



Grant Guidelines

Guidance for funding applications.

OVERVIEW

SSPDT's grant funding aims to help schools and communities create and grow piping and drumming opportunities on a matched funding basis. Our process is designed to break down barriers and widen access, with a particular focus on challenging inequalities including but not limited to; socioeconomic and rural deprivation as well as gender inequality.

Please note:

- *Organisations that receive a grant towards tuition are expected to employ tutors or engage tutors on a self-employed basis. Tutors should be recruited openly, and competitively. SSPDT can help with recruitment.*
- *Grant recipients take responsibility for the safety and wellbeing of all involved in their project and must have relevant policies in place.*
- *Pipe bands funded by SSPDT are expected to work towards attending the Scottish Schools Pipe Band Championships*

What we will fund, on a matched basis:

- Costs of tuition, for up to three years, for chanter/pipes, and snare, bass and tenor drums, for state school pupils from P4 and above.
- We loan, rather than donate, bagpipes. There is a separate application form for the loan of bagpipes.
- Approved workshops promoting the objectives of the Trust.
- Contribution to travel costs for tutors in remote locations.
- Tuition that takes place within school hours, and band activities that take place within and after school hours, and on or off school premises.

What we will not fund:

- Chanters & drum pads
- Room hire
- Uniform

How much can you apply for?

SSPDT considers funding from £250 to £10,000 per year for a maximum of three years. In exceptional circumstances we may fund in excess of £10,000 per year. We generally require organisations to have additional project funding in place that matches, or exceeds the value of your SSPDT grant, i.e. we will fund up to 50% of your total project cost.

If your programme plans to offset most of the costs of tuition by charging for lessons, with a contingency fund for free or subsidised lessons for pupils on low incomes, SSPDT will provide one year start-up costs covering taster sessions and/ or a Kick Start weekend, a hardship fund, band practice costs and sometimes tutor travel costs.

Deadline for applications

There are no closing dates. You can apply any time. Grants' meetings, at which decisions are made, are held quarterly, so we need to receive your application at least 4 months before you'd like to receive your grant to give us time to assess it, tell you our decision, and start your grant if you are successful.

Who can apply?

You can apply if your organisation is a:

- community group linked to a school
- state school
- local authority
- pipe band association, pipe band, voluntary organisation, or charity. Please supply any available governing document and details of members of your governing body.
- independent school (We encourage collaboration between independent and state schools. Your SSPDT grant must benefit state school pupils, for example, by creating additional places at a workshop, by providing tuition, or by sharing resources.

When we assess your application, we'll consider:

- whether there is clear demand for your project
- socio-economic factors
- provision for piping and drumming in your area
- funding from other sources
- an active committee of local supporters
- the difference that a grant will make
- value for money
- plans to continue the project after the SSPDT grant ends
- geographic spread of SSPDT investment

What if my application is unsuccessful?

You can apply again to SSPDT but we would ask that you change or strengthen your application. One of our team will be happy to talk with you about your ideas.

Grant Application Process

1

- Contact SSPDT to discuss application if needed info@sspdt.org.uk
- Review **SSPDT Grant Guidelines** online.
- Ensure all documentation is ready and available for the application.

2

- Fully complete **Grant Application Form**
- Include any requested appendices by submission deadlines.

3

- Your application is reviewed within 4 weeks of submission.
- Decisions are communicated within 7 weeks of each submission deadline. unsuccessful applicants will be contacted directly.

4

- Successful applicants will be notified by email.
- Sign and return SSPDT Grant Agreement & review Grant Report Template.
- Funds are released in line with SSPDT Grant Agreement.

5

- Establish and implement robust monitoring in line with Grant Report Template.
- **Return Grant Report** in line with deadlines as outlined in your Grant Agreement.

APPLICATION DETAIL

Programme Description

Please ensure that you cover all these points, if they are relevant to your programme.

1. How do young people learn the pipes and drums currently in your area?
2. A high level summary of your project and what you hope to achieve.
3. Tell us, step by step, how you will achieve this, and your timeline. As part of your description please tell us about the following if you can:
 - a. **Management**
What is your management structure? How often do you/ will you meet? Please list the main people involved in your programme, noting what they can bring to it in terms of professional background, piping or drumming experience, and other relevant experience, and whether they are office bearers.
 - b. **Demand and support for your programme**
How do you know there is demand for, and support for your project amongst parents, teachers, pupils and community members? If you have consulted with individuals or groups please let us know.
 - c. **Instructors**
If the instructors have already been selected, please provide a copy of their CVs. Please confirm what level of the Curriculum for Excellence they could support pupils to achieve (up to Advanced Higher) and specify whether they are able to teach music theory, and whether they have experience of teaching PDQB qualifications.
If tutors have not been selected, how will you recruit them?
 - d. **Teaching**
How will pupils be taught? E.g. in or out of school, in pairs or groups (how many in a group), lesson length and frequency. What age will tuition start? Will lessons be available to all pupils or will pupils be selected to join the programme, and if so, how?
 - e. **Instruments**
How will the pupils be provided with chanters and drumpads/ sticks. How will pupils acquire bagpipes?
 - f. **Fees, charges and bursary/ subsidy.**
Will you charge fees for lessons or any other part of the programme, e.g. band practice? What will the charges be? How will you ensure that pupils on low incomes will be able to take part?
 - g. **Band practice/ clubs**
Do you run or are you planning an out of school club or band practice? Where and when will this take place and which tutors will support it?
 - h. **Competition of performance pipe band**
Do you run, or plan to have, a competing or only a performance pipe band? Provide details.
 - i. **Monitoring pupil progress, and reporting by tutors**
How will you know whether pupils are progressing? What methods and tools will you use to monitor progress? If you have examples please provide these.
How and when will tutors report to the management committee?
How and when will tutors feedback to parents and pupils?
 - j. **Sustainability**
How you plan to cover your costs after a grant from SSPDT ends?

BUDGET

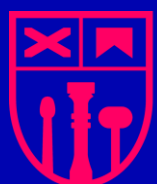
On an Excel spreadsheet please provide a budget showing all the costs and income for your project including, if relevant:

- Rate of pay for instructors x number of lessons x length of lessons = total tuition costs
- Tutor travel costs
- Instruments
- Uniform
- Kick Start weekend or taster sessions

Please indicate which income is secure, and which is provisional and if you are applying for a grant for more than one year, please provide figures for each year.

Submitting your application

Please email your application form and your budget on the Excel spreadsheet to: grants@sspdt.org.uk



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SCHOOLS PIPES
& DRUMS TRUST