**SCHOOL APPLICATION FOR A TUITION GRANT**

**This form should be completed using the website for guidance:** [**www.hrtaylortrust.org.uk**](http://www.hrtaylortrust.org.uk)

**The Trust makes grants to schools by part-funding tuition.**

* As schools are VAT exempt the grants are paid excluding VAT.
* **It is Trust policy not to fund**activities undertaken or offered by a member of a bidding school’s staff that would normally be expected to be part of the role of a contracted music teacher e.g. running an extra-curricular choir or band.
* **It is rare for the Trust to fund transport costs, concert tickets or accommodation.**
* **Funds are normally only granted to schools in the geographical and historical areas of Surrey.**
* The Trust will require the school to provide termly invoices that show the tuition taking place matches the funding bid. Grants may be adjusted or withheld if the tuition is not taking place as planned.
* **It is extremely rare for the Trust to fund the full value of the tuition cost and expects a contribution from the school, PTA and/or parents.**

Please edit this document for your submission and email to: admin@hrtaylortrust.org.uk

Please complete all sections, giving your answers **in a different font colour.** If you are also bidding for instruments/equipment, it is only necessary to complete section 1 and 2 on **one** of the forms.

**SECTION 1. General Information**

School Name:

School Address:

School Telephone number:

Is the school: state funded/independent? (Delete where applicable)

Is the school a Registered Charity? Yes/No (Delete where applicable)

Your Name:

Your role at the school:

Your email address: Your mobile number:

 (This will only be used in the event of a last minute query)

**Total Cost** of the Tuition included in this application: £\_\_\_\_\_\_\_\_\_\_

**Total Contribution** from the School, parents and/or PTA: £\_\_\_\_\_\_\_\_\_\_

**Total Amount** you are requesting from the Trust: £\_\_\_\_\_\_\_\_\_\_

**SECTION 2. Information about your School and its Music**

**(Please limit the information in Section 2 to no more than two pages)**

Please give brief details about the school.

Please include the characteristics of your intake, for example the percentage of pupils who are Pupil Premium or receive free school meals etc.

Please give details about the role of music in your school generally.

Please explain how the tuition being bid for will enhance any/all of the following:

* Specific Programmes of Study within the music curriculum.
* School and/or department development plan.
* Current or proposed extra-curricular activities.
* The life of the school.

**SECTION 3. Bid Details**

The schools page of our website shows examples of tuition bids; please look there for guidance in your application: <http://www.hrtaylortrust.org.uk/hrtct_schools.php>

* The full version of any acronym should be used in the first instance.
* A brief explanation of any schemes e.g. Charanga; Soundtrap etc. would be helpful.

**If your application is for tuition in multiple instruments please complete this section for each one.**

1. Instrument: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_
2. Total number of Students: \_\_\_\_\_\_\_\_\_\_\_
3. Age/Year Group: \_\_\_\_\_\_\_\_\_\_\_\_\_
4. Size of Tuition Group: \_\_\_\_\_\_\_\_\_\_\_

**It is expected that students should learn in pairs or small groups unless your application is for whole class tuition.**

1. If any part of your bid is for individual lessons, please specify the reasons and number of students:
2. Duration of each lesson: \_\_\_\_\_\_\_\_\_\_\_
3. Frequency of lessons (weekly, fortnightly etc.): \_\_\_\_\_\_\_\_\_\_\_
4. Total number of lessons for the year: \_\_\_\_\_\_\_\_\_\_\_
5. Who is the lesson being given by? (Delete where applicable)

 a self-employed peripatetic teacher

 a music service – please give the name:

 a teacher employed at the school

1. Hourly cost of the tuition: £\_\_\_\_\_\_\_\_\_\_\_
2. Total cost of the tuition: £\_\_\_\_\_\_\_\_\_\_\_
3. School contribution: £\_\_\_\_\_\_\_ Parent contribution: £\_\_\_\_\_\_\_ PTA Contribution: £\_\_\_\_\_\_\_
4. Amount of Bid: £\_\_\_\_\_\_\_\_\_\_\_
5. Your bid will not be accepted without a school, PTA and/or parent contribution unless there are extenuating circumstances. The Trust hopes your contribution to be in the region of a third to a half. If that is not the case, your application will still be considered, but please detail the reasons for the lower contribution.

**SECTION 4. Supporting Information**

Please give any final brief information you may feel is relevant to your application which is not mentioned above.

**(Please note this should be no more than half a page)**

## Please submit this application by email to admin@hrtaylortrust.org.uk

## Our website has details of meeting deadlines: <http://www.hrtaylortrust.org.uk/hrtct_apply.php>

## If your application arrives in good time, we have a better opportunity to check it is complete.

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