

**GUIDELINES REGARDING BURSARY APPLICATIONS  
For Guildhall Young Artists Norwich (GYAN)  
Academic Year 2023-24**

In addition to these guidelines, you should receive a document outlining our procedure and regulations together with a link to complete the online bursary application form. Decisions regarding fee bursaries are based on parental means, student ability and additionally, for existing students, on attendance and commitment. Bursaries awarded through GYAN usually range from £200 to £1,440 per annum. These awards are specifically to help towards GYAN course fees. The bursary assessment panel, of GYAN and Guildhall School staff, is not able to consider supporting extra studies or other costs such as travel and purchase of music.

The bursary assessment panel places a significant amount of importance on evidence of parents / carers trying to find funding from alternative sources. Our hope is that parents / carers will support any funding awarded by GYAN by researching and applying to a number of outside organisations. This can be a painstaking task but our experience shows that where there is a real need, funding can be found.

Since it is not possible to save a copy of the online form, we suggest that applicants make a note of the information entered as they work through the form, in case they wish to refer to this afterwards. Upon request, the information entered in the online form can be provided to parents / carers.

If you have a query concerning your application please do not hesitate to contact GYAN.

**Help with completing the GYAN Bursary Application Form**

**Part 1 – Information about the Student**

1. Please enter all the details requested.

**Part 2 – Information about the student's school or college**

2. Please enter the information requested about the school or college your child or young person currently attends and the school or college your child or young person will attend from September 2023 if different. For home-educated children please enter "Home Educated".
3. If your child attends a fee-paying school and the fees are paid by a school bursary or scholarship please note "YES" and state the amount.

**Part 3 – Information about the student's parents or carers**

4. Please complete this in respect of both parents / carers (if applicable). The definition of "parent" for the purposes of the bursary application is set out in Annex 1.
5. Please state whether the parents/carers are married, or have formed a civil partnership, or are divorced, separated or widowed, provide details of their employment or self-employment, and state whether either or both parents/carers receive the blind person's tax allowance.

**Part 4 – Parents / Carers' Income**

6. The amount of the award is dependent upon the gross (before tax) family income. Please enter all details as appropriate and provide documentary evidence.
7. Actual income should be declared for the financial or tax year ending 5 April 2023. Self-employed persons and others who have not finally agreed their incomes for that year with Her Majesty's Revenue & Customs (HMRC) should provide an estimate of income in that year. Persons who normally use an accounting year other than the "tax year" ending 5 April should state this fact and give the dates to which income declared refers. In these cases, the previous Financial Year would be the accounting year which ended before 5 April 2023.
8. As a general principle, gross income before tax should be declared.
  - a) Income from ALL sources must be declared, including any from sources outside the UK. No deductions should be made in respect of allowances made for tax purposes - specifically: personal allowances; pension or superannuation contributions; donations direct to charities; covenants; loan interest that qualifies for tax relief; redundancy payments; and income from abroad. The amount declared must include any amounts received as profit-related pay or foregone by virtue of a salary surrender scheme.
  - b) Members of the clergy must include any monies received for which they receive separate payments in addition to their stipend, e.g. for weddings, funerals etc. Members of the clergy are advised to contact the GYAN office for specific advice on the treatment of allowances and accommodation.
9. The amounts quoted for earned income should include:
  - a) the GROSS amount of salaries and wages, including any earnings from profit related pay, part-time employment and any sum received as bonus, commission etc, or paid by the employer as statutory sick pay, statutory maternity pay;
  - b) profits from a business or profession - at the amount of GROSS income as shown on a self-assessment return or as agreed by HMRC for the year in question (deductions should be made only in respect of capital allowances, losses and stock relief). The amount of any balancing charges or stock relief recovery charges should be included;
  - c) benefits in kind (free or subsidised housing, cars, mobile telephones or meals etc) at the amount agreed for tax purposes;
  - d) grants or allowances made toward boarding school fees.
10. If parents / carers enter an amount for earned income which is NET of employee's superannuation or other pension contributions, including additional voluntary contributions paid during the year, the total of those employee's contributions should be entered. Separate documentary evidence of those contributions may also be required.

