



RPS Instrument Purchase Grant Guidelines

The following guidelines are principally for music colleges but may be useful for applicants to read directly.

The Royal Philharmonic Society provides funding to conservatoire students to help them to purchase instruments of a quality appropriate for their professional training.

Principals are invited annually to put forward the names of selected, gifted students whose progress, in the opinion of the Principal and Head of Department, is being impeded by a poor instrument and who have limited financial resources available to them.

Due to limited funding, **priority is given to existing first year undergraduates** then to Juniors who are intending to take up a full time place next academic year. We can only consider grants for students at later stages of study in exceptional circumstances.

Priority is given to students needing to purchase a principal study instrument suitable to their needs at this stage in their development. We regret keyboard instruments cannot be considered. All applicants are required to demonstrate how else they have secured or are seeking funding elsewhere beyond their RPS application, and the panel will be more inclined to support those clearly making such efforts. Most grants will be between £750 and £1,500, and rarely exceed £4,000.

Please encourage your students to complete their form fully. They should type their answers into the form on the computer, rather than handwrite it, and return the saved file to you. We ask the college to take the lead in gathering references from the Principal, Head of Department and Instrumental Teacher and these should be individualised, about the student's specific need and ability: among many applications, generalised references do not help the students' case.

We cannot accept applications directly from students. Due to limited funding, each music college should put forward **no more than five** students for consideration.

Optimally each individual's application should be bound into one PDF (their application form first, followed by their corresponding references) using a free online merging tool such as <https://www.pdfmerge.com/>. The PDF should be named as follows:

RPS IPG Applicant's forename and surname

If for any reason, one or more of the references cannot be included in this way, you or the applicant should contact us on 020 7287 0019 or admin@philharmonicsociety.uk to let us know, well in advance of our closing date of Monday 3 June 2019.

The college must send completed application forms and references to admin@philharmonicsociety.uk no later than 5pm on Monday 3 June 2019.

TERMS & CONDITIONS

We aim to advise music colleges of the outcome before the end of the summer term. The Royal Philharmonic Society's decision is final. While the Society reserves the right to make additional enquiries about any of the applications it receives, it cannot enter into any other discussion or correspondence, nor give reasons for its decisions.

Instruments must be purchased within six months of a grant being approved, and the RPS informed as soon as the purchase is complete. The RPS reserves the right to withdraw a grant if the purchase has not been completed within six months, unless our prior approval has been obtained.

Payment of the grant will be made on completion of purchase, either to the student or the supplier as requested, on receipt of an invoice for the agreed instrument.

A grant may only be used for the purchase of the instrument stated in the application. If, for any reason, the student subsequently decides to purchase an alternative instrument, or if the price stated in the application changes, approval must first be obtained from the Society, who may need to reassess the grant made.

Payment for the new instrument must be made by one of the following options:

1. The grant recipient pays the seller for their instrument in full then sends the RPS a copy of the receipt as proof of the transaction. The grant will then be sent directly to the recipient.
2. The grant recipient pays the seller for their instrument, less the amount of their grant. The seller may then invoice the RPS for the balance. The invoice must clearly state the full purchase price of the instrument and confirm that the recipient has paid the remaining amount. The RPS will then pay the grant direct to the seller.

If the recipient is unable to pay by either of these methods, they must notify the Society well in advance of the purchase, so we may explore if any other options are possible.

Students using an instrument bought with the assistance of a grant from the RPS are expected to acknowledge this in their biographies and any printed programme for the duration of their studies.

Students receiving a grant will be given free Membership of the Royal Philharmonic Society for the following academic year.

If you have any queries, you may contact the RPS on 020 7287 0019 or admin@philharmonicsociety.uk