

It is extremely important that you read these notes carefully. Please complete the form in capital letters and in black ink. Please fill out a separate application form should there be more than one student in a family applying at the same time, indicating a link to another application. It is sufficient however, to only supply one set of financial documents, unless there are different circumstances that are relevant.

All grants are subject to a **maximum of £200** in any one year, per student. (e.g Four Counties Course Fees) Decisions are made following careful consideration of financial and other circumstances plus student ability and suitability. We may also need to have a conversation with you to clarify some aspects of your application. Whilst anyone is welcome to apply, there are many reasons for such a need, and it will facilitate the application if you give us as much information as possible regarding the reasons you are applying for a bursary, and supply as much supporting paperwork as possible.

It will also help us, and your application, if you would please use the additional space at the end of the form to tell us of your circumstances e.g. illness, disability, bereavement, divorce, low/reduced income, receipt of benefits, out of work, redundancy and/ or anything else that is relevant, whether temporary or ongoing. Applications for help with term-time fees will be considered at any time of the year, but cannot be retrospective. Those received later in the academic year may be unsuccessful due to the funds available having already been allocated. In such cases you may be advised to re-apply for the following academic year, if your circumstances remain the same. If you or your child's circumstances change during the academic year for which you receive a grant, it is important that you contact us with details. Please also note that if a student stops attending lessons that a grant has been made towards, you may be required to repay all or part of that grant, depending on the circumstances.

We wish to emphasise that we welcome all applications, which will be dealt with in a sensitive way. All applications remain absolutely confidential and are only accessed by the Bursary committee. Where the Musical Director or a teacher is consulted with regard to aptitude, no financial details are divulged. If a grant is awarded, only the name of the student, the amount awarded and for what, is given to the administrator involved - no information of any sort is given to anyone else. Reports to the Board on bursaries do not include names, only figures. Whilst the Bursary committee will endeavor to make their decisions as quickly as possible, the process may take up to a month in some circumstances. Once a decision has been made, a member of the committee will inform you in writing of the outcome.

At present we are only able to support applications from members of local authority and the Four Counties ensembles.

Please submit completed applications via email to jffoundation@outlook.com or by letter addressed to the Bursary committee, which can be posted to Jeffrey Francis Foundation Bursary Committee, 3 Lon Madoc, Whitchurch, Cardiff, CF14 1HA. If you wish to communicate anything regarding the application or a grant received, please do not hesitate to contact us via the means above.

BURSARY APPLICATION FORM – Please read the accompanying instructions carefully before filling in this form in black ink and capital letters.

APPLICANT DETAILS			
Forename		Address	
Surname		County	
Instrument/s		Postcode	
Date of Birth		Age	

Application for assistance with (Please highlight and provide dates where applicable and exact amount/s being asked for)	
<ul style="list-style-type: none"> Individual instrumental lessons Group Sessions/Course/Ensemble/Exam fees Instrument purchase/repair Other 	

PARENT/GUARDIAN DETAILS			
Title		Address	
Forename		County	
Surname		Postcode	
Home Telephone Number		Mobile Contact Number	
Email Address			

TEACHER'S REPORT	
<p>We like to have a Report, where applicable, from instrumental teachers regarding the aptitude of applicants. If one is not being attached, please indicate whether or not we may speak to them, giving us their contact details. Your financial details will always remain confidential and not discussed with or disclosed to the teacher.</p>	<div style="display: flex; align-items: center; justify-content: center;"> <input style="width: 40px; height: 30px; border: 1px solid #4F81BD; margin-right: 10px;" type="checkbox"/> Report attached </div>

SUPPORTING DOCUMENT

In the space provided below, please explain fully **(a)** Why you are in need of our financial assistance, **(b)** what you intend to use the funds for, **(c)** how these funds will make a difference?

FINANCIAL DETAILS: CONFIDENTIAL		
<p>Net monthly Household income after tax*</p> <p><small>(including income from: employment, self employment savings & investments, property income , maintenance payments, child benefit, tax credits plus any other benefits & receipts)</small></p>	<p>Total £</p>	<p>Please provide details in the space below *</p>
<p>Monthly Household Outgoings</p> <p><small>(including Utility Bills, Council Tax, Rent/Mortgage payments, food bills, clothing etc)</small></p>	<p>Total £</p>	<p>Please provide details in the space below</p>
<p>Please give details of any other financial obligations you have</p> <p><small>(e.g. maintenance payments, dependant relatives other than children living with you)</small></p>	<p>Total £</p>	<p>Please provide details in the space below</p>
<p>* Please supply details of the following to support the above information and attach to the end of the form.</p> <ul style="list-style-type: none"> 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. 		
ADDITIONAL FINANCIAL INFORMATION		

ADDITIONAL INFORMATION	
How many dependant 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 towards any lesson/course/instrument you would like help with? If so please supply details.	

DECLARATION	
I confirm that, to the best of my knowledge, all information given as part of this application is correct.	
Signed (Parent/Guardian)	
.....	
Print Name	Date
.....

ANY ADDITIONAL INFORMATION