11. The total amount received from any occupational pension(s) should be declared, except for any tax-free lump sum payments made from pension funds at the time of a parent's retirement.
12. The total amount received from the following taxable social security benefits should be entered:
  - the State pension;
  - Bereavement Allowance (replaced Widow's Pension from 9 April 2001);
  - Widowed Parent's Allowance (replaced Widowed Mother's Allowance from 9 April 2001, although this is still paid to widows whose entitlement arose before 9 April 2001);
  - TAXABLE Incapacity Benefit;
  - TAXABLE Income Support;
  - Carer's Allowance Supplement;
  - Contributions based Employment and Support Allowance;
  - Pensions payable under the Industrial Death Benefit scheme;
  - Carer's Allowance (formerly Invalid Care Allowance before 1 April 2003);
  - Jobseeker's Allowance;
  - Graduated retirement benefit;
  - Statutory Parental Bereavement Pay;
  - Statutory Sick Pay;
  - Statutory Maternity Pay;
  - Statutory Paternity Pay;
  - Statutory Adoption Pay;
  - Welfare Supplementary Payment payable pursuant to the loss of carer's allowance, contributory employment and support allowance (ESA), loss or reduction of income support, or reduction in Job Seekers Allowance (JSA);
  - Widow's pension paid to widows whose entitlement arose before 9 April 2001.
13. Sums received from the following **non-taxable social security benefits** should be entered separately, but will **not** count towards parents' relevant income:
  - Attendance Allowance;
  - Back to Work Bonus;
  - Bereavement Payment (replaced Widow's Payment from 9 April 2001);
  - Bereavement Support Payment;
  - Best Start Grant;
  - Discretionary Housing Payment;
  - Discretionary Support Award;
  - Child Benefit;
  - Child's Special Allowance;
  - Child Tax Credit;
  - Cold Weather Payments;
  - Council Tax Benefit;
  - Constant Attendance Allowance;
  - Disability Living Allowance;
  - Flexible support fund payment;
  - Funeral expense assistance;
  - Income related Employment and Support Allowance;
  - Exceptionally Severe Disablement Allowance;
  - Guardian's Allowance;

- Health in pregnancy grant;
  - Housing Benefit;
  - Incapacity Benefit for first 28 weeks of entitlement;
  - NON-TAXABLE Income Support;
  - Industrial Injuries Benefit;
  - Invalidity Benefit (replaced by Incapacity Benefit from April 1995 but still payable where invalidity commenced before April 1995);
  - In-work credit;
  - In-work emergency discretion fund payment;
  - In-work emergency fund payment;
  - Maternity Allowance;
  - Payment under a council tax reduction scheme;
  - Payments out of the Social Fund to people on low income;
  - Pensioner's Christmas Bonus;
  - Personal Independence Payment;
  - State Pension credit;
  - Reduced Earnings Allowance;
  - Retirement Allowance;
  - Return to work credit, including the self-employment credit;
  - Severe Disablement Allowance;
  - Universal Credit;
  - War Widow's pension;
  - Welfare supplement
  - Supplementary Payment payable pursuant to the **loss** of disability living allowance, or **reduction** in housing benefit, non-contributory employment and support allowance (ESA), state pension credit, working tax credit, state pension tax credit;
  - Winter Fuel payment;
  - Working Tax Credit;
  - Young Carer Grant.
14. Income from letting or sub-letting of property should be declared at the amount of the NET profit agreed with HMRC.
15. Some interest from savings in **Building Societies and banks** is taxable. The GROSS amount of any interest from savings actually received during the financial year should be entered.
16. All other investment income (e.g. interest on National Savings & Investments deposits; dividends; annuities) should be entered GROSS of tax. If tax was deducted at source, parents should add in the amount of tax paid or tax credit notified. The taxable amount only should be included where **income** is received under an insurance policy.
17. Parents **receiving** maintenance payments or child support under a court order or separation agreement or arrangements made by the Child Maintenance Service (CMS) or any predecessor body should enter the amount required to be paid in the year. If parents receiving such payments recover tax on the payments made, this should be declared. Any voluntary maintenance or child support payments received do not need to be declared.
18. Amounts entered as redundancy payments should include any sums received as redundancy payments (in excess of £30,000), "golden handshakes", etc.

19. The following types of income should be declared in Part 4 (under 'Any other income') but will not be included in the calculation of relevant income:
- a) Redundancy payments of up to £30,000. (Any payments exceeding that amount need to declare £30,000 under 'Any other income' and the remainder in the redundancy payment question);
  - b) the amount of any income in the form of a tuition fee loan, maintenance loan, maintenance grant, special support grant or disabled students' allowances that is received by a parent who is a student;
  - c) any allowance paid by an adoption agency under the Adoption and Children Act 2002 or previous similar enactment;
  - d) custodianship, residence or other allowances paid by the local authority under the Children Act 1989;
  - e) capital gains up to £12,300 (for each parent) for tax year 2022-23;
  - f) any amount paid in respect of foster children;
  - g) awards, scholarships, prizes and expenses including any received from the National Youth Dance Company or a National Youth Music Organisation.

