

# CAMBRIDGE EARLY MUSIC (CEM)

## SUMMER SCHOOL BURSARIES FOR INDIVIDUALS

These guidelines and application form should be used for individuals (normally, but not always, aged 18-25 years old) applying for a bursary to attend our summer schools.

Demand on all our funds is high. Amounts awarded are at the discretion of the fund holders. For guidance, the average bursary award is between £400-500.

### Guidelines:

- The form should be completed by the (young) person requesting the bursary.
- A full breakdown of the costs will be required with quotes as appropriate.
- It is preferable that a contribution towards the overall cost will come from other sources if possible; please ensure you tell us how the balance will/has been raised.
- Please note: decisions can take up to 8 weeks following application submission.

### How to apply:

- Complete the attached application form and send it to Cambridge Early Music, 11b King's Parade, Cambridge, CB2 1SJ. You can also e-mail your completed form to [info@cambridgeearlymusic.org](mailto:info@cambridgeearlymusic.org).
- Include an e-mail address so that we can acknowledge your application.
- Include a reference from someone who knows you and can support your request e.g. a teacher. Your referee cannot be a family member or relative, but could be a close friend. Include their e-mail address and telephone number and ask permission for us to contact them if necessary which must be during office hours (9am to 5.30pm). For teachers please ensure we can reach them during school holidays.

### Hints and tips:

Information about yourself and your family helps the panel build a picture of you as an individual.

- Tell us where you go to school/college/university, which year you are currently in, what subjects you are studying and what grades you are predicted to achieve, what qualifications/exams you have already passed and what your career aspirations/ambitions are.
- Tell us about your hobbies, outside interests and any voluntary work you do as well as any paid part-time work you may undertake.
- Please tell us anything about your family you think will support your application e.g. the occupation of your parents/guardian.
- Provide us with details about why you want to attend one of our summer schools, what you hope to achieve by attending the course and how you plan to raise the balance of the funds required.
- Quotes will be required for equipment hire plus any other written/printed evidence to support your budget.

### What happens next?

- We will acknowledge your application by e-mail.
- Your application will be assessed by our Bursaries Committee, who may contact you and your referee.
- The committee's recommendations are then passed to the Board of CEM Trustees who are responsible for the funds under their management and a final decision is made.
- The assessment and approval process can be time consuming, but we endeavour to provide a decision within 8 weeks (or sooner) of application submission. Once the final decisions have been made both successful and unsuccessful applicants will be advised in writing.
- Unfortunately we cannot fund every application that we receive; therefore decisions have to be made to establish who we can fund and the amount we can provide.

### Successful applicants:

- Successful applicants may have additional Terms and Conditions relating to the use of the bursary in addition to those signed on this form – they will be indicated where appropriate in the offer letter.
- As part of the Terms and Conditions you will undertake to write to CEM within 1 month of the end of the summer school. You should detail in letter, essay or any other format the experience you may not otherwise have gained, and the difference it makes to your life. We appreciate this by e-mail if possible to [info@cambridgeearlymusic.org](mailto:info@cambridgeearlymusic.org).
- **Your feedback will be passed to the Bursaries Committee and CEM Trustees who wish to hear of the experiences gained through their funding support.**

# Application form for Individual Bursary

Please send the completed application form to:

Cambridge Early Music, 11b King's Parade, Cambridge, CB2 1SJ, UK

(You can also e-mail your completed form to [info@cambridgeearlymusic.org](mailto:info@cambridgeearlymusic.org))

<b>Name:</b>	
<b>Date of birth</b>	
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Nationality:</b>	
<b>Address:</b> (including postcode)	Postcode: _____ Country: _____
<b>Telephone number(s):</b> We may need to contact you to discuss the application	Home _____ Mobile _____ Best time to contact: _____
<b>Email Address</b>	
<b>Which course are you applying for?</b>	
<b>What instrument / voice part are you applying for?</b>	
<p>1. Please tell us about yourself (e.g. your education, employment/volunteering, academic achievements/grades, hobbies and current involvement in activities outside of education). Include your long term ambitions. <i>Continue on a separate page if necessary.</i></p> <p>2. Please tell us about your financial situation and why this indicates that a bursary is needed to support your attendance on the course.</p>	

**3. Please tell us what long term difference attending one of our summer schools will make to you as an individual and/or your education, future, career/aspirations or the wider community.**

<b>Have you attended one of our summer schools before? (please list years)</b>	
<b>Have you been awarded a bursary before? (please list years)</b>	
<b>Any languages spoken and fluency (other than English)</b>	
<b>How did you find out about our bursary opportunities?</b>	
<b>How much are you requesting a bursary for?</b>	£
<b>Please give a detailed breakdown of the costs which you will incur:</b> E.g. course fees, instrument hire, travel, etc.	
<b>How will you raise the balance of the funds?</b>	
<b>Are you seeking funding from any other body or individual? Please indicate when you expect to have decision(s)</b>	

# DECLARATION

It is essential that you understand and agree to the following Terms and Conditions should your application be successful and you are awarded a bursary.

Any additional conditions to those below will be communicated in writing on offer of a bursary and will also form part of these Terms and Conditions

## TERMS AND CONDITIONS

I note that this bursary award is subject to the availability of appropriate donor funding. I agree to comply with the conditions below:

- I confirm that the information contained in this application is correct.
- I give permission, and have obtained the permission of the other people named in this application, for CEM to record the information in this form electronically and to contact us by phone, mail or email with regards to this application.
- I give permission for CEM to use my name on its website and in other publicity material should I be awarded a bursary.
- I understand retrospective payments cannot be made with this award.
- Funding is for attendance on one summer course only in any one year unless stated otherwise; but there is no restriction on applying for a bursary in a subsequent year.
- I must advise CEM immediately if I have to withdraw my application.
- I agree to advise CEM immediately if there are significant changes affecting the award including for instance duplicate funding.
- I agree to write to CEM within 1 month of the end of the summer school. You should detail in letter, essay or any other format the experience you may not otherwise have gained, and the difference it makes to your life. We appreciate this by e-mail if possible to [info@cambridgeearlymusic.org](mailto:info@cambridgeearlymusic.org).
- In the event of a breach of these terms and conditions CEM reserves the right to take action to recover the total bursary awarded and any costs or interest associated with the bursary award.

**My signature confirms my acceptance of the terms and conditions of the bursary as they are set out in this application form and the application guidelines.**

Signed \_\_\_\_\_

Print name \_\_\_\_\_

## Reference: Cambridge Early Music

Please give this form to your referee and ask them to complete and return it to us separately as soon as possible. Your referee cannot be a family member or relative, but could be a close friend. We may need to speak to your referee as part of the assessment process.

Please complete all contact details in full

<b>Name of applicant:</b>		
<b>Name of referee:</b>		
<b>Position:</b>		
<b>Address:</b> (please include postcode)		
<b>Telephone number(s) Available 9am-5.30pm:</b>		<b>E-mail:</b>
<b>How do you know the applicant and for how long?</b>		
<b>Please explain why we should consider this person for a bursary and how it will be beneficial to them.</b>		
<b>Referee's Signature:</b>		<b>Date:</b>

**Thank you for your assistance. The Bursaries are managed by Cambridge Early Music.**

**Return the completed form to:**

Cambridge Early Music,  
11b King's Parade, Cambridge CB2 1SJ  
Tel: 0844 808 2412

You can also e-mail your completed form to [info@cambridgeearlymusic.org](mailto:info@cambridgeearlymusic.org)