



**St John's College, Cambridge**

**APPLICATION FOR A GRANT FROM  
THE HERBERT HOWELLS TRUST  
(Registered Charity No 1121065)**

**The Herbert Howells Trust  
c/o The Senior Bursar  
St John's College  
Cambridge  
CB2 1TP  
United Kingdom**

**Tel: 01223 338627**

## **THE HERBERT HOWELLS TRUST**

Following the death in October 2005 of Herbert Howells' daughter, Ursula, and in accordance with her wishes, the Herbert Howells Trust has been set up to be administered by St John's College, Cambridge where Dr Howells was Acting Organist during the Second World War.

The Trust receives all royalties and performing rights dues previously received by Ursula Howells, and the Organist and Senior Bursar of the College have been appointed as her Literary Executors. The Trust, which will consult the Herbert Howells Society (set up at her instigation in 1987), exists to promote Howells' works, by supporting performances, research, publications, recordings, archives at the Royal College of Music and other means. It also exists to give financial support for the music of the College, including the Choir, organ, and the musical education of the choristers.

### **PRINCIPLES FOR AWARDING OF GRANTS**

The Trust will, so far as is possible, make grants to projects where the benefits have widest circulation. The Trustees will give priority to Applications which create an opportunity to promote the work of Herbert Howells through performance, publication or recording. Very occasionally grants for other projects which do not fall into these categories (such as support for the cost of research into the work of Herbert Howells) may be awarded.

All successful applicants are requested to make acknowledgement of support from the Herbert Howells Trust in publications, CD notes and in programmes.

### **APPLICATION PROCEDURE**

All persons/organizations wishing to make an Application for a grant from the Trust should complete the form below and return it by post to: The Herbert Howells Trust, c/o Miss Caroline Marks, Choir Administrator, St John's College, Cambridge, CB2 1TP.

All Applications must include details of any connections (or potential conflicts of interest) the Applicant and/or Organisation may have with members of the Herbert Howells Trust Committee. Failure to do so may result in the delay or refusal of your Application.

The Herbert Howells Trust Committee meets three times a year to consider Applications. These meetings will usually take place in November, March and June. Written notification of decisions made will be sent to applicants as soon as possible after the meeting has taken place. Any person/organization who commits to expenditure prior to written confirmation being received advising the outcome of an Application does so entirely at their own risk.

### **ENQUIRIES**

In the first instance, all enquiries should be directed to Mr Andrew Millinger, Honorary Secretary of the Herbert Howells Society, on 01707 335315 or [andrew.millinger@virgin.net](mailto:andrew.millinger@virgin.net)

<b>Full name of Person/Organisation making Application</b>	
<b>Name, address, telephone number and e-mail address of person making Application (or of the Official if making the Application on behalf of an Organisation)</b>	<b>Name:</b> <b>Position:</b> <b>Postal address:</b>  <b>Telephone number:</b> <b>E-mail address:</b>
<b>Full details of the project for which help is requested (Not more than 200 words)</b>	
<b>If a performance or recording is involved, please give the information requested opposite</b>	<b>Date(s) of performance/ recording:</b> <b>Venue:</b> <b>Names of artists taking part:</b>  <b>Programme:</b>  <b>Recording Company: (where applicable)</b>

<p><b>Particulars of estimated income and expenditure for the project (including receipts from ticket sales and advertising, grants from other sources)</b></p>	
<p><b>Particulars of outstanding applications to other organizations for financial support, including the Arts Council and/or Regional Arts Associations</b></p>	
<p><b>Brief biographical/historical details of the person/organization applying for the grant</b></p>	
<p><b>In the case of an organization, please give the names of the managing body. (This information should include the name and address of the Secretary if different from the person making the Application)</b></p>	
<p><b>Registered Charity Number (if appropriate)</b></p>	
<p><b>Connections to or Conflicts with Herbert Howells Trust Committee Members</b></p>	

<b>Bank details</b>	<b>Name of bank:</b>  <b>Address:</b>  <b>Sort code:</b>  <b>Account number:</b>  <b>Name of account:</b>
<b>If Application is successful, how is it intended that acknowledgement of the grant will be made?</b>	
<b>Data Protection Regulation 2018</b>  <b>By signing this Application Form, I/we consent to the information contained in it being collected and stored by the Trust. It may also be processed and shared with the Herbert Howells Society and other third party professional advisors as required for the purposes of processing the Application</b>	<b>Yes/No</b>  (Please delete as applicable)
<b>Signature of person making Application</b>	
<b>Date of Application</b>	

**Where appropriate, Applications should be accompanied by the following documents:**

The most recent Accounts of the organization  
A recent concert programme

**Completed Application Forms should be sent to:**

**The Secretary  
The Herbert Howells Trust  
c/o Miss Caroline Marks  
Choir Administrator  
St John's College  
Cambridge  
CB2 1TP**

**The Herbert Howells Trust**

**February 2018**