

School 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:

- Finance manager email address
- Number of pupils in the school
- Percentage of Pupil Premium students in attendance, or percentage of Free School Meal recipients if PP is not applicable
- Percentage of pupils from a minority ethnic background
- The school's annual budget to buy musical instruments/equipment (not including salary/music hub/LA costs)
- Any services you buy in from your music hub/local authority — including the cost and a description
- If the school has applied to UМУKSF for funding before — include the year, the amount donated, the items purchased, and the impact of the funding
- Confirm whether the school will be able to reclaim VAT on the items you wish to buy
- A list of the items you are applying for funding towards, including item(s), quantity, unit cost, total cost, and supplier
- How much you have already raised / the amount the school will be contributing towards the purchase
- A list of other funders you have applied to (we strongly advise this, as due to the number of applications we receive, we cannot always meet funding requests in full)
- What the music department budget is being spent on this year
- Why the school is in need of financial support
- Current music resources in the school and how they are used
- What music courses you run and how often students take part in music lessons
- Why you have chosen to buy the specific item(s) you quoted
- How the item(s) will be used to develop the curriculum and improve the experience of your students
- The number of pupils that will benefit from the item(s)
- Confirmation that the headteacher is aware of this application
- A section for the headteacher to provide a statement in support of your application