

**OPPENHEIM-JOHN DOWNES MEMORIAL TRUST**  
(Registered charity number 278844)

**APPLICATION FOR AN AWARD (TO BE RETURNED BY 7th OCTOBER 2013)**

(Please read the notes attached carefully before completing this application. Please write clearly in black ink)

NAME:.....

ADDRESS: .....

.....

TEL. NO: .....

E-MAIL ADDRESS: .....

(Note 1) DATE OF BIRTH:.....

PLACE OF BIRTH:.....

NATIONALITY AT BIRTH:.....

(Note 2) **REFEREES:**

NAME:..... NAME:.....

ADDRESS: .....

.....

.....

Tel. No: .....

E-mail address: .....

Occupation: .....

(Note 3) **PRESENT EMPLOYMENT:**

(Note 4) **PRINCIPAL AREA OF ACTIVITY:**

(Note 5) **DETAILS OF WORK TO DATE:**

The CV referred to in Note 4 should not be more than two (separate) pages of A4 paper in length. Lists of performances, recordings etc can be shown separately on a third sheet of A4 paper.

(Note 6) PURPOSE FOR WHICH AWARD REQUIRED (please be as specific as possible):

(Note 7) SEE NOTES AS TO EDUCATION FUNDING.

(Note 8) AMOUNT OF AWARD REQUESTED:

(Note 9) APPLICANT'S GROSS ANNUAL INCOME:

Please state where you heard about the Oppenheim John Downes Memorial Award

.....

Have you previously received an award from this Trust (if yes, state the year in which it was received)

.....

SIGNATURE OF APPLICANT: ..... DATE: .....

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When completed please send this form by post to:

The Trustees  
Oppenheim-John Downes Memorial Trust,  
50 Broadway  
Westminster  
London SW1H 0BL

Ref: EAN/HCF/Y014421

**PLEASE DO NOT** enclose examples of work with this application.

**OPPENHEIM-JOHN DOWNES  
MEMORIAL TRUST**  
(Registered charity number 278844)

**Background to the Trust:**

The Trust was established under the Will of Mrs Geraldine Elsie Downes on her death in December 1969. Mrs Downes named the Trust in memory of her father E. Phillips Oppenheim, the author, and her son, John Downes. Each year the Trustees distribute the income of the Trust in the form of awards.

Awards

The awards may be made to deserving artists of any kind whether writers, painters, sculptors, musicians, dancers, actors, craftsmen or artists of any comparable nature or description who are unable effectively to pursue their vocation by reason of their poverty.

Conditions

The Trustees are limited by the terms of the Trust to making awards to persons who fulfil all the following conditions:

Successful applicants must be:-

- 1 Over 30 years of age on December 1<sup>st</sup> in the year in which the application is made and
- 2 Be British Subjects born within Great Britain, Northern Ireland, the Channel Islands or the Isle of Man.

It was Mrs Downes' particular intention to benefit persons who believe in life after death but the making of awards is not restricted to such persons.

Guidelines to making applications

Applications for an award will be considered by the Trustees after a written application has been made on the attached form. Completed application forms must be received by the Trustees by **OCTOBER 7<sup>th</sup>** and no applications received after that date will be considered for an award in that year. It is the applicant's responsibility to ensure that the application is received by the Trust before the closing date. The Trustees and their advisers will then consider the qualifying applications and make such further enquiries as they deem appropriate.

- There must be **no more than 3** supporting pages to the application form.
- Completed applications will be photocopied in a run and circulated amongst the Trustees. Please, therefore, do not provide any papers with double-sided text or graphics.
- Completed Applications will not be acknowledged and unsuccessful applicants will only be notified if a stamped addressed envelope is enclosed.

The Trustees will aim to make the awards during the first week of December and successful applicants will be notified by post shortly thereafter. The Trustees require successful applicants to confirm in writing, by the end of September in the year following

receipt of the award, how the award was used and what success, if any, had followed from it.

No examples of an applicant's work should be forwarded with the Application Form and no correspondence regarding the Trustees' decision can be entered into with applicants.

#### **NOTES TO THE APPLICATION FORM:**

- (1) This information is essential to enable the Trustees to ensure the applicant meets the Conditions laid down by the Trust (see above).
- (2) Please give the names and addresses of two persons other than relatives to whom reference may be made as referees concerning your application.
- (3) Please give details of your present employment or occupation if any. If you are self-employed please describe briefly the type of work undertaken.
- (4) Please select one of the following categories that most suits your principal area of artistic activity:
  - Painting/Sculpture
  - Music/Dance
  - Writers/Actors
  - Arts/Crafts
- (5) A CV is required, which should specify any of your work that has been published, performed, recorded or exhibited. Please include a brief description of the work with individual dates and details of the venues concerned. If other awards or bursaries have been obtained for the subject matter of your application, please confirm the amount and source of each individual award. The CV and list of published work should not exceed three pages in length, typed on one side only. Any extra pages will not be considered.
- (6) State purpose for which award is required.
- (7) Applications for educational funding and/or equipment must be supported by a letter from the university/college concerned, confirming:
  - a) That the applicant has a place and also agreed funding from elsewhere to cover any balance of cash needed, and/or
  - b) That the applicant requires the particular piece of equipment for which a grant is requested.
- (8) An indication of the amount needed for the particular use specified would assist the Trustees. As a general guide the maximum award would be £1,000 but, in exceptional circumstances, the Trustees may consider making a larger award. Finite resources and an excess of deserving applications may mean that, on occasions, the Trustees award a lesser sum than that applied for.
- (9) Please specify your gross income, including any supplementary benefit (before tax and other deductions) for the last calendar year. If in receipt solely of Social Security payments please simply write 'Social Security Only'.

**PLEASE RETAIN THIS SECTION**