

# Guidelines for Applicants



**This information is for general funding applications only.** Applicants for the Vaughan Williams Scholarships for postgraduate composition studies should follow the guidelines at: <https://vaughanwilliamsfoundation.org/funding/postgraduate-funding/>

We welcome applications from ensembles, organisations and individuals. We offer support towards the following:

## Supporting the work of Professional Composers

1. The performance, commissioning or recording of music by professional British/Irish composers active in the last 100 years who have not yet achieved a broad national or international reputation, or those entering the profession.
2. Projects and organisations in the UK which create developmental opportunities for living composers, or which promote wider awareness of British/Irish music of the last 100 years.

Please note:

- Grants will generally only be awarded for notated music, for live performers. (Repertoire which combines electronics with live performers will be considered.)
- Supported composers must be of British or Irish nationality or have been resident in the UK for a minimum of five years. \*
- We do not generally support the performances of composers currently in higher education, or performances by student ensembles. The Trustees will not confirm grants for projects where the names of the composers are not known.

\* Three years for those applying for the Vaughan Williams Bursaries

## The work and legacy of Ralph and Ursula Vaughan Williams

The Foundation supports work which furthers the knowledge and understanding of the life and music of Ralph Vaughan Williams, and of the work of Ursula Vaughan Williams. This includes:

1. The performance of works by Ralph Vaughan Williams which are:
  - a) rarely heard (particularly the stage works); or
  - b) in a special context, such as music societies or local festivals; or
  - c) in territories where the music of RVW is seldom performed.
2. The recording or filming of rarely heard RVW works.
3. The publication of unpublished works of RVW or the origination by existing publishers of new scores and performing material for works already published.
4. Research into the music of RVW.
5. The acquisition by public institutions of RVW research material, such as autograph manuscripts or original correspondence.
6. Projects or resources that educate the public about the life or work of RVW or UVW and which contribute to their legacy.

You may apply under either heading (and occasionally a project may fulfil the criteria of both).

# Making your application

## Good to know:

- We are doing our best to be a paper-free organisation. **You must apply online.**
- **Be sure to check the deadline for completion of your application – deadlines for the next 12 months are listed on the [main funding page](#) of our website.**
- **We will aim to give you the result of your application within 12 weeks of the deadline.**
- Be aware that the trustees may read more than 100 applications for any meeting, and it will help you if your application is **briefly and clearly expressed.**
- **We anticipate that the majority of VWF grants will be under £3,000** – larger grants may be given for significant projects which very closely align with Foundation's objectives. We hope that our grant will make a real difference to your project, but it is unlikely that we will contribute more than 50% of your total budget.
- **Please update us after the application is submitted if there are any significant changes to your project** (such as repertoire, participants, venues, timescale etc), or to your financial plan (for instance as applications to other grant makers are approved or rejected.)
- If you run into technical problems making your application, [please get in touch](#)

## Step 1 Get Ready

Before you register, please ensure your project fits our guidelines. You should also check our next [funding deadline](#) - **deadlines for the next 12 months are listed on the [main funding page](#) of our website.** You should also confirm that your project is scheduled to be delivered (ie performed, released or made available) at least three months after that deadline.

Please read our [funding conditions](#).

## Step 2 Register your application

**Complete and submit** our brief online form which asks for contact details, charity number (if appropriate) the name of your project, key dates, total budget and the amount you are requesting from the Foundation. You will be asked to accept our [funding conditions](#).

This should take no more than 10 minutes.

**Once your application has been registered** you will receive an email confirming your **unique application number** and giving you instructions to **upload your supporting information**. Please check your junk folder if you do not receive this.

## Step 3 Upload your supporting information

Please see below for what to include in your application. Supporting documents should be in [PDF or MS Office](#) format. You can include all the information in one document or send as three separate files. Please do not send musical scores or large sound or media files.

**You will receive email confirmation** that your application has been received. Please check your junk folder if you do not receive this.

**Please reference your application number** in any correspondence about your application and include this number at the beginning of the file name of any documents you upload.

All supporting information must be received by 23.59 hrs on the day of the deadline.

# What to include in support of your application

## 1 Summary outline

Tell us briefly and clearly about your plans – this section should not exceed one side of A4 and may well be considerably shorter. Your summary might include (as appropriate):

- A thumbnail summary of what you are planning.
- The key repertoire relevant to this application.
- The names of the principal musicians or participants. More detailed information can be given in section 2 below. (NB our grants are repertoire-led. The Trustees will not confirm grants for projects where the names of the composers are not known (eg when composers are selected by open call). If not specified in your application, you will be asked to confirm the names of the composers before any grant can be finalised.)
- The involvement of any other key partners. You may be asked to demonstrate the commitment of external organisations to the project.
- If you are applying to commission a new work, or to give performances of a new work you have commissioned, you must specify the duration and instrumentation of the piece and list at least two confirmed performance dates.
- If applying for support for a series or a festival, more detailed programme information can be included in a separate document.
- The time scale of the project (including principal performance/recording/delivery date(s) and venues if appropriate).
- Particular reasons for, or relevance of, this project.
- How the public will be able to access this project (including as appropriate, the names of promoters/venues, streaming sites, recording company, distributors or publisher, the size of print runs or pressing).
- Applicants requesting support for research projects should also include the names of two referees.

## 2 Key participants

In this section give:

- Brief information about the organisation/individual applying and/or the principal performers/participants/partners involved in this project. You may prefer to send links to relevant web pages.
- Brief information about any key composers and repertoire relevant to this application. You may prefer to send links to relevant web pages.

### ...Key participants *continued*...

- 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 or relevant composition wherever possible. (Do not send scores or large audio or video files).
- If you have not recently received a grant (within the last 3 years) from the RVW Trust, or Vaughan Williams Charitable Trust, or the Vaughan Williams Foundation please send evidence of your recent work such as a pdf programme book, published independent review or link to a relevant web page.

## 3 Budget

Please include an **outline budget** breaking down both the total costs of your project and any income you anticipate receiving. On the income side it is helpful for us to be able to see clearly:

- how much you can contribute from your existing, personal or core resources.
- how much you anticipate the event will earn (eg income from ticket sales and advertising).
- how much additional funding from other sources is already confirmed. \*
- how much you hope to raise from applications/initiatives pending or still to be submitted. \*
- any predicted financial short fall.

\* Please identify the sources of any confirmed or pending funding (eg: Arts Council, named grant makers/ trusts, sponsors, individual donors, support in kind, crowd funding projects etc.)

- Organisations or Companies who have not recently received a grant (within the last 3 years) from the RVW Trust, or Vaughan Williams Charitable Trust, or the Vaughan Williams Foundation should also include an online link to your most recent signed end of year accounts (or pdf file).

Please note:

If you are applying for one or two **events within a series or festival**, you should supply the budget for those events only, rather than the whole series.

If you are applying for support for **commissioning costs only**, you are not required to supply a full budget. You should specify: the **total fee being paid to the composer**; any other directly related costs and any other sources of income (pending or confirmed). You will be asked to confirm at least two scheduled performances of the new work, but you do not need to supply budgetary information for these events.

### No further information is required to support your application.

However, where you feel it is of very particular relevance, you may choose to include one additional document – please keep this brief. Please do not send musical scores or large sound or media files.

We will aim to give you the result of your application within 12 weeks of the application deadline.