

Thorntons Law LLP
Sir James Caird's Travelling Scholarships Trust
Scottish Charities Office No: 003423
www.cairdtrust.org.uk

Travelling Scholarships in Music

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If telephoning please ask for Mr C Gardiner/Miss Natalie Holden

Caird Travelling Music Scholarships are awarded to applicants who are travelling away from their home town to a place of study either in the UK or abroad. The Scholarships are generally for post graduate levels of study for those of outstanding musical ability; or for under graduate studies abroad for those of exceptional talent.

Awards of up to £3,500 can be made. The amount to be awarded is determined mainly in relation to the centre of study chosen and the nature of the work contemplated or the experience to be acquired. Applications to travel abroad will be favourably considered. Please see the Explanatory Memorandum for fuller details of the Scholarships.

The Administrative Note, Application Form and Referee Report Form required to make an application are available below or from Thorntons the Administrators of the Trust. All Applications must be lodged with the Administrators **no later than 31 January, 2024**. It is important for applicants to ensure that their applications, etc. are lodged as far in advance of that date as is possible as **no late Applications will be accepted**.

Applicants must have Scottish Nationality, i.e. born in Scotland or one parent or grandparent born in Scotland and evidence of this must be produced to the Administrators.

Auditions will be held in Glasgow and in addition there will be a limited number of auditions held in London but only for those applicants who cannot attend Glasgow.

All applicants must state in their covering letter with their Application Form where they would wish to be auditioned, bearing in mind that no expenses for attending auditions will be met by the Trustees. Those wishing to be auditioned in London must make it clear that they cannot attend Glasgow.

The Aims of the Trust

To provide scholarships for post graduate level students studying music away from their home town or for under graduate students of exceptional ability who also study music away from their home town.

Applicants, who may be of either sex, must be of Scottish nationality, i.e. either (a) having been born in Scotland or (b) if not born in Scotland having at least one parent or grandparent who was born in Scotland.

Administrative Note

Music Applications 2023/2024

You should have the Application Form for an Award in Music along with the explanatory Memorandum. If, after reading over the Memorandum you consider you are eligible to apply, you should complete the Application fully, sending it as soon as convenient along with relevant Birth Certificates (see below) for noting and returning. At the same time, you should enclose a letter (on A4 paper) setting out your aims and intentions. Also you should have 3 copies of the Referee Reports Forms so that you may pass these (or at least two of them) to your Referees for them to complete and forward to us.

Please note that the last date on which receipt of Applications will be accepted in this office is **31 January 2024**. It is also your responsibility to ensure that your Referees' Reports are also sent in by this date in order that all relevant information is available to the Advisory Committee when considering your Application.

In view of the ever increasing cost of study, particularly abroad, you are advised, if you have not already done so, to make application for financial assistance to other sources in addition to the Caird Trust as it is unlikely that this Trust will be able to meet the whole of your expenses. Awards generally range from £500 to £3,500 per year.

Your attention is particularly drawn to the following points when completing the Application Form:-

1. Clearly state your full name, address and date of birth.
2. Clearly state your instrument e.g. voice (including vocal category), violin, piano, etc.
3. Unless you have applied to this Trust before, you must send your Birth Certificate. If you were not born in Scotland, then the Birth Certificate of your parent or grandparent who was born in Scotland must also be lodged along with any linking Marriage and other linking Birth Certificates. All such Certificates will be returned immediately they have been noted. Please note only original (i.e. not photocopy) Certificates will suffice for this purpose. For those not born in Scotland, as well as your relevant parent's Birth Certificate showing he/she was born in Scotland, please also note it is a full version of your own Birth Certificate which shows that relevant Scottish parent's details which is required to establish the Scotland link; an "abbreviated" Certificate without that parent's details will not suffice. The same applies to your parent's Birth Certificate if he/she was also not born in Scotland, and you are linking back to a grandparent.
4. You must state, as accurately as possible, the estimated cost of the Course which you propose following.

Kindly answer each and every question on the Application Form as fully as possible, as well as supplying the above information without fail, and so save unnecessary correspondence.

In recent years too many Applicants have delayed lodging Application Forms until the last few days. Please be early as **LATE APPLICATIONS WILL NOT BE CONSIDERED**.

You will be notified if you have been selected for interview by around 10 March.

N.B. Please double check that each of the foregoing points are fully answered in the Application Form and/or Letter and ensure that references and Birth Certificates (where appropriate) are with the Administrators by 31 January 2024, as failure to ensure this will result in an application being rejected.

Explanatory Memorandum

Advisory Committee

Professor George Caird
Mr Hector Scott
Ms Patricia M MacMahon

Note: The Committee has power to co-opt additional members

Administrators & Secretaries

C Gardiner, Thorntons Law LLP,
Whitehall House, 33 Yeaman Shore,
Dundee, DD1 4BJ

TEL: 01382 229111 FAX: 01382 202288

1 Purposes Of Scholarships

By the Will of the late Mrs. Emma Grace Caird or Marryat, who was a sister of the late Sir James Caird Baronet of Dundee, a sum was appointed to be held in Trust for the foundation of Travelling Scholarships to be known as "Sir James Caird's Travelling Scholarships" in Music.

