



Bursaries, Awards and Scholarships Policy

The Imperial Society of Teachers of Dancing believes that dance is for everyone and strives to remove barriers to dance. Our bursaries support our Equity, Diversity and Inclusion initiative by providing financial support to those in need, ensuring accessible training pathways and opportunities for our members and their students.

This policy outlines the financial support available and eligibility criteria.

1. Introduction

1.1 ISTD offers bursaries, awards and scholarships under the following headings:

- **Dancesport awards**

- Phyllis Haylor Scholarship
- Dancesport Bursary Awards

- **Theatre awards**

- Theatre Bursary Awards

- **Teachers bursary scheme**

- Initial Teacher Training
- Higher Teacher Training

- **Project funding awards**

- Broadening Access to Dance Award
- Sue Passmore Award

1.2 In 1982, the Phyllis Haylor Scholarship was set up to provide funding to support the professional development of an ISTD member who achieved Highly Commended in their Dancesport Associate exam in a specified qualifying period.

1.3 In 2022, the Dancesport Bursary Awards were set up to support the training of talented young dancers and to broaden access to dance within recipients teachers' schools.

1.4 In 2015, a Theatre Bursary Award fund was set up to support the training of talented young dancers and to broaden access to dance within nominated teachers' schools.

1.5 In 2018, the Society committed additional funds to support ISTD members suffering from financial hardship via the Teachers Bursary Scheme.

1.6 In 2021, the Society introduced the Broadening Access to Dance Award and Sue Passmore Award, offering ISTD teachers the opportunity to apply for funding to support projects that broaden access to dance within their community.

2. Fund management

2.1 An annual designated fund has been approved by Council to provide bursaries, awards and scholarships to support ISTD members and their students to further their training and/or broaden access to dance.



Imperial Society of Teachers of Dancing

- 2.2 The bursaries, awards and scholarships fund is overseen operationally by the Director of Education.
- 2.3 The distribution of funds is the responsibility of the Director of Finance and Resources.
- 2.4 The Society endeavors to optimise the use of the bursaries, awards and scholarships fund to provide meaningful support to current members and students who are facing financial barriers to accessing training, and to support teachers to broaden access to dance for others.
- 2.5 The Society reserves the right to amend the application process and criteria for eligibility at any time.
- 2.6 The application process and eligibility criteria are reviewed annually.
- 2.7 All bursaries are awarded on a discretionary basis and the ISTD is free to decide which applicants should receive bursary funding and the amounts they should receive.
- 2.8 The ISTD make decisions based on the information provided within each application and on the funds available.
- 2.9 ISTD decisions are final, individual feedback is not provided.
- 2.10 ISTD bursaries, awards and scholarships are awarded in accordance with this policy.
- 2.11 The ISTD reserves the right to withdraw any bursary, scholarship, or award scheme at any time, thus ceasing any new awards. Individuals in receipt of any bursary, scholarship or award which is being withdrawn shall continue to claim their funds in accordance with the terms of their acceptance.
- 2.12 The Society reserves the right to request feedback from recipients up to three years after their funding has expired.
- 2.13 Force majeure: In some instances, training may be halted due to extenuating circumstances. In such event, the Director of Education will decide on an appropriate extension to be applied to all active recipients. Active recipients will be notified of any such extension via email from bursaries@istd.org
- 2.14 Applicants who are found to have made false statements or provide fabricated evidence on their application form will be barred from future applications for all awards and no further payments will be released.
- 2.15 Applicants who attempt to influence the award application process outside of the application process will be barred from receiving an award.
- 2.16 If low applications are received in any bursary, award or scholarship category, the Society reserves the right to postpone the award and re-open applications at a later date.

3. Intention

3.1 Phyllis Haylor Scholarship.

This award was introduced with the intention of supporting the winning teacher to further their dance training or higher qualifications.

3.2 Theatre Bursary Awards

These awards are designed to support students to further dance training or professional development. Teacher awards are to be used for development opportunities, community activity or to support students in financial need.

3.3 Teachers Bursary Scheme



Imperial Society of Teachers of Dancing

This scheme was introduced to benefit those wishing to become or progress as a Society trained teacher in any genre. Financial bursaries provide support to learners on low income who wish to study an ISTD teaching qualification or to continue their professional development by participating in ISTD courses

3.4 **Sue Passmore Award and Broadening Access to Dance Award**

These awards provide an opportunity for Society members to apply for funding to support innovative projects that broaden access opportunities in their local community and further support our Equity, Diversity and Inclusion initiatives.

Procedures for these awards are to be found in Appendices 1 to 4.



