

**THE FRIENDS OF THE UNIVERSITY OF READING**

**GRANT APPLICATION FORM**

The Friends welcome applications from across the University and associated organisations that support projects which promote the welfare of the University, develop public interest in its work and aid its outreach activities. Grants will not normally be made for expenditure which would generally be funded from University academic resources. Grants are awarded on the condition that they are publicly acknowledged and that the funds are spent by 24 March the following next year. Further information on the grants process and previous grants awarded can be found on <http://thefriends.org.uk>

**Name of Project:** Choir Folder revamp

**Name of Applicant** Katie Whaley

**Email address** k.whaley@reading.ac.uk

**School/Dept/Organisation** Music at Reading

**Telephone number** 0118 378 8518

**What is the grant to fund?**

We need 100 new music folders for all University of Reading choirs to use in performances. The current folders are barely functional. They have the old branding of the University, look extremely tired, and do not hold the music inside particularly well. These new lightweight folders and sleeves will enable much more music to be stored and carried safely, without risk of the music falling out mid-performance. The addition of an elastic strap on the spine of the folder ensures that they are much easier to hold, minimising the risk of RSI in the wrist and hand owing to the strain of holding folders open. A significant number of our singers have complained of upper arm pain during concerts from holding our current folder.

The new folders are black, and printed with the current University logo and the words 'University of Reading Choirs' on the front. A card insert inside will be printed saying 'A gift from the Friends of the University of Reading'.

We are asking for 100 new folders to enable all our members, now and in the future, to sing with a University choir folder. At the Ben Pedley Memorial Concert, there were 88 singers. We anticipate that numbers will grow in our choirs.

**Breakdown of Costs:**

Item	Individual Cost	Quantity	Total Cost
Folder	£7.50	100	£750
Sleeves	£2.99	100	£299
Folder Printing Setup	£25	1	£25
Delivery	£15	1	£10
			<b>Grand Total: £1089</b>

**Who will benefit from the Project?**

All choir members at every performance will use this new choir folder. This includes Campus Voices, Academic Voices, Chamber Choir, and Festival Voices, whose members comprise students, staff, alumni, and community singers. In 2017-18 we have reached 117 singers around the University who have performed in events across campus and further afield.

**Overall project cost (inc VAT) £1089**

**Amount requested from The Friends £1089**

If the grant requested is not the same as the overall project cost, please indicate how the remainder will be funded:

**Are there any running costs or other ongoing costs associated with this application, if so how will these be funded?**

No

**How will the contribution from The Friends be publicly acknowledged (e.g. by a plaque, website etc)?**

The contribution will be mentioned in the programme of the first concert that the folders are used in, and on the folder number card inside. We will also thank the friends publically through social media when the folders arrive. We are delighted to make a musical contribution to the Friends.

Please ensure that this application has the approval of your Head of School / Service/Organisation.

**Name of Head** Rebecca Berkley

**Email address** r.m.berkley@reading.ac.uk

Please return your application to [thefriends@reading.ac.uk](mailto:thefriends@reading.ac.uk) by **17 April 2018 with subject heading Grant application.**

If you have not received an acknowledgment within 5 days of submitting your application, please contact us.