

The Elizabeth Evans Trust

Gwynne House, 6 Quay Street, Carmarthen, Dyfed SA31 3AD.

Notes to help you complete the application form

1. The purpose of the ELIZABETH EVANS MBE TRUST will be to provide financial assistance for the further and higher education and training of young people aged between 16 and 26 years (either at the time of applying, or during the academic year in which the award is to be made) wishing to pursue a professional career in any aspect of the performing arts and who are able to demonstrate a close association or connection to Wales. Priority will be given to applicants who can demonstrate a close association, or connection with Carmarthenshire. Applicants will not be means tested, but an applicant's personal circumstances may be a factor which the Trustees can take into account in determining the amount and extent of any award.

Applications received by e-mail or exceptionally by post will be considered between the 1st January and 30th April in any year. Consideration of applications received at other times will be deferred until the 1st January following receipt of the application, unless good and sufficient reason can be established for expediting the application. "Good and sufficient reason" shall be determined by the Trust Secretary in consultation with the Trustees. Applications will normally be determined within 3 months of receipt. After which selected applicants will be asked to attend an audition/interview.

2. It is always **preferable when corresponding with The Elizabeth Evans Trust to do so by email** when possible, as responses will reach you quicker, we will send you a response to say you application has been received and will also help us to cut down on administration costs.
If returning the form by post please **complete the form clearly, using capital letters and black ink**. Applications, which are not easily readable, will be rejected. Return the form in good time for the closing date.
3. *Question 2 – Proposed Course of Study:* Applications will not be considered unless you have been accepted onto the proposed course of study, as stated on your application form. However where, the course/ institution auditions/interviews and scheduled to take place after the Trust's closing date, you may submit your application pending a positive outcome.
4. *Question 5 – References:* Two references are required in support of your application. Referees are asked to complete the online Referees form. Where a referee does not have Internet access, we would ask the applicant to download the form and passed onto your chosen referees, one of who **must** be your principal study teacher (i.e. singing, stage management, acting etc.). It is your responsibility to ensure that your referees complete our questionnaire and return it before the closing date (which coincides with the deadline for applications). Failure to meet this deadline will mean unconditional rejection of your application.
5. *Question 6 – Financial Information:* It is important to state your financial position accurately and honestly. Please note that assessments should be made on a 10-month study period. If your study period varies from this (e.g. 13 months for the MMus course) and/or if your accommodation rental contract is binding for a 12-month period, please state this clearly on the application form.
6. The age limits apply as at 1st September (i.e. the beginning of the academic year for which you are applying).
7. Check that you have given all the information requested. Enter all your details on the form supplied, as this is the only information the Trustees will see. Supplementary information not entered on the application form will be overlooked.
8. **If you have any queries, please do not hesitate to email at hazelthorogood@theelizabethvanstrust.co.uk Our website address is www.theelizabethvanstrust.co.uk**