

Angel Early Music – Grant Application Form for Projects

These guidelines and application form should be used to apply for a project grant from Angel Early Music.

Demand on our funds is high. Amounts awarded are at the discretion of the Trustees. Priority is given to applications where some element has a connection with the South-East of England.

Guidelines

- The form should be completed by the lead person from the organisation requesting the grant.
- A full breakdown of the costs will be required with quotes as appropriate.
- It is preferable that a contribution towards the overall cost will come from other sources if possible; please ensure you tell us how the balance will/has been raised.
- You need to apply in good time if you have specific dates to meet (decisions can take several weeks).

Assessment criteria

In making our decisions, we look at three areas:

1. The potential for the project to achieve the greatest benefit
 - the extent of the potential audience for performance projects and expected audience numbers
 - the extent of potential participation in courses and workshops and the expected levels of participation
 - full public access to performances, courses and workshops
 - the breadth of availability of recorded media and printed media to potential users
 - proposals for publicising and promoting the project.
2. Need for Angel Early Music support
 - the scope for the project to be delivered in an alternative manner that does not require Angel Early Music support
 - the proportion of the project costs being met by Angel Early Music
 - efforts being made to raise funds from other sources
 - the proportion of Angel Early Music's total anticipated funding required to support the project
3. Quality of the project
 - the standing of those performing or delivering the project
 - the merit of the music involved in the project
 - the outcome of previous similar projects delivered by those seeking support

How to Apply

- Complete the attached application form and send it to Angel Early Music. You may email your form to angelearlymusic@gmail.com but it must be followed up by a signed, posted copy.
- Include an email address so that we can acknowledge your application.
- If you are under 18, please ensure that you have supplied details of your parent or guardian.
- Include a reference from someone who knows you and can support your request. This person may be a teacher or professional colleague. They may not be a family member, relative or close personal friend. Include their telephone number and email address and ask for permission for us to contact them (Note: this might be outside of school/university term).

Hints and tips

Information about your project/group helps the panel build a picture of you and your needs.

- Tell us about your project, why you want to undertake it, its likely reach and how you will publicise it.
- Tell us about your situation, the membership of your group, professional qualifications and their standing in the musical community.
- Tell us about the merit of the music involved in the project and the outcome of any similar projects you have undertaken.
- Tell us why this project cannot be delivered in an alternative way without drawing on Angel Early Music's resources.
- Tell us how you will seek to raise funds from other sources and any track record you have in fundraising.
- For those under 18, please tell us anything about your family you think will support your application e.g. the occupation of your parents/guardian.
- Quotes will be required plus any other written/printed evidence to support your budget.

What happens next?

- We will acknowledge your application by e-mail.
- Your application will be assessed by one of our Trustees, who may contact you and your referee.
- The assessor's decisions and recommendations are passed to the Board of Trustees who are responsible for the funds under

their management and a final decision is made.

- The assessment and approval process can be time consuming, but we endeavour to provide a decision within 12 weeks (or sooner) of receipt of the application. Once the final decisions have been made both successful and unsuccessful applicants will be advised in writing.
- Unfortunately we cannot fund every application that we receive; therefore decisions have to be made to establish who we can fund and the amount we can provide.

Successful applicants:

- Successful applicants may have additional Terms and Conditions relating to the use of the grant in addition to those signed on this form – they will be indicated where appropriate in the offer letter.
- Where possible, payment will be made directly to the project provider(s).
- Under no circumstances may a grant be used for any other purpose than that identified in the offer letter. Should you need to request a change of use to any award made, you **MUST** contact Angel Early Music before committing any expenditure, failure to do so may result in the award being withdrawn and all monies returned.
- As part of the Terms and Conditions you will undertake to write to Angel Early Music, within 1 month of your project taking place or 13 months after the award is made, whichever is the sooner. You should detail in letter, essay or any other format the unique experience you may not otherwise have gained, and the difference it makes to your life. We appreciate this by e-mail if possible to angelearlymusic@gmail.com

Your feedback will be passed to the Trustees who wish to hear of the experiences gained by support through their funding.