LIST OF APPENDICES

Appendix 1: Dancesport Awards

- Phyllis Haylor Scholarship
- Dancesport Bursary Awards

Appendix 2: Theatre Awards

- Theatre Bursary Awards

Appendix 3: Teachers Bursary Scheme

- Initial Teacher Training
- Higher Teacher Training

Appendix 4: Project Funding Awards

- Broadening Access to Dance Award
- Sue Passmore Award



APPENDIX 1

Dancesport Awards; Phyllis Haylor Scholarship application guidelines and terms and conditions

1.1 Eligibility

- 1.1.1 Applicants must have achieved Highly Commended for their Associate qualification within the specified eligible timeframe.
- 1.1.2 Applicants must not hold any qualification higher than Associate in any genre.
- 1.1.3 Applicants may enter multiple times across numerous years.
- 1.1.4 Applicants must hold a Society membership that is paid up to date.
- 1.1.5 Individuals that have previously received this scholarship are not eligible to apply or receive it again.

1.2 Conditions

- 1.2.1 Applications must be submitted by the application closing date. Late applications will not be considered.
- 1.2.2 Incomplete applications will not be considered.
- 1.2.3 Applicants must attend and take part in the Phyllis Haylor Scholarship presentation/interview on the date specified by the ISTD.
- 1.2.4 Applicants must give a verbal presentation up to 10 minutes in length on one of three specified topics and attend a subsequent interview. Applicants may present in any language, however, for non-English presentations applicants must provide a translator.
- 1.2.5 Funds are distributed once per annum.
- 1.2.6 Awarded funds cannot be used for training completed prior to the presentation date.
- 1.2.7 Recipients of all bursaries, awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.

1.3 Process

- 1.3.1 The Head of Strategic Projects and Development Activities agrees presentation questions with the Director of Education.
- 1.3.2 Head of Faculty Development(s) for Dancesport recruit a minimum of two and maximum of four faculty representatives from Dancesport committees to form an expert panel, supported by the Director of Education.
- 1.3.3 Applications open at specified times of the year and are advertised at www.istd.org. Opening dates vary. Members are notified of application opening dates via ISTD newsletters, social media and website.
- 1.3.4 Applications are made via an online form available at www.istd.org during opening dates. A PDF form can be requested from bursaries@istd.org.
- 1.3.5 Applications must be submitted by the application closing date.
- 1.3.6 Applications are shortlisted via a two-stage review.
- 1.3.7 Shortlisted applicants are invited to stage two; presentation and interview with an expert panel.



Imperial Society of Teachers of Dancing

1.4 Application Review

- 1.4.1 Applications are reviewed within one month after the application closing date.
- 1.4.2 Applications undergo a two-stage review process by two HOFD's and a member of the Extended Leadership Team. At least one member of staff involved in the review process will be a Dancesport subject specialist.
- 1.4.3 First and second stage recommendations are reviewed, where recommendations differ, the applications are taken for third stage review.
- 1.4.4 Third stage review is conducted by the Head of Qualification Development. The third stage reviewer identifies shortlist to be invited to present.
- 1.4.5 Recommendations are made for invitation to stage two of application process (presentation and interview with the specialist panel).
- 1.4.6 The Dance Development Team sets the schedule of presentations and notifies the expert panel.
- 1.4.7 Applicants are notified of their presentation date and time via email to the address provided on the application form.
- 1.4.8 The panel make decisions based on the presentation given and subsequent interview. Individual feedback is not provided.

1.5 Application outcomes

- 1.5.1 All applicants are contacted by email via the email address provided on the application form confirming if they have been shortlisted for stage two of the application process.
- 1.5.2 All applicants are contacted by email via the email address provided on the application form confirming the outcome of their application by within one month of the presentation date.
- 1.5.3 Individual feedback is not provided.
- 1.5.4 Successful applicants are required to complete an acceptance form within 20 working days of receiving the outcome. Failure to complete the form may result in the bursary being withdrawn from the individual.

1.6 Allocation of funds

| | |
|--------------|---------------|
| Winner | £1,000 |
| TOTAL | £1,000 |

1.7 Scholarship fund management

- 1.7.1 Acceptable requests include but are not limited to: intensive training courses, one to one coaching, dance lessons/training fees, travel to access intensive training in other countries.
- 1.7.2 Unacceptable requests include but are not limited to: dance clothes/shoes, exam fees, audition fees, membership fees.
- 1.7.3 Funds are held by ISTD and must be claimed within a two year period from the date of confirmation of the scholarship. After two years, the fund expires and any remaining funds are no longer available to the individual.
- 1.7.4 Requests to use funds and claims to reimburse expenditure are sent to bursaries@istd.org.



Imperial Society of Teachers of Dancing

- 1.7.5 Where requests to use funds meet the requirements outlined in 1.7.1, the Dance Department will approve the request and process the claim.
- 1.7.6 Where requests differ from items stated in 1.7.1, requests will be shared with the Director of Education via email. If the Director of Education approves use of funds, a claim form can be completed with accompanying proof of payment from the recipient. If the request is declined, the recipient will be notified and no claim will be submitted.
- 1.7.7 The Dance Development Team notifies ISTD finance department of the award winner and amount of money.
- 1.7.8 If the amount being claimed by the recipient exceeds the amount remaining in their fund, a part reimbursement will be made.

