



The British Association of Symphonic Bands and Wind Ensembles Applications for Funding Assistance Guidelines

Contents

This document contains:

1. Introduction
2. Management of applications
3. Common conditions of financial award from BASBWE for an educational event
4. Consideration criteria for applications received

Introduction

As an organisation BASBWE supports events organised by the Association's members. These events have the same interest as the organisation itself and therefore BASBWE will, on a time-to-time basis, support the events through financial input/sponsorship

This document's function is to assist those members of the Executive Committee who are deciding the outcome upon an application received. The Application for Funding Panel will consist of the following EC members:

- Chairman
- Secretary
- Treasurer
- *Winds* Editor
- A general representative

It is important that BASBWE is seen as entirely neutral to all applicants and their applications and therefore the Panel will be required to make the following considerations before attending to a specific application, after one has been received. As funds are being granted over time, the Panel will need to ensure that:

- There is sufficient funding out of the ring fenced financial assistance budget
- Grants are supporting a wide range of different types of projects
- There has been a positive geographical spread of which regions have been receiving support

In preparation for the receipt of any applications, the Executive Committee needs to identify (on an annual basis) how much money is available to be ring fenced for applications for funding. The EC also needs to decide the maximum amount it is prepared to give when applications are successful.

Management of Applications

Upon receipt of an application, the Secretary will be responsible for processing them as follows.

1. Acknowledgment will be made to the applicant at the earliest convenience. The applicant will also be given a date by which the decision will be made.
2. If there is a scheduled Executive Committee meeting in the following month from the receipt of the application, it will be discussed at that meeting. If not, the application will be circulated to the Application for Funding Panel (in order that a decision will be reached efficiently) who will make a decision in the meantime, circulate to the EC for approval and pending no objections in two weeks, a decision will have been made and the applicant will be informed.
3. The Panel will endeavour to make a decision within a month of the receipt of the application.
4. All applications received will be stated at the Executive Committee Meetings in order that they can be included in the meeting minutes.

Common Conditions of Financial Award from BASBWE for an Educational Event

The following statements detail the common conditions that will be negotiated for BASBWE's benefit as financial support is awarded.

The Application for Funding Panel (through negotiation with the applicant) shall endeavour to (if it is not already the case) ensure the following:

- That all reasonable efforts will be made to promote BASBWE in the publicity leading up to and following the event, and at the event itself. This should be done through the following:
 - Setting up the recruitment/trade stand
 - Offering delegates at the event complimentary copies of the magazine and membership leaflets (provided by BASBWE)
 - Announcements made to the event's delegates
 - Including acknowledgment that the event is supported by BASBWE in all publicity material (hard copy and web)
- That there will be a discount/concession for BASBWE members
- **EITHER** A review of the event will be submitted to the *Winds* Editor for publication in the magazine, with the article written as per his/her guidelines **OR** An independent reviewer will be admitted to cover the event on behalf of *Winds*

Consideration Criteria for Applications Received

All applications will be carefully considered using the following questions as consideration guidelines.

- Who is applying, has this applicant applied for funding before? Is he/she a BASBWE member?
- When will the event take place? Will it clash with any other similar events (BASBWE related or otherwise) taking place at the same time?
- Does the application satisfy BASBWE's principal aim as given in the constitution (and noted at the top of the application form)?
- Is there any danger that BASBWE's reputation could be damaged by sponsorship of this event? (E.g. poor attendance/quality/dissatisfied delegates etc)
- Is there evidence of sound financial planning displayed by the applicant?
- Will the event be beneficial to BASBWE members?
- Is the amount the applicant is applying for realistic? Does BASBWE have the necessary funding?

Summary

The information and guidelines in this document are intended for use by those making a decision on a received application, so that each application can be considered on its individual merits, yet at the same time considered with similar standards and factors.

Daniel Watson
Updated January 18th 2009