

## MUSIC AND DANCE SCHEME (MDS): NATIONAL GRANTS FOR MUSIC & DANCE

### Application for Grant and Declaration of Income – 2022/23

The information below is a quick reference guide created by the Centre for Advanced Training team at DanceEast to help you fill in your child's grant form.


If you need further assistance, please contact [cat@danceeast.co.uk](mailto:cat@danceeast.co.uk) – please note the office will be closed between 1 – 8 August 2022

To accompany this quick reference guide is the:

- **NDGM1 Grant form** for you to complete and return with full documentation
- **Music and Dance Scheme Manual** for further guidance (produced by the DfE)

Below is additional information to help you complete the form. Examples are in **RED TEXT**, and further information is in **blue text**.

<b>Part 1 – Information about the child</b>
Please complete all sections in Part 1.

<b>Part 2 – Information about the child's current school or college</b>		
	Current school/college	School/college from September 2022 (if different)
Name	<b>IPSWICH HIGH SCHOOL</b>	
Unique Reference Number (URN) of school <small><a href="http://www.get-information-schools.service.gov.uk">Get Information about Schools - GOV.UK (get-information-schools.service.gov.uk)</a> for further information</small>		Parents/carers will need to request the schools URN and your child's UPN / ULN / UCI from their current school / college, we will send an email / letter to you asking for this outlining its purpose for you to send to the school.
What type of education received by child	<input checked="" type="radio"/> State-funded <input type="radio"/> Independent <input type="radio"/> Home Educated	<input type="radio"/> State-funded <input type="radio"/> Independent Home Educated



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Address including postcode	Woolverstone, Ipswich, IP9 1AZ	
Unique Pupil Number (UPN).	This is a <u>13-digit</u> code available from the school of pupil. Please read guidance on UPNs.	↓ <input type="text"/>
Unique Learner Number (ULN).	This is a <u>10-digit number</u> . For pupils aged 14 to 19 their school, college or learning provider can provide a pupil's ULN reference. Note that since March 2013, awarding organisations have started to print ULN references on exam certificates.	↓ <input type="text"/>
Unique Candidate Identifier (UCI).	This is a 13-character code unique to a pupil. A pupil's school, college or learning provider should be able to provide a pupil's UCI.	↓ <input type="text"/>

<b>Part 3 – Information about the child's parents or guardians</b>		
Do the parents share the same household? <i>A household is defined as whether they live at the same address and sharing cooking facilities and living room, sitting room or dining area.</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are the parents applying for a Music and Dance Scheme aided place for another child other than the one on this application?	<input type="radio"/> Yes <input checked="" type="radio"/> No <i>Only tick 'yes' if more than 1 child from your family is applying for a grant</i>	
	Parent/ Guardian 1	Parent/ Guardian 2
Please complete all sections that apply in the rest of Part 3.		

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The next section Part 4 is based on your income:

### All income from employment and/or self-employment

If you are **employed**, we will need evidence of your **gross** amount of salaries/wages. This can be found on your P60 or P45 if you left before 5th April 2022.

If you only had one job in the year 2021-2022, copy the figure labelled Total for year on your P60 or Total pay to date on your P45.

P60 End of Year Certificate		Employee's details	
<b>Tax year to 5 April 2022</b>		Surname <input type="text"/>	
<b>To the employee:</b> Please keep this certificate in a safe place as you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits and Universal Credit or to renew your claim.  It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions.  By law you are required to tell HM Revenue and Customs about any income that is not fully taxed, even if you are not sent a tax return. HM Revenue and Customs		Forenames or initials <input type="text"/>	
<b>The figures marked * should be used for your tax return, if you get one</b>		National Insurance number <input type="text"/>	
		Works/payroll number <input type="text"/>	
Pay and Income Tax details			
		<b>Pay</b>	<b>Tax deducted</b>
		£ P	£ P
In previous employment(s)		<input type="text"/>	<input type="text"/>
In this employment *		<input type="text"/>	<input type="text"/>
Total for year		<input type="text"/>	<input type="text"/>
		Final tax code <input type="text"/>	



