

# John Lewis Cambridgeshire Music Awards

## Guidance notes for applicants

**John Lewis**  
Cambridge



The partnership between John Lewis and Cambridgeshire Music began in 2007 as part of the celebrations to mark the opening of the new John Lewis department store in Cambridge that November. The first phase of this partnership saw us jointly participate in a series of 14 concerts featuring young musicians and singers from across the county.

The John Lewis Cambridgeshire Music Awards (JLCMA) were established in June 2008 in a second phase of our partnership. Twice a year, schools, music groups and individuals will be able to apply for financial assistance to help them fulfil a music-related project. To be considered, the project will need to fall outside of the normal school curriculum and will need to open up a new musical experience for the beneficiaries.

Our ambition is to widen the opportunity for children and young adults to be involved in and enjoy a musical experience that would normally be out of their reach. We expect to receive a large number of applications and the Awards Committee will give preference to projects that add benefit to both the youngster(s) involved and the wider community, such as a musical event which is open for parents and/or members of the local community to attend. Awards for the purchase of instruments for individuals would therefore not be a priority for the Committee.

### General Notes.

1. The Awards Committee will meet in September and March in each academic year.
2. Applications will be accepted up to August 31 or February 28, prior to the corresponding Awards Committee meeting.
3. A call for applications, will be published on-line at [www.johnlewis.com/cambridge](http://www.johnlewis.com/cambridge) and at [www.cambridgeshiremusic.org](http://www.cambridgeshiremusic.org)
4. Awards of a maximum of £2000 will be made, although it is expected that the average award will be in the region of £250-500. Applications for awards of £500 and over must be accompanied by a full breakdown of income and expenditure for the project. Applications for £500 and over are likely to be more successful if they can demonstrate a wider community benefit. Please note that funding cannot be applied retrospectively.
5. Criteria for applications:
  - Applications are invited from schools, music groups and individuals
  - Beneficiaries of the Award must be aged under 21. Applicants aged under 18 must have the consent of a parent or guardian
  - Applicants must be resident in Cambridgeshire or Peterborough
  - Applicants must have a bank account (or parent/guardian, if aged under 18)
  - Award winners must use the funding for specific music-related activity, event or purchases as detailed in their application and provide supporting documents. Additional information to support an application must be provided if requested by the Awards Committee.
6. Award winners must provide a written account of how the funding was spent.
7. Award winners will be asked to use materials provided by the Award Management Office to promote their activity, where appropriate. This may include the use of logos and other publicity materials. Award winners will be invited to publicise their music-related activity on the John Lewis and Cambridgeshire Music websites (the consent of parents/guardians will be sought for winners aged under 18).
8. Applications must be on the official form and supplemented by supporting documents. Application forms will need to be sent by post.
9. Application forms and supporting documents should be posted to:  
Mary Watkin  
Marketing and Development Manager  
Cambridgeshire Music, The Old School, Ermine Street North, Papworth Everard, Cambridgeshire, CB23 3RH
10. Applicants, whether successful or otherwise, will be able to apply again during subsequent award periods.

## **Notes on the Application Form:**

### **Section A – Your details**

All applicants will need to complete their name and address details in this section.

Please indicate whether you are applying as an individual, a music group or school, and complete the relevant part of the form, as follows:

Question 1: applies to individuals

Question 2: applies to music groups

Question 3: applies to schools

### **Section B – Your project**

Please give full details of the project for which you are seeking funding and supply supporting documents (eg pro-forma invoices). Please continue on a separate sheet, if necessary.

### **Section C – Eligibility**

Please ensure you can tick 'yes' to all the questions before you submit your form. Application forms will not be submitted to the Awards Committee unless all the eligibility criteria are met. Please remember to sign and date your application form.

### **Section D – Consent of a parent/guardian**

Applicants aged under 18 must ask their parent/guardian to approve their application by signing this section of the form.

### **Selection Process**

1. Decisions will be made by the Awards Committee based on the application form and supporting documents. There will be no interviews or auditions required.
2. The decision of the Awards Committee will be final and there will be no appeals procedure.
3. All applicants, successful or otherwise, will receive a letter to let them know the decision of the Awards Committee to their application.

**If you have any questions, please contact Mary Watkin, Marketing and Development Manager at Cambridgeshire Music on tel 01480 832857 or by email at [Mary.watkin@cambridgeshire.gov.uk](mailto:Mary.watkin@cambridgeshire.gov.uk)**