

# A guide to making an application for assistance

## Getting started

---

### Step 1

Click 'Start An Application'

### Step 2

Select 'Apply Now' under Health & Welfare - Support



### Step 3

Click 'New grant - continue'

**Tip:** Ensure you save your application as you go.

**Tip:** If the font size is too small, you can zoom in using your internet browser.

## Contact Information

---

Your contact details have been automatically inputted to the application form.

Select your marital status from the drop-down list provided. If you select that you are married, living with partner or in a civil partnership then you will be asked to provide their full name and date of birth:

▼ Additional Contact Details

\* Marital Status

Married ▼

Please state how many child dependents you have in your household

Please Select ▼ ?

Partner's Full Name

\_\_\_\_\_

Partner's Date of Birth

dd/mm/yyyy 📅

Please select the number of child dependents (any individual aged 18 years of age or under) in your household. This information ensures that we consider offering an appropriate level of support.

## Co-applicants and collaborators

This section allows you to invite others to support you to fill in or to review, your application.

**Co-applicants** will have full access to edit the application but will not be able to submit.

**Collaborators** can only view the application, they cannot edit any fields.

If you do not wish to nominate an individual, then please select 'no'.

If you select 'yes', click the 'invite Co-applicants/Collaborators' button to show this pop-up:

Invitations

Prefix	First Name	Last Name	Email	Role	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select One --	Draft

After entering their details, click 'invite' and they will be sent an email to log into the portal to assist with your application.

Select the level of correspondence you prefer:

### I would like to nominate this person to carry out the following

- Apply on my behalf
- Talk to Help Musicians about my application
- Talk to Help Musicians about my support
- I would like the person to be the sole contact for my case
- I would like to be included in all correspondence about my case

## Reference

*As we are a non-membership organisation, we usually write to a colleague to confirm your music career to date. We will not share any sensitive information contained in your application with your chosen referee. Please note that your chosen referee cannot be a family member or partner.*

- 1 Please enter your chosen referee's details in the boxes provided. Your chosen referee should not be a family member.

Click 'next'

NEXT >

## Application

- 1 Select your main musical discipline from the dropdown list
- 2 Select the length of your career in music to date.

If you select **less than two years**, we may be able to help you access healthcare quickly by supporting you with a grant of up to £1,000 towards the costs.

For this area of our support we ask for the following information:

- Your career in music – this is an overview of your career to date. Please tell us about your previous releases, gigs performed, length of time working in music, and background information about your career in music
- The health problem you are currently experiencing and the impact it is having on your career in music – please outline how your health issue is impacting on your ability to work and earn an income
- Have you discussed your current health situation with the British Association for Performing Arts Medicine (BAPAM)?

### **Who are BAPAM?**

BAPAM deliver expert health and wellbeing services for those in the performing arts. Help Musicians partners with BAPAM to provide expert support to musicians in need.

*If you have already had a consultation with BAPAM then please upload your clinician's letter to the 'attachments' section of your application. If you have not yet spoken to BAPAM then we encourage you to speak with a member of our team on 020 7239 9103 and we will be able to assist with the most appropriate next steps.*

**If you select 'I am a student' we may be able to help you access healthcare quickly by supporting you with a grant of up to £1,000 towards the costs.**

For this area of support we ask for the following information:

- Place of study – the University, conservatoire, or college where you are currently studying
- Course title – the name of your course
- Course length – the total number of years that your course will run for
- Current year of study – the year that you are currently completing (for example 1st, 2nd, 3rd)
- Have you discussed your situation with your Student Services – many music colleges offer assistance to students suffering from performance-related health problems and we expect students to access any help available from their college before applying
- Are you receiving any support regarding your performance-related health problem from your college – we like to ensure that our support complements the wider help that you may be receiving from your place of study
- Are you applying to us due to a physical and/or mental health issue? If yes, then we please provide a detailed explanation of your current situation. Upload any letters or documentation from healthcare practitioners (such as GP, Social Services, and Occupational Therapist, for example) in the 'attachments' section
- Have you discussed your current health situation with the British Association for Performing Arts Medicine (BAPAM)? BAPAM are a charity who deliver expert health and wellbeing services for those working in the performing arts, we work closely with them to deliver this area of our support.

*If you have already had a consultation with BAPAM then please upload your clinician's letter to the 'attachments' section of your application. If you have not yet spoken to BAPAM then we encourage you to speak with a member of our team on 020 7239 9103 and we will be able to assist with the most appropriate next steps.*

**If you have been working in music for over 2 years:**

- 3** Select your highest level of education from the dropdown list (optional question)
- 4** Select your current employment status from the dropdown list. If you select 'other' then you will have the option to explain more in a text box
- 5** Employment history. If you have a CV then this can be attached in the attachment section at the end of the application. Please include below any online information (links, social media account) that you feel may support your application

- 6 If you have applied to another organisation (e.g. Royal Society of Musicians, PRS for Music Members Fund and the Royal Variety Charity), please answer yes on the dropdown list. You can click on the '+' symbol to add multiple organisations and the help received:

Please provide details of the other organisations you have received help from

Date	Organisation	Help received	
14/07/2021 	PRS Members Fund	£1000	
21/07/2021 	Royal Society of Musician	£750	
28/07/2021 	Royal Variety Charity	£750	
			

If you have applied but are still awaiting the outcome of your application, please put TBC in the Help Received column.

- 7 If you are applying due to physical or mental health then select 'yes' from the dropdown. You will then be taken to a box to write information about your current situation.

Please note that you are encouraged to attach medical letters or documents in the attachment section at the end of the application form.

