



THE HUMPHRIES PARKER SMITH ASSISTANCE FUND

BACKGROUND

The Humphries/Parker/Smith Assistance Fund was established by the Australian National Council of Orff Schulwerk (ANCOS) in 2002 to honour Diana Humphries, Lorna Parker and Keith Smith for their work in the establishment and development of the Schulwerk in Australia. The Fund offers financial assistance to members of ANCOS who wish to do special creative projects or studies related to the Schulwerk. It is reserved for uses and benefits associated with the Orff-Schulwerk movement.

Applicants must have been ANCOS members of good standing through their state associations for at least 3 years prior to the application.

ANCOS FUNDS EVALUATION CRITERIA

(For committee use only)

APPLICATION NUMBER _____

PURPOSE OF GRANT _____

AMOUNT REQUESTED _____

AMOUNT GRANTED _____

	Possible Score	Actual Score	Comments
PURPOSE OF GRANT Well thought out? Interest in ANCOS?	/10		
PROFESSIONAL EXPERIENCE/ACTIVITIES	/10		
REFERENCES	/10		
POTENTIAL TO ANCOS	/10		
GUIDELINES	/10		
TOTAL SCORE	/50		

Humphries Parker Smith Assistance Fund – ANCOS

Guidelines and Policy for Applicants

The Fund will provide financial aid to persons who are interested in furthering the growth of Orff Schulwerk in Australia and putting it more into the public eye. These persons must need financial aid to further their education in Orff Schulwerk, OR to develop a valid, creative project.

- The funds must be used for training or special creative projects.
- The applicant must be a current member of the Australian National Council of Orff Schulwerk and must have been a member of good and long standing (at least 3 years) prior to the application.
- The applicant must be a citizen of Australia, or have resided in Australia for the last five years.
- The applicant must demonstrate the value of the project through reports and/or provision of workshops/papers at both state and national level.
- Reports from successful applicants are available on website.

Application procedure

Your application must be **typed clearly** and completed and returned to the secretary of ANCOS no later than **31st May**, so that the ANCOS committee can review the application. The pages and forms to be included in your application are as follows:

HPS 1.1 Personal information – see attached

You may include a one-page resume in lieu of the professional experience and education section.

HPS 1.2 Character Reference Letters – 3 to be included which cover the following topics:

(Give a copy of the reference page to each person who is to write a letter for you)

- a). Knowledge of subject matter and teaching ability
- b). Relationships i.e. with supervisors, colleges, students
- c). Work ethic: industry, follow-through, and responsibility
- d). Evidence of interest or past experience in working with students

HPS 1.3 Description of the project (you may use your own form)

Please describe the nature and purpose of this project, as well as its immediate and subsequent value to you and the population you represent/teach, and to ANCOS. Your statement should be no longer than one A4 page in order to facilitate the committee in its evaluation of your request.

HPS 1.4 Financial Statement – to be attached

You must submit a proposed budget. The funding awarded will depend on funds available from ANCOS.

HPS 1.5 Agreement – Please sign and return with the application

Further conditions

- Members of the HPS Grant Committee are ineligible to apply.
- The Grant committee will include two members of the ANCOS executive and one external member.
- If funded, a report should be completed by 30th September of the award year. This (or an edited version) may be printed in *Musicworks* or published on the website.
- If the funds are awarded, a follow-up report should be sent to the Secretary of ANCOS thirty (30) days after the completion of the training project.
- Funds will not be awarded to the same person more than once in three years. If a request has been denied, a person may apply again the following year.
- If funded and the grant is for training/project, then a cheque will be sent to the individual on October 1. The Grantee is responsible for keeping receipts for expenses for their own tax return.
- Financial Statements must be sent to the ANCOS Treasurer no later than the 15th Sept.
- The committee reserves the right not to award the grant.
- The committee's decisions are final and no correspondence will be entered into.

Applications should be sent directly to: ANCOS, **Humphries Parker Smith Assistance Fund**, P.O. Box 4014, McKinnon, VIC 3204, to arrive before 31 May

Humphries Parker Smith Assistance Fund – ANCOS

HPS1.1 PERSONAL INFORMATION**AUSTRALIAN COUNCIL OF ORFF SCHULWERK**

Creative Music and Movement Education
 ANCOS, P.O. Box 4014, McKinnon VIC 3204

Please submit this form together with three references, including one from someone with knowledge of your work or experience in Orff Schulwerk practice.

Humphries Parker Smith Fund – ANCOS

(Only typed and complete applications will be accepted. Confine your response to the space provided)

Part I

NAME _____	DATE _____
ADDRESS _____	STATE _____
_____	P'CODE _____
EMAIL _____	MOB _____

Part II

PLACE OF EMPLOYMENT _____	
BUSINESS PHONE _____	HOME PHONE _____
PURPOSE OF GRANT _____	LOCATION _____
AMOUNT REQUESTED _____	
Australian Citizen? _____ How long? _____ If not, please list countries of residency for the last FIVE years on the back of this page.	
ANCOS/State Association member? _____ Which state? _____	
How long? (Student membership may be included) _____	

Part III

<p>PROFESSIONAL EXPERIENCE: (List most recent first. Include job title and dates of employment).</p> <p>EDUCATION: (List most recent first. Include dates, degrees attained and specialised Orff teacher training.)</p> <p>OTHER PROFESSIONAL ACTIVITIES: (Professional Associations, Performing Groups, etc)</p>
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Humphries Parker Smith Assistance Fund – ANCOS**HPS1.2 CHARACTER REFERENCE** (to be supplied by 3 referees)

NAME OF APPLICANT _____

DATE _____

Please comment in your typed letter about the following for this person:

1. Knowledge of subject matter and teaching ability;
2. Relationships – i.e. supervisors, colleagues, students;
3. Work Ethic: industry, follow through, responsibility;
4. Experience with the Orff Schulwerk approach;
5. Please give your Title/Position and a phone number where you may be contacted when signing the letter.

Letters should be included with application.

HPS 1.3 DESCRIPTION OF THE PROJECT

(You may type your own form for this page)

Please detail the nature and purpose of the training/project, and its immediate and subsequent value to you, the group you teach, and to ANCOS. Make your statement as complete and concise as possible to help the committee in its evaluation of your request.

HPS 1.4 FINANCIAL STATEMENT

To be attached. You must submit a proposed budget. The budget must include a clear outline of how the money will be spent. The funding will depend on monies available in the Fund at the time of application.

HPS 1.5 AGREEMENT

If a grant is awarded, I agree to:

1. Have my name announced in *Musicworks* (the ANCOS journal), state bulletins and at the ANCOS National Conference.
2. Send a copy of the course transcript, certification or verification of the project to ANCOS within twelve months of notification of receiving the grant.
3. Send a report summarising my grant experiences to the Secretary of ANCOS within thirty days after the completion of the project. This may be printed in *Musicworks*.
4. Submit a financial acquittal with my final report.

Please sign the agreement and include it with the application form.

Signature _____

Date _____

N.B. All information provided will be treated confidentially.