

# THE OUSELEY CHURCH MUSIC TRUST

Welcome to the Ouseley Church Music Trust. Please do take time to read through our Procedures and Guidelines, before starting to complete your application. These Guidelines have been compiled to help guide and assist you with what we fund, how we ask for the application to be completed and submitted, our closing dates, and other useful information.

If you would like to have an informal conversation in advance of making an application, please do contact our Clerk, Neil Parsons on 07912 696852 [clerk@ouseleytrust.org.uk](mailto:clerk@ouseleytrust.org.uk) who will be pleased to help you.

## PROCEDURE AND GUIDELINES

The Trust's object is to promote and maintain a high standard of choral service in the Church of England, the Church in Wales, and the Church of Ireland. This includes support for the education of pupils attending any school where the choral liturgy is sung within one of these three denominations.

Currently the Trustees' policy is to make grants in the following areas:

- Courses for individuals or groups.
- Grants for musicians, scholarships, bursaries, or choral developmental projects.
- Fees for individual choristers having places at recognised choir schools.
- Travel and other expenses for individual choristers at cathedrals and choral foundations.
- Purchase of liturgical music.
- Other projects (e.g., outreach) of an innovative kind that are likely to further the Trust's object in a direct and effective way. In exceptional circumstances, these may include music commissions. In **EVERY** case, the project must have a direct bearing on the promotion and maintenance of a high standard of choral services.

### Organs

1. For the time being, this category has been withdrawn and grants will not be made.

### Application forms

2. Applications must be submitted on the Trust's official form, which is available from the Clerk, or via our online facility on our website [www.ouseleytrust.org.uk](http://www.ouseleytrust.org.uk)

### Submission of applications

3. Applications must be submitted by an institution. Usually this will be a cathedral, choral foundation, parish church, choir or choir school. Exceptionally applications for help with courses may be made by an individual aged over 21.

### Timing

4. The Trustees meet twice a year - usually in the spring and autumn. The respective closing dates for applications are 28 February and 30 June.

### Exclusions

5. The Trustees will not consider applications for projects that will be substantially completed by the closing date.
6. The Trustees do not make grants for building projects, recordings, the purchase of furniture, clothing or liturgical objects, instrumental repairs or purchases (including organs), or for tours and visits.

### Repeat applications

7. The Trustees do not normally make further grants to successful applicants within a two-year period.

### Courses

8. The Trustees will only award a grant for a course where it is clear that an already acceptable standard of choral service will be enriched. Under certain circumstances, grants may be awarded for organ tuition.

### Endowments or capital grants

9. **NB** The Trust no longer makes substantial endowment or capital (i.e., > £10,000) grants to endow choristerships or lay clerks' places.

### Documents required (other than where the application is for fees)

10. Applications must be accompanied by:
  - up-to-date audited or independently examined accounts of the applicant organisation
  - particulars of the choir and the organist/musical director and the amount spent annually on the music;
  - a short description (not more than 200 words) of the organisation's musical tradition and aspirations;
  - details of the scale and frequency of the use of the choral liturgy and any music education outreach work in which the organisation may be involved; and
  - a statement as to how the standard of the music will be enhanced and/or the frequency and scale of the use of the choral liturgy will be enhanced.
  - a short (not more than 200 words) statement setting out the way in which any capital sum is calculated.

### Applications for support towards school fees

11. Applications must be submitted by the choral foundation / school concerned and must be for not more than two years. **NB** If an application is made for only one year's fees, a further application will not be accepted until a period of two years has elapsed.
12. Grants will be awarded only for children who are presently, or likely to become, choristers for the academic year(s) in question.
13. The application form must state the gross annual fees before any discounts, bursaries or other awards and whether they are for boarding or day pupils.
14. The parents (or guardians) of the child will be required to complete a statement of their financial resources (Declaration of Financial Position Form) and this will need to be submitted at the same time as the main application form. The Declaration of Financial Position Form is available from the Clekr or via our online facility on our website [www.ouseleytrust.org.uk](http://www.ouseleytrust.org.uk)

The Ouseley Church Music Trust will require verification of figures as detailed on the Declaration of Financial Position Form at its time of submission. The foundation / school is required to endorse this information. The Trust may share such information with other grant-making trusts and foundations.
15. We ask for the names of two referees, one of whom should be the organist or choirmaster of the choral foundation itself (not the school), who should provide a relevant reference outlining the child's present and possible future contribution to the choir. References should be submitted at the same time as the application form.
16. The Trustees consider all aspects of an application for help with fees, including the financial circumstances of the parent(s), the musical reference, as well as the frequency with which the child sings the daily offices.

THE OUSELEY CHURCH MUSIC TRUST

**Music**

17. The Trustees will only award grants where the replacement of old or the purchase of new music will assist the promotion or maintenance of high choral standards. We do not make grants for books of chants, hymns or psalms.

**Other projects**

18. The Trustees will consider each application on its merits, keeping in mind the specific terms of the Trust's objects. Unique, imaginative ventures will receive careful consideration.

**Other**

19. The Trust will ask successful applicants in all categories (except fees and the purchase of music) to provide a written report after 12 months on the success of their project.
20. Where appropriate, successful applicants will be asked to supply (a) a copy of their current safe-guarding policy for children and vulnerable adults certified by the priest in charge of the religious foundation or chairperson of the PCC; and (b) details of the charitable status of the institution.

**The Ouseley Church Music Trust**

A registered charity: **No 527519**

PO Box 1505 Wroxham Norwich NR12 8TJ

T 07912 696852 E [clerk@ouseleytrust.org.uk](mailto:clerk@ouseleytrust.org.uk)