### P45 Part 1A Details of employee leaving work Copy for employee

1 Employer PAYE reference Office number Reference number 475 / LA37532	5 Student Loan deductions <input type="checkbox"/> Student Loan deductions to continue
2 Employee's National Insurance number SL 16 67 63 D	6 Tax Code at leaving date 944L If week 1 or month 1 applies, enter 'X' in the box below. Week 1/Month 1 <input type="checkbox"/>
3 Title - enter MR, MRS, MISS, MS or other title Mr. Surname or family name OSHIKAMEH First or given name(s) ENIKE INNOCENT	7 Last entries on P11 Deductions Working Sheet. Complete only if Tax Code is cumulative. If there is an 'X' at box 6 there will be no entries here. Week number 36 Month number <input type="text"/>
4 Leaving date DD MM YYYY 07 12 20 13	Total pay to date £ 13622.07 P
	Total tax to date £ 1416.00 P

If you had more than one job, add together the 'in this employment' figures from all your P60's and P45's.

**Please note** - Where the amount of earned income declared does not include superannuation or untaxed pension contributions paid during the year, the total of those contributions must be declared separately.

You are required to submit each P60/P45 with the grant form; along with the final payslip(s) of the financial year.

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Where the parents' income is wholly or mainly derived from the **profits of a trade, business or profession**, we will accept declarations related to the accounting year of that business or profession which ended within the financial year for which income would normally be declared.

For example, if the parent's accounting year is 1 February to 31 January, the preceding financial year (for the school year 1 September 2022 to 31 August 2023) is deemed to be 1 February 2021 to 31 January 2022.

You are required to submit your SA302 with the grant form:

HM Revenue & Customs		Tax Return 2018-19	
		Tax year 6 April 2018 to 5 April 2019	
		Self Assessment - Tax Calculation (SA302)	
Mrs ANNE APPLICANTE		Date: 30/01/2020	
Unique Tax Reference(UTR): 1234567890			
<b>Income received (before tax taken off)</b>			
Pay from all employments		10,800.00	
Profit from UK land and property		67,007.00	
Dividends from UK companies		20,000.00	
<b>Total income received</b>			<b>97,807.00</b>
minus Personal allowance			11,850.00
<b>Total income on which tax is due</b>			<b>85,957.00</b>
<b>How I have worked out your Income Tax</b>			
Pay, pensions, profit etc. (UK rate for England, Wales and Northern Ireland)			
	Starter rate	0.00	@ 19% = 0.00
	Basic rate	34,500.00	@ 20% = 6,900.00
	Higher rate	31,457.00	@ 40% = 12,582.80
Dividends from companies etc.	Basic rate	0.00	@ 7.5% = 0.00
	Higher rate band at nil rate	2,000.00	@ 0% = 0.00
	Higher rate	18,000.00	@ 32.5% = 5,850.00
<b>Total income on which tax has been charged</b>		85,957.00	
<b>Income Tax due</b>			<b>25,332.80</b>
Your first payment on account for 2019-20			2,000.00
<b>Your total payment due by 31 January 2020</b>			<b>27,332.80</b>
Payments on account for 2019-20 - Due by 31 July 2020			2,000.00

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### Part 4 – Parents’ Income for 2021-22 financial year

Please complete all relevant sections below showing income from all sources, **before** deduction of tax and NI contributions, for the 2021-22 financial year. Enter amounts in whole pounds only or write NIL. If you are on a Current Year Assessment, or wish to apply for one because your expected income for 2022-23 is likely to be significantly lower than it was in 2021-22, you should complete part 5 as well as this part.

If there is insufficient room on this page, please continue on Appendix 1.

