

Friends of the School of Music - ANU GUIDELINES FOR STUDENTS SEEKING GRANTS

The Friends offer grants to eligible students of the School of Music. Grants are intended to enhance the skills and experience of students in ways attracting clear benefits both to the applicants and the School.

The Friends will give priority to supporting applications from students with a high quality performance element as well as to applications of a collegiate nature, having potential for benefit to a number of students. Applications from students in non-performance fields such as composition and music technology will also be considered. Applications from undergraduates, including honours students, are particularly welcome.

Applications must be accompanied by a letter of recommendation from both the student's teacher or lecturer as well as from the relevant course convenor. It is the responsibility of the applicant(s) to seek these letters and ensure they are submitted at the same time as the application.

In the interests of consistency with the overall musical and educational aims and priorities of the School, an assessment and recommendation by the Head of School is always sought by the Friends prior to consideration of applications.

Timing of applications

Generally applications are to be submitted by the end of the month prior to the Friends' meetings (see below under Applications).

Value

The value of a grant will be decided by the Friends Committee in light of the application, other financial priorities and the financial status of the Friends as a whole.

Eligibility and Conditions

All degree students of the ANU School of Music are eligible to apply. Applicants must be students of the ANU at the time of applying, and during the whole time in which the grant is used. Grants may be used in Australia or overseas, and may be used in conjunction with other grants. Normally, only one grant per year will be made to any one applicant.

The Friends will consider applications for a range of developmental projects including, but not limited to, individual or masterclass tuition from renowned teachers, travel for performance students to attend lessons if a suitable teacher is not available in Canberra (performance travel grants), participation in summer schools and competitions, recording or production of original compositions, regional tours. Participation can be remote (eg Zoom).

Students should note that grants are not usually awarded for the purchase or maintenance of equipment, computer software, or instruments.

Recording grants can be given for future recordings or recordings which have been completed in the six months or so prior to the date of application.

Students on an ANU approved overseas study exchange may apply for grants. Prior to any payments being made for such grants, students must provide evidence of acceptance in relevant courses at the overseas university.

Students selected for Australian Youth Orchestra (AYO) programs may apply for grants to cover costs not covered by the AYO.

For Music Enterprise Awards, see the separate link on our home page.

Applications

Applications are considered by the Friends at their monthly committee meetings on the third Tuesday of each month (Feb - Nov).

Applications are to be submitted by 5pm on the last day of the month before the relevant Friends meeting (e.g. if the application is to be considered at the June meeting, then it must be submitted by 5pm on 31 May). A signed copy should be emailed to the student grants officer: rosemary.greaves@netspeed.com.au

In study projects of an ensemble or group nature, students should choose a leader to draw up a joint application and invite a suitable teacher and the relevant course convenor to provide a letter of recommendation covering the group. In such applications, common factors such as registration, living and travel expenses may be combined.

Applications should contain the following (see separately below for Performance Travel Grants):

- Student information – Family name/s, given name/s, student number/s, mailing address/s, telephone and mobile number/s, e-mail address/s,
- Current degree course/s and level/s, instrument (if applicable) and areas of special interest.
- Description of project - nature and location of the event, key dates and purpose for attendance. (Provide, wherever possible, supporting documents for the event such as an official brochure or letter from a convenor supporting your participation.)
- Benefits accruing - to applicants, to the School, and to other persons or organisations.
- Anticipated expenditure – This should be a complete budget of the expenses for the project including travel, living expenses, accommodation, registration etc (Give routes and provide, wherever possible, quotations from travel agents, or accommodation providers, to validate your expense estimates).
- Amount sought from the Friends - show the project components which Friends' funding is designed to cover.
- Amounts and sources of other grants – please indicate what other grants are being applied for, and/or any already received for the project. Please include in this section whether some of your costs are being met (eg by Conference or Festival organisers). Please also indicate if the project will go ahead even if the Friends are unable to fund the full amount sought.
- A letter of recommendation from your teacher/lecturer (can be brief). Your teacher's recommendation should address the quality of your skills and the way in which your proposed activity will assist your musical development. A brief letter of endorsement from the relevant course convenor must also be included.
- Signature of applicant (or ensemble leader) included below a statement that the information provided in the letter of application is accurate to the best of the applicant's knowledge.

IMPORTANT NOTE: IF APPLICATIONS DO NOT COVER ALL OF THE ABOVE POINTS, THEY WILL BE RETURNED TO THE APPLICANT FOR COMPLETION

Performance Travel Grants

Grants are available for travel costs for performance students to attend lessons if a suitable teacher is not available in Canberra. Costs may include transport (generally by bus or train) and accommodation (generally fairly modest).

Applications should contain the following:

- Student information – Family name/s, given name/s, student number/s, mailing address/s, telephone and mobile number/s, e-mail address/s,
- Current degree course/s and level/s, instrument and areas of special interest.
- Proposed teaching program including name and location of teacher.
- Anticipated expenditure for the semester/year.
- Amount sought from the Friends.
- A letter of recommendation from the performance convenor.
- Signature of applicant included below a statement that the information provided in the letter of application is accurate to the best of the applicant's knowledge.

IMPORTANT NOTE: IF APPLICATIONS DO NOT COVER ALL OF THE ABOVE POINTS, THEY WILL BE RETURNED TO THE APPLICANT FOR COMPLETION

Selection criteria

Applications will be judged chiefly on the anticipated benefits in skill enhancement, experience and career development for applicants. Benefits foreseen for the School of Music and other persons or organisations within the scope of the project will be taken into account.

Receipt of grants and acceptance conditions

Prior to receiving payment of a grant, students will be required to sign an acceptance form, acknowledging the terms under which the grant is made. These terms will include that if they either cease to be a student at the School before the grant is expended, or they are unable to carry out the project for which the grant has been awarded, they will return the full amount of the grant to the Friends. The student grants officer of the Friends will write to each successful applicant detailing the process for acceptance forms and organising payments of grants.

Reports

In order to inform the Friends' membership and consolidate experience in the minds of students, the Friends regard feedback reports as an important part of the grant process.

Reports are expected from all participants within two months of completing the project. Reports should be brief and include comment about how the project exceeded or fell short of expectations. Failure to provide a report may be taken into account when considering future grant applications. Reports should be emailed to the student grants officer, Rosemary Greaves at rosemary.greaves@netspeed.com.au.

*Friends of the School of
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