

# **Auckland Foundation**

## **GLENFIELD MUSIC CENTRE FUND**

### **APPLICATION GUIDANCE NOTES**

## ABOUT THE GLENFIELD MUSIC CENTRE FUND

The Glenfield Music Centre Fund has been established to encourage the learning and appreciation of music by supporting music education programmes for young people. This fund is designed to assist schools in delivering high-quality music education and fostering a strong foundation in musical development for students.

### WHO CAN APPLY

#### Applications are open to:

- Primary and intermediate schools within the designated funding area.
- Schools offering music programmes, extracurricular music groups, or other music education initiatives.

**Please note: This fund is not available to individuals or private music tutors. Funding must be applied for by schools or music programmes affiliated with a school.**

### WHAT THE FUND DOES AND DOES NOT SUPPORT

**The Glenfield Music Centre Fund can be used to support a range of activities that enhance music education, including:**

- Music groups and ensembles.
- General music education programmes.
- Support for students in music-related activities.
- Instrument hire or purchase to facilitate student learning.
- Local music competitions or events.
- Term-based music education programmes.

#### What the Fund does not support:

- Individual applications (e.g., personal music lessons or scholarships).
- Programmes that fall outside the scope of music education for young people.
- Schools or programs that are not on the designated list provided by the donor.

### APPLICATION REQUIREMENTS

**Programmes applying for funding must submit an application that includes:**

- The purpose of the funding request.
- How the funds will be used.
- The amount requested. MAX: \$2,250
- The expected outcomes of the funded activity.
- The number of students who will benefit from the funding.
- A detailed budget outlining how the requested funds will be allocated.

## HOW TO APPLY

Applications must be submitted by DATE through the online submission form. Late applications may not be considered.

## ASSESSMENT PROCESS

Applications will be reviewed based on their alignment with the fund's purpose and the impact on music education.

## KEY DATES

<b>Monday 3rd March 2025</b>	Applications open at 9am
<b>Sunday 23rd March 2025</b>	Applications close at 5pm
<b>23rd-30th March 2025</b>	Review and decision-making
<b>Week of March 31st 2025</b>	Notification of decisions

Please note that Auckland Foundation may request to visit your organisation as part of the decision-making process if you have not received funding from Auckland Foundation before.

## GST

The grant will not attract GST by your organisation.

**If your organisation is GST registered**, the grant will not cover the GST component of any purchase of goods or services.

Please make sure you remove any GST (where applicable) when making your grant request, including from any budget you attach to your application. You will also need to make sure that your financial accountability is exclusive of GST.

## ACCOUNTABILITY

Grant recipients will be required to provide a full report, including evidence that the funds have been used for the purpose granted, **within 12 months** from payment of grants (unless otherwise agreed).

Successful grant recipients will be required to acknowledge both Auckland Foundation and The Glenfield Music Centre Fund for the grant received, and the purpose of that grant, in their newsletter, website, annual report and other relevant communications such as social media or events.

## ENQUIRIES

If you have any questions about The Glenfield Music Centre Fund, including any questions about the application process, please contact Auckland Foundation:

[info@aucklandfoundation.org.nz](mailto:info@aucklandfoundation.org.nz)