

## Application for a Financial Grant - Guidelines

### INTRODUCTION:

Friends of Staffordshire's Young Musicians (FOSYM) believe that no child should go without the opportunity to experience and participate in the joy of music. The charity exists to enable that opportunity, supporting children and young people in the county to realise their musical aspirations.

The Charity raises funds for a range of activities, including grants to individuals, groups, music centres and schools. It also makes awards to acknowledge achievements in an individual's music education (see Appendix 1).

### AIMS OF THE CHARITY:

FOSYM particularly supports young people where parents/carers financial circumstances may not fully support the costs of lessons, instrument or exam entry or other related costs.

- FOSYM will contribute towards these costs, the amount being dependent on the financial circumstances of the family.
- Financial Grants are subject to the funds available to FOSYM at any given time.
- Grants are made to young people aged up to their 19<sup>th</sup> birthday who either live or are educated in the administrative county of Staffordshire. For financial support in Stoke-On-Trent please visit <https://stokecms.org.uk/> .

### APPLYING FOR A GRANT:

Financial Grants are applications made directly to FOSYM through the website, or by e-mail. FOSYM accepts applications from:

- i) Those with parental responsibility for individuals in Staffordshire
- ii) Music Teachers teaching pupils in Staffordshire
- iii) Staffordshire Schools

### TYPES of FINANCIAL GRANTS:

FOSYM will consider funding up to 50% of the cost of any of the activities listed below. In some cases, this may be increased.

- i) Contribution towards the purchase of a musical instrument
- ii) Contribution towards regular music tuition / lessons for no more than 36 weeks per year
- iii) Contribution towards attendance of individuals or groups at courses, workshops or concerts, including transport costs.
- iv) Exam entry costs
- v) Contribution towards the cost of one audition for a music course at university or conservatoire

**Note:** FOSYM does not support examination entry fees, lesson fees or activities which would normally be funded by school budgets.

## HOW TO APPLY FOR A FINANCIAL GRANT

- The Financial Grant Application form must be completed in full. Return it as advised.
- Applicants are advised to give as much financial detail as possible and include some evidence.
- Failure to complete all sections adequately will delay the grant process.
- You must provide a referee who will support your application.
- FOSYM will seek additional information from applicants or their referee if necessary

### THE FORM IS AVAILABLE:

- To complete on our website [www.fosym.org.uk](http://www.fosym.org.uk)
- To request by email from [info@fosym.org.uk](mailto:info@fosym.org.uk)

Use either of these routes if you want to ask any questions prior to completing the form.

### ONCE YOUR APPLICATION IS RECEIVED

- Your application will be acknowledged within one week.
- The Board of Trustees will consider applications as soon as it is possible, but inevitably there may be a delay of up to six weeks in advising of their decision.

### THE BOARD OF TRUSTEES WILL CONSIDER THE FOLLOWING CRITERIA:

- How the application meets the Charity's aims to widen access to musical education, to encourage excellence in music education, and for personal or group achievement.
- How the application demonstrates value-for-money.
- How the application shows evidence of partnership in funding – i.e., that a family, the school, another charity, or a commercial partner is also contributing.
- If the application is for an activity or musical experience which could not happen without FOSYM's direct support.

### ACKNOWLEDGING THE SUPPORT FOSYM HAS PROVIDED

By accepting a grant, the parent/carer agrees to acknowledge the support of FOSYM by:

- Providing a written report about how the grant has made a difference to the young person's musical life, their progress and aspirations. A report form will be provided.
- Promoting FOSYM's support where possible e.g. school newsletter, concert programmes etc.
- Providing a case study for the charity to inspire others and help to share the work of the charity to aid further fundraising and publicity.

### GENERAL CONDITIONS

- The grant is non-transferable.
- Any costs incurred before the approval of the grant will not be paid.
- The funded project/activity must be completed within one year of the award of the grant.
- If it is established that the project/activity will cost less than the grant awarded, the applicant will be required to refund the difference to FOSYM.
- Reports will be shared with FOSYM Members at the Charity's Annual General Meeting. All details given are anonymous.
- No part of the grant can be used for any purpose which may harm the the charity's reputation.
- The charity will keep receipts and documentation relating to your grant for six years after the award of the grant.