# **SCHOOL APPLICATION FOR AN INSTRUMENT/EQUIPMENT 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 musical instruments and musical equipment.**

* As schools are VAT exempt the grants are paid excluding VAT.
* Instrument and equipment grants are paid only on presentation of proof of expenditure.
* **Funds are normally only granted to schools in the geographical and historical areas of Surrey.**
* **It is extremely rare for the Trust to fund the full value of instruments or equipment 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](mailto:admin@hrtaylortrust.org.uk)

Please complete all sections, giving your answers **in a different font colour.** If you are also bidding for tuition, 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 Instruments/Equipment 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 instruments/equipment 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.
* Community access and outreach.

**SECTION 3. Bid Details**

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

* Applications should be made after you have researched the instruments/equipment you are hoping to buy.
* Instruments should be mid-priced and durable and the Trust would expect them to last in the region of ten years. Consideration should be given to their care and maintenance and whether they will be loaned out to students.
* The Trust requires two written, comparable quotes. (Internet shopping baskets and screen grabs are not acceptable.)
* Prices should be **excluding VAT** and include any discount you may have been able to negotiate.
* If the quotes are not for comparable instruments, or you have a preference for a particular supplier or instrument, please give reasons.
* The full version of any acronym should be used in the first instance.

**If your application is for multiple items please complete questions 1 – 7 for each one.**

**NB. Instruments should be listed separately but if the items/equipment are interdependent or to be used together they can be grouped as a combined unit. e.g.**

* **Keyboard stations:** keyboards, power adapters, headphones and headphone splitters etc.
* **Computer stations:** computers, monitors, mice, cables, backup/network units, software and hardware equipment such as AD interfaces etc.
* **PA equipment:** amps, speakers, microphones, stands, cables etc.

1. Instrument/Equipment **(Please see example in Appendix 1 at the end of the document).** Additional rows can be added as required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Function (where applicable) | Make | Model | Quotation reference |
|  |  |  |  |  |
|  |  |  |  |  |

1. Year groups of students using the instruments/equipment:
2. Numbers of students using the instruments/equipment e.g. all pupils; all year 7 pupils; GCSE students; lent to 1 student for a term; etc.
3. How often and for how long during the year will the instruments/equipment be used?
4. If you require more than one, how many, and what is the reason for that quantity?
5. Why have you chosen this/these makes(s) and models?
6. Any other information regarding the instruments/equipment:
7. 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. Quotes Summary**

Please summarise the quotes you have received in the format below. It may be easier to attach it as a separate page or spreadsheet to allow for all the detail.

**(Please see example in Appendix 2 at the end of the document).** Additional rows can be added as required.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Instrument | Make & Model | No. | Supplier A  Unit Cost | Total | Supplier B Unit Cost | Total | Quotation Reference | Lowest Price | Supplier Choice |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |
| School/Parent/PTA contribution |  |  |  |  |  |  |  |  |  |
| Bid Total |  |  |  |  |  |  |  |  |  |

**If your preferred choice of instrument or supplier is not the lowest priced option, please give your reasons:**

**SECTION 5. Supporting information**

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

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

## Please submit this application and the required quotes by email to [**admin@hrtaylortrust.org.uk**](mailto:admin@hrtaylortrust.org.uk)

## Our website has details of meeting deadlines: [**http://www.hrtaylortrust.org.uk/hrtct\_apply.php**](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.

**Appendix 1. Examples for completing the Instrument/Equipment Table in Section 3 Question 1.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Instruments | Item | Function (where applicable) | Make | Model | Quotation reference\* |
|  | Flute |  | Yamaha | YFL 3522 | 1 |
|  | Ukulele |  | Mahalo | MK1 | 4 |

\*The quotation reference identifies the item with the quotations and should be the same on both grids.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Equipment | Item | Function (where applicable) | Make | Model | Quotation reference\* |
|  | Focusrite | Audio to digital interface for inputting mic or instrument into computer | Focusrite | FS 173 | 7 |
|  | Stand trolley | Storing and moving music stands | Black Cat | ST 467 | 3 |
|  | Patch bay | Connecting multiple inputs to recording equipment | Behringer | PBl 462a | 2 |
|  | Digital tuner | Tuning guitars etc | Gorton | DGT 8 | 5 |

\*The quotation reference identifies the item with the quotations and should be the same on both grids.

**Appendix 2. Examples for completing the Quote Summary in Section 4.**

Please note, the costs below are an example only and not reflective of actual prices.

Please replace Supplier A and B with the name of your suppliers.

Prices should be excluding VAT as schools are exempt but include any discount you have been able to negotiate.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Instrument/  Equipment | Make & Model | No. | Supplier A  Unit Cost | Total | Supplier B Unit Cost | Total | Quotation Reference | Lowest Price | Supplier Choice |
| Flute | Yamaha | 6 | £40 | £240 | £42 | £252 | 1 | £240 | A |
| Ukulele | Mahalo | 15 | £20 | £300 | £18 | £270 | 4 | £270 | B |
| Focusrite | Focusrite | 2 | £3.50 | £7 | £3.80 | £7.60 | 7 | £7 | A |
| Stand trolley | Black Cat | 1 | £30 | £30 | £29 | £29 | 3 | £29 | B |
| Patch bay | Behringer | 2 | £3 | £6 | £3.20 | £6.40 | 2 | £3 | A |
| Digital tuner | Gorton | 1 | £12 | £12 | £13 | £13 | 5 | £12 | A |
| Total |  |  |  | £595 |  | £578 |  | £561 |  |
| School/Parent/PTA contribution |  |  |  |  |  |  |  | £187 |  |
| Bid Total |  |  |  |  |  |  |  | £374 |  |

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