

# Grants to assist the funding of workshop events

(23 July 2014)

The Committee may, at its discretion and in accordance with the following guidance, provide financial and/or administrative support for workshop events whose purpose is to advance the skills of those attending in ways that promote the aims and objectives of the West Gallery Music Association. Such events might encompass, but are not limited to, the following: conducting, voice training, sight reading, computer and Internet use, music publication, research and publishing techniques.

This facility is offered primarily as a service to WGMA members and West Gallery Quires. In exceptional circumstances the Committee may consider requests submitted by related organizations if it can be shown that the WGMA would benefit as a result.

## 1 Budgetary provision

- 1.1 Each workshop event will be considered separately.
- 1.2 The maximum sum to be made available for the support of workshop events in each financial year will be agreed by the Committee prior to the consideration of any applications for grants.
- 1.3 In no circumstance will the sum made available to support a workshop event exceed 100% of the projected overall budget for that event.
- 1.4 In considering applications the Committee will bear in mind the overall expenditure in the current financial year and may, at any time, decide that no further grants can be awarded.

## 2 Applications for grants

- 2.1 For the avoidance of doubt, singing sessions, whether described as workshops or not, are unlikely to qualify for a grant under this policy and should be locally organized and funded.
- 2.2 Applications must be submitted to the Secretary for forward transmission to the Committee.
- 2.3 Applicants must present a fully costed proposal for the workshop event, including a clear indication of how much financial support is requested.
- 2.4 Applications not requesting 100% financial support must present a clear indication of how the balance of funding will be obtained.
- 2.5 The Committee may, at its discretion, guarantee against financial loss arising from failure to achieve some or all of the balance of funding agreed in accordance with item 2.3 above.
- 2.6 Applications will be considered by the Committee if they are received more than twenty-one days before the first date of the event in question. Applications received after that deadline will be noted but will not qualify for financial support.
- 2.7 The extent of non-financial support for workshop events will be negotiated on a case-by-case basis. Such support might include, but is not limited to, the following: assistance with publicity, identification of suitable leaders, general advice.

## 3 Grant allocation

- 3.1 Applications will be reviewed by the Committee in strict confidence.
- 3.2 Applications for grants will be considered in the calendar order in which they are received by the Committee.
- 3.3 The Committee will determine the size of grant by considering the detail presented by the applicant, and may request further information or suggest changes to the proposal before agreeing to award a grant.
- 3.4 Under no circumstances will any payment be made if the workshop event does not take place or, in the opinion of the Committee, deviates significantly from the detail proposal agreed at the time of the application.
- 3.5 In every case the Committee's decision will be final.