

Sound and Music

**Support with taking
part in our projects**



**Easy
Read**

Easy Read



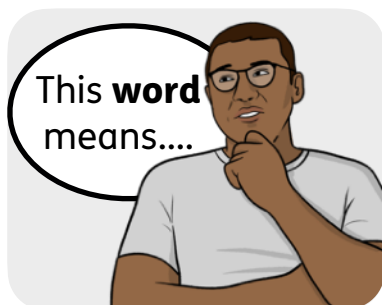
This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



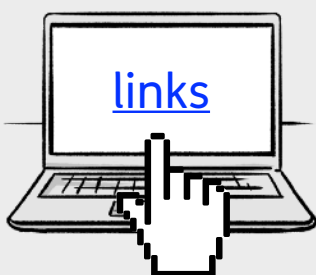
This Easy Read booklet uses easier words and pictures. Some people may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker. These are important words in the booklet.



Sometimes if a bold word is hard to understand, we will explain what it means.



[Blue and underlined](#) words show links to websites and email addresses. You can click on these links on a computer.

What is in this booklet

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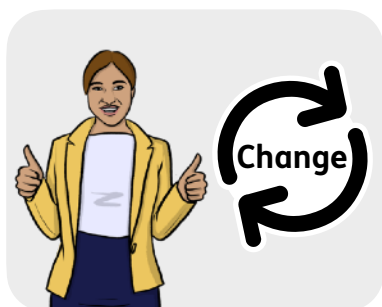
About this booklet

Sound and Music

This is information from Sound and Music.



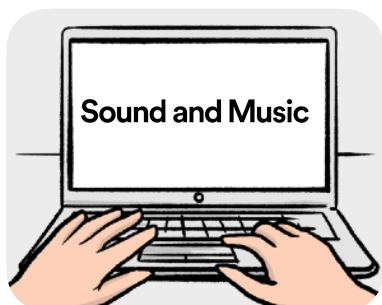
We would like to tell you about the support we can give you to take part in our projects.



We are happy to change the way we work to support people to take part.



If you need changes to meet your needs, please tell us as soon as possible.



You can find out who to contact for each of our projects on our website here:

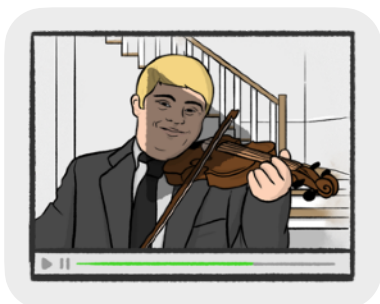
[www.soundandmusic.org/
programmes](http://www.soundandmusic.org/programmes)

Applying for our projects

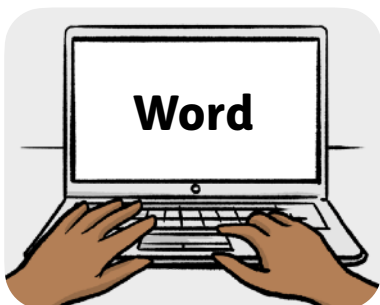


We understand that it might be difficult for some people to apply for our projects.

To make sure everyone can apply, we have different ways for people to apply, like:



- Video or sound recordings, sent online or in an email.



- Writing words on Microsoft Word, sent by email or post.

People can also apply by:



- Writing your answers in an email.



- On an online Zoom meeting with one of our team who will write down your answers.

Information you need to apply



We want to make sure all of our information can be understood by as many people as possible.

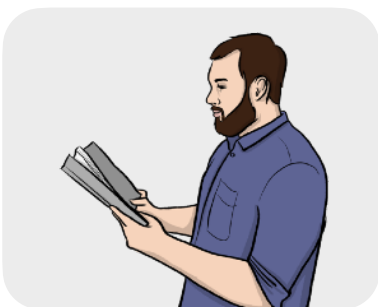
We put our information online on our website, and we also offer it in:



- Documents that a screen reader can read.



- Large print or Easy Read.



- Words that can be understood by someone with dyslexia.

Interviews



Interviews are meetings where you tell us more about why you want to take part in our projects.

To make sure interviews are comfortable for as many people as possible, we can provide:



- Our interview questions before the interview so you know what will be asked.



- Captions on online and in-person meetings, so you can read what is being said.

To make sure interviews are comfortable for as many people as possible, we can also provide:



- A British Sign Language (BSL) interpreter.

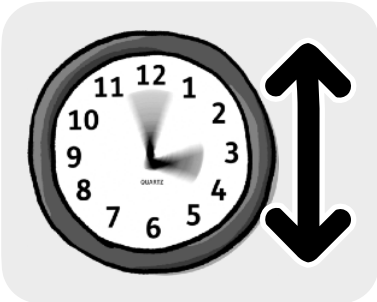


- More time to do the interviews.

General changes we can make



All of our meetings are relaxed and friendly.



We can make meetings quicker or slower to suit what people in the meeting need.



We can also offer:

- More time to send us your application for a project if you need it.



- Some money to support you to get the type of support you need when you are applying.



- A session with a support worker who can help you to apply, which we will pay for.

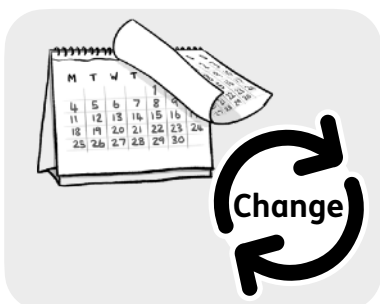
Taking part in our projects



We want to make our projects open to as many people as possible.



If you get a place on the In Motion or Seed Award projects, you will meet with one of our team to make a plan for how to support your needs.



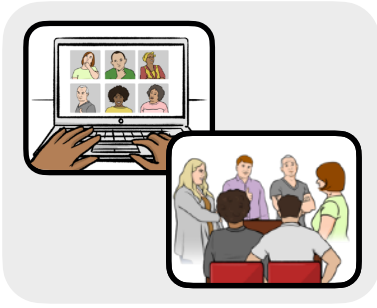
We understand that people's needs may change over time.



We check with artists to see if their needs have changed.



Our offices can be used by people in wheelchairs, and there are wheelchair-accessible toilets.



We can have meetings online or in person to suit your needs.



For artists on the In Motion and Seed Award projects, we also:

- Pay for the travel and hotel costs of any care workers you need to support you.



- Make sure that all of our buildings can be used by you.

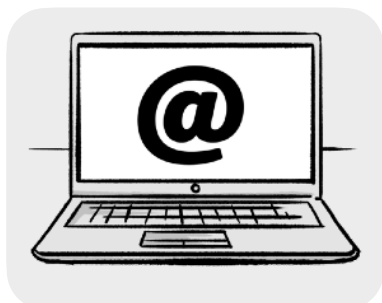


- Give you information as early as possible so you can get ready and know what kinds of support you might need.



- Check with you to see if we need to change anything to support your needs.

Contact us



If you have any questions about support for your needs, please email Grace Bailey:

Grace.Bailey@SoundandMusic.org