

Fast Track

Application Guidance

This guide is here to help you fill in your application for support.

The questions you will answer are shown in the left column, and the right column explains how to answer them.

Our application form changes based on the answers you give. This means you may not see every question listed in this guide. We do this to save you time and make sure you only have to give information that matters.

If you need any help with your application, please contact our team:

 support@helpmusicians.org.uk

 020 7239 9101

Application question	How to answer the question
Tell us about your activity Use these prompts to help you:- • What exactly will you spend your Fast Track grant on? • When will you do this activity (or when will you use the equipment or software you are purchasing)? • Who else – organisations or people – will be involved in this activity, and why have you chosen to work with them? • How will this project/activity/equipment/software be used by you to help you create, perform, share, produce music that you wouldn't be able to without it?	We want you to expand on what you will be spending the Fast Track funding on. Fast Track is all about pushing your career forward by helping to fund something specific – and so we want you to provide the specifics. Some tips for how to answer this question: • You have 500 words for this question, try to provide as much detail as possible on what you want to spend the funds on – for example, if you are purchasing equipment, what is the specific model? • Make sure you justify the specific choices you are making- why have you chosen this specific equipment? Why are you working with this particular collaborator? • Describe how this specific spend will directly help your music work right now e.g. what will you do with the equipment or training

Tell us about you and your music Use these prompts to help you: • What is your vision for your music and your music career? • What have been the biggest highlights in your music career so far? • How have you been generating momentum in your music career recently, and why is now a good time to receive this grant?	We want to understand what your music career looks like right now, and what you have done to build your career so far. This will help us understand why the right time for us to support is now. Some tips for how to answer this section: • Be specific: for example, if you include a performance as one of your career highlights, give us the date and venue of the performance (and ticket sales if you can) • Tell us about the impact of your career highlights – did you grow your audience? If so by how much? Did you get any press, radio or industry interest? • Focus on your recent career (last 6–12 months), and tell us why you think now is the right time in your career for this support, (e.g. instead of a year earlier or later)?
Tell us about where you want to get to Use these prompts to help you: • What would you like your music career to look like in 12 months? • How will the Fast Track grant help you to achieve this? • How do you think the Fast Track grant will help you grow your music income and career beyond the next 12 months?	We want to know where you want your career to go. Please expand on the career goals which cited above. Some tips on this section: • Do not put completing an activity you are applying for as one of your career goals – our support should help you reach your goals, not be a goal itself. • Try to break down your long-term goals into steps. For example, if your goal is to build a sustainable career as a producer, what are the short-term goals you need to achieve in the next 12 months to progress toward this. • Try to be specific and detailed: where are you at with this goal right now, where specifically do you want to get to, and is there a way you can measure this goal.

What is the total cost of your activity?	If you are applying for a training course that cost £1000, you should write £1000 here. If you are applying for multiple things such as studio time and musicians' fees, you should add up the total expenditure and write the total figure here.
Is this cost estimated or confirmed?	Tell us whether you have estimated this total cost, or whether it is a confirmed fee or quote.
Is the total cost of the planned activity or purchase the Fast Track grant will support more than £5,000?	Tell us whether the total cost of your plans will be more than £5000 or less than £5000.
If yes, Help Musicians are not usually able to support an activity for which our investment makes up less than 10% of the overall budget. Please explain why the support provided by Help Musicians will be critical for your overall project.	Tell us how the £500 Fast Track award will mean you can deliver your project, when the total costs of your project exceed £5000. You should consider exactly what this money will enable you to do and why it is important you are supported.
Please tick any other funds you are using alongside Fast Track to pay for this purchase/activity	If your total costs exceed £500, please tell us how you are planning on funding the rest of your planned activity.
Will this activity be started and completed within 6 months from your application submission date?	Consider when you plan to start your project and how long it will take, and then tell us if it will be within 6 months from when you submitted your application.
How much are you applying for from Fast Track? £0.00	Tell us exactly how much you are applying for. This should be rounded up to the nearest pound. The maximum you can apply for is £500.

Please complete the budget table to show how you will use your Fast Track grant.	You should press the button that says £ Add Budget Information. This opens a pop out window. The first section is for your project's income. This is where you list all the money that will go into the project. Click the + button on the left to add each income source. • Amount: add the amount requested or you expect to receive • Source: write where the money is coming from (savings, friends and family, crowd funder, grant from a funder) • Notes: include any other information, such as how you calculated any projected income • Status: tell us if this funding is confirmed (you definitely have it) or projected (it is an estimate of what you will receive) The second section is for your project's spending. Here, you list everything you will spend money on during your activity. Click the + button on the left to add each expenditure item. • Amount: give the cost • Item: detail what is being paid for • Funding source: show which items Help Musicians would cover • Notes: give details of the spend, such as who the money is going to or where equipment will be purchased from Your final total should be zero. This means the total money coming into the project must match the total money you are planning to spend.
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