



FOSYM GOVERNANCE

Rules for Applications for Financial Grants

VERSION v6.2

August 2022

Document Change Record/Version Control

Date	Version	Updated By	Change Details
August 2013	V1.0		Approved Version
23/3/2017	V2.0	Mike Price	Draft Revisions.
27/4/2017	V3.0	Mike Price	Updated version after review by Andrew Worrall, Marilyn Calvert, and Mike Price.
18/11/2020	V4.0	Mike Price/Jenny Mason	Revised version for consideration by Awards and Governance Groups.
1/12/2020	V5.0	Mike Price	Revised version for consideration by Trustees.
27/1/2021	V6.0	Mike Price	Version approved by Trustees.
11/2/2021	V6.1	Mike Price/Jenny Mason	Minor amendments: i) to reflect current practice on data protection and safeguarding, ii) to clarify the budget sources for grants.
31/3/2021	V6. 1	Mike Price /Jenny Mason	Version approved by Trustees
30/08/2022	V6.2	Jenny Mason	Approved by Governance Group

Copyright Statement

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INTRODUCTION

Friends of Staffordshire's Young Musicians (FOSYM) is a charity whose purpose is the support of young musicians who live and study in Staffordshire. One of its functions is to raise funds to support a range of activities, including the provision of grants to individuals, groups, music centres and schools.

Financial Grants are the subject of specific applications made directly to FOSYM or through Entrust Music Service Staffordshire, in respect of the Pupil Progress Scheme. Awards are also made for specific events organised by Entrust Music Service Staffordshire including for young people taking part in competitions (see Appendix 1).

FOSYM wants to encourage young people who show an interest in music and where parents/carers financial circumstances may not fully support the costs of lessons. It will provide a contribution towards these costs. This scheme, known as the Pupil Progress Scheme, is operated through Entrust Music Service Staffordshire and the details are to be found in Appendix 2

Grants and awards are made to young people aged up to their 19th birthday who either live or are educated in the administrative county of Staffordshire. They are subject to the funds which are available to FOSYM at any given time.

FOSYM also plays a part in supporting musical events organised by the local Music Education Hub (The Music Partnership) and Staffordshire schools for Staffordshire's young people, including providing volunteers.

WHO CAN APPLY FOR GRANTS?

FOSYM accepts applications from:

- i) Those with parental responsibility for individual music pupils in Staffordshire
- ii) Staffordshire Music Teachers
- iii) Staffordshire schools (including private and independent)
- iv) Music Centre Managers, in respect of individuals and groups who live in the county or attend a Staffordshire school and are engaged in the activities of The Music Service.

WHAT CAN BE APPLIED FOR?

The Charity's Trustees will consider applications for the following:

- i) Support for musical activities organised by The Music Service
- ii) Contribution towards the purchase of musical instruments
- iii) Contribution towards the cost of an auditions for music courses at university or conservatoire, (one audition per student only)
- iv) Contribution towards attendance at courses, workshops, concerts or other performances by eligible individuals or groups, including transport costs.
- iv) Contribution towards approved music tuition

FOSYM can provide funds, often in partnership with other charities, for musical projects based in schools and which meet its aims.

FOSYM can provide funds to Entrust Music Service Staffordshire Music Centres to support the Centres in enabling young people to take part in both residential and non-residential courses or workshops, attend concerts and other such activities.

FOSYM will not support examination entry fees, lesson fees or activities which would normally be funded by school budgets.

HOW TO APPLY

There are four application forms to be used depending on the applicant. The forms together with explanatory notes are currently available for applicants from The Music Service Staffordshire, through the FOSYM website, fosym.org.uk. For information, copies are shown in Appendix 3. The four forms are for:

- i. Individuals having lessons through Entrust Music Service (Pupil Progress)
- ii. Individuals or groups within Staffordshire (Financial Grants)
- iii. Schools within Staffordshire for project activity (applications usually to be from Head Teachers or Heads of Music Departments)
- iv. Entrust Music Service Staffordshire Music Centre activities (applications to be from Music Centre Managers)

Please read the entire form and the notes carefully before signing and submitting the application. Failure to complete all sections and provide all the necessary information will delay the grant process. The Trustees reserve the right to seek additional information from applicants or their representatives should the need arise.

- Every application must be supported by a person with parental responsibility and an appropriate referee – for example, a Music Teacher or Head Teacher.
- The completed application must be submitted directly to FOSYM by email to musicservice@entrust-ed.co.uk (FAO FOSYM Trustees).
- Only applications made on the relevant application form will be considered.
- Applications will be acknowledged.
- Trustees will consider applications as soon as it is possible, but inevitably there may be a delay of up to two months in advising of the decision.

Decisions on applications for grants up to the sum of £250.00 can be made by the Awards Group, provided that the criteria set out below are met. If an application for a grant is over that amount or the Awards Group are not in agreement, the decision will be made by the full Board of Trustees.

