



## 2018 BURSARY APPLICATION: GUIDANCE NOTES

### C.V.

Please supply a current C.V. including your **nationality, voice type, training, and previous/upcoming engagements.**

This should be a maximum of **one single-sided A4 page** and should be supplied in C.V. format, **not** as a programme blurb or biography.

### SUPPORTING LETTERS

Please supply letters from two industry professionals in support of your specific project and/or broader artistic potential.

Examples of potential referees could include teachers, coaches, conductors, directors, and colleagues with established careers. They should not be friends or family members.

**Referees should not stand to benefit financially if your application is successful**, e.g. if you are applying for funds to study with a specific teacher, that teacher should not supply a reference.

Your referees are welcome to send their letters to us directly (via email or post) but please note we will not be responsible for following up on any letters not received by the deadline.

### EXAMPLE OF WORK

This **must** be supplied in the form of a link. **DO NOT SEND ATTACHMENTS AS THESE WILL NOT BE OPENED.** If the link requires a password (e.g. for a private YouTube video) then ensure you supply this.

For performers, audio or video are equally acceptable. For designers/directors, either an online portfolio or a video excerpt is acceptable. Applicants unsure about what to supply are welcome to contact us (0207 104 2057 / [info@operaawards.org](mailto:info@operaawards.org)) for guidance.

**Please supply only one link.** The panel will request additional examples if required.

### PURPOSE OF GRANT

In this section you should outline the way in which you would spend any funds granted, and how it will contribute to your professional development. **Be as detailed and specific as possible.**

If you are seeking a grant for a **specific project** – e.g. an audition tour, recital, recording – please set this out in detail, demonstrating the impact you believe it will have on your career.

If you are seeking **course fees**, please give details of the institution and specific course, and all fees associated (even if you are only seeking partial funding of these fees).

If you are seeking a grant for **general career development** please give specific examples of how you might spend funds granted and the areas of development on which you intend to focus – e.g. language coaching, auditions, professional materials, etc.

If you are seeking a grant for **living expenses** (e.g. rent, subsistence) please explain why you are unable to cover these by other means, and the impact that funding for these would have on your career development.

### **BUDGET: EXPENDITURE**

**Please set out in detail all expenses associated with the project/purpose for which you are seeking funding**, even if you are only seeking partial funding for these.

### **BUDGET: INCOME**

**Please set out in detail all confirmed and unconfirmed sources of income for the period covered by the grant.** This includes income from any part- or full-time work, family allowances, rental/investment income, and other grants and scholarships sought and/or received.

Please also detail any free training or other in-kind support which you have sought and/or been granted.

It is imperative that you give the panel a detailed and accurate picture of your financial situation, and of the efforts you have made to seek funding elsewhere. If any details are unclear, we may contact you for further clarification.

*If the space provided is insufficient for your budget you are welcome to include this as an additional sheet.*

### **ADDITIONAL MATERIALS**

There is no need to supply any further documentation (references, letters of admission, etc) unless it is specifically requested. Unsolicited additional materials will not be considered by the panel.