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Thank you for your enquiry about The Music Sound Foundation.

Herewith an application form for you to fully complete and return by post. Incomplete forms will be returned to you. Due to the huge demand for our funds we recommend you also apply to other appropriate bodies for assistance.

Even if you have applied before, I urge you to read the information page carefully as changes have been made to the application procedures.

We are currently unable to accept any applications that come from outside the United Kingdom, are for community projects, relate to music therapy, or are to help with student fees/living expenses. For specific bursary schemes, see page two of the attached information sheet.

ALL applicants need to include a supplier's quote with their application.

The Foundation is dedicated to the improvement of music education with a focus on youth. Preference will therefore be given to individual students under the age of 25.

Music students applying for assistance to fund instrument purchase must still be in full time education and must include a reference from a music teacher with their application. Retrospective funding is not allowed, and instrument purchase assistance will be by cheque to the supplier, not the applicant.

Please use the check list that accompanies the application form to ensure you have included all the necessary items requested.

If you are in any way uncertain whether your application will meet The Foundation's criteria, please feel free to call me before submission.

The next meeting is on 14 March 2005 and applications need to be submitted by 18 February 2005. Any forms received after the closing date will automatically be passed to the next meeting.

All applications are acknowledged and you will be advised in writing of the outcome of the Trustees' meeting.

Yours sincerely

JANIE ORR
ADMINISTRATOR

Trustees: Jim Beach, John Deacon CBE, Leslie Hill, Richard Holland, David Hughes, John Hutchinson, Eric Nicoli, Rupert Perry CBE
Patrons: Sir George Martin, Sir Paul McCartney, Yoko Ono, Sir Simon Rattle, Sir Cliff Richard, Diana Ross, Mstislav Rostropovich, Tina Turner
Treasurer: Duncan Bratchell

The EMI Music Sound Foundation ("the Foundation") processes your personal data (as defined by the Data Protection Act 1998 ("the Act")) for various purposes depending on your relationship with the Foundation. If you are the beneficiary of a grant please refer to the privacy statement in the application form. All other personal data processed under the Act are for the purposes of achieving the general charitable purposes of the Foundation.



Registered Charity 1055434

INFORMATION

Please read this important information BEFORE completing the application form – it may save you time and unnecessary disappointment.

The Music Sound Foundation is dedicated to the improvement of music education with a focus on youth. The Trustees currently accept applications from the following:

- Schools to fund music education
- Music Students in full time education to fund instrument purchase
- Music teachers to fund courses and training

The Music Sound Foundation also awards bursaries to six music colleges (further details overleaf). The Foundation is part of a programme to create music specialist Art Colleges throughout England in partnership with the Technology Colleges Trust and The Department for Education and Skills – more details can be obtained from The Foundation's Administrator.

The Music Sound Foundation CANNOT at this time accept applications from outside the United Kingdom, nor applications relating to community projects, student fees/living expenses or music therapy.

YOUR APPLICATION FORM

Please complete this form carefully and clearly using the check list form on the back page to ensure you have included everything we have asked for. Individual applicants under 16 may prefer to have their parents complete the form as long as they sign the declaration under Question 8.

Additional documentation can be enclosed if it is vital to understanding your application, but please keep this to an absolute minimum.

Applications for the intended purchase of instruments or equipment **must** be accompanied by detailed cost estimates, on supplier's stationery.

If you are an individual applying for assistance with instrument purchase, please **ensure** you include a reference from your music teacher in support of your application.

ALL APPLICATIONS must be witnessed. Applications from individuals **should be** witnessed and signed by a professional third party (i.e. not family member), known to you for at least three years – for example your doctor, teacher or bank manager. Schools' applications should be witnessed by either the Head Teacher or a Governor.

The Trustees are currently unable to consider applications over £2,500.

All applications are acknowledged.

If you are successful, you will not be eligible to apply again for a further 12 months.

Music Sound Foundation Bursary Scheme

In direct response to the growing number of applications from students accepted by colleges but without the means to afford tuition fees, The Music Sound Foundation has endowed six bursaries, with an annual donation of £5000 to each participating college.

