



# 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.



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## 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
<b>Please tick and then state dates of lessons/sessions/courses and exact amount(s) being asked for</b>
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.	<input type="checkbox"/>

PARENT/GUARDIAN DETAILS			
Title		Address	
Forename		County	
Surname		Postcode	
Home phone number		Mobile number	
Email Address			





**DECLARATION**

I confirm that, to the best of my knowledge, all information given as part of this bursary application is correct

Signed (parent/carer).....

Print Name .....

Date .....

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