**Part 5 – Dependent children and other relatives who normally live in the same household**

20. Please list all children, including the applicant, living in the household (including children who are students in further or higher education) who are wholly or mainly financially dependent on the parents / carers.
21. Also list other dependent relatives in the household. Please note that relatives are not regarded as dependent if they are in receipt of any of the benefits mentioned in Note 12. Spouses, civil partners and foster children are also not regarded as dependent.

**Part 6 – Maintenance payments made to dependents not living in the household**

22. Deductions from parents / carers' income are made for payments made under a court order or separation agreement or through the CMS (or any predecessor body). Please record the Net amount paid during the year. No deductions are made in respect of voluntary payments, and such payments should not be entered here.

**Part 7 – Declaration**

25. Both parents /carers (where appropriate) must sign the declaration. Failure to do so will delay or invalidate your application.

**Documentary evidence**

26. It is important to include the following documentary evidence with your application – this is to be emailed to [gyanorwich@gsmd.ac.uk](mailto:gyanorwich@gsmd.ac.uk) by the deadline stated on the bursary application form:
- a) the completed financial declaration showing parent/carer's income

- b) Documentary evidence of your income such as
  - i) P60(s)
  - ii) Benefits advice
  - iii) Final pay slip (March 2023)

27. GYAN may request further documentary evidence relating to your application and will contact you should this be necessary.

### **Guidelines on where further information on funding can be found**

- Most local libraries contain reference books which list trust funds
- The Internet e.g. try [www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commission)
- [Help Musicians UK](http://HelpMusiciansUK) (formerly known as Musicians Benevolent Fund) provide a resource for under 18s
- The 'Help Musicians' funding wizard: [www.helpmusicians.org.uk/creative-programme/funding-wizard](http://www.helpmusicians.org.uk/creative-programme/funding-wizard)
- Worth considering are: a) Awards for Young Musicians, applications to which can be made from November on their website [www.a-y-m.org.uk](http://www.a-y-m.org.uk) b) Future Talent, applications to which can be made via [www.futuretalent.org](http://www.futuretalent.org)
- Your employer or other companies.
- Ask your Local Education Authority for information and guidance.
- Always check the criteria before applying to trust funds. Some will be very specific regarding the type of students they will support. For example it is pointless applying to funds which only support undergraduate study.
- Do not leave it to the last minute. Many trust funds have closing dates between April and June for funding from September. If you miss these deadlines you will not be considered.
- If there is no specific application form, always state in your letter the amount your child's tuition fees will be for the year (we usually inform parents of these during February) and indicate the amount of funding required.
- Consider applying for funding in specific areas, other than for tuition fees, e.g. travel costs, music etc.

Annex 1

REFERENCES TO PARENTS / CARERS

1. For the purposes of this scheme, the term “parent” means the child’s mother (or a parent / guardian / carer by virtue of section 42 or 43 of the Human Fertilisation and Embryology Act 2008) and father where they live together (whether or not they are married to each other or have formed a civil partnership with each other) and the child normally lives with them in the same household, or the parents / carers are either the father or mother of the child with whom the child normally lives, and any spouse or civil partner of that parent / carer who normally lives with the parent / carer and child, or the parents / carers are the child’s guardian appointed in accordance with section 5 of the Children Act 1989 and any spouse or civil partner of that guardian who normally lives with the guardian and the child.
2. If none of paragraphs 1-3 applies, the parents / carers are the persons with whom the child lives in accordance with either a residence order made under section 8 of the Children Act 1989 or any court order (other than a residence order) which specifies who is to have actual custody or care and control of the child, and any spouse or civil partner of that person who normally lives with the person and the child.
3. If none of paragraphs 1-2 applies and where the child is not looked after by a local authority for the purposes of section 22(1) of the Children Act 1989, the parents / carers are the persons with whom the child normally resides in accordance with any informal care or fostering arrangement, and any spouse or civil partner of that person who normally lives with the person and the child.
4. If none of paragraphs 1-4 apply and the child
  - a) either has no parents / carers as defined above, or the school or centre for advanced training is satisfied that no such parents can be found, and
  - b) the child is either looked after by a local authority or provided with accommodation within the meaning of section 105(1) of the Children Act 1989,  
  
any reference to parents / carers means the authority or organisation which looks after, or provides accommodation for, the child. In these cases, the child is treated as one whose parents / carers have no income for the purposes of this scheme.
5. Where a child has been adopted, references to “parents” mean the adoptive parents and not the natural parents.
6. In all cases, the relevant date for deciding who should be considered as a parent / carer of the child is the date on which the application form is signed.