



## Community Grant Application

Even if you have applied before, please read the following pages carefully before you complete the application.

### General Guidance & Eligibility Criteria

- Please note: We DO NOT fund retrospectively and you are not eligible for financial assistance under this scheme if you have already purchased your instrument or lessons or if you do so after you submit your application, but before we have approved it. If you submit your application and subsequently purchase your instrument or lessons (or receive assistance from another source for this purpose) you must inform us immediately.
- Due to the demands for Music for All support, we prioritise applications on those most in need of our help. All of the information you submit on the form will be used in the evaluation process.
- Due to increased demands for our funds it is unlikely we will be able to meet your application in full, so we strongly advise you also apply to other bodies for assistance. Help Musicians UK is a leading UK charity for professional musicians of all genres, from starting out through to retirement. This Funding Wizard on their website may help you find alternative funding opportunities:  
<https://www.helpmusicians.org.uk/creative-programme/funding-wizard>
- Our board of Trustees will be judging your application. If you applied in the Spring period (application deadline 1st November) you will hear the outcome in the following January. If you applied in the Summer period (application deadline 1st February) you will hear the outcome in April. If you applied in the Autumn period (application deadline 1st July) you will hear the outcome in September

- **Eligibility:** We do not support applications from applicants based outside of the United Kingdom & Ireland
- You are eligible to make this application only if you have been resident in the UK for a minimum of three years and are either a British Citizen or a national of a member state of the European Economic Area, or have been granted leave to enter or remain in the UK for an indefinite period or hold a certificate of right of abode in the UK.
- Please note that you are not eligible to make this application if you are present in the UK only for the purpose of education or attending a course of study.

## Tips for Community Grant Applicants:

- Our maximum community grant is 2,500, but due to increased demands for our funds it is unlikely we will be able to meet your application in full.
- Typically, community grants are given for the purchase of instruments, associated equipment or for teaching costs. However, all applications are judged on their merit by our trustees – so if there's another element of the project that you'd like us to fund, please tell us about the great work that you do and we will consider the application.
- To give you some guidance, the main things that the trustees look for are:
  - How many new musicians will the project create and support?
  - How sustainable the project is, so as we can be sure that people are able to continue their musical journeys
  - Whether there are any other organisations supporting the project that can help with funding, or if you've applied to any other charities. (We are a small charity, and like to help as many of our applicants as we can, so we often work with other organisations to enable us to give the project the full support that it needs)

## Online Application Completion Tips

Every application will be considered solely on the basis of this form, taking into consideration the witness statement provided by your independent referee.

Please complete each section of this form in full, carefully and clearly, to ensure you have included everything that we have asked for.

All applications are to be submitted online. Please read these important FAQ's and answers for the online process before you begin the form:

**Q: Can I save and come back to my application?**

A: You can edit your application form after you submit it. This allows you to review the questions in the form before finalising your answers.

Simply enter placeholder answers (i.e. any answer the form accepts) in the questions, and keep going until the end of the form.

After you submit the form, an 'edit your response' link will be displayed. You can save this link and use it to edit your responses as many times as you like, at any time up to the closing date for entries. Please note, the date of submission is updated every time you edit your form, so DO NOT access your application after your relevant closing date, otherwise your application will appear as if it's been submitted after the deadline.

### **Q: How does the witness statement work?**

The application form will ask you for the name and contact details for a Witness. The witness is sent an email with a link to fill in their own form which confirms their professional qualification, and they are asked to sign to confirm that they support the application. They can also leave a supportive statement about the project.

We will email your witness with a form to complete. Your witness will need to get back to us BEFORE THE APPLICATION DEADLINE stated on our website. Please stay in contact with your witness, it is your responsibility to ensure that they successfully receive this email, and that they fill in the required form emailed to them. Your application cannot be considered until we have received witness confirmation. If we do not receive the witness statement, it will be marked as incomplete and won't be judged by our trustees.

The person that you nominate should be a professional; whether it's a Doctor, Teacher, Bank Manager, Accountant, Lawyer, Business Owner, Minister of Religion or other.

### **Q: Our project has a report about our progress that I'd like to submit/a video that we'd like to share/some supporting documentation... How do I attach this to my application?**

A: The online application form doesn't have a place to attach this kind of supporting documentation.

At this stage, our trustees only need the information asked for in the form & the witness statement. If they'd like to see anything further, you will be contacted.

If you would like to make them aware that you have a reference/video/report etc., the last section of the form says 'Supporting Information'. Feel free to write 'we have xyz available upon request'. You can also include a link to websites/online content, although it is not guaranteed the judges will look at this information due to the number of applications that we process.

If you have any queries that are not covered in these instructions, the witness statement or if you are in any way uncertain whether your application will meet Music for All's criteria, please contact us before submission at [hello@musicforall.org.uk](mailto:hello@musicforall.org.uk)

## Application Agreements

- **Successful applicants** In the event of your application being successful you agree that:
  - You will provide relevant digital pictures which can be used in our marketing materials.
  - You will be required to complete a grant feedback form regarding the outcomes and impact of your grant.
- **Returning applicants:** If you have applied before and have been successful, you are required to wait one year from your initial application before you are able to re-apply.

## Subject Information Statement

Music for All process your personal data as defined by the EU General Data Protection Regulation (GDPR 2018) and outlined below for the purposes of:

- Consideration of any application for a grant or bursary from Music for All, including investigation to establish that the criteria for an award are met, whether it relates to you personally, the person on whose behalf you are applying or your organisation
- Administering the activities of Music for All.
- Achieving the charitable objectives of Music for All.
- Transferring your personal data between companies within Music for All and to other organisations connected with the grant and bursary award process.
- Fundraising.
- Undertaking promotional events and activities and transferring your personal data to organisations assisting us with any such event or activity.
- Undertaking the marketing of Music for All's aims, which may include marketing to you using telephone and electronic mail services.

Music for All shall process relevant sensitive personal data (as defined by GDPR 2018) in relation to your involvement with Music for All and in particular in relation to any application for a grant or bursary you may make within the principles of GDPR 2018. Processing of personal data may continue following any decision in respect of any application for a grant or bursary.

If you supply any visual image or sound recording to Music for All, or Music for All obtains such image or recording by other means, this image or recording may be used for Music for All's marketing and promotional activities.

Music for All does not sell your personal data to other organisations and transfer of your personal data will not occur unless such transfers are outlined in this statement or permitted under the Act or other law.

Please note that information displayed on our website or sent to Music for All over the internet may be transferred outside of the European Economic Area where data protection laws are not as strong as within the EEA. If you have any concerns in relation to such transfers, you should not use the internet as a means of communication with Music for All.

If you would prefer that Music for All cease to process your personal data for marketing purposes please write to [hello@musicforall.org.uk](mailto:hello@musicforall.org.uk)