



APPLICATION FORM FOR INSTRUMENT LOAN

Please read the Conditions of Loan carefully before completing this form

A APPLICANT DETAILS

Name of applicant _____

Date of Birth _____

Permanent address _____

Tel _____

Mobile _____

Email _____

Term address (if different) _____

B PARENT(S), GUARDIAN OR OTHER GUARANTOR DETAILS

If the borrower's family is not resident in the UK an alternative UK guarantor **MUST** be given, see note 2F.

Name of parent(s), guardian(s) or guarantor _____

Permanent address _____

Tel (day) _____

Tel (eve) _____

Mobile _____

Email _____

Occupation(s) _____

Please state the gross annual income of your family £ _____ see notes 2B and 2C

In cases of extreme hardship, a bursary fund is available to cover some of the charges. Priority will be given to applicants demonstrating real financial need. The Scheme has a duty to ensure that instruments are being loaned on this principle and reserves the right to ask for substantiation of declared income. Please state overleaf, or separately, any other relevant information regarding financial commitments.

C INSTRUMENT DETAILS

What is your present instrument? _____

Make? _____ Size? _____ Approx. insurance value _____

What instrument would you like to borrow? _____ Size _____

Do you need a bow? _____ Approx. insurance value of your current bow _____

D EDUCATIONAL DETAILS

Name and address of school/college/university

Name and address of instrument teacher -
from whom a letter of reference **MUST** be sent

Email _____

Tel _____

CONDITIONS OF LOAN

1 LOAN POLICY

- a The Loan Scheme (hereafter referred to as 'the Scheme') is a registered charity set up to lend good quality instruments to promising students. The policy of the Scheme is to lend instruments to players of school age and to students, but not to professional players, on the basis of both musical ability and practical need.
- b Loans are made only to named individuals, and only when certain guarantees are given.
- c Loans are normally for a three-year period, but may be extended upon application.

2 APPLICATIONS

- a **A letter of recommendation from the applicant's teacher is an essential requirement.** This should indicate the standard reached, an assessment of progress to be anticipated during the period of the loan, and general support for the application.
- b **Applicants may be asked to provide details of family circumstances** relating to the need for an instrument loan. The Scheme reserves the right to request formal evidence of financial circumstances.
- c **The parent(s)/guarantor(s) must complete the financial details section.** If the applicant attends music college or university and is supporting themselves with **no help** from their parent(s), a letter from the parent(s) or guarantor(s) stating this must be attached.
- d **Applications are dealt with in strict confidence.** Information supplied by parents or teachers is used only in connection with the loan application.
- e **Applications cannot be accepted without a guarantor.** A parent or guardian must be named as guarantor if the applicant is under 18. If the applicant is over 18, a parent or other suitable guarantor must be named.
- f **If the borrower's family is not resident in the UK** an alternative UK guarantor **MUST** be given.

3 BORROWER CONDITIONS

- a Instruments must be collected and must be returned promptly in person by the borrower / parent(s) / guardian. If it is impossible to return an instrument in person, the Manager of the Scheme must be consulted for advice.
- b Borrowers will be required to return each year, on a form sent to them by the Scheme, a statement as to the use and condition of the instrument on loan.
- c Borrowers will be encouraged to participate in a programme which may include fundraising events and concerts sponsored by, or related, to the Scheme.
- d Each instrument will be lent with a case which must be returned with the instrument.
- e The availability of a suitable bow cannot be guaranteed.
- f If the loan is extended beyond three years, the borrower may be required to return the instrument to Little Benslow Hills to be checked by a consultant.

4 INSURANCE AND INSTRUMENT PROTECTION

- a An annual rental charge is made which covers insurance and administration. This is on a sliding scale reflecting the insured value of the instrument, with a minimum charge of £75 pa. Applicants and/or their guarantors are required to give an undertaking to pay these charges. In some cases, it is possible to arrange for the annual rental to be paid in instalments. A minimum deposit of £100 is also required; this is refundable upon the return of the instrument at the end of the loan, less any cost involved in restoring the instrument to the original condition.
- b In cases of extreme hardship, a bursary fund is available to cover some of the charges. Priority will be given to applicants demonstrating real financial need. The Scheme has a duty to ensure that instruments are being loaned on this principle and reserves the right to ask for substantiation of declared income. Only those with an annual income of less than £25,000 will be eligible to apply for a bursary.
- c The Scheme's insurance policy covers theft and accidental damage only. Borrowers must notify the Scheme immediately if an instrument has been stolen or damaged. It is the borrower's responsibility to replace strings, maintain peg adjustment and keep the instrument in good order (i.e. clean and free from rosin dust).
- d If the instrument needs a replacement bridge, sound post, or any other repair work, this must only be carried out by an approved maker or repairer, and be first authorised by the Scheme, who will need to accept an estimate from that repairer. **If a bow has been loaned and a rehair is necessary, this cost must be covered by the borrower.**
- e When the instrument is returned it should be returned exactly as loaned, and in the original case. Stringed instruments should be returned with a good set of matching strings, and violins and violas must have the original chin rest loaned with the instrument.

PLEASE SIGN OVERLEAF

In making this application we certify that the information given is true and correct, and that we have read, and accept, the Conditions of Loan. We undertake to make the payments required on time, to maintain the instrument in good playing condition and to notify the Scheme Administrator immediately, by contacting the Loan Scheme office, of any damage or accident to the instrument. We accept that we must return the instrument to Hitchin at our own expense on termination of the loan, or earlier if that should be required.

By signing this form we consent to having our details held on record. They will only be used in relation to the Loan Scheme's activities.

Signed (Applicant) _____ Date _____

Signed (Parent/Guardian or other Guarantor) _____ Date _____

N.B. Applications will not be processed until a letter of reference from the teacher of the instrument is received.

Please return this form, marking the envelope CONFIDENTIAL, together with your letter of reference to:

**Applications
Benslow Musical Instrument Loan Scheme
Little Benslow Hills
Benslow Lane
Hitchin
Hertfordshire
SG4 9RB**

**Tel: (01462) 420748 Fax: (01462) 440171
Email: loanscheme@benslow.org
Web: www.benslow.org**

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VAT Reg. No. 839 9251 89

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