Cyngor Celfyddydau Cymru
Arts Council of Wales

Sinfonia Cymru (image: Richard Bosworth)

Advanced Study Music Scholarships for entry in 2014

Application Guidance & Essential Help Notes

Noddir gan Lywodraeth Cymru
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January 2014

Arts Council of Wales – Contact us

Telephone: 0845 8734 900
(9.00am to 5.00pm Monday to Friday)

Textphone: 07797 800 504
(messages charged at your standard network rate)

Email: information@artscouncilofwales.org.uk

Website: www.artscouncilofwales.org.uk

Twitter: @Arts_Wales_

Alternative and accessible formats

Applications for funding are made online, but we remain committed to being accessible and to offering application processes that are open to everyone. So if you're unable to use our online process, for example if you're disabled or cannot get access to a computer, please get in touch. We'll work with you to find other ways for you to apply that are more suited to your specific needs.

We can also make arrangements to support applicants whose first language is not English or Welsh.

The Arts Council of Wales is committed to making information available in large print, Braille, British Sign Language, Easy Read and on audio. We'll endeavour to provide information in languages other than Welsh or English on request.

We implement an equal opportunities policy.

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Welcome to Advanced Study Music Scholarships

Advanced Study Music Scholarships are to support advanced (postgraduate) music study for promising musicians from Wales or who have studied in Wales. The course of advanced study should take place in a recognised university, college or conservatoire, be full-time, last not less than one academic year and start during 2014. We're happy to receive applications from musicians in all genres of music (singers, instrumentalists, composers and conductors).

What support is available?

Awards up to a maximum of £5,000 will be made to the most promising musicians. Course fees will be paid directly to the university, college or conservatoire.

When is the deadline?

The deadline for this year's Advanced Study Music Scholarship applications will be **5.00pm** on **Friday 7th March 2014**. Late applications will not be accepted.

When are the auditions?

Auditions will be held in Cardiff (the Royal Welsh College of Music & Drama) on **Monday 7th** and **Tuesday 8th April 2014**. If we invite you to an audition we'll ask you to indicate your preference in your reply. The Audition Panel will include distinguished members of the music profession. We'll provide a piano, but you'll need to bring along any other instruments you need. You're welcome to arrange your own accompanist if you wish, but we can't reimburse accompanist fees or any travel costs to and from the audition venue.

Do you need to get in touch?

Our **Information Officers** can help you with your application. They are your first port of call and can help you access our full range of advice, information and services.

You can contact us in a number of ways:

- By telephone from 9.00am to 5.00pm, Monday to Friday on **0845 873 4900** (at local call rates)
- By SMS on 07797 800 504 (at your standard network rate)
- By email to information@artscouncilofwales.org.uk

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Applying for an Advanced Study Music Scholarship

We know that some people find it difficult to apply for funding. Each year we receive more applications for funding than we're able to support. So you need to submit an application that describes what you want to do in a clear and compelling way.

These **Application Guidance and Essential Help Notes** are designed to help you fill in our online application form. Please make sure you give us as much detail as you can about your music education and experience, and your career plans. You'll need to answer every question on the form, so please don't use "Not applicable".

Our online system will guide you through the application form, with links on each page to **Essential Help Notes** and to Contact us. It will help you make sure that your application is complete.

Once submitted your application will reach us immediately and you'll receive instant confirmation of receipt by email. We'll send offer letters and report templates electronically, and you can submit your progress reports and other documents online too.

Are you eligible?

First you need to check that you're eligible to apply for an Advanced Study Music Scholarship. Please visit www.artscouncilofwales.org.uk and click on *Apply for funding*. Then choose *Funding for Individuals*. Click on the *Start an application* button.

Follow the **Advanced Study Music Scholarship** link to check the eligibility statements for this funding scheme.

To be eligible you need to:

- Live in Wales or have studied Music at a higher education institution in Wales (and during that time you'll have made a contribution to Music and the cultural life of Wales)
- Be over 18
- Not be in full-time employment in music
- Understand the principles of Equal Opportunities and apply them in your work
- Not be in default on any financial agreement with the Arts Council of Wales.

If you're eligible you'll be able to register for online applications.

Signing in or registering for the first time

If you've already registered simply type in your login details (your email address and password) and you'll be taken to the application form.

If this is your first online application you'll need to create an account. Click on the **Cyfrif Newydd / New Account link** below the 'Email' box to register your email address and password. These will be your login details. Once you've registered you'll be taken to the Advanced Study Music Scholarship application form.

