THE MUSIC LIBRARIES TRUST



# *Application for funding to attend conference or training event*

Applicants are advised not to make travel arrangements until the outcome of their application is decided.

## PERSONAL DETAILS

*Last Name:* ……………………………………… *Forename:* ………………………………

*Address for correspondence*: ………………………………………………………………………………

…………………………………………………………………………………………………………….

*Telephone number:* ………………………………………

*E-mail:* ………………………………………

*Date of application: …………………………*

*Are you a member of IAML (UK & Irl), institutional or personal?*

…………………………………………………………………………………………

## EVENT

Please indicate the event you wish to attend.

Title: ………………………………………………………………

Date: ………………………………………………………………

Location: ………………………………………………………………

Why do you wish to attend this event, and what benefits do you hope to gain from attendance? Please take care completing this part of the application as it will be a significant factor in the awarding panel’s decision.

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Please continue on a separate sheet if necessary.

## EMPLOYMENT

If you are employed, what is your present post?

………………………………………………………………………………………………………

Employment address:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………

Please list any relevant previous posts:

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## EDUCATION AND TRAINING

Please summarise your academic and professional qualifications, giving grades and dates as appropriate.

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If you are studying for a librarianship or related qualification, please state what course you are taking and your expected completion date.

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## FINANCIAL DETAILS

Recipients of bursaries from the Music Libraries Trust will be expected to attend all days and/or sessions of the event for which MLT is providing funding. If you are absent you may be required to pay back some or all of the funding. Note that all reimbursements will be made to the applicant and not to their organisation.

Please estimate your itemised costs for attending this event, such as those for registration, and travel.

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MLT always aims to use available funding as effectively as possible, to support as many applicants as possible, which sometimes may involve giving some partial bursaries of less than the full cost of attending the event. Please select one option below.

|  |
| --- |
|[ ]  I will be able to attend the event regardless of the outcome of this funding application, but I would appreciate any support towards the cost of attending. |
|[ ]  I am able to cover a part of the cost of attending the event myself, but I will struggle to cover the costs myself without at least significant financial support from the MLT. |
|[ ]  I will probably not be able to afford to attend the event without a full bursary from the MLT, covering the entire registration cost (and other expenses if possible). |

Are you eligible for funding from elsewhere (from your employer, for example)? If yes, have you applied for this funding?

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If your answer to the last question is ‘yes’, please give details of the amount sought and if possible the date by which you expect to hear the result.

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## REFERENCE

All applicants must supply one supporting reference. If you are a student this should be a tutor. You will need to ask your referee to email or write to the Bursaries Administrator independently. The contact details of the Bursaries Administrator are given at the end of this form.

Please note that applications that are not accompanied with references may not be considered. It is your responsibility to ensure your referee sends the reference before the application deadline.

Please state the name of your referee and their post or relationship to you:

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## REPORT

If you attend a course or conference with financial support from the Music Libraries Trust, you will be required to submit a report of 1000 words in length. MLT will usually require this report before processing claims such as travel. Your report will be circulated to MLT trustees and bursary sponsors, and may be published in full or excerpted online, such as on the MLT website or the IAML (UK & Irl) blog.

Please sign your name below in acceptance of this condition, and to indicate that the above information is, to your knowledge, correct.

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

How did you hear about the availability of funding from the Music Libraries Trust?

…………………………………………………………………………………………………………………………………………………………………………………………………………………………

Please send your completed form to Richard Douglas, MLT Bursaries Administrator at bursaries@musiclibrariestrust.org.

## GDPR STATEMENT

The Music Libraries Trust collects and stores the information provided in this form, which includes personal information that can identify you. The Bursaries Administrator maintains a copy of the form and sends copies to trustees deciding on awards. Once the successful candidate has attended the event, submitted their report and it has been approved, all copies of the application forms held by the Music Libraries Trust will be destroyed.

If the bursary is to attend the IAML (UK & Irl) Annual Study Weekend, the name, institution and contact email address of the successful candidate will be provided to the Bookings Secretary of the IAML (UK & Irl) Conference Committee, to be included in the full list of attendees at the Annual Study Weekend. Additionally, if a sponsored bursary is awarded, the same information will be provided to the sponsor.

Likewise, for the Ian Ledsham Bursary to attend the IAML international conference, the name and institution of the successful candidate will be supplied to the General Secretary of IAML (UK & Irl) so they can inform members of IAML (UK & Irl) and IAML.

If you have any questions about the privacy or data storage of your personal information, please contact the Bursaries Administrator, Richard Douglas (bursaries@musiclibrariestrust.org).