

**IMPORTANT INFORMATION ABOUT THIS REFERENCE FORM**

To ensure your reference is completed and saved correctly, we advise you download and save the form in a PDF reader (e.g Adobe) before you begin completing the answers.

If you open the application in a web browser and edit the form before saving it to your computer, your answers may not be saved.

If you are unable to complete the application on a computer please print the form, complete it by hand and then scan/take a photo to submit.

We cannot accept late or incomplete reference forms, so please ensure the form is completed in full and submitted before 1pm on the **22 January 2025**.

## Reference Form

Thank you for agreeing to provide a reference in support of your student's application for funding towards a musical instrument/equipment.

We can only accept reference forms that are submitted directly from the referee, so **please email this form to [umksoundfoundation@umusic.com](mailto:umksoundfoundation@umusic.com) by 1pm on 22 January 2025**. If this form does not reach us by the deadline, regrettably we cannot accept your student's application and they will not be considered for funding.

When you email the reference form, please ensure you include your student's name in the subject line of the email and let them know it has been submitted.

## Please complete all of the following questions

### Student Name:

I confirm that I am a certified music teacher and are therefore eligible to provide this reference. I am not related to the applicant, I provide them with regular music tuition and I am aware of the item the applicant wishes to purchase and I am in agreement with the item (s) chosen.

## Your Details

Full Name:

Address:

Telephone Number:

Email:

Profession:

Professional Music Qualification:

Where do you teach the applicant (i.e school/college/conservatoire/privately):

**Q1. What instrument do you teach the applicant?**

**Q2. How long have you been teaching the applicant?**

**Q3. How frequently do lessons take place?**

**Q4. What is the current musical level of the applicant? Please include details of any grade exams they have passed (or approximate musical level if grades are not being taken) and their performance abilities.**

**Q5. What instrument/equipment is the applicant currently using and how is it limiting their progress? How would the new instrument/equipment benefit the applicant's musical education?**

**Q6. Please supply any other useful additional information to support this application such as a) the applicant's musical aspirations and b) any relevant family circumstances etc**

**Declaration:** By submitting this form I confirm that I have read the Universal Music UK Sound Foundation (UMUKSF) privacy notice (available in full on the UMUKSF website and summarised below), and I consent to UMUKSF using any special category personal data provided as part of this reference for the purposes described in the privacy notice. If personal data about people other than the applicant is included in this reference I confirm that I have told those other people what personal data is included and I have shown them the summary of the privacy notice and they have consented to UMUKSF using their personal data for the purposes described in the privacy notice.

I hereby declare that the information I have provided above is true and correct:

**Print Name:**

**Date:**

### **Summary of the Privacy Notice**

To understand how Universal Music UK Sound Foundation will use the data provided with this reference please read the UMUKSF privacy notice. The privacy notice explains what personal data is, how UMUKSF collects and processes personal data, and summarises your rights relating to your personal data.

UMUKSF will use the personal data in this reference to:

- contact the referee for confirmation or clarification of the reference;
- consider the relevant application, and administer the grant if the application is successful;
- keep a record of the application; and
- for the other purposes explained in the privacy notice.

You can access the full privacy notice at [www.umuksoundfoundation.com](http://www.umuksoundfoundation.com) or by contacting UMUKSF by email [umuksoundfoundation@umusic.com](mailto:umuksoundfoundation@umusic.com), by post at Universal Music UK Sound Foundation, 4 Pancras Square, Kings Cross, London, N1C 4AG or by telephone at 0203 932 6101.