

**GUIDELINES FOR GRANTS ADMINISTERED BY
ORANGE MUSIC FOUNDATION LIMITED AS TRUSTEE**

An applicant may apply at any time in writing for funds under the trusteeship of Orange Music Foundation Limited. Applications will be considered by the Trustee at any one of its regular meetings in April, July and November. Orange Music Foundation Limited as Trustee will make a decision on each completed application by the last day of the month (April, July or November).

THE APPLICANT must be (as may be applicable):

1. the governing body of a corporate applicant or
2. an individual music student/teacher or a group-appointed representative (in the case of a student under the age of 18 years, a parent or guardian)

THE APPLICATION must:

1. be submitted on the grants application form
2. indicate the clear intent of increasing the knowledge, skills, facilities and experiences of students
3. indicate realistic and tangible outcomes for the applicant
4. demonstrate the applicant's capacity to manage the project
5. submit participating artists' resumes/profiles if applicable
6. attach, where the application involves other groups or organisations, official endorsement of the project by the participating party/parties in writing
7. undertake that sheet music used complies with current copyright laws
8. be for funding projects that begin not less than one and not more than twelve months from the date of the meeting at which they are to be considered
9. acknowledge the appropriate Trust in all materials, publications and programs related to the grant
10. invite a representative of Orange Music Foundation Limited as Trustee to attend every/any event funded under its trusteeship or arising as a culmination of a grant
11. prioritise applications if it has several applications before the Trustee

IN GENERAL ORANGE MUSIC FOUNDATION LIMITED grants are **not** to be used to fund:

1. ongoing core administration costs
2. infrastructure costs
3. core costs of organising and running competitions, prizes, awards or fund-raising events or projects
4. any part of normal curricula-based activities in schools or tertiary institutions
5. projects that have already commenced or been completed
6. projects and programs that have been completely funded from other sources
7. projects and programs for which funding has been sought from other sources (if such application is rejected, the project may become eligible)
8. programs and/or projects that do not benefit music students or music development

APPLICATION ACQUITTAL

1. the Trustee will assess the acquittal report with regard to its consistency with the application
2. the acquittal report of the project / activity must be provided to the Orange Music Foundation Limited within three months of the project's completion.
3. in the case of a grant to a corporate body, the acquittal report should be the responsibility of the governing board of the corporate applicant and be endorsed by its President and Treasurer.
4. relevant statistical information, including copies of participation rolls relating to the project, by staff and students, should be appended to the report.
5. photographs and media clippings should also be included in the acquittal documentation where available
6. in the case of instruments or other goods purchased, receipts must accompany the acquittal report

Enquiries:

**The Administrator OMF Limited P.O. Box 1302 Orange NSW 2800
Phone: (02) 63625070 Email: administrator@musictrusts.org.au**

For additional information on specific trusts under the Trusteeship of Orange Music Foundation Limited see SPECIFIC PURPOSES.