		Parent/ Guardian 1	Parent/ Guardian 2	Total - both parents
a)	All income from employment and/or self-employment	£15,796	0	£15,796
<b>See above notes on all income from employment and/or self-employment</b>				
b)	Benefits in kind, if not included in 4a)	0	0	0
c)	Profit-related pay, if not included in 4a)	0	0	0
d)	Pension and/or AVC contributions if not already included	0	0	0
e)	Occupational pension	0	0	0
f)	State pension	0	0	0
gi)	Other taxable social security benefits	0	0	0
<b>State benefits that are taxable</b>				
<ul style="list-style-type: none"> <li>• Bereavement Allowance (previously Widow’s pension)</li> <li>• Carer’s Allowance</li> <li>• Contribution-based Employment and Support Allowance (ESA)</li> <li>• Incapacity Benefit (from the 29th week you get it)</li> <li>• Jobseeker’s Allowance (JSA)</li> <li>• Pensions paid by the Industrial Death Benefit scheme</li> <li>• The State Pension</li> <li>• Widowed Parent’s Allowance</li> </ul>				
gii)	Non-taxable social security benefits	0	£5,800	£5800
<b>Tax-free state benefits</b>				
<ul style="list-style-type: none"> <li>• Attendance Allowance</li> <li>• Bereavement support payment</li> <li>• Child Benefit</li> <li>• Child Tax Credit</li> <li>• Disability Living Allowance (DLA)</li> <li>• Free TV licence for over-75s</li> <li>• Guardian’s Allowance</li> <li>• Housing Benefit</li> <li>• Income Support - though you may have to pay tax on Income Support if you’re</li> </ul>				

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involved in a strike				
<ul style="list-style-type: none"> <li>• Income-related Employment and Support Allowance (ESA)</li> <li>• Industrial Injuries Benefit</li> <li>• lump-sum bereavement payments</li> <li>• Maternity Allowance</li> <li>• Pension Credit</li> <li>• Personal Independence Payment (PIP)</li> <li>• Severe Disablement Allowance</li> <li>• Universal Credit</li> <li>• War Widow's Pension</li> <li>• Winter Fuel Payments and Christmas Bonus</li> <li>• Working Tax Credit</li> </ul>				
h)	Property income	0	0	0
i)	Bank/building society interest	0	0	0
j)	Other investment income	0	0	0
k)	Child Support or maintenance allowance received	0	0	0
<p>Parents receiving maintenance payments or child support under a court order or separation agreement, or arrangements made by the Child Maintenance Service (CMS), (or predecessor body) should enter the amount required to be paid in the year. If parents receiving such payments recover tax on the payments made, this should be declared.</p>				
l)	That part of redundancy payment that exceeds £30,000	0	0	0
m)	Any other income not included above	0	0	0
n)	<b>Total income</b>	<b>£15796</b>	<b>£5800</b>	<b>£9996</b>

For further guidance on this section please use the MDS Manual.

## Part 5 – Parents’ Income: Current Year Assessment for 2022-23 financial

### Current Year Assessment (CYA)

Leave this section blank.

You will only complete this section, after you have submitted the completed form. Parents/carers may wish to contact DanceEast to ask for a CYA if they know or suspect that their income will be appreciably lower in the next tax year than it was in the last. We will need to ask for documentary evidence of the circumstances that are expected to lead to the reduced income and agreement is not automatic.

**For further guidance on this section please use the MDS Manual.**

## Part 6 - Estimates of Income

### Estimated Income:

Some parents/carers (generally only those who are self-employed) may not be able to provide a declaration of actual income in the preceding financial year before the beginning of the school year. The rules provide that in those circumstances we may make a provisional assessment pending submission of actual figures.

Please note where estimates are provided, parents need to supply the most recent figures available and make clear when final figures will be available. If your estimated figures vary from your actual figures grant amounts / parental contributions may change.

