

INSTRUCTIONS FOR APPLICANTS (2020-21)

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 22 and 23 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. 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

DEMANDE DE BOURSE

Nom, prénom _____

Date de naissance _____

Rue, n° _____

NPA, lieu _____

Téléphone _____

Courriel _____

Nationalité _____

Etat-civil _____

Formation scolaire, universitaire, professionnelle _____

Instrument que vous étudiez _____

Degré (bachelor, master, performance, pédagogie, etc.) _____

Diplômes, prix, distinctions déjà obtenu(e)s dans la branche artistique
(prière de joindre des copies des certificats) _____

Brève description de vos objectifs professionnels et artistiques _____

La Fondation souhaite que les candidats justifient d'au moins **deux** autres demandes à des institutions similaires (noms, adresses et autres contacts ; **copies des demandes obligatoires**) _____

Cette aide a été acceptée refusée elle est en suspens

Aide obtenue CHF _____ par an par mois versement unique

Par sa signature, le candidat s'engage à informer **immédiatement** la Fondation en cas de réponse positive à une autre demande de bourse.

Votre budget mensuel **pour l'année en cours**

Dépenses :

Ecolage _____

Logement _____

Nourriture _____

Transports _____

Divers (à préciser) _____

Total dépenses _____

Revenus :

Travail artistique _____

Autre travail _____

Aide de votre famille _____

Autres institutions _____

Autres revenus (à préciser) _____

Total revenus _____

Votre budget mensuel **pour l'année à venir**

Dépenses :

Ecolage _____

Logement _____

Nourriture _____

Transports _____

Divers (à préciser) _____

Total dépenses _____

Revenus :

Travail artistique _____

Autre travail _____

Aide de votre famille _____

Autres institutions _____

Autres revenus (à préciser) _____

Total revenus _____

Fin prévue de vos études _____

Montant mensuel espéré de la Fondation Jean Tanner _____

Compte où la bourse devrait être versée (mention obligatoire) _____

Date et signature _____

Questionnaire et documents à renvoyer à :

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CP 2325
CH - 2001 Neuchâtel