**Project Fund application form 2018**

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| --- | --- |
| Name of your lead contact at Wiltshire Music Connect |  |
| Date of first contact |  |
| Have you read and understood the project fund criteria and guidelines? | YES/NO |
| Is this your first contact with Wiltshire Music Connect? | YES/NO |
| Have you identified at least 20% of other funding (actual, not support in kind) from your own or other sources? | YES/NO |

**Please complete this form carefully so that we have all the information we need to understand your project and make a decision. The person completing this form will be our main contact for this project.**

The application form consists of five sections:

1. Your contact details
2. Your project details
3. Child Protection and insurance
4. About your organisation (Associates need not complete this section)
5. Schools question
6. Budget sheet (this is a separate document, available to complete as either a word document OR a simple Excel spreadsheet)
7. **Your contact details:**

|  |  |
| --- | --- |
| PROJECT TITLE |  |
| Your name |  |
| Job title OR individual role description |  |
| Organisation name (if applicable) |  |
| Address |  |
| Landline telephone |  |
| Mobile telephone |  |
| Email |  |
| Website address? |  |
| If you are not already on our bulletin news list would you like to sign up? |  |

1. **Your project details**

**Please note:** your project will be assessed using the published **Project Criteria and Guidelines 2018**. You should have already used **Project Fund Checklist and Tips 2018** and discussed this application in principal with your **lead contact** at Wiltshire Music Connect.

|  |  |
| --- | --- |
| 1. Project title |  |
| 1. Start date |  |
| 1. End date |  |
| 1. Which [Musical Cluster](https://wiltshiremusicconnect.org.uk/musical-clusters/) area/s does the project take place in? |  |

|  |
| --- |
| 1. Please outline the aim/s and objectives of your project, including outputs and outcomes. (If your project is based on identified local needs please tell us in this section. ) |
|  |

|  |
| --- |
| 1. Please outline your evaluation plan – the methods you will use to measure and demonstrate how well you achieved the aims and outcomes described above. |
|  |

1. Numbers – even if you have included these in your project details above please summarise:

|  |  |
| --- | --- |
| Number of participatory sessions |  |
| Length of sessions |  |
| Number of events |  |
| Total number of children / young people **directly** participating |  |
| Age range of children and young people **directly** participating |  |
| Total number of children / young people **indirectly** participating (eg audience) |  |
| Age range of children and young people **indirectly** participating |  |
| Number of music leaders/ teachers/practitioners involved |  |
| Number of schools involved |  |
| Number of Associate providers involved |  |

|  |
| --- |
| 1. If your project addresses any of our [core or extension roles](https://wiltshiremusicconnect.org.uk/about/hub-roles/) please say which one/s and how |
|  |

1. **Child Protection and insurance**

Please confirm that you or your organisation has all the following (tick all that apply). You will need to show these if you are successful in your application - if you do not have these in place we cannot support your work.

|  |  |  |  |
| --- | --- | --- | --- |
| Public Liability Insurance |  | Health and safety policy |  |
| Child protection / Safeguarding policy |  | Up to date DBS checks for yourself and /or all appropriate staff involved with the project |  |

1. **About you OR your organisation**

NOTE: If you are an **Associate provider or organisation** you **need not answer** this question unless the application is for a very different area of work - please go straight to Q5 schools supplementary question.

1. Organisations only:

|  |  |
| --- | --- |
| Are you a registered charity? |  |
| Are you a voluntary youth / children’s organisation? |  |
| Are you an Arts Council England National Portfolio Organisation? |  |
| Are you a school? (please give details, eg secondary/primary / academy, etc) |  |
| How is your organisation constituted? (eg limited company, co-operative, etc) |  |

1. Individuals only:

|  |  |
| --- | --- |
| What relevant qualifications or experience do you have? |  |
| Please tell us which professional bodies or membership organisations you belong to, if any |  |

1. You or your organisation in context

|  |  |
| --- | --- |
| Tell us about the skills, qualities, experience and knowledge that you have, or your organisation or school has in relation to music work with children/young people |  |
| Tell us about how you support young musicians to progress both during and beyond the work you do with them |  |
| What professional development opportunities do you or your organisation use which helps your work with children and young people? |  |

1. **Referees**

(School applicants need not answer this question)

Please provide us with names and contact details for two referees, one of whom must know you in your current professional capacity

|  |  |
| --- | --- |
| name |  |
| How does this person know you? |  |
| Telephone number |  |
| Email address |  |
| Postal address |  |

|  |  |
| --- | --- |
| name |  |
| How does this person know you? |  |
| Telephone number |  |
| Email address |  |
| Postal address |  |

1. **Schools supplementary question**

Your lead contact will have already discussed this with you.

If your project involves working in one or more Wiltshire Schools – or you are a school applicant, we need to know:

|  |  |
| --- | --- |
| Names of all schools involved |  |
| How does this project address plans and challenges identified for music in the named schools? |  |
| Please tell us whether all named schools have already or have agreed to engage with our Cluster Coordinator and school visits programme. (This includes sharing information about what’s happening and what’s needed musically in the school) |  |

**Question 6. Budget**

We need all your income and expenditure information on a separate document. You can provide this using either our excel spreadsheet template, or a word document. Both documents have the same headings, but the excel sheet contains formulas which automatically calculate percentages (ie for partnership funding) and to add up the columns.

Please state which document you have used and send us the completed budget document with this application.

**Excel template YES/NO**

**Word document YES/NO**

Send your completed application and budget to:

[info@wiltshiremusicconnect.org.uk](mailto:info@wiltshiremusicconnect.org.uk)

2018 closing dates:

* **Mon 11 June 2018** –for projects starting after 1 September 2018
* **Mon 12 November 2018** – for projects starting after 1 March 2019