Application form for Projects

Please send the completed application form to:

Angel Early Music, Foxtons, 23 The Street, Little Waltham, Chelmsford, Essex CM3 3NS

(You may also e-mail your completed form to angelearlymusic@gmail.com but it **must** be followed up with a signed posted copy)

Name:	
Date of birth:	Age
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address: (including postcode)	Postcode:
Telephone number(s): We may need to contact you to discuss the application	Home <input type="checkbox"/> Mobile <input type="checkbox"/> Best time to contact:
Email Address	
Name of parent or guardian (if applicant is under 18) Relationship to applicant Parent / guardian Contact number and e-mail	

<p>Account details (if a grant is awarded we prefer to pay by direct transfer) <i>Payment will be made directly to an institution where possible e.g. charity, educational establishment or other outside agency</i></p>	<p>Account name: Sort Code: Account number:</p>
<p>1. Please tell us about yourself, your group, your role in the project and your standing in the musical community.</p> <p>2. (Under 18s) Please tell us about your family, e.g. do you all live at the same address, what siblings do you have, are you a carer for anyone in your family, do any of your family receive benefits etc.</p>	

<p>3. What would you like to do with your grant? Please describe your project.</p> <p>What connection is there with the South-East of England?</p> <p>Continue on a separate sheet if necessary</p>	
<p>4. Please tell us what long term difference the project will make to you as an individual or your group and/or the wider community.</p>	
<p>5. Where and when will the activity/project take place?</p>	

<p>6. When do you have to pay for the activity/project? Can this be done in stages?</p>	
<p>7. Who is organising the project? Are other agencies involved in delivering it? <i>Please provide brief background</i></p>	
<p>How much will the project cost in total?</p>	<p>£</p>
<p>How much are you requesting a grant for?</p>	<p>£</p>
<p>Please give a detailed breakdown of the costs: E.g. fees, travel, accommodation etc.</p>	
<p>How will you raise the balance of the funds?</p>	
<p>Are you seeking funding from anyone else? Please indicate when you expect to have decision(s)</p>	

DECLARATION

It is essential that you understand and agree to the following Terms and Conditions should your application be successful and you are awarded a grant.

Any additional conditions to those below will be communicated in writing on offer of a grant and will also form part of these Terms and Conditions

TERMS AND CONDITIONS

We note that this grant award is subject to the availability of appropriate donor funding. We agree to comply with the conditions below:

- I/We confirm that the information contained in this application is correct.
- I/We give permission for Angel Early Music to record the information in this form electronically and to contact us by phone, mail or email with regards to this application.
- I/We give permission for Angel Early Music to name the recipient of the award in the Charity's Annual Review, website etc.
- I/We understand retrospective payments cannot be made with this award.
- Funding is for a specific project which must be completed within one year unless stated otherwise.
- To advise Angel Early Music immediately if the activity supported is cancelled or an individual or the group taking part is withdrawn, in which case the full award will be returned to Angel Early Music.
- We agree to advise Angel Early Music immediately if there are significant changes affecting the award including but not limited to: a starting delay of more than 3 months; duplicate funding; changes to the activity as it develops or any under-spend. Approval will be obtained from Angel Early Music to use the grant for any other purpose than that stated. Angel Early Music reserves the right to withhold approval if the proposed expenditure falls outside the criteria of the programme from which the grant was funded, outside the grant-making policy of Angel Early Music, in which case, steps will be taken to recover unspent money.
- To write to Angel Early Music, within 1 month of your project/study taking place or 13 months after the award is made, whichever is the sooner. You should detail in letter, essay or any other format the outcome of the project and the difference it makes. We appreciate this by e-mail if possible to angelearlymusic@gmail.com
- In the event of a breach of these terms and conditions Angel Early Music reserves the right to take action to recover the total grant awarded and any costs or interest associated with the grant award.

You are required to sign these Terms and Conditions; the applicant if over 18, parent if under 18.

My signature confirms acceptance of the terms and conditions of the grant as they are set out in this application form and the application guidelines.

Signed _____

Print name _____

Position or
relationship
if applicable _____

Reference: Angel Early Music Registered Charity No 1169496

Please give this form to your referee and ask them to complete and return it to us separately as soon as possible. Your referee cannot be a family member, relative or close friend. We may need to speak to your referee as part of the assessment process.

Please complete all contact details in full

Name of applicant:		
Name of referee:		
Position:		
Address: (please include postcode)		
Telephone number(s) Available 9am-5.30pm:		E-mail:
How do you know the applicant and for how long?		
<p>Please explain why we should consider this project for a grant. Please also explain whether you think the proposed request will be beneficial to them and the wider community and whether it represents value for money.</p>		
Referee's Signature:		Date:

Thank you for your assistance. Grants are managed by Angel Early Music, Registered Charity 1169496

Return the completed form to:

Angel Early Music, Foxtons, 23 The Street, Little Waltham, Chelmsford, Essex. CM3 3NS

You can e-mail your completed form to angelearlymusic@gmail.com but it must be followed up with a signed posted copy.