

Crib Sheet

1. Personal Details:

- Permanent Address; Telephone; Mobile.
- Term-time Address; Telephone; Mobile.
- Email
- Nationality (you may be asked to send proof); Marital status (maiden name)

2. Proposed Course of Study: you can enter details of up to 2 institutions and also details for private study, short courses or masterclasses.

Name of intended institution(s) ; Details of private study; details of short courses or masterclasses

- Type of course (ie. pg full-time or pg part-time, length of short course / masterclass)
- Title of course
- Length of course & if longer than 1 year the year you are applying form
- Names of prospective teachers (if known)
- Whether or not you have been accepted onto your course (yes, no, application pending, audition pending etc.)

What you expect to achieve from further study? (Limited to 750 characters)

3. Please state your career aims: (Limited to 600 characters)

4. Musical & General Education & Experience:

Current institution of study

- Title of course
- Graduation date

Details of first/undergraduate degree (if you are already undertaking pg study)

- Name of institution
- Title of course studied
- Graduation date
- Class of degree achieved

Details of any other postgraduate study (if you are currently on a second pg course)

- *Name of institution*
- Title of course
- Graduation date
- Qualifications achieved

Details of what you are doing (if you are not currently studying at an institution)

- Work details (Limited to 300 characters)
- Details of private lessons? If so, with whom and how often?

Details of secondary school(s) and /or Junior Conservatoire(s) attended (space to enter up to 3); dates (mm/yy-mm/yy)

Details of current teachers & past teachers – space to enter up to 4; dates (mm/yy-mm/yy)

What has been the main focus of your tertiary education, including any prizes and awards won? (limited to 750 characters)

List the most significant public performances in the last 12 months, with dates (limited to 750 characters)

5. **Referees** (one from current teacher, and other from head of department or similar person – someone who is familiar with your playing (ie. has heard you perform recently) and your study plan)

- Name of person
- Position
- Contact details (telephone or email if you have them – not necessary)

6. **Financial information**

OUTGOINGS (*estimated for academic year for which you are applying*)

- Tuition fees
- Rent (over 10 months unless you have a 12 month contract)
- Maintenance (for 10 months of academic year)
- Travel (**only if applying for study outside of UK**)

INCOME (*estimated for academic year for which you are applying*)

- Scholarships (only if money is already promised)
- Family help
- Personal savings
- Teaching
- Non-musical employment
- Recital/orchestral work
- Other sources (only enter figures here if the funding is definite - **DO NOT** put in amounts for funding you have only applied for but not yet received!)

Student Debt & any other debts

- Amounts outstanding
- Repayment terms

What funding have you received in previous year?

- Space for up to 4 sources and amounts

In connection with this application, to whom have you already applied, or do you intend to apply, and with what results so far?

- Space for up to 6 sources (only enter figures if the amounts are confirmed - **DO NOT** put in amounts for funding you have only applied for but not yet received!)

7. **Any other information relevant to this application (conductors enter details of groups they work with or have formed)** (limited to 600 characters)

INSTRUMENTALISTS / SINGERS:

To accompany your application form, please submit **two MP3s:**

- Two works **contrasting in period & style**
- **Recorded within the last 3 months**
- **Up to 5 minutes each** and not exceeding **5Mb each**.
- **Submit by email** (two emails if necessary) to applications@munstertrust.org.uk .
- Include in the email - your **name, instrument/voice, the composer & the full title of the work**.
- **Do not submit two movements from the same work, or two pieces by the same composer.**
- **MP3s must be received by the CLOSING DATE (14th February) or your application will be rejected.**

Recording Information:

- **Recordings should be submitted in MP3 format only** – other formats (e.g. m4a, wma, cda etc.) will not be considered, and your application will be rejected.
- Please ensure that the **file is not 'protected'** and ensure that the **recording level**, and where appropriate the **balance** (e.g. between instrument & accompaniment) is suitable.
- **The music should begin immediately at the start of the MP3.** Please do not include long introductions by accompanying instruments or introduce yourself or the piece.
- **Live performances should have applause cut.** Please note, that for this purpose a live recording is not regarded as intrinsically better than a studio recording.
- Recording **should not be 'musically edited'** i.e. please submit a one-off performance.
- **A recording of a solo performance** (with or without keyboard accompaniment) is preferred to performances of chamber music or with orchestral accompaniment.
- **The recording submitted is assessed as a musical whole;** therefore applicants are advised not to include recordings in which the performance standard of any accompanying instrumental part/s is significantly lower than that of the applicant.
- **A poor quality recording will disadvantage your application.**
- All MP3s will be deleted from our server once the audition selection process has been completed.

COMPOSERS: DO NOT submit scores unless requested to do so.

CONDUCTORS:

- To accompany your application form, please supply a **VIDEO RECORDING** of yourself taking a rehearsal or performance (ensure it is not shot from behind i.e. we need to be able to see your face).
- It is also a condition of your application that you are able to notify us of a couple of dates when our Trustees would be able to attend a rehearsal or performance.
- We also require written proof of your achievements so far (eg. in the formation of a choir, orchestra etc.)
- **All of the above information must be received by the CLOSING DATE (14th February) or your application will be rejected.**