**For further guidance on this section please use the MDS Manual.**

## Part 7 – Unearned Income of Dependent Children

Input all children, including the child taking part in the CAT. If any child has unearned income during the 2021-22 financial year, include their gross income. Unearned income includes investment-type income such as taxable interest, ordinary dividends, and capital gain distributions. It also includes unemployment compensation, taxable social security benefits, pensions, annuities, cancellation of debt, and distributions of unearned income from a trust. Input ‘NIL’ if they do not have an income.

**For further guidance on this section please use the MDS Manual.**

## Part 8 – Allowances in respect of dependent children and other relatives who normally live in the same household

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Please complete all sections in Part 8, including the child taking part in the CAT.

### Part 9 - Maintenance payments made to dependants not living in the household

#### Maintenance

Parents/carers are asked to record any child support or maintenance payments they make in compliance with an existing Court Order, a separation agreement (e.g. Deed of Separation) or under arrangements made by the Child Maintenance Service (CMS) (or any predecessor body). Where a parent makes voluntary payments, these should not be taken into account.

### Part 10 - Other dependent children in receipt of (or have applied for) a Music and Dance Scheme Grant for 2022/23.

This section only applies if you have more than one child who has a grant from the music and dance scheme.

## PART 11: VERIFICATION

Any documents noted on this page need to be included with your grant application

Please tick to indicate what evidence you are enclosing as evidence of the income, dependants and payments you are declaring in Parts 4, 7, 8 and 9. Where the appropriate documents are not available, please enter the date by which you will be able to produce them. Where no particular evidence is specified, please state what evidence you are, or will be, supplying and by when.

What?	What evidence?	Enclosed?	When available?
Income listed in Part 4 a) - d)	P60 for 2021-22	X	
	Pay advice for March 2022	X	
	Other verification of superannuation or pension contributions in 2021-22		
	Copy of self-assessment form for 2021-22		
	Business Accounts		



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Income listed in Part 4 e)			
Income listed in Part 4 f) - g)	BENEFITS STATEMENT	X	
Income listed in Part 4h)			
Income listed in Part 4 i) - j)			
Income listed in Part 4 k)			
Income listed in Part 4 l)			
Income listed in Part 4 m)			
Income of dependants listed in Part 7			
Dependants listed in Part 8	BIRTH CERTIFICATES	X	
Payments listed in Part 9			

### Additional information on outgoings, assets and liabilities

This section is new for the academic year 2022/23. You must complete this section, however, please note that this information will NOT be assessed.

### Additional information – Scholarships, bursaries, grants or other financial support

Again, this section is new for the academic year 2022/23. If you intend to apply to the DanceEast Bursary Fund (this is for families who do not receive a full-grant from the DfE) you should tick 'We are applying for a scholarship or other financial support'.

Other than the Music and Dance Scheme, are you applying for / will the child receive a scholarship, bursary, grant or financial support?

- No financial support other than Music and Dance Scheme  
 We are applying for a scholarship or other financial support  
 We have received confirmation that we will receive a scholarship or other financial support

If you are applying for / will receive a scholarship, bursary, grant or financial support, please list them below and the amounts for each.

Name of financial support / award	Type of support (is it a scholarship, bursary,	Amount that you will receive for the academic
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	grant, or other?)	year 2022/23
<b>DANCEEAST BURSARY FUND</b>	<b>ONE-OFF BURSARY</b>	<b>£ IF SUCCESSFUL, BETWEEN £100 and £500</b>
		£
		£
		£
		£
<b>TOTAL</b>	<b>TOTAL</b>	£

### Additional information about the application

What genre or specialism of music or dance are you applying for?

Although the DanceEast CAT delivers different styles of dance including contemporary, ballet, health and creative, please write 'Contemporary' below.

**Contemporary**

### Part 15 – Declaration

This section of the document needs to be signed and dated. This signature must be handwritten.

The following sections (excluding the Appendix 1 & 2) is for CAT use only and does not need completing.