

<b>Name of organisation or individual making the application:</b>	
Is your organisation a <b>registered charity</b> ?	<b>Y / N / NA</b> <span style="float: right;"><b>Charity Reg No:</b></span>
<b>Your website address:</b>	
<b>Brief identifying name of project</b> you are applying for eg: <i>'Ensemble Z Concert Series 2019' or 'Commission for Composer X'</i>	

**Who should we talk to about this application** in case of any queries?

<b>Contact name:</b>	
<b>Daytime Telephone:</b>	<b>Email Address:</b>
<b>Postal Address:</b>	

<b>In which <u>category</u></b> do you wish your application to be considered? – <b>please tick one only.</b>	<ul style="list-style-type: none"> <li>a) <b>Music Festivals</b></li> <li>b) <b>Commissioning costs only</b></li> <li>c) <b>Performance based projects</b> (may also include commission costs if appropriate)</li> <li>d) <b>Costs of making a commercial recording</b></li> </ul>
<b>What is the <u>time span</u> for this project?</b> <b>Categories a, b, c - state first and last performance dates:</b> <b>Category d - state scheduled date of recording and date of release:</b>	
<b>How much</b> are you requesting from the Trust in this application?	£
Please tell us whether you are asking for support for a <b>specific element</b> of your project eg: commissioning costs, performers fees, travel costs or venue hire.  Alternatively, are you requesting a <b>contribution towards your total fundraising target</b> ?	

**NB** Grants are decided on the basis of the information included in this application. **Any changes** to your project (e.g. changes of performer, venue, dates, repertoire or budget) **must be notified** to the Trust immediately.

**Your application should be endorsed by a director or senior executive of your organisation / or the applicant (if applying as an individual):**

<i>I have read the guidelines of the RVW Trust and confirm that the information given in this application is correct to the best of my knowledge. I undertake to update you of any subsequent changes immediately.*</i>	<b>Signature:</b>
*If necessary this declaration can be sent direct as a separate email from the person concerned:	<b>Print name:</b>  <b>Position:</b>

**We prefer you to email this sheet** with the additional information requested below to: [info@rvwtrust.org.uk](mailto:info@rvwtrust.org.uk) Large files can be sent via <https://wettransfer.com/> Alternatively send your application by post to: **RVW Trust, 13 Calico Wharf London SW11 3YH**

## Please send with your cover sheet:

### Categories a-c only:

- a) **Music Festivals**
- b) **Commissions**
- c) **Performing projects**  
(which may also include commissioning costs if appropriate)

1. **A summary outline of the project which should not exceed one side of A4.**

Things to include in this summary:

Information about the key **repertoire**; the names of **ensembles/soloists** taking part; any other **key partners or participants**; the principal performance **date(s)** and **venues**.

If you are applying to **commission** a new work, you must specify the **duration** and **instrumentation** of the piece and list at least **two guaranteed performance dates**.

If applying for support for a **series or a festival**, full programme details should also be included in a separate document.

The Trustees will also be interested to know how this project **fits with your artistic objectives** as well as how you intend to **attract your audience**.

### Category d only:

- d) **Recordings**

1. **A summary outline of the project which should not exceed one side of A4.**

Things to include in this summary:

Information about the **key repertoire**; the names of **ensembles/soloists**; any other **important partners or participants**; information about the recording **venue**.

Details of **pressing size, distribution and marketing**.

**Recording and release dates.** Grants will generally be made **on release of a recording**.

If you are applying to make a **privately made recording**, where an outside recording company is engaged only to manufacture and/or distribute, but bears no costs of the recording, you must **name the recording company** and demonstrate that you have their agreement to participate in the project

### All applicants:

2. **Brief information** about the organisation applying, your track record, and the principal performers involved in this project (**or appropriate online links**). If applying as an individual, please supply an up to date cv.
3. **If you have not recently received a grant from the Trust** (within the last 3 years) you should also send a **pdf programme book** or other confirmation of your recent work.
4. **Brief** biographical info about the key composers included (**or appropriate online links**). NB: For projects which feature **emerging composers**, or those likely to be less familiar to our Trustees, please also include **an online audio link** to a recent composition wherever possible.
5. **A budget** detailing the costs of your project and the income you anticipate receiving. If you are applying for a single event within a series or festival you must supply the budget for the single event rather than the series.

On the income side it is helpful for us to be able to see clearly:

- a) how much you can contribute from your **existing or core resources**
- b) how much you anticipate the event will **earn** (eg: income from ticket sales and advertising)
- c) how much additional funding from other sources is **already confirmed\***
- d) how much you hope to raise from applications/initiatives which are **currently pending\*+**
- e) how much you hope to raise from applications/initiatives which have not **yet been submitted\*+**

\* **Please identify the sources** of this funding eg: Arts Council, named grant makers or trusts, commercial sponsors, individual donors or crowd funding projects etc

+ **This information should be updated** after the application is submitted, for instance as applications to other grant makers are approved or rejected.

6. Organisations or companies should send a copy of your most recent **signed end of year accounts** – or an online link to your accounts.