

Individual Grants: Guidance

The Christine Best Foundation (or “The CBF”) was set up by the late Christine Best who devoted her working life to developing musical potential within the local community through teaching and conducting. It continues to support these goals by awarding grants to:

1. non-auditioning choral and instrumental organisations situated within a radius of five miles of St. James’ Church, Weybridge, Surrey; and
2. disadvantaged individuals who can demonstrate a notable talent for music and who are situated within a radius of five miles of St, James’ Church, Weybridge, Surrey, for the furtherance of their musical education and performance.

**INDIVIDUAL GRANTS**

The CBF awards individual grants of between £100 and £2,000 annually to talented musicians with notable musical skills and abilities in demonstrable financial need. Each year the Board of Trustees reviews the maximum amount of money to be given away in the form of grants. Applicants who are successful in receiving a grant may not necessarily be offered the full amount requested if the combined requests of all the successful applicants exceed this amount. The Board of Trustees reserves the right to decide a figure which they deem appropriate given the nature of the request; the supporting evidence provided and considering the most appropriate way to divide the available funds.

Although there are no restrictions on age limits of applicants, and all applications will be considered on merit, the trustees particularly encourage applications from young people aged eighteen and under in line with the wishes of the late Christine Best.

Applicants will be notified by letter as to whether or not their application has been successful.

GRANT CRITERIA

In order to be considered for a grant, applicants must satisfy the trustees that they meet the following criteria:

1. demonstrable financial or other disadvantage which prohibits or significantly restricts an applicant’s opportunity to develop his or her musical talent or education;
2. the applicant must be of notable musical ability or demonstrate notable potential in musical performance, education or composition (this will ultimately be determined at the discretion of the trustees, although the guidance offered below provides suggestions as to how this may be satisfied, for example by providing details of past musical experience, performance and education. It may involve the trustees observing a performance and/or discussing the application with an applicant and will require a minimum of two references);
3. evidence that the applicant’s permanent residence is within 5 miles of St. James’s Church, Weybridge, Surrey.

APPLICATION & SELECTION PROCESS

STEP 1

**Application Forms**

* Please visit our website ([www.thechristinebestfoundation.co.uk](http://www.thechristinebestfoundation.co.uk)) and download an Application Form and two Reference Forms. Forms may be completed electronically or by hand (but if the latter, please use black ink and write in block capitals).

Alternatively, we can post you an application pack if you write to us at the Correspondence Address, enclosing an A4 stamped, addressed envelope.

* Please read the guidance below before commencing your application.
* Forms must be fully completed in order for applications to be considered.

**References**

* Please provide us with TWO references from those who are in the best position to verify your circumstances and musical potential**: one of these should be from list (a) if the applicant is at school.**
  1. Head Teacher, Deputy Head Teacher, Class or Form Teacher;
  2. School Music Teacher, Head of Music, Peripatetic Music Teacher, Director of Music at a musical establishment, Choirmaster/mistress, Conductor or Director of orchestra or other instrumental group.

**Supporting Documents**

In addition to your references, you should further support your application by sending us copies (no original documents please) of the most recent results of any musical examinations taken in the instrument to which your application relates.

If you have any documents regarding your financial circumstances which you feel would support your application, please provide copies of these (e.g. Benefits Forms).

STEP 2

Return your completed Application Form, Reference Forms and Supporting Documents to The CBF at the Correspondence Address. You can either send all forms and supporting material by post; or alternatively you can email and scan supporting materials to us by emailing us at [thechristinebestfoundation@gmail.com](mailto:thechristinebestfoundation@gmail.com) .

We are sorry but The CBF is a small charity and will not be able to acknowledge receipt of application forms. If you are concerned about whether or not your application has been received, please email [thechristinebestfoundation@gmail.com](mailto:thechristinebestfoundation@gmail.com) .

STEP 3

The Applications Committee (comprised of a minimum of two trustees) will consider applications received within the deadline and which meet the grant criteria. They will then request any further information where they deem it necessary, contact referees and, in some cases, request an interview/audition with applicants.

The Applications Committee will make recommendations to the Board of Trustees. The Board will meet before the Notification Date to consider those recommendations. They will either approve, amend (for example, they may decide an applicant should receive a grant but for a different amount) or reject the recommendations.

The Board will notify all applicants as to whether they have been successful or not. The decisions of the Board are final and no appeals procedure may be entered into.