Checking that your advanced study is suitable for a scholarship

The first stage of the application form is a short suitability checklist. To be suitable for an Advanced Study Music Scholarship your application needs to:

- **Be for full-time advanced post-graduate Music study in the academic year 2014/15.**
- **Consist entirely of activity that hasn't started yet, so that our scholarship funding will not be used retrospectively.** *By this we mean no costs that you have either paid or agreed to pay.*
- **You'll be asked to confirm that you have investigated or secured partnership or match funding from other sources, which can include your own funds, contributions from your family, earned income, other scholarships or prize monies.**
- **You'll also be asked to confirm that you understand and accept that a range of supporting information needs to be included with your application form.** *You won't be able to submit your application without this information.*
- **You also need to have discussed your proposal with an Arts Council officer.** Talk to one of our Information Officers in the first instance.

Working through the application form

You can make your application in one go or in several sessions. Competition for our scholarship funding is fierce, so you'll want to ensure that your application is as complete and comprehensive as possible.

Our online system can guide you through every part of the application form so nothing is missed out. You can also review and print whatever you've done so far, or save your session so you can come back later. You can fill in the sections in whichever order you prefer, but you'll need to have completed every section before you can click the 'Submit' button and send the application to us.

It's common for online systems to have a 'timeout' feature. This means that after a certain period of inactivity (by this we mean no mouse clicks) the system will log you out automatically. Any work you haven't saved by then will unfortunately be lost. The 'timeout' period on our system is 120 minutes (2 hours). We'll give you a reminder 20 (twenty) minutes before this is due to happen.

Checklist of information and attachments that you'll need

Have you got everything you need to complete the application form? We will need:

- Your **contact details and information**
- Your **three statements** as described on page 7 (many applicants prefer to write these in *Word* or equivalent then copy and paste their text into the spaces on the form)
- Your **Artist CV** (this should be as up-to-date as possible and can be in any format)
- Your **Advanced Study Budget** (this must be on the downloaded template)
- Your **Endorsement letters** (at least two, which can be in any format)
- Your **Equal Opportunities monitoring form** (this must be on the downloaded template)

In section 5 of the application form you'll be able to download our **Advanced Study Budget** template and our **Equal Opportunities monitoring form**. You'll then have them ready to fill in when they're needed. Please save these two documents to your computer so they can be found easily when you need to attach and upload them with your completed application.

We'll ask you to provide detailed information about you before you tell us about your proposed course of advanced study. This will help us carry out our assessment and answer questions about our work, such as what type of individuals we fund or where our applicants are based. If you apply to us in the future our system will display your contact information for you to review so you don't have to type it in again unless you wish to make changes.

The final section of the form will help you review your application to make sure it's all there.

The rest of these **Essential Help Notes** follow the numbered sections at the top of the application form.

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About you

In this section we're asking for some basic information about you.

For all applications we use the term **Primary Contact**. You're the person who deals with us on all matters relating to the application and you'll be responsible for overseeing or managing your activity. So you'll sign or approve all documents relating to this application and answer any queries. We'll write to you with our decision.

If we offer you a scholarship grant, it'll be your (written or electronic) signature on the grant acceptance. You'll be responsible for sending us progress reports when we ask for them and for sending us the Completion Report at the end of the course.

As part of our assessment process we'll be looking for evidence of a track record in music in Wales. In section 5 of the application form we'll ask you to upload your latest **Artist CV**.

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Your proposal

In this section we're asking you to tell us about your proposed course of advanced study. Rather than answer a series of questions, we ask you to write three statements about different aspects of your advanced study. The order in which they are listed is not a reflection of weighting or bias and you may decide to develop certain aspects more than others, depending on the nature and scope of your plans.

The detailed responses you give us will form a major part of our assessment process. It's important that you include evidence (for example website links, quotes, testimonials) wherever you can, either in your statements or within the range of supporting information you'll upload in section 5 of the application form.

You don't need to send us examples of your work, but if you are shortlisted you'll be invited to play at an audition.

The three statements we ask you to write are:

Your educational and career experience in music

Please tell us about your music career to date, including education, training and performance activity. This should include schools and colleges you've attended, your principal teachers, details of examinations and prizes (maximum 750 words).

Your experience of and contribution to music in Wales

Please tell us about the contribution you've already made to music and the cultural life of Wales. This should include orchestras you've played in, concerts you've given, competitions and eisteddfodau you've entered (maximum 750 words).

Your music career plans

Please tell us what you're planning to do in your future music career and how attending this course of advanced study at this particular point will help you realise your ambitions (maximum 750 words).

Some of the things that we're looking for as part of our assessment process

Our assessment will include the following considerations:

- If an Advanced Study Music Scholarship is awarded it would come at a particularly significant point in the applicant's artistic career
- The extent of the applicant's contribution to music and the cultural life of Wales
- The potential shown by the applicant to contribute to the music and cultural life of Wales
- The budget is sufficiently detailed and appropriate to the proposed course of advanced study and all partnership funding has been verified
- The endorsement letters give a clear vindication of the applicant, their career to date, their contribution to Wales, and their career plans
- An overall opinion on the quality of the application and how well the applicant would use the Advanced Study Music Scholarship.

