

Friends of the School of Music - ANU GUIDELINES FOR STUDENTS SEEKING GRANTS

The Friends offer grants to eligible students of the School of Music. Grants are intended to enhance the skills and experience of students in ways attracting clear benefits both to the applicants and the School.

In 2017 the Friends will give priority to supporting applications from students with a high quality performance element as well as to applications of a collegiate nature, having potential for benefit to a number of students. Applications from students in non-performance fields such as composition and music technology will also be considered. Applications from undergraduates, including honours students, are particularly welcome.

Applications **must be accompanied by a letter of recommendation from both the student's performance teacher or lecturer as well as from the Performance Convenor**. It is the responsibility of the applicant(s) to seek these letters and ensure they are submitted at the same time as the application.

In the interests of consistency with the overall musical and educational aims and priorities of the School, an assessment and recommendation by the Head of School is always sought by the Friends prior to consideration of applications.

Timing of applications

Generally applications are to be submitted by the end of the month prior to the Friends' meetings (see below under **Applications**).

Please note, however, the following points on timing:

- (a) Applications for the Fankhauser Travelling Fellowship (see below) must be submitted by 31st May. Update: in 2017 the deadline has been extended to 30th June.
- (b) Proposals for recording projects:
In 2017 all applications for recording projects will be considered at the July meeting. If you intend applying for a grant for this purpose no matter when in the year you intend making the recording, you must lodge your application by June 30th 2017. You may seek a grant for a recording which has already been completed in the six months or so prior to June 30.

Value

The value of a grant will be decided by the Friends Committee in light of the application, other financial priorities and the financial status of the Friends as a whole.

Eligibility and Conditions

All degree students of the ANU School of Music are eligible to apply. Applicants must be students of the ANU at the time of applying, **and during the whole time in which the grant is used**. Grants may be used in Australia or overseas, and may be used in conjunction with other grants. Normally, only one grant per year will be made to any one applicant.

The Friends will consider applications for a range of developmental projects including, but not limited to individual or masterclass tuition from renowned teachers, participation in summer schools and competitions, recording or production of original compositions, regional tours.

Students on an ANU approved overseas study exchange may apply for grants. Prior to any payments being made for such grants, students must provide evidence of acceptance in relevant courses at the overseas university.

Students selected for **Australian Youth Orchestra (AYO)** programs may apply for grants to cover costs NOT covered by the AYO.

In 2017 the Friends will offer one special grant, the **Fankhauser Travelling Fellowship**, of approximately \$5000 to assist a student to compete in an overseas performance competition. This has been made possible through a bequest and is in accord with the wishes of the donor. **APPLICATIONS FOR THIS FELLOWSHIP MUST BE SUBMITTED BY 30th June.**

Please note that, in addition to the Fankhauser Fellowship, the Friends will consider applications for grants to participate in competitions throughout the year.

Applications

Applications are considered by the Friends at their monthly committee meetings on the third Tuesday (except December when there are usually no meetings).

Applications are to be submitted by 5pm on the last day of the month before the relevant Friends meeting (eg if the application is to be considered at the June meeting, then it must be submitted by 5pm on 31 May). A signed hard copy of the application addressed to The Secretary, Friends of the ANU School of Music is to be handed in to the receptionist on the 6th Floor of the School. A soft copy should then also be emailed to the Secretary at rosemary.greaves@netspeed.com.au. If, however, an applicant is able to insert their signature into a soft copy, then the applicant can email a signed soft copy to the Secretary at the above email address without also having to provide a hard copy.

Information required

In study projects of an ensemble or group nature, students should choose a leader to draw up a joint application and invite a suitable teacher and the Performance Convenor to provide a letter of recommendation covering the group. In such applications, common factors such as registration, living and travel expenses may be combined.

All applications should contain the following:

- Student information – Family name/s, given name/s, student number/s, mailing address/s, telephone and mobile number/s, e-mail address/s,
- Current degree course/s and level/s, instrument (if applicable) and area of special interest.

- Description of project - Description, nature and location of the event, key dates and purpose for attendance. (Provide, wherever possible, supporting documents for the event such as an official brochure or letter from a convenor supporting your participation.)
- Benefits accruing - to applicants, to the School, and to other persons or organisations.
- Anticipated expenditure – This should be a complete budget of the expenses for the project including travel, living expenses, accommodation, registration etc (Give routes and provide, wherever possible, quotations from travel agents, or accommodation providers, to validate your expense estimates).
- Amount sought from the Friends - show project components which Friends' funding is designed to cover
- Amounts and sources of other grants – please indicate what other grants are being applied for, and/or any already received for the project. Please include in this section whether some of your costs are being met (eg by Conference or Festival organisers). Please also indicate if the project will go ahead even if the Friends are unable to fund the full amount sought.
- Letters of Recommendation - from your teacher/lecturer and the Performance Convenor. Your teacher's recommendation should address the quality of your skills and the way in which your proposed activity will assist your musical development. The Performance Convenor's recommendation should focus on the project in hand and the specific benefits of the project to applicant/s and to the School.
- Signature of applicant (or ensemble leader) must be included below a statement that the information provided in the letter of application is accurate to the best of his or her knowledge.

IMPORTANT NOTE: IF APPLICATIONS DO NOT COVER ALL OF THE ABOVE POINTS, THEY WILL BE RETURNED TO THE APPLICANT FOR COMPLETION

Selection criteria

Applications will be judged chiefly on the anticipated benefits in skill enhancement, experience and career development for applicants. Benefits foreseen for the School of Music and other persons or organisations within the scope of the project will be taken into account.

Receipt of grants and acceptance conditions

Prior to receiving payment of a grant, students will be required to sign an acceptance form, acknowledging the terms under which the grant is made. These terms will include that if they either cease to be a student at the School before the grant is expended, or they are unable to carry out the project for which the grant has been awarded, they will return the full amount of the grant to the Friends. The Secretary of the Friends will write to each successful applicant detailing the process for acceptance forms and organising payments of grants.

Reports

In order to inform the Friends' membership and consolidate experience in the minds of students, the Friends regard feedback reports as an important part of the grant process.

Reports are expected from all participants within two months of completing the project. Reports should be brief and include comment about how the

project exceeded or fell short of expectations. Failure to provide a report may be taken into account when considering future grant applications. Reports should be emailed to the Secretary, Rosemary Greaves at rosemary.greaves@netspeed.com.au.

Friends of the School of Music
May 2017