2 Eligibility

Applicants, who may be of either sex, must be of Scottish nationality, i.e. either (a) having been born in Scotland or (b) if not born in Scotland having at least one parent or grandparent who was born in Scotland.

3 Nature And Value Of Awards

Caird Scholarships are targeted generally at post graduate levels of study, or under graduate studies abroad for those of exceptional talent. The Scholarships are not intended to take the place of or supplement Scottish Education Department Students' Allowances or other awards derived from public funds which are designed to assist pupils of school-leaving age extend their studies at a Music Academy or College; nor are the Scholarships intended to supplement substantial awards from public or private sources.

Scholarships are only awarded to applicants who are travelling to a place of study away from their home town.

The amount to be awarded will be determined mainly in relation to the centre of study chosen and the nature of the work contemplated or the experience to be acquired. All relevant circumstances, including the financial position of the applicant, will be taken into consideration, particularly any other grants or awards obtained or earnings as a musician.

4 Tenure And Payment

Each Scholarship awarded will normally be tenable for one year, from 1 October, but may be renewed at the discretion of the Trustees for two further yearly periods, the maximum period during which a Scholarship may be held being three years. Each Scholar will be required to furnish the Trustees with periodical reports on his or her work, and these reports will be taken into account in considering applications for renewal of the Scholarships. Application Forms for renewal will be furnished by the Secretary on request.

Unless otherwise arranged, Scholarships will be paid, in two instalments, one-third in mid October, and two-thirds in mid January.

The Trustees reserve the right to suspend payment or to terminate the Scholarship at any time, if they are dissatisfied with the work or conduct of the scholar.

Scholars studying privately, rather than taking a course at a Music College, must provide receipts from their teachers as proof of attendance at such private lessons.

5 Conditions

Applicants must have received a good general education and must, in their application, give evidence of exceptional musical ability. Candidates may in addition be required to show a knowledge of the repertoire of their instruments and of standard composition in other fields of musical activity.

Those applicants who are chosen to appear before the Advisory Committee for Interview and Audition may be required to play or sing the whole or parts of up to three pieces of their own selection, contrasting in period and style, which should be within their capabilities, and should preferably be performed from memory. Composers must submit some of their recent compositions.

Failure to perform from memory may be taken into account by the Advisory Committee.

Composers and conductors will be expected to give evidence of their ability to read from any standard form of score for vocal, chamber or orchestral music.

Composers, if selected for audition, must submit their Compositions and/or Tape Recordings to the Committee per the Administrators at least ten days before the auditions.

All applicants should outline, as definitely as possible, in their applications the nature of the study they would like to undertake, should they be successful in obtaining a Scholarship. They should state where and with whom they wish to study.

ALL APPLICANTS SHOULD ARRANGE THEIR OWN ACCOMPANIST.

6 Discretionary Powers Of Trustees

The Trustees may, in their discretion, make no award of any or all of the Scholarships available.

7 Reports

Reports on the work undertaken by each Scholar will be called for in advance of the payment of each instalment of the grant.

8 Information And Applications

Further information can be obtained from the Administrators, who will also supply copies of the application forms. All applications must be submitted on the prescribed form and must be forwarded to Mr C Gardiner, Thorntons Law LLP., Whitehall House, 33 Yeaman Shore, Dundee, DD1 4BJ, the Administrators of the

Trust. They must reach them by **31 January 2024 at latest**. The instructions given on the form must be complied with and the information indicated must be supplied.

9 Interview And Audition

Applicants selected for interview will be asked to meet the Advisory Committee to audition. No travelling expenses will be paid by the Trust. The audition will be in either Glasgow or London as advised by the Administrators. Applications to undertake the Music Theatre Course at the Royal Academy of Music may be referred to the Principal of that Academy, who may be asked to nominate 2 applicants for audition by the Advisory Committee.

10 Representations To Members Of Advisory Committee

Members of the Advisory Committee cannot consider representations made to them personally on behalf of individual applicants, but only the documents submitted to them officially through the Administrators, to whom all communications must be addressed.

Scheme of Work - Guidelines

1. Detail course of study, and centre(s) where being pursued.
2. Detail main classes/tuition being undertaken in course of study.
3. Detail hours to be spent per each main activity per week.
4. Detail practical experience work/auditions/concert being undertaken, and hours to be spent thereon.
5. Detail hours to be spent in practice, and main area(s) of practice.
6. Detail future intentions.
7. Detail any other matters you feel will be relevant to the Committee
8. If your course/arrangements have changed since your Application and/or Audition, please comment as fully as need be on reasons, proposed new arrangements etc.
9. Please return the Scheme by 31 August at latest. Failure to do so will result in payment being delayed.
10. Please complete the Scheme in black ink on one side only, any extra pages should be on A4 paper in black ink on one side only.