GUIDANCE for applicants

1. You are welcome to submit your application to us as soon as it is completed.
2. Application Forms must be fully completed and received, together with Reference Forms and Supporting Documents, by the Closing Date in order to be eligible for consideration. We regret that we are unable to consider any forms received after this deadline.
3. Applicants who have already started formal musical examinations in the instrument for which they are requesting support should have attained a distinction (or highest pass category) in their most recent examination, which ideally should have taken place within the past 18 months.
4. Examination results provided as part of an applicant’s Supporting Documents will only be considered if awarded by a recognised examination board, e.g. ABRSM, Trinity Guildhall, LCM, RSCM, Rockschool.
5. In the absence of examination grades, the assessment of the applicant’s abilities made in their music teacher’s reference will take on even greater significance.
6. Auditions may be held in order to assess the musical potential of an applicant; and will certainly be held when applicants are being considered for higher value grants (above £500). These applicants will be contacted and invited for audition during the decision making process.
7. The Board of Trustees prefers to support the applicant by making payments directly to institutions, music organisations, music teacher or other supplier on receipt of an invoice. Grants will only be made directly to students or their families in exceptional circumstances. Therefore, please be sure to specify details of the person to whom a payment should be made in the application.
8. Please note our funding is limited: even if you are successful in gaining a grant, it may not be for the full amount requested.

1. All previous applicants (successful or otherwise) are welcome to apply again.
2. If you are having difficulties completing the application or have any queries, please email the Grant Applications Committee at [thechristinebestfoundation@gmail.com](mailto:thechristinebestfoundation@gmail.com) .
3. We will inform all applicants by letter of the outcome of their application, whether or not they have been successful.
4. Definitions:
   1. Correspondence Address:

C/O Chris Chinn   
Firdene,   
4 Windsor Walk,   
Weybridge,   
Surrey.   
KT13 9AP

* 1. Closing Date means the date by which complete Application Forms, Reference Forms and Supporting Documents must be received by The CBF.
  2. Notification Date means the deadline set by the Board of Trustees for notifying applicants as to whether or not their applications have been successful.

GUIDANCE FOR THE APPLICATION FORM

Section 1.

The applicant is the individual that will benefit from the grant, and not a parent/guardian of the individual.

Section 2.

We may contact you during the application process to ask whether you have been successful with other funding applications.

Section 3.

Please include a breakdown of how the money will be used, and to whom payments will be made. Include estimates (clearly highlighted as such) if final figures are not available.

Section 4.

Please include as much information as you can that will help the trustees understand your circumstances and assess your application for support, and indicate which supporting documents you are providing.

Section 5.

You may find the following lists helpful in estimating the figures to enter in section 5. The detailed breakdowns are not required to be included with the application, but you may find it helps you explain your reason for requesting support in section 4.

**HOUSEHOLD INCOME**

Applicant Father/ guardian Mother/guardian

Salary/profits of business ...................... | ............................... | ........................................

Pension/retired pay ...................... | ............................... | ........................................

Gross investment income ...................... | ............................... | ........................................

Tax credits ...................... | ............................... | ........................................

Child benefit ...................... | ............................... | ........................................

Details of any other allowances/

Income ...................... | ............................... | ........................................

**TOTAL ...................... | ............................... | ........................................**

**OUTGOINGS**

Income tax /NI payable ...................... | .............................. | ........................................

Mortgage interest/rent ...................... | .............................. | ........................................

Credit card /loan payments ...................... | .............................. | ........................................

Maintenance payments ...................... | .............................. | ........................................

Food/ utilities/ petrol etc ..................... | ............................... | ........................................

School Fees ..................... | ............................... | ........................................

Cash Savings ..................... | ............................... | ........................................

Other ..................... | ............................... | ........................................

**TOTAL ..................... | .............................. | .......................................**

**CAPITAL ASSETS**

Property ....................... | ............................... | ........................................

Investments ....................... | ............................... | ........................................

High value items ...................... | ............................... | ........................................

Cars ...................... | ............................... | ........................................

Cash Savings ....................... | ............................... | ........................................

Other assets ....................... | ............................... | ........................................

**TOTAL ASSETS ....................... | ............................... | ........................................**

**Deduct** any outstanding mortgage, credit card balances, loans or other debts from the TOTAL above:

Mortgage ...................... | ............................... | ........................................

Credit Card Balances ....................... | ............................... | ........................................

Loans ...................... | ............................... | ........................................

Other Debts ....................... | ............................... | ........................................

**TOTAL BORROWINGS ....................... | ............................... | ........................................**

Section 6.

Please include all dependants where there is an ongoing commitment to provide financial support: include children and other dependants (e.g. elderly relatives) living at the main address or elsewhere.

**All information received will be treated with the strictest confidence and will not be shared with any third parties.**