Additionally, if the applicant is shortlisted and invited to an audition:

- The artistic assurance shown by the applicant
- The technical mastery shown by the applicant.

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About your advanced study

In this section we're asking you to give us some of the facts and figures behind your proposed course. This statistical information is an important part of your application. It helps us monitor what's happening across Wales and report on the impact of our funding.

Where you propose to study and the title of course

Please tell us the name of your proposed university, college or conservatoire and the title of your proposed course.

Your proposed teacher (if known)

Please tell us about your proposed teacher, if you know at this stage.

Your instrument or type of voice

Please tell us about your instrument and what type of voice you have.

Advanced study course dates

Please tell us your proposed start and finish dates, which should be for the academic year 2014/15. We cannot fund any activity that has already taken place. **We won't be able to accept applications with a start date before August 2014.** If we award a scholarship, payments and evaluation reports will be tied to your course start and finish dates. If you need to alter your dates please contact us as soon as possible with your suggested changes and the reasons why, so we can confirm our agreement.

Total advanced study cost and amount applied for

We're asking for two figures here. Please tell us the total cost of your advanced study, including maintenance and academic fees. The amount you ask us for should be no more than £5,000.

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Declaration

In this section we're asking you to read some important information about our responsibilities around Data Protection and Freedom of Information.

It's important that you understand how the information you submit will be used and stored by us. And you need to know what to do if you believe that any of your information is commercially sensitive or confidential.

We're then asking you to confirm a number of statements. And by ticking the box, you're signing the application form electronically.

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Attachments

In this section we're asking you to upload all your supporting documents, which our online system calls attachments.

These documents are mandatory and we won't be able to accept your application without them:

- Your **Budget** (this must be on our downloaded Advanced Study Budget template)
- Your latest **Artist CV** (this can be in any format)
- At least two detailed **Endorsement Letters** these can be in any format)
- Your **Equal Opportunities Monitoring Form** (this must be on our downloaded Equal Opportunities monitoring form template, which is never seen by assessment staff)

Each of these mandatory documents has its own category listing on the dropdown menu. There's also an **Other** category for any other supporting information that you want to give us. **You can use any category more than once if you wish to upload more documents.** The notes below explain these requirements in detail.

File names and document formats

Please note that all uploaded files must include **your name** in their file names. The **Advanced study budget** category will only accept a ".doc" or ".docx" document and the **Equal opportunities monitoring form** category will only accept a ".pdf" document. All other categories will accept any format.

Please note however that in common with many online systems, files with certain file name extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded. Our online system will let you know if a particular document type or format can't be accepted.

There is a maximum total file size of 60 MB for attachments.

Your Artist CV

All applications must include an **Artist CV**.

We want to know about your education and artistic career and where you are now in creative terms, so your **Artist CV** should include up-to-date details of your artistic work and education to date, including courses, performances, scholarships, awards and teaching.

Advanced study budget

Your budget must be submitted on the downloadable **Advanced Study Budget** template. It's a Word document (".doc") file.

If you don't have *Microsoft Word* on your computer there are a number of other PC and Mac-based software solutions available on the internet, for example some applicants have told us that *Open Office* works well. Please note this is only an example; the Arts Council of Wales cannot accept any responsibility for any software that you install on your computer or download from third party websites.

It's easy to download our **Advanced Study Budget** template. Simply save it to your designated folder using the 'SAVE AS' command. Please make sure you include your own name in the new filename.

Please read these notes carefully before starting to fill in the template.

Filling in your advanced study budget

Expenditure – please use full £ amounts only

For these scholarships the **eligible costs** are:

- University, college or conservatoire course fees for full-time postgraduate study for the academic year 2014/15
- Other course expenses such as books
- Maintenance to enable you to attend the course (by this we mean accommodation and travel costs). If we award a scholarship it's almost always towards course fees, but the Audition Panel may consider maintenance costs in exceptional cases.

No list can be exhaustive, but **ineligible costs** include:

- Accountancy fees, food, refreshments or hospitality costs, prizes, fundraising activities, launch costs, promotional T-shirts and other merchandise, gifts such as flowers, fireworks or other pyrotechnics

- Any costs you have already paid or agreed to pay before we've received your 'signed' scholarship grant acceptance (we call these "retrospective" costs)

- Any costs for attending the auditions, such as travel and accompanists' fees.

Income – please use full £ amounts only

Our scholarship grant is a contribution towards the costs of attending your course and it's assumed that you will cover the rest of those costs yourself. This may include your own funds, contributions from your family, income from prizes or performing or teaching, but you don't need to give us those details and your budget template doesn't need to balance. However, we would like to know about any grants and scholarships from other organisations.