The colleges are:-

Royal Scottish Academy of Music & Drama, Glasgow – 0141 332 4101

Royal Welsh College of Music & Drama, Cardiff – 02920 342854

Royal Academy, London – 0207 873 7373

Institute of Popular Music (University of Liverpool) – 0151 794 3101

Birmingham Conservatoire – 0121 331 5901

Drumtech/Vocaltech and Guitar-X, London – 0208 749 3131

Applications from students for Music Sound Foundation funding will henceforward be considered by the colleges themselves, the charity's only stipulations being that applicants come from within the United Kingdom, be under 25 and unable to take up their places without our financial assistance. Please contact the colleges on the above numbers if you wish to apply for a Foundation bursary.

DATA PROTECTION

Information Statement for The Music Sound Foundation

The Trustees of the EMI Music Sound Foundation ("MSF") process your personal data (as defined by the Data Protection Act 1998 ("the Act") and outlined below) for the purposes of:

1. consideration of any application for a grant or bursary from MSF, 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;
2. administering the activities of MSF;
3. achieving the charitable objectives of MSF;
4. transferring your personal data to other organisations connected with the grant and bursary award process;
5. fundraising; and
6. undertaking the marketing of MSF's aims, which may include marketing to you using telephone, facsimile and electronic mail services.

The Foundation will process any sensitive personal data (as defined by the Act) disclosed to it in relation to your application for a grant or bursary within the principles of the Act.

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

The Foundation 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.

The Foundation continues to process your personal data following a decision being made on awards and bursaries.

If you would prefer that the Foundation cease to process your personal data for marketing purposes please write to The Music Foundation, 27 Wrights Lane, Kensington, London, W8 5SW.



APPLICATION FORM

PLEASE PRINT

1. PERSONAL DETAILS

Mr/Mrs/Miss/Ms: _____

Surname: _____

First Name(s): _____

Position/Title: _____

Home Address: _____

_____ Post Code: _____

Home Tel: _____ Work Tel: _____

Email : _____ Mobile: _____

- I agree to the use of my email address to receive information about MSF in accordance with the MSF Information Statement of page two of the accompanying guidelines

Organisation Details (if applicable)

Organisation Name: _____

Organisation Address: _____

_____ Post Code: _____

Tel: _____ Email address: _____

- I agree to the use of my email address to receive information about MSF in accordance with the MSF Information Statement of page two of the accompanying guidelines

2. How did you hear about The Music Sound Foundation?

3. If you are applying as an individual, please state your age and briefly what proportion of the total costs you are able to contribute yourself, along with any other relevant financial details

AGE: _____

4. If you are a school and are a registered charity please list your number below:

Charity Number: _____

Please state number of pupils in school: _____

Please state schools annual budget: _____

Please state school annual spend on music: _____

5.

Please state the total amount of funds for which you are applying: £ _____

Please state when your funds would be required (month/year) _____/_____

6. Please explain briefly why you need the financial assistance and state specifically how you intend to use the funds for which you are applying.

Please attach relevant supplier estimates where appropriate

7. Have you applied to any other trusts for funds? If so, please list

8. DECLARATION

I confirm that, to the best of my knowledge, all information given on this form is correct.

Name (print): _____

Signature: _____

Date: _____

Witnessed By: _____
(print)

Signature: _____

Address: _____

Contact Tel: _____

Occupation: _____

FOR OFFICE USE ONLY

Date application received: _____

Date application acknowledged: _____

COMMENTS:

Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	Amount:
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CHECK LIST

	YES	NO
Application form for Music Students witnessed by professional third party (doctor/teacher/bank manager):	<input type="checkbox"/>	<input type="checkbox"/>
Application form for School witnessed by Head Teacher or a Governor:	<input type="checkbox"/>	<input type="checkbox"/>
Supplier's quote enclosed	<input type="checkbox"/>	<input type="checkbox"/>
Reference (for music students only) enclosed	<input type="checkbox"/>	<input type="checkbox"/>

Please note all enclosures **MUST** accompany the form at the time of posting

You are advised to keep a file copy of this application for your own records