**Angel Early Music – Application Form for Short Video/Sound Projects**

These guidelines and application form should be used to apply for a short video project commissioned by Angel Early Music.

We have ringfenced part of our funds to support those who have to work from home at the current time, to provide a form of work that can take the place of live performance and one-to-one teaching.

**Guidelines**

* The form may be completed by the lead person from the organisation requesting the funding, or by an individual for an individual project.
* The project may include, but is not limited to, performance, tutorial, lecture, on some aspect of Early Music (before 1800).
* Fee level – we are looking in the region of £250-300 per video/sound recording but are willing to consider this sum in the light of details supplied to us.
* The material must not be in copyright; the performers must own the rights to the material included or seek written permission from copyright holders. Angel Early Music cannot undertake this.

**Assessment**

We will aim to make decisions quickly. These will be based on:

* Interest to our audience members and supporters, particularly at this time of no public performance;
* Need for support;
* Quality

**How to Apply**

* Complete the attached application form and send it to Angel Early Music by email to angelearlymusic@gmail.com.
* Include an email address so that we can acknowledge your application.
* Those applying to us for the first timemay be asked for a reference and/or additional information.

**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 for further detail.
* 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. We will aim to do this within days.

**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 a requirement for all monies to be returned.

**Application form for Short Video/Sound Projects**

**Please email the completed application form to:** angelearlymusic@gmail.com

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| **Name:** | Click or tap here to enter text. |
| **Name of group you represent (if applicable):** | Click or tap here to enter text. |
| **Date of birth:** | Click or tap here to enter text. **Age:** 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 | Home/Mobile: Click or tap here to enter text.  Best time to contact: Click or tap here to enter text. |
| **Email Address:** | Click or tap here to enter text. |
| **Account details** (if a project is accepted we prefer to pay by direct transfer)  *Payment will be made directly to an institution where possible e.g. charity, educational establishment or other outside agency.* | 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. |
| **1. Please describe your project.**  **Give a brief outline.**  **What material does it include, what format is that material in, how many people are involved, how long does it take to put together?** | Click or tap here to enter text. |
| **2. Give a likely time frame for completion of the project.** | Click or tap here to enter text. |
| **3. Do you have any expenses specifically in relation to this project?**  **Give costings.** | Click or tap here to enter text. |
| **4. Our usual fee is in the region £250-300. Please provide comment if you wish.** | Click or tap here to enter text. |
| **5. How much are you requesting an award for?** | **£** Click or tap here to enter text. |
| **6.** **Do you have other sources of income at the moment, particularly taking Government travel/distancing restrictions into account?** | Click or tap here to enter text. |
| **7. Are there any issues relating to copyright or PRS? If so, give details.** |  |

**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 project.

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

**TERMS AND CONDITIONS**

We note that this project 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 project 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 monies.
* In the event of a breach of these terms and conditions Angel Early Music reserves the right to take action to recover the total sum awarded and any costs or interest associated with the award.

**By returning this document to Angel Early Music at angelearlymusic@gmail.com I confirm acceptance of the Terms and Conditions of the award as they are set out in this application form and the application guidelines.**

**Angel Early Music Registered Charity No 1169496**

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

**Email the completed form to:**

Angel Early Music at angelearlymusic@gmail.com