**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 (AEM).

Demand for 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 geographic 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 and alterative manner that does not require AEM support.
* The proportion of the project costs being met by AEM.
* Efforts being made to raise funds from other sources.
* The proportion of AEM’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 email it to Angel Early Music angelearlymusic@gmail.com.
* 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, their 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 AEM’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 eg the occupation of your parents/guardian.
* Quotes may 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 by email.

* 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

indicated on this form – they will be advised where appropriate in the offer letter.

* Where possible, payment will be made directly to the project providers.
* 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/study taking place or 13 months after the award is made, which ever 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.

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:**

[angelearlymusic@gmail.com](mailto:angelearlymusic@gmail.com)

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

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| **Name:** | Click or tap here to enter text. |
| **Date of birth:** | Click or tap here to enter text. |
| **Address:**  (including postcode) | Click or tap here to enter text.  **Postcode**:Click or tap here to enter text. |
| **Telephone number(s):**  (we may need to contact you  to discuss the application) | Click or tap here to enter text. |
| **Email** **address:** | Click or tap here to enter text. |
| **Name of parent or guardian:**  (if applicant is under 18)  **Relationship to applicant:**  **Telephone and email:** | Click or tap here to enter text.  **Telephone**:Click or tap here to enter text. **Email**:Click or tap here to enter text. |
| **Account details:**  (if a grant is awarded we  prefer to pay by direct  transfer)  *Payment will be made directly*  *to an institution where*  *possible eg educational*  *establishment or charity, not a personal account.* | **Account name**:Click or tap here to enter text.  **Sort code**:Click or tap here to enter text.  **Account number**:Click or tap here to enter text. |

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| **1. Please tell us about**  **yourself , your group, your role in the project and your standing in the musical community.** | Click or tap here to enter text. |
| **2. Under 18s. Please tell us**  **about your family.** (eg 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.) | Click or tap here to enter text. |
| **3. What would you like to do**  **with your grant?** Please  describe your project or  activity. | Click or tap here to enter text. |
| **4. What connection is there**  **with the geographic South-East of England (ie Essex, Kent and surrounding counties)?**  **What engagement is there with people living in this area?** | Click or tap here to enter text. |
| **5. Please tell us what long**  **term difference the**  **project will make to**  **you as an individual or your group and/or the**  **wider community.** | Click or tap here to enter text. |
| **6. Where and when will the**  **project take place?** | Click or tap here to enter text. |
| **7. When do you have to pay**  **for the project? Can**  **this be done in stages?** | Click or tap here to enter text. |
| **8. Who is organising the**  **project? Are there other agencies involved in delivering it?**  *Please provide brief*  *background* | Click or tap here to enter text. |
| **9. How much will the**  **project cost in total?** | **£**Click or tap here to enter text. |
| **10. How much are you**  **requesting a grant for?** | **£**Click or tap here to enter text. |
| **11. Please give a detailed**  **breakdown of the costs and any income generated.**  *Or attach a separate budget* | Click or tap here to enter text. |
| **12. How will you raise the**  **balance of the funds?** | Click or tap here to enter text. |
| **13. Are you seeking funding**  **from anyone else? Please**  **indicate when you expect to**  **have decision(s).** | Click or tap here to enter text. |

**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 me/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/study which must be completed within one year unless stated

otherwise.

* I/We will advise Angel Early Music immediately if the activity supported is cancelled or an individual or group taking part is withdrawn, in which case the full award will be returned to Angel Early Music.

I/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 must 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, or outside the grant-making policy of Angel Early Music, in which

case, steps will be taken to recover unspent money.

* I/We will 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 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

* 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/guardian if under 18.

**My signature confirms my acceptance of the terms and conditions of the grant as they are set out in this**

**application form and the application guidelines.**

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| **Signed:** | Click or tap here to enter text. |  |  |
| **Print name:** | Click or tap here to enter text. |  |  |
| **Position or relationship:** | Click or tap here to enter text. |  |  |

**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**

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| **Name of applicant:** | Click or tap here to enter text. |
| **Name of referee:** | Click or tap here to enter text. |
| **Position:** | Click or tap here to enter text. |
| **Address:**  Please include postcode | Click or tap here to enter text.  **Postcode**:Click or tap here to enter text. |
| **Telephone number(s): Daytime:**  **Evening:** | Click or tap here to enter text.  Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |
| **How do you know the**  **applicant and for how**  **long?** | Click or tap here to enter text. |
| **Please explain why we**  **should consider this**  **project for a grant.**  **Please also explain**  **whether you think the**  **proposed request will be**  **beneficial to applicant and**  **whether it represents**  **value for money.** | Click or tap here to enter text. |
| **Referee signature:** | Click or tap here to enter text. **Date:**Click or tap here to enter text. |

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

**Return the completed form to:**

[angelearlymusic@gmail.com](mailto:angelearlymusic@gmail.com)

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