKSF Individual Funding page of our website to ensure you are eligible to apply and that you understand the application process.

### ***Previous UМУKSF Applications***

- If you or a family member have applied to UМУKSF for funding before, please provide the year, the amount awarded, the items purchased, and the impact of the funding.

### ***Current Instrument/Equipment***

- Provide details of the instrument/equipment you currently use, its approximate value, and whether you will be selling it to raise money for your new item.

### ***Financial Information***

- Your gross annual household income, including any benefits.
- Whether you are in receipt of free school meals.

### ***Items You Are Applying For***

- The item(s) you are applying for funding towards, including its cost, a link to a website showing the make/model, how much you have already raised, and the total amount you are applying for.

### ***Other Funding Applications***

- A list of other funders you have applied to.
- We strongly advise that you do this, as due to the number of applications we receive, we cannot always meet funding requests in full.

### ***Personal Statement***

- Why you need our financial assistance and any relevant family circumstances.
- If you are in the final year of your current course (e.g. GCSEs, A-Levels, Degree), please give details of your future plans.
- How your current instrument/equipment is limiting you and what difference a new item would make.
- Your music aspirations and how this funding would help you achieve them.

### ***Musical Achievements***

- Grades, if taken, and any musical achievements.

## Music Teacher Reference

- All applications must be supported by a reference from your current, independent (not related to you) music teacher. You will need to provide their contact details as part of your application.
- We can only accept references completed on our reference form, which can be downloaded from the UMuKSF Individual Funding page of our website. We do not accept references in any other format.
- The referee must email us their reference directly; details are provided on the reference form. We cannot accept references submitted by applicants.
- It is your responsibility to ensure we receive a reference to support your application by the submission deadline. Applications without a supporting reference will not be processed. We do not send reminder emails, so please follow up with your teacher.
- We will acknowledge all references within five working days. If your teacher does not receive a reply, they must contact us, as it may mean we did not receive it, and we cannot process any references after the deadline.