

Walter Bergmann Fund terms of reference

The terms of reference for the Sub-Committee administering the Walter Bergmann Fund (WBF) shall be determined for and by the Trustees of the Society of Recorder Players (SRP) as stated in the constitution Section 24.1

Purpose

The WBF was created in memory of Walter Bergmann (1902-1988) to provide support for young recorder players under the age of 30 by means of grants made from a designated fund. The fund directs monies to those born or studying or working in the UK and Ireland.

The WBF is a restricted fund within the SRP accounts.

Donations

Money donated is accepted by the SRP Treasurer and allocated for use by the WBF sub-committee.

Money is raised by direct donation, or legacies.

Music and instruments are given to the fund and then offered to players in return for donations.

Grants

A Sub-Committee of the SRP (WBF committee) agrees the allocation of grants from the WBF. Grants agreed by the WBF committee are paid by the SRP Treasurer after confirmation from the WBF chair.

The WBF committee can provide grants of up to 30% of available monies in any one financial year where appropriate. Proposals to spend significantly more must be referred to the SRP Trustees. This can be decided electronically if a quick decision is needed.

The WBF committee also administers the money in the Philip Cole Bursary, deciding from which source the grants should be given, WBF or PCB. This Bursary was given by Philip Cole's son in memory of his father and, apart from providing the third prize for the SRP/Moeck competition, was also given specifically to support recorder workshops for school-age children, in schools or at festivals.

An individual is rarely offered a grant more than twice.

Applications

Applications are made by completing an application in the form approved from time to time by the WBF committee and submitting that application to the Chair and Secretary of the WBF committee.

Applications can be for individuals or a group activity for players all under the age of 30. Regardless of the activity, the applicant must demonstrate a need for the funding and applications will not be considered without financial information to illustrate need.

The age of the applicant is taken into account when considering finances. For an applicant under 18, the committee will consider the parent's circumstances. Someone over 18 is considered to be an adult and their own circumstances are used.

Money is not usually given to the individual, but the fund will pay a shop/course invoice which should be sent to the SRP Treasurer. Where the application is for a group activity, typically the committee will pay for specific parts of the bid e.g. accompanists' fees or venue hire.

Applications for grants are considered at the WBF committee meeting following receipt of the relevant application. If the meeting is being held electronically (e.g. via Zoom) then information will be sent by email, except for financial information which will be available from the Chair and Secretary during the meeting. Where a committee member has a conflict of interest at any time, they would not vote.

Any appeal against the procedures by which a decision has been made should be referred to the Trustees of the SRP.

Financial information given in support of an application will be destroyed after the meeting at which the application has been considered. Other data will be kept for 10 years then destroyed.

Committee composition

Members of the WBF committee are drawn from membership of the SRP in general and, subject to the following paragraph, are appointed for a 5-year term, renewable once only. The WBF committee consists of from 5 to 7 people, two of whom must be Trustees of the SRP.

Members of the WBF committee including the Chair are appointed, have appointments renewed and can be removed by the SRP Trustees from time to time.

The committee may have members who are suitably qualified to provide technical advice.

No educational establishment should have more than one representative on the committee.

The WBF Chair is accountable to the SRP Trustees for the actions of the WBF committee. The WBF Chair deals with correspondence with applicants in accordance with the decisions of the WBF committee. The Chair will make the correspondence available to other members of the WBF committee on request.

Other members of the WBF committee will undertake tasks as needed.

The SRP Treasurer will retain records of all payments made from the WBF funds and all donations received by the WBF. One member of the WBF committee will exercise oversight of monetary transactions and enquire shortly before each meeting how much funding is available for grants.

Committee meetings

The WBF committee will meet at least three times a year. It may meet more frequently at the discretion of its members. The date, time and location of each meeting will be agreed by all WBF committee members.

The quorum for each meeting is four members of the WBF committee but must include at least one SRP Trustee and preferably both.

WBF committee members will try to agree matters unanimously, failing which decisions will be made by simple majority. In the event of a tie in a vote, the motion will be deemed to have failed.

No member of the WBF committee may vote on a matter in which she or he has a personal or professional interest.

A simple written record will be made of who attended each meeting and decisions reached by the committee at the meeting, though the names of the applicants will not be published. Names of all committee members present, and the date of the meeting should be given. This record will be shared with the trustees at their next meeting. (Constitution 26.1)

Communications

All formal communications between WBF committee members will be by email.

Fund Closure

If the SRP Trustees decide to close the WBF with money remaining, that money will be used for the original purposes of the WBF.

July 10, 2024