- 8 Please tell us about your current situation in the text box provided:

We understand that it is not just health issues that can affect a musician's ability to perform. Difficulties with housing, benefits and mobility can make it hard to maintain professional commitments. Please tell us if you might require support with non-health related issues. If we are unable to help, we might be able to signpost you to an organisation who can.

Click 'next' at the bottom right of the screen to be taken to the 'finances' section:

NEXT >

## Finances

This section helps us to gain an understanding of your current financial situation.

You will not be required to fill in this section of the form if you are a student or have a career of less than two years.

### Income and Expenditure

As our help is means tested, you must confirm your income, expenditure, assets and liabilities. This is to support the figures shown in the statements. **We request three months' bank statements, alongside a recent tax return (if applicable).**

- 1 To begin this section, click 'add financial details statement' as shown below:

▼ Budget

Please complete the financial details statement below

As our help is means tested, we ask that each applicant completes a financial details statement to confirm their income, expenditure, assets and liabilities. To support the figures shown in the statement, we request that you please provide us with your most recent three months' bank statements, alongside a recent tax return (if applicable).

 Add Financial Details Statement

< BACK

NEXT >

2 This will bring up the following window:

## Budget

### Monthly Income

 Please add all relevant sources of income. See examples below.  
Any income source that is not listed in the examples below should also be listed and described.

- Earnings
- Pensions (Private, From Previous Employers, State, Pension Credits)
- State benefits (for example Universal Credit, Employment and Support Allowance, State Pension, Personal Independence Payment)
- Regular financial contributions from family or friends (if applicable)
- Other income (for example interest from savings or income from investments)

Item	Monthly Amount (Applicant)	Monthly Amount (Partner)	Notes



### Monthly Expenditure

 Please add all relevant expenditure. See examples below.  
Any expenditure that is not listed in the examples below should also be listed and described.

- Rent or mortgage

*If you have applied but are still awaiting the outcome of your application, please put TBC in the Help Received column.*

7 If you are applying due to physical or mental health then select 'yes' from the dropdown. You will then be taken to a box to write information about your current situation.

*Please note that you are encouraged to attach medical letters or documents in the attachment section at the end of the application form.*

## Income

Click on the plus box to add an item of income:

Item
<input type="text"/>
<input type="text"/>
<input type="text"/>



You can then add any income sources. Please add a new line for each source of income (if applicable). Income sources may include: earnings, pensions, state benefits or contributions from relatives or friends.

You will need to add the item type, monthly amount, monthly amount received by your partner (if applicable) and any notes that you would like the Help Musicians team to review.

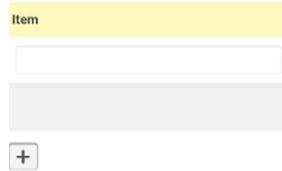
**Please ensure that all income amounts provided are monthly figures**

**Top tip:** to convert a weekly figure into a monthly figure times it by 52, then divide by 12

Item	Monthly Amount (Applicant)	Monthly Amount (Partner)	Notes
Universal Credit	£400.00	£0.00	The exact amount changes each month
	£400.00	£0.00	

## Expenditure

Click on the plus box to add an item of expenditure:



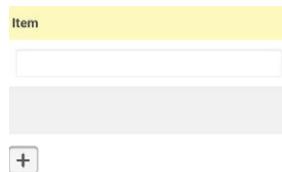
A form for adding an expenditure item. It features a yellow header with the word 'Item' in black. Below the header is a white input field. Underneath the input field is a grey rectangular area. At the bottom of the form is a small grey square button with a white plus sign (+).

Examples of expenditure may include: rent, mortgage, council tax (after any deductions), household bills (for example gas, electric, water), insurance (for example building/contents insurance, instrument insurance).

*Please ensure that all expenditure amounts provided are monthly figures.*

## Loans and debts (if applicable)

Click on the plus box to add a loan or debt:



A form for adding a loan or debt. It features a yellow header with the word 'Item' in black. Below the header is a white input field. Underneath the input field is a grey rectangular area. At the bottom of the form is a small grey square button with a white plus sign (+).

*You will notice that as you input items of income/expenditure a running total will be provided. This helps us to ensure that we consider offering the correct level of support.*

*It is very important that you also include three months' of recent bank statements in the 'Attachments' section when you submit your application.*

## Attachments

---

*Please use this section to attach any documents that may assist in your application. This may include: a CV, a letter from a healthcare practitioner, proof of benefits from the Department of Work and Pensions, and three months' of your most recent bank statements.*

## Privacy & Consent

---

You can review the Help Musicians Privacy Policy by clicking on the following link:

▼ [Privacy and Consent](#)

### Help Musicians Privacy Policy

All data is stored and processed in line with [Help Musicians Privacy Policy](#).

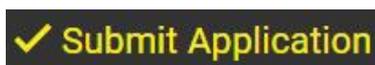
You can also amend your privacy preferences for both newsletters and communications by clicking on 'Profile' in each section. Having reviewed the Privacy Policy and statements, you are then invited to tick the Privacy and Consent acknowledgement box:

#### \* Privacy and Consent Acknowledgement

Your rights as a Data Subject are important to us, as is knowing that you are aware of the consent you provide and that you have access to our privacy policy at any time.

I confirm that I have acknowledged the above privacy statements on consent, and that all data is stored in line with Help Musicians Privacy Policy and am aware I can update my consent for direct marketing and communications contact in my profile at any time

Click on submit application at the bottom of your screen:

**✓ Submit Application**

You will receive a PDF copy of your full application to your email address shortly after submitting your application form. If you have not received your email after one hour then please check your junk folder.

Thank you for submitting an application for support. One of our team will contact you with the next steps in due course.