

## Gloucestershire Academy of Music Bursary Scheme

Frequently Asked Questions

These notes will help you to fill in our application form

### How much can I apply for?

- You can apply for up to £250 per student per year for **term time** groups and lessons with Gloucestershire Academy of Music.
- You can apply for up to £300 per student per year for GAM holiday courses.
- You are welcome to apply for one of these, or both.

### Who can apply?

Anyone is welcome to apply. There are many reasons why you may need to apply for a bursary, including illness, disability, bereavement, divorce, reduced or low income, being in receipt of benefits, redundancy, unemployment and anything else that is relevant, whether it is temporary or longer term.

### What information will you need?

We will need to know why you need to apply for a bursary, your financial and other circumstances and about the suitability and musical ability of the student. We will ask you about your household income and expenditure and will ask you to provide evidence in the form of wage slips or other documents.

### Why do you need such detailed financial information?

Gloucestershire Academy of Music is a registered charity and, as an organisation in receipt of public funds, is accountable for all of its spending. We need to ensure that bursaries are awarded fairly to those in genuine need.

### When can I apply?

Applications can be made at any time of the year, but cannot be back-dated. Please be aware that, if you apply late in the academic year, the bursary funds may have already been allocated to earlier applicants. If this happens, you may be advised to apply the following year.

### Can I apply for more than one student?

Yes. Please fill out a separate application for each student in the family and make sure that you mention the link with the other applications. You only need to supply one set of financial evidence, unless different circumstances apply to each student.

### What happens if our circumstances change during the year?

If your circumstances (or those of your child) change once you have been awarded a bursary, it is important that you let us know.

### What happens if the student stops attending Gloucester Academy of Music during the bursary period?

If a student stops attending lessons or activities for which a bursary has been awarded, you may be asked to repay all or part of the grant, depending on the circumstances.

#### Who will make the decision?

All applications are considered by the bursary committee. This is a group of 3 members of GAM's board of trustees.

### How will you ensure that my application is confidential?

All applications remain absolutely confidential and are only looked at by the bursary committee. If we need to talk to a teacher or the Musical Director to discuss the student's musical aptitude, we don't share any financial information. When a bursary is awarded, the name of the student and the amount they have been awarded is shared with the individual administrator who deals with the billing. No information about your financial circumstances are shared with anybody else in the organisation. Reports to the board mention overall amounts and do not include names of students.

### When will I find out if my application has been successful?

The process may take up to a month, but the bursary committee will try to make a decision as quickly as possible. We may need to have a conversation with you if we need more information. You will be informed in writing of our decision. If you have any questions about your application or if you need to discuss your bursary after it has been awarded, then please contact the bursary committee direct. You can do this in a letter addressed to the bursary committee which can be posted or handed in to Barbican House.



# Gloucestershire Academy of Music Bursary Scheme

### **BURSARY APPLICATION FORM**

 $Please\ read\ the\ notes\ carefully\ before\ completing\ this\ form\ in\ black\ ink\ and\ capital\ letters.$ 

APPLICANT DETAILS						
Forename		Address				
Surname		County				
Instrument(s)		Postcode				
Date of birth		Existing or new student?				
APPLICATION FOR ASSISTANCE WITH Please tick and then state dates of lessons/sessions/courses and exact amount(s) being asked for						
Individual instrumental tuition fees Group session/ensemble (please indicate exactly which) Easter holiday course fee Summer holiday course fees Instrument purchase/repair Other (please give details)						
TEACHER'S REPORT						
We sometimes like to have a report from instrumental teachers regarding the aptitude of applicants. If a report is not being attached, please indicate whether or not we may speak to your child's instrumental teacher, giving us their contact details. Your financial details will always remain confidential and not discussed with or disclosed to the teacher.						
PARENT/GUARDIAN DETAILS						
Title		Address				
Forename		County				
Surname		Postcode				
Home phone numbe	r	Mobile numbe	er			
Email Address						



### **Bursary Form**

CONFIDENTIAL: FINANCIAL DETAILS							
Net monthly Household Income after tax* (including income from: employment, self employment savings and investments, property income, maintenance payments, child benefit, tax credits plus any other benefits & receipts)	Total £	Please give details on reverse					
Monthly household outgoings (including utility bills, council tax, rent/mortgage payments, food bills, clothing etc.)	Total £	Please give details on reverse					
Please give details of any other financial obligations you have (e.g maintenance payments, dependent relatives other than children living with you)	Total						
*Please supply details of the following to support the above information -  Letter/Statement of type and amounts of all State Benefits you receive  If Self Employed your accounts for the last operational year  If employed your latest P60/P45 or your recent wage slips  Documentation you may have regarding any 'other payments' you are currently responsible for							
Our auditing process requires a check of bursary applications to comply with our obligations as a registered charity. It may be necessary for a member of the bursary committee to contact you directly for additional information or clarification.  It will help your application if you can please supply as much information as possible with this form. Please also use the reverse of this form to explain your decision to apply for bursary funding e.g. changes in circumstances financial or otherwise, illness, redundancy, or other financial difficulties. All information will remain confidential.							
OTHER INFORMATION							
How many dependent children do you have in full time education? Please give their ages.							
Are you applying for full or partial assistance? If partial, then please state how much you could afford to contribute during the coming academic year (in some cases, arrangements may be able to be made for this to be in instalments).							

Have you paid any fees already, for the current term, or towards any course you are wanting help with? If so, please supply details.



Please return your completed application and supporting paperwork in a sealed envelope marked 'Confidential' to:

Bursary Committee, Gloucestershire Academy of Music, 31 Barbican Road, Gloucester GL1 2JF