- If you are applying for a grant or scholarship from another organisation please give us details

- Finally, please tell us the amount you're asking us for (up to a maximum of £5,000) and check that it matches the figure you've put in the application form.

Now you can save the final version and upload it to our online system when you're ready.

Endorsement letters

You'll need to upload at least two **endorsement letters** from other professionals that are familiar with your career and experience to date and who can comment on the quality of your performance or teaching work, as well as the proposed course. These are important vindications of you as an artist and of your proposed advanced study by independent third parties.

At least one of these **endorsement letters** should be from a respected musician for or with whom you've performed (not your teacher).

The writer of each **endorsement letter** should comment on your educational and career experience in music, your experience of and contribution to music in Wales, and your music career plans. They should also say how they feel the Advanced Study Music Scholarship will benefit you at this point in your career and help you make a greater contribution to music and cultural life in Wales.

Equal opportunities monitoring form

All applications must include an **Equal opportunities monitoring form** on the downloaded template (in Adobe Reader ".pdf" format).

If you don't have *Adobe Reader* on your computer it's readily available to download on the internet, including from our own website. For Mac users *Preview* does the job too.
It's easy to download our **Equal opportunities monitoring form**. Simply save it to your designated folder using the 'SAVE AS' command. Please make sure you include your own name in the new filename.

As a public body, we have to demonstrate that we're complying with the Equality Duty – a legal obligation that governs our work. This aims to embed equality considerations into the day to day work of public authorities, so that they tackle discrimination and inequality and contribute to making a fairer society.

We need to collect information to help us measure how we are complying with this duty. The information collected through the **Equal opportunities monitoring forms** is combined with other information to inform our equalities reporting. You can rest assured that your monitoring form won't be seen by assessment staff.

Other supporting information

As a musician in the early stages of your career we don't expect you to send us lots of examples of your work – and if we invite you to audition we'll get to hear you play or sing. However, if you wish, you can upload other attachments that you want us to consider, up to the maximum total file size of 60 MB. These can include audio files, video files, images, case studies, more letters of support and endorsement, and testimonials. It's easy to provide hyperlinks to your creative work or other material if it's available online – simply copy the full links into one document and attach it.

Copyright permissions

All information you supply that pertains to your own original creative ideas will be protected by your own copyright. Anyone wishing to reproduce any of this information must ensure they gain your express permission before doing so. For advice on protecting your copyright or intellectual property rights please contact the Intellectual Property Office on 0300 300 2000 or at www.ipo.gov.uk. All of our staff are bound by the Arts Council of Wales' Code of Best Practice to observe confidentiality and protect official information held in confidence. Any advisers we involve in the assessment process are bound by the same stipulation of a duty of confidentiality.

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Review my application

You've arrived at the final section.

Our online system checks your application and will tell you if any questions have been missed. This is also your final opportunity to double-check that you've happy with the three statements you've written about your proposal.

If you need to go back a particular page, click on the numbered section at the top of the form.

Once you've clicked the button to submit it, you'll be able to see a copy of your application in your 'account'. You can also print out a copy for your own files. However, please don't send us a paper version.

Finally, we hope these **Application Guidance and Essential Help Notes** have been helpful.

Please email any feedback to information@artscouncilofwales.org.uk.

Good luck with your scholarship application.

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What happens next?

Your scholarship application will be checked by a member of staff and will be allocated to an assessing officer.

Advanced Study Music Scholarship assessment is in two phases. All applications will be discussed by assessing officers at a shortlisting meeting. The meeting will carefully consider the career information and three statements in your application form and the full range of supporting information, in order to identify strengths, weaknesses and risks and make a judgement.

Through a process of comparative assessment the meeting will agree a shortlist of applicants to be invited to attend an audition in Cardiff (see page 2). The Audition Panel will include distinguished members of the music profession and other specialist advisers.

We'll give you our decision within 9 working weeks of the deadline.

If your application and audition are successful you'll receive a formal offer of a scholarship grant by email (or by post if we've agreed to do this), confirming the scholarship amount and any additional conditions (for example written confirmation of partnership funding). It will also include our standard conditions of grant, and of course information about the instalment payments we'll make to the university, college or conservatoire. We'll tell you if any additional conditions will need to be met before a payment can be made. We'll explain what you need to do to acknowledge your scholarship (for example in your Artist CV). We'll also outline what evaluation information we'll ask you for at the end of your year of advanced study (we call this a Completion Report).

If your application is unsuccessful we'll send you a letter by email (or by post if we've agreed to do this), explaining the main reasons for our decision. You'll be able to discuss this with a member of our staff if you wish.

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