CRITERIA FOR MAKING A GRANT

All applications will be considered on their merits, but the Trustees will focus on the following:

- The application must meet the Charity's aims in that it will widen access to musical education and /or encourage excellence in music education and personal or group achievement.
- The application demonstrates value-for-money.
- The application shows evidence of partnership in funding – i.e., that a family, school, other charity or commercial partner is also contributing.
- The application is for an activity or musical experience which could not happen without FOSYM's direct support.
- The application may be innovative in extending music education.

The amount of the Grant is at the discretion of the Trustees and funding from other sources will be taken into account when considering an application. As an indication, previous grants for individuals have been for less than £500.00.

GENERAL CONDITIONS

- The grant is non-transferable.
- Any costs incurred before the approval of the grant will not be accepted.
- The grant is made on the basis that the project/activity can proceed within one year of the awarding of the grant.
- If it is established that the project/activity will cost less than the grant awarded, the grantee will be required to refund the difference to FOSYM.
- The grant is made on the basis that the grantee agrees to acknowledge the support of FOSYM by:
 - i. using the FOSYM logo when producing any form of public material, including press releases, programmes, leaflets, posters, signs, or school websites. Guidance and templates can be supplied on request.
 - ii. stating in any programmes, on websites or in publications that FOSYM has supported financially, together with a brief description of the support. Guidance and templates can be supplied on request.
 - iii. we can, on request, supply you with a certificate to display acknowledging FOSYM's contribution.

No part of the grant shall be used for the publication or promotion of any material which in whole or in part appears to be designed to affect public support for any political party or group or for the promotion of illegal activity or any activity which may damage the reputation of FOSYM or its partners in music education.

- The grantee should report by letter or email to FOSYM on the expenditure of the grant and, if practicable, include in the letter appropriate comments on the success (or otherwise) of the project and the benefits derived from it. This will be reported to FOSYM Members at the Charity's Annual General Meeting.
- For those on the Pupil Progress Scheme, selected anonymised comments from feedback reports will be reported to FOSYM Members at the AGM.
- After the expenditure of the grant, FOSYM will request such information as it considers necessary to prove that the grant has been properly spent. This information may for example include copies of newspaper articles, photographs, receipts and inspection of any equipment purchased.
- The grantee shall keep all receipts and documentation relating to the project for at least 6 years after the receipt of the grant and will permit authorised representatives of FOSYM to inspect these.

BUDGET

The following are funded from a budget agreed annually by FOSYM's Trustees:

- Pupil Progress Scheme
- Audition Grants
- Music Centre Grants: Stafford, Tamworth and Lichfield/Rugeley. The budget set is subject to the availability of funds.
- Murfin Fund - Percussion Awards

All other successful grant applications from individuals, schools and music centres are funded from unallocated funds.

We acknowledge gratefully the financial support of:

- The Lavey Fund for General Awards – via The Bebbington Family
- The Murfin Fund for Percussion –in commemoration of Paul Murfin
- The John W.R Taylor Memorial Fund for Singers – via the Taylor Family

APPENDIX 1: Awards

1: Staffordshire Young Musician of the Year (Instrumentalists, Singers and Composers) is an annual competition for pupils, aged 6 to 18, of all musical abilities and genres with an on-line first round and a Final for junior, intermediate and senior competitors. Finalists receive a financial award and winners receive a trophy from FOSYM

2: Music Centres may apply to FOSYM to fund awards to leavers at the end of their final academic year as they move on to university, apprenticeships or work, as recognition of their loyalty and contribution to the Centre

3; FOSYM Awards a free five-year membership to those aged 18 + who have taken part in the Young Musicians Competition or are leaving Music Centre and wish to take up the offer.

APPENDIX 2: Pupil Progress Scheme

The Pupil Progress Scheme is to encourage young people who show an interest or talent in music, where parents / carers' financial circumstances may not be able to support fully the cost of lessons or related costs. FOSYM can contribute towards the costs of shared or individual lessons or participation in ensembles. Applicants are required to identify what funding from parents, the school or other funders will contribute to the full cost of lessons. Support may also be considered for related costs of music exams, or purchase of music,

- **Applying for a Pupil Progress Award**

This scheme applies to applications for support toward lessons costs for pupils of any age, attending a Staffordshire School or 6th Form College which delivers lessons through Entrust Music Service Staffordshire.

The application must be supported by the school and the applicant must give details of their financial situation:

Lessons are agreed for a set period and there is no guarantee of continuation, as this is dependent on progress and funding allocated by FOSYM:

Contact musicservice@entrust-ed.co.uk for an application form

- **Reporting Process**

Progress reports are supplied by the teacher twice yearly, with a recommendation if lessons should continue or cease.

Pupils are given the opportunity to add their own thoughts and comments about their lessons and the difference they have made to them:

Pupil Progress reports are scrutinised by FOSYM Trustees for the impact of the provision and to enable an annual budget to be set.

Selected anonymised comments from Pupil Progress feedback reports will be reported to FOSYM Members at the AGM.

APPENDIX 3: Application Forms



FOSYM Pupil
Progress - Music Ser

Entrust Music Service Staffordshire
Pupil Progress Scheme



FOSYM Grant
Application Form pc

Financial Grants from Unallocated
Funds



FOSYM Grant
Application vs3.0 Scl

Schools Applications



FOSYM Grant
Application Form Ml

Music Centre Applications