THE MUSIC LIBRARIES TRUST

# Application for funding to attend conference / training event

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

## PERSONAL DETAILS

Last Name . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Initials………………………….

Address for correspondence . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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Telephone number (day) . . . . . . . . . . . . . . . . . . . . . . . . . . . . (home) . . . . . . . . . . . . . . . . . . . . . . . . . . .

E-mail .........................................................................................................................................................

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## EVENT

Please indicate the event you wish to attend and clearly explain why you wish to attend, giving details of the benefits you hope to gain.

Title ……………………………………………………………………………………………………….

Date……………………………………

Location …………………………………………………………………………………………………..

Details:

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Please continue on a separate sheet if necessary.

## EMPLOYMENT

If you are employed, what is your present post?

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Employment address:

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Please list any previous posts (attach additional sheet if necessary)

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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 expected completion date.

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## FINANCIAL DETAILS

Recipients of bursaries from Music Libraries Trust will be expected to attend all sessions of the event. 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.

Estimate your costs for attending this event. Please itemise (e.g. course registration, lunch, travel etc).

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

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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 Bursary Secretary independently. The contact details of the Bursary Secretary are given at the end of this form.

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

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## REPORT

If you are attending a course or conference you will be required to submit a report of 1000 words in length. Music Libraries Trust will usually require this before processing claims (e.g. travel). Your report will be circulated to MLT trustees and bursary sponsors and may be published in full or excerpted online e.g. 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 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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

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Please send your completed form to Kirsty Morgan, MLT Bursary Secretary ([bursaries@musiclibrariestrust.org](mailto: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 Bursary 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 Bursary Administrator, Kirsty Morgan ([bursaries@musiclibrariestrust.org](mailto:bursaries@musiclibrariestrust.org)).