2023/2024 Application Form

An Award in Music for Post Graduate Study

(or for Undergraduate studies abroad, for those of exceptional talent)

This form, duly filled up, and accompanied by a separate letter containing a full account of the aims and intentions of the applicant, must be returned **(to arrive no later than 31 January 2024)** to Gardiner, Thorntons Law LLP, Whitehall House, 33 Yeaman Shore, Dundee, DD1 4BJ, the Administrators of the Trust. The letter should include any statement which the applicant may desire to make as to his or her financial circumstances. **Any applications received after 31 January will not be considered.**

1.	Name in full (surname first)	
2.	(a) Present address in full (b) Home address (if not as above) <i>(Any change in address should at once be communicated to the Administrators)</i> (c) Contact telephone number & email address	
3.	Age, giving date and place of birth. <i>(Original Birth Certificate to be attached unless previously exhibited. Give an indication as to how this will be forwarded if not attached. THIS MUST BE RECEIVED BY 31 JANUARY 2024)</i>	
4.	(a) Scottish parent's or grandparent's name, occupation, place of birth, and nationality at birth. <i>(See Administrative Note 3 re Birth etc. Certificate requirements)</i> (b) Name and address of relative or other person with whom if Scholarship awarded applicant would wish the Trustees to communicate should the necessity arise.	

5.	<p>School, recreations etc:-</p> <p>(a) State schools in order, giving dates of entering and leaving.</p> <p>(b) State the passes held in the Leaving Certificate or Scottish Certificate of Education Examinations or in any other recognised public examination admitting to the tertiary sector, specifying the date in each case.</p> <p>(c) State recreations and other interests.</p>	
6.	<p>(a) State University, College, etc., attended (if any).</p> <p>(b) State degrees or diplomas with dates.</p> <p>(c) Any distinction gained.</p>	
7.	<p>Teachers of Music</p> <p>State names of your principal study teachers during the past five years, with dates of commencement and close of tuition.</p>	
8.	<p>Please state whether instrument, voice or other</p> <p>(if voice, give Vocal Category)</p>	
9.	<p>Give particulars of:</p> <p>(a) Any concert appearance, mentioning the works performed.</p> <p>(b) Principal works studied during the past year.</p>	
10	<p>Does applicant hold or expect to hold any award of a Scholarship nature, or does applicant intend to carry out any work for which remuneration will be received?</p>	

	If so, state the nature of the duties involved, the time to be devoted to them, and the emoluments.	
11	<p>Proposed course of study and name of institution, centre or centres at which it would be pursued. The programme should be as definite as possible. An opportunity may be given to discuss this intended course with the Advisory Committee.</p> <p><i>(Note:- Should your proposals alter between submission of this application and your Audition you must bring to the Audition details including costings of your altered scheme for the Advisory Committee's consideration)</i></p>	
12	Estimated cost of proposed Course-fees, subsistence, and travel where applicable.	
13	<p>Names and addresses of two or three referees from whom further information may be obtained and who have expressed their willingness to be consulted by the Advisory Committee. The referees should be musicians, one being the applicant's principal teacher, and one being <i>either</i> the Head of the Institute which applicant attends <i>or</i> a Head of Department of the Music Staff of that Institution.</p>	<p>NB: The Referee Report Forms must be given to your Referees for completion and return to the Administrators by 31 January.</p>

14	<p>Auditions for 2024 (Government Restrictions permitting)</p> <p>Indicate preference by stating 1,2, and 3.</p> <p>TBC - Glasgow</p> <p>TBC - Glasgow</p> <p>TBC - London</p>	<div style="border: 1px solid black; padding: 10px;"> <p>PLEASE NOTE</p> <p>1. You may not be given your first choice for audition – due to time restrictions.</p> <p>2. If Government restrictions do not allow for physical auditions, there will be an online audition process and you will be given details of this.</p> </div>
15	<p>Have you applied previously to this Trust?</p> <p>If so, state when, and with what result including details of all awards already received from this Trust. (NB: <i>a maximum of 3 years support is given</i>):</p>	
16	<p>By signing the application form you are certifying that to the Trustees that you are resident in the United Kingdom for tax purposes and that you are not resident for tax purposes in any other jurisdiction. If, however, you are tax resident in another jurisdiction, please advise us of which country and please detail your tax reference number there below. When such information is given, the Trust has a legal duty to report any payment to the relevant Tax Authorities in certain overseas jurisdictions.</p>	<p>Tax Jurisdiction:</p> <p>_____</p> <p>Tax Reference Number:</p> <p>_____</p>

Signature _____

Date _____

NB: This application form should be accompanied by:

1. Letter setting out a full account of your aims and intentions, including financial circumstances.
(A4 paper single side only please).
2. Your original Birth Certificate establishing Scottish nationality (and that of parents/grandparent if applicable – see Advisory Note 3) unless you have applied to this Trust previously.
3. In addition, you must ensure your Referee Reports arrive by **31 January 2024**.

PRIVATE AND CONFIDENTIAL

Referee Report in Support of Application

.....
(Student's name)

By:.....
(Name of Referee)

Kindly report on progress and attitude to work:
regularity of attendances, and any other relevant
information which would be of interest to the Trustees.

(Signature of Referee)	
(Designation of Referee e.g. Department Head, Course Tutor etc)	
(Date)	

To be sent to Mr C Gardiner at the address below by 31 January 2024.

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