Music and Drama Access Fund - mock application form

*Use this mock application form to help you prepare your answers for the online application form. You should refer to the* [*Access Fund guidance*](https://www.trinitycollege.com/resource/?id=8978) *throughout your application for more information about how to complete the questions.*

**Applicant details (the teacher/person applying on behalf of the candidate/s)**

1. **Please provide your name and contact details:**

Your full name:

Your phone number:

Your email address:

Your address – Line 1:

Your address – Line 2:

Your address – Town/City:

Your address – County:

Your address – Postcode:

Country (if not England):

1. **What region are you based in? If you are based in more than one region, please indicate the main region you work in.**

East of England

East Midlands

London

North East

North West

South East

South West

West Midlands

Yorkshire and the Humber

Northern Ireland

Republic of Ireland

Scotland

Wales

Comments:

1. **What is your relationship to the candidate/s? You might be there:**

Peripatetic Music teacher

Drama teacher

School teacher – Primary or Secondary

Trinity Private Centre Rep

Trinity Public Centre Rep

Other

1. **Please tell us the name of the centre you anticipate your candidates would take their exams through. If you’re not sure please take a look at our** [**Public Centres map**](https://www.trinitycollege.com/local-trinity/UK/music/book-exam/public-centre-booking)**.**

Anticipated centre and number:

Is this a public or private centre?

Comments:

1. **Have you entered candidates for Trinity exams before? If yes, tell us when you last entered candidates for an exam in the comments box.**

Yes

No

Comments:

1. **Have you applied for a Music & Drama Access Fund grant before? If yes, please tell us which year/s in the comments box below.**

Please note, the Access Fund is highly competitive and designed to fund candidates on a short-term basis and should not be considered a long-term funding stream. Our ethos is to try and award grants to as many different eligible candidates as possible; applicants should be aware that applications received for candidates who have previously been in receipt of a Music & Drama Access Fund grant, may have this taken into consideration.

No

Yes, we were successfully awarded a grant (please state below which year/s)

Yes, I have both received grants and been declined (please state below which year/s you received a grant)

Yes, however our application was declined

Comments:

**About the Access Fund Candidate/s**

1. **Please provide the following information about the candidate/s:**

How many candidates are you nominating for an Access Fund grant in this application?

Are you submitting more than one application to the Music & Drama Access Fund this round? (yes/no) If so, how many? Please note you cannot submit more than 10 applications in any one round.

Are you applying for funds needed for?

* An individual candidate (yes/no)
* A group of candidates working towards the same exam (yes/no)
* A group of individual candidates who are all working towards different exams but are being nominated by the same applicant (yes/no)
1. **Please use the table below to tell us the candidate name/s, what type of exam they are hoping to take and when they are aiming to take their exam.** Please ensure you provide grade level and instrument/subject and for music, please state whether it is Classical & Jazz, Rock & Pop or Awards and Certificates in Musical Development i.e. Grade 6 Piano Classical, Grade 6 Drums Rock & Pop, Grade 4 Musical Theatre Solo.

If you can’t disclose the name/s, please put ‘Candidate 1’ or something similar.

|  |  |  |  |
| --- | --- | --- | --- |
| Name/s of candidates | Will they take a face-to-face or a digital exam? | What exam are they working towards? Include instrument & grade level | When do they hope to take their exam? Month/year |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Comments:

1. **How old are the candidate/s that will benefit from this grant? Please enter how many candidates identify as male, female and/or non-binary for each category below. If this application is for an individual candidate, please only complete this for the individual this application is for.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Number of males | Number of females | Number of non-binary | Not listed / prefer not to say |
| Under 12 years old |  |  |  |  |
| 12-17 years old |  |  |  |  |
| 18-24 years old |  |  |  |  |
| 25-34 years old |  |  |  |  |
| 35-44 years old |  |  |  |  |
| 45-54 years old |  |  |  |  |
| 55-64 years old |  |  |  |  |
| 65-74 years old |  |  |  |  |
| 75 years or older |  |  |  |  |

Comments:

1. **We need to know about the candidates you’re applying for and why you are applying for an Access Fund grant for them. Please indicate from the list below which access barrier/s your candidate/s are experiencing with regard to being able to take their Trinity exam. Refer to the Access Fund guidance for a definition of each access barrier. Your answer to this question will be scored.**

**Important note:** if your Access Fund application is successful and you come to booking the exam, the information you supply in this application about your candidate/s will not be passed onto our exams operations team or the examiner. For candidates who require any adjustments to their exam, or simply wish to make the examiner aware of a disability or health condition, a special needs provision form must be completed and submitted with their entry along with appropriate supporting evidence (if required). Please see [this webpage](https://www.trinitycollege.com/qualifications/music/special-needs) for more information.

