

INSTRUCTIONS FOR APPLICANTS (2021-22)

The **applicants** for a scholarship are requested to fill the official form very carefully and to return it **by postal mail** with a **personal and handwritten** motivation letter in French or English, to the following address:

Fondation Jean Tanner
CP 2325
CH - 2001 Neuchâtel

Scholarships are paid for 10 months, from September to June.

ELIGIBILITY

Candidates must comply with at least one of the conditions below :

- belong to a family from the Canton of Neuchâtel
- live in the Canton of Neuchâtel
- study at the Neuchâtel site of the Geneva HEM, otherwise with a recognized teacher or institution in the Canton of Neuchâtel.

Societies, institutions and concert organizers are not eligible.
The Foundation does not support the purchase of instruments.

DEADLINES

Applications must **have reached** our PO Box not later than **June 10**.
Applications received before April 20 will be processed with priority.

Candidates whose files are correctly completed and cleanly presented will be invited to a brief audition and interview, scheduled June 25 or 26, 2021 in Neuchâtel.

ACCOUNTS AND BUDGETS

They must be calculated **per month**. Amounts stated for the entire year have to be divided by the number of months. Clarity and coherence are essential.

The accounts of the current year must list **all** sources of income of the candidates, if possible with receipts and similar documents, and must give a clear idea of how the candidate supports him- or herself during the current year. They cannot be in deficit.

The budget of the academic year for which the application is submitted must clearly list the anticipated expenses and earnings. The expected deficit must appear, together with a listing of potential income sources to balance it (foundations and scholarships, musical and non-musical jobs, etc.)

OTHER APPLICATIONS

We request that candidates make applications with at least **two** other similar institutions and submit the copies of their applications. Local internal organizations of the school or university do not count. The absence of other applications will cause denial of your scholarship. The answers of the other institutions approached have to be included or sent later if not yet received.

Not announcing immediately any support received from other institutions will cause cancellation of our help.

RENEWING YOUR SCHOLARSHIP

Present recipients of our foundation do not need to submit a complete file. They should just send following documents:

- the official application form with the budgets
- the proof of applications with at least **two** other institutions (applications with internal school or university organizations do not count)
- a **handwritten** letter describing the past year's work

APPLICATION FOR SCHOLARSHIP

Names _____

Date of birth _____

Address in Switzerland (street) _____

Postal number and city _____

Phone _____

E-mail _____

Nationality _____

Marital status _____

Education (general schools, universities, music schools) _____

Instrument you are studying _____

Academic degree _____

Certificates, prizes already received in your professional career
(please enclose copies) _____

Brief description of your artistic goals _____

The Foundation requires that you make at least **two** other applications to similar institutions
(name, address. Please enclose copies of your applications)
Internal applications to the local music school or university do not count

A help has been accepted refused answer not yet received

Help promised CHF _____ year monthly single payment

Candidates are requested to inform the Foundation **immediately** if a grant from another similar institution is
promised or received.

Your monthly budget for the current year

Expenses:

Tuition _____
Lodging _____
Food _____
Transportation _____
Miscellaneous
(please describe) _____

Total expenses _____

Income:

Artistic work _____
Other work _____
Help from your family _____
Other foundations _____
Other income (please describe) _____

Total income _____

Your monthly budget for the coming year

Expenses:

Tuition _____
Lodging _____
Food _____
Transportation _____
Miscellaneous
(please describe) _____

Total expenses _____

Income:

Artistic work _____
Other work _____
Help from your family _____
Other foundations _____
Other income (please describe) _____

Total income _____

Foreseen date on which you will end your studies in Switzerland _____

Monthly amount you hope to receive from the Jean Tanner foundation _____

Swiss Bank account where the scholarship must be paid (mandatory) _____

Preferred date for the auditions

June 25, 2021

June 26, 2021

Date and signature _____

Application forms and other documents to be sent **by postal mail** to:

Your documents must have reached us June 10, 2021

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