	THE OUSELEY CHURCH MUSIC TRUST Advancing Choral Excellence	The Ouseley Church Music Trust **T** 07912 696852 **E** clerk@ouseleytrust.org.uk Registered charity number: 527519.

PROCEDURES AND GUIDELINES FOR GRANT APPLICATIONS

Introduction

The Ouseley Church Music Trust was formed in 1989, and our aim is to promote and maintain high standards of choral worship in the Church of England, the Church in Wales, and the Church of Ireland. Promoting and maintaining high standards of choral worship was set by our originating funder Sir Frederick Arthur Gore Ouseley, some 160 years ago. This continues to the present day: since 1989 we have made awards of almost £4 million.

We aim to make our application process clear, simple, and straight forward and support both parish churches and cathedrals. Martin Pickering Awards (which support individuals, under the age of 22 in Lincolnshire and Nottinghamshire with training, and to become choristers, choral scholars, lay clerks or organ scholars in a parish church, cathedral, or choral foundation), is a separate grant scheme with its own application process.

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.

We encourage all applicants to have an informal pre-application conversation in advance of applying. This is aimed to help you: to check if the project is something which we might fund, to advise you of the process involved and to answer any initial questions, which you might have.

Please do contact our Clerk, Neil Parsons on 07912 696852 clerk@ouseleytrust.org.uk who will be pleased to help you.

Our aims and objectives: what we fund

Applicants must clearly demonstrate how they will promote and maintain high standards of choral worship in the Church of England, the Church in Wales, and the Church of Ireland. We support a wide range of projects from innovative schemes to core costs. The Trustees' policy is to make grants in the following areas:

- Grants towards the costs of musicians, scholarships, bursaries, and choral outreach/development schemes. In continuing Ouseley's vision of advancing choral excellence, the Trust welcomes applications to assist back rows, but also specifically encourage imaginative projects focussing on the establishment and maintenance of Junior Choirs to sustain new generations of church musicians for the future.

- Means-tested assistance towards the school fees of individual choristers at cathedrals and choral foundations.

- Purchase of liturgical music (not hymn books or psalters).

- Courses for individuals and groups of church musicians.

- Where there is no specific choir school: grants towards chorister support costs, including theory, instrumental and vocal tuition, plus travel and subsistence associated with choristers at cathedrals and choral foundations.
- 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 worship.

It should be noted that we do not fund the following:

- Organs or any other musical instruments
- Endowments or capital appeals
- Building Projects
- Choir Robes
- Recordings
- Furniture
- Tours or Visits
- Retrospective projects i.e. which have already taken place or will be substantially completed by the closing date.

Application forms

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

Additional Documents/Information required

Applications must be accompanied by:

- Up-to-date audited or independently examined accounts of the applicant organisation.
- Details of the choir and the organist/musical director.
- The amount spent annually on all aspects of the music provision at the applicant organisation i.e. salaries, purchase of music, maintenance of instruments, music support costs, etc.
- Short description (not more than 200 words) of the organisation's musical tradition and aspirations.
- Details of the scale and frequency of choral services and any music education outreach work in which the organisation may be involved.
- A statement as to how the standard of the music will be enhanced and/or the frequency and scale of the use of choral services will be enhanced.
- A copy of the applicant organisation's Equal Opportunities Policy.

Submission of applications

Applications must be submitted by an institution/constituted body (if there is any doubt about the status of your organisation, please check with the Clerk in advance of making an application). 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

The Trustees meet twice a year - usually in the spring and autumn. The respective closing dates for applications are 28 February and 30 June. Any applications received after this date will be carried forward to the next round.

Acknowledgment and Outcome

All applications are acknowledged. We aim to let applicants know the outcome of their application within one week of the Trustees' Meeting.

Repeat applications

The Trustees do not normally make further grants to successful applicants within a two-year period. This does not apply to institutions making applications in respect of support for school fees for different choristers.

Equal Opportunities

The Trust places importance on Equal Opportunities and will consider this when reviewing applications. Trustees will wish to see evidence that the applicant institution is reducing barriers so that a wider cohort of people may experience the Anglican choral tradition. As such, all applicant organisations are required to submit a copy of their Equal Opportunities Policy forming part of their application.

Other

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.

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.

Notes on specific grant categories

Courses

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

Applications for support towards school fees

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.

Grants will only be awarded for children who are presently, or likely to become, choristers (or probationers) for the academic year(s) in question.

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.

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 Clerk or via our online facility on our website www.ouseleytrust.org.uk

The Ouseley Church Music Trust will require verification of figures as detailed on the Declaration of Financial Position Form. Parents are required to submit this information at the time of the application. The Trust may share such information with other grant-making trusts and foundations.

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.

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.

Music

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

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.

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