|  |  |
| --- | --- |
|  | They are disabled or they have special educational needs / additional learning needs (educational context) or other specific individual requirements |
|  | They live in areas of rural isolation and/or socio-economic deprivation |
|  | Are in the criminal justice system |
|  | Are looked after, by foster carers or in residential children’s homes |
|  | Are carers/young carers or young parents |
|  | Are in a specific minority group (e.g. LGBTQ+, BAME, homeless, traveller, asylum seeker, refugee) |
|  | Are not in full-time education, employment or training/excluded from school/are in alternative education |
|  | Are hospital outpatients/inpatients or suffering long term health problems (including mental health problems) |
|  | Other access/inclusion issue (please detail this in the comments box below) |

Comments:

1. **Please tell us about your candidate’s/candidates’ musical/drama journey so far. Have they had lessons before? Are they new to learning an instrument or drama technique? Have they sat an exam before? How would they benefit from having the support of an Access Fund grant? Your answer to this question will be scored. Please refer to the Access Fund guidance.**
2. **How are the barriers they’re experiencing prohibiting them from accessing music/drama education and limiting their achievements? Your answer to this question will be scored. Please refer to the Access Fund guidance.**
3. **How would the Access Fund grant and the plan for how you will spend it fit into the wider scheme of the candidate’s/candidates’ music/drama education? Is this an isolated project or is it a step on the ladder of their ongoing music/drama progression? Your answer to this question will be scored. Please refer to the Access Fund guidance.**
4. **What affect do you think receipt of the Access Fund grant will have on your own teaching practice? Do you envisage any long-term benefits?** **(Only teachers need to answer this question)**

**Plan and budget details**

1. **What, specifically, do your candidate/s need the Access Fund grant for? Refer to the Access Fund guidance for examples of what we will fund. If there is something else that does not appear on this list which your candidate/s need the grant money for, please detail this in the comments section below. Your answer to this question will be scored.**

|  |  |
| --- | --- |
|  | To pay for the exam entry fee (please check the current list of fees and note that Face-to-Face exams are a different fee to Digital exams) |
|  | To pay for specific equipment needed to carry out the exam |
|  | To pay towards lessons |
|  | To pay for an accompanist in the exam |
|  | To pay for travel to the exam venue |
|  | To pay towards instrument hire or purchase, where appropriate |
|  | To pay for or towards equipment hire |
|  | To buy relevant books, music scores, scripts |
|  | To pay for venue hire where appropriate |
|  | Something else (please detail in the comments box below) |

Comments:

1. **Referring to the answers you’ve given above, please expand on this explaining why the candidate/s need them and what barriers they currently face in accessing them. Please provide a rationale for each item confirming how it will support the candidate/s to achieve their exam. Your answer to this question will be scored. Please refer to the Access Fund guidance.**
2. **Please provide a budget using the template provided, detailing ALL of the costs involved in your candidate/s taking their Trinity exam. Please indicate if any elements are being funded elsewhere and by whom. The maximum grant is £1,500 per group and £300 per individual. Your budget will be scored. If you do not complete the budget, or it is not accurate, your application will automatically be declined. The panel reserve the right to part fund an application. Please make sure that your budget is complete and accurate before uploading it here as you will not be able to change it after uploading. Download a budget spreadsheet. Complete it and rename the file to include your name, save it and upload it using the 'Choose File' box below. Your budget will be scored.**

Comments:

1. **Total Access Fund amount applied for in this application (this must not exceed £1,500 for a group or £300 per individual candidate):**

£

1. **Checklist:**

|  |  |
| --- | --- |
|  | Yes |
| Have you referred to the Access Fund guidance throughout? |  |
| Have you completed your budget and uploaded it? |  |
| Have you double checked all the figures in your budget? |  |
| Have you used the current list of fees? |  |

1. **We cannot accept applications by email or post; you must submit your application online. By submitting this application you state that all details provided are true and accurate and that you have read and agree to Trinity College London's** [**Privacy Policy**](https://www.trinitycollege.com/page/privacy) **and** [**Terms of Use**](https://www.trinitycollege.com/page/terms)**. Please confirm this by selecting the box below.**

|  |  |
| --- | --- |
|  | I have read and agree to Trinity College London’s Privacy Policy and Terms of Use |

*If you have any questions please email* *accessfund@trinitycollege.co.uk* *or go to the Music and Drama Access Fund page on the Trinity website* [*here*](https://www.trinitycollege.com/local-trinity/UK/music/music-support-events/link-to-music-drama-access-fund)*.*