

Terms and conditions – Applications to Young Musicians fund

FLCE (Friends of Lancashire County Ensembles)

Reg Charity: 1181507

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INTRODUCTION

FLCE (Friends of the Lancashire County Ensembles) is a charity whose purpose is the support of young musicians who live and study in Lancashire. One of its functions is to raise funds to support a range of activities, including the provision of grants to individuals.

Financial Grants are the subject of specific applications made directly to FLCE.

FLCE 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 is known as the **Young Musicians' Fund**.

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 Lancashire (excluding Blackpool and Blackburn and Darwen). They are subject to the funds which are available to FLCE at any given time.

WHO CAN APPLY FOR GRANTS FROM THE YOUNG MUSICIANS FUND?

FLCE accepts applications from:

- i) Those with parental responsibility for individual music pupils in Lancashire.

WHAT CAN BE APPLIED FOR?

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

- i) Support for lessons and 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
- iv) Contribution towards attendance at courses, tours, workshops, concerts or other relevant events or groups, including transport costs.
- v) In exceptional circumstances, contribution towards approved external music tuition

HOW TO APPLY.

The **Young Musicians' Fund** form together with explanatory notes is available for applicants from the Lancashire Music Hub website.

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 FLCE using the online form.
- Only applications made on the relevant application form will be considered.
- Applications will be acknowledged.
- Trustees will consider applications once per term, and inevitably there may be a delay of up to two months in advising of the decision.

For **Music Service activity** funding the application is made by the lead teacher or ensemble director with a supporting statement from a member of the Senior Management Team.

Decisions on applications will be made by the board at a quorate meeting.

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 FLCE'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 considered when considering an application. As an indication grants for individuals should be less than £500.00.

GENERAL CONDITIONS

- The grant is non-transferable.
- Any costs incurred before the approval of the grant will not be accepted.
- If it is established that the activity will cost less than the grant awarded, the grantee will be required to refund the difference to FLCE.

- 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 FLCE or its partners in music education.
- For those on the Young Musicians' Fund, selected anonymised comments from feedback reports will be reported to FLCE Members at the AGM.
- After the expenditure of the grant, FLCE 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 FLCE to inspect these.

Appendix 1:

Application process for Young Musicians' Fund

- To Apply for the Young Musicians fund, Applicants/Parents/carers complete the online application form that is available on Lancashire Music hubs website or by requesting a paper copy. (07745643886 or emailing rachel.hughes@lancashire.gov.uk)
- Application forms in other languages are available on request.
- For assistance with making an application, contact rachel.hughes@lancashire.gov.uk
- Each application must also have the supporting form completed by either school head/teacher or Music tutor.
- Applications will be reviewed by the funding panel at the bords half termly meetings. This may mean a delay of up to 3 months before receiving a decision.
- Tuition will start the half term following a decision (e.g., decision in November will mean tuition can start the following January)
- The Fund is open to all ages from 5 to 18 (25 with SEND (Special Educational Needs))

Terms and Conditions of Young Musicians' Fund.

The Board have a responsibility to ensure that all monies awarded are being used for their intended purpose. The following terms and conditions apply to all monies awarded.

1. Funds will only be released when lesson billing cycle is run.
2. Funds will be for 50% of lesson costs with parents/carers expected to cover the remaining 50%
3. Grants made for lesson costs will run for 1 year (3 school terms)
4. Applications for further grants to allow tuition to continue can be made.
5. Instrumental Tutors and Musical directors will be asked for 2 progress reports: one during the first term and another towards the end of the year. These reports will determine that the grantees are attending lessons and/or ensembles and are making musical progress in line with their ability.
6. Non-attendance at lessons/ensembles may result in the grant being withdrawn.

7. We reserve the right to ask to see proof of benefits/financial situation and will do so where larger grants requested/awarded.
8. Invoices should be paid promptly, allowing us to see that monies are being used appropriately.
9. Where invoices remain unpaid, no further funds will be released, and lessons will be terminated.
10. Where grants are used for external providers or to cover instrument costs, we will ask to see invoices and receipts pertaining to the approved tuition.
11. Where Grants are made to help with Tour/residential costs this money will be released in line with payment deadlines.
12. Where relevant and where appropriate consent is in place, we reserve the right to use pictures and details regarding grants and success stories in publicity to promote the fund.