Dancesport Awards; Dancesport Bursary Awards application guidelines and terms and conditions

1.8 Eligibility

- 1.8.1 An eligible competitor may only represent one genre category in any one year.
- 1.8.2 Competitors must fit in to defined age categories: Juvenile (11-14 years and under on the point of entry into the nominating) and Junior (12 up to and including 16 years of age on the point of entry into the nominating).
- 1.8.3 Previous Dancesport Bursary Award winners are not eligible to compete again for any award which they have already won. Winning competitors are eligible to take part in the awards more than once, however, entries must be in a different age or genre category.
- 1.8.4 Teachers are eligible to receive awards in more than one genre and age category in any one year.

1.9 Eligibility (Disco, Freestyle and Rock n Roll - DFR)

- 1.9.1 Candidates of eligible age must have placed first in the set dance category at Grand Finals.

1.10 Eligibility (Ballroom, Latin and Sequence - BLS)

- 1.10.1 Candidates must have placed 1st – 6th in BLS events between 1st April – 31st March of the following year.
- 1.10.2 If a dancer takes part in a Newcomer event plus an Under 6, Under 8 or Social Dance Test event in their age category at the same competition, the Newcomer event will no longer be eligible for collecting bursary points.

1.11 Conditions

- 1.11.1 Genre categories are defined as (1) Disco, Freestyle, Rock'n'Roll (2) Ballroom, Latin, Sequence.
- 1.11.2 DFR competitors must take part in a final set dance category event at Grand Finals, competing against other eligible candidates of the same age category.
- 1.11.3 Funds are distributed once per annum.
- 1.11.4 Competitor's teachers must have a current, fully paid ISTD membership.



Imperial Society of Teachers of Dancing

- 1.11.5 Awarded funds cannot be used for training completed prior to the award announcement date.
- 1.11.6 Recipients of all bursaries, awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.

2.1 Process (DFR)

- 2.1.1 Competitors are eligible for DFR Grand Finals via selection at regional DFR competition events.
- 2.1.2 Competitors take part in the set dance event for their age and level at Grand finals.
- 2.1.3 Competitors of eligible age that place first in the set dance event take part in a final set dance event against other eligible candidates within their age category.
- 2.1.4 Adjudicators select 1st and 2nd place in each age category to receive bursary funds.

2.2 Process (BLS)

- 2.2.1 Competitors take part in regional ISTD bursary qualifier events as arranged by the ISTD between 1st April – 31st March of the following year.
- 2.2.2 Competitors of eligible age that are placed 1st to 6th place in any eligible BLS competition are eligible to receive points according to a scale:
 - 1st place: 35 points
 - 2nd place: 21 points
 - 3rd place: 12 points
 - 4th place: 3 points
 - 5th place: 2 points
 - 6th place: 1 point
- 2.2.3 Teachers of eligible dancers must complete and return records of their winners to ISTD within 1 month of the competition. ISTD records the points awarded at each eligible competition according to the forms returned and in line with scrutineer records.
- 2.2.4 Points are added together to create a final score.
- 2.2.5 Competitors with the most points in their age category are awarded 1st and 2nd place and are announced after the final eligible event.
- 2.2.6 In the event that two highest scoring competitors receive the same total score this will be a tie for 1st place. Total bursary funds will be equally divided between the two competitors and 2nd place will not be awarded.
- 2.2.7 In the event that more than two competitors receive the same total score and tie in 1st place, competitors will be invited to submit a video entry for adjudication. 1st and 2nd place will be awarded. The outcome of video adjudication is final. All video submissions must be entered by the deadline outlined in the communication (approximately 1 month).
- 2.2.8 In the event that one competitor places 1st and two or more competitors receive the same total score and tie in 2nd place, competitors will be invited to submit a video entry for adjudication. 2nd place will be awarded. The outcome of video adjudication is final. All video submissions must be entered by the deadline outlined in the communication (approximately 1 month). Failure to meet the deadline will result in no 2nd place being awarded.



2.3 Allocation of funds

Awards will be given in DFR and BLS as detailed below:

| | |
|--------------------------------|--------------------------------|
| Juvenile 1 st place | £250 x 2 = £500 |
| Juvenile 2 nd place | £150 x 2 = £300 |
| Junior 1 st place | £250 x 2 = £500 |
| Junior 2 nd place | £150 x 2 = £300 |
| 1 st place teachers | £500 x 4 = £2,000 |
| 2 nd place teachers | £300 x 4 = £1,200 |
| TOTAL AWARDED | £4,800 to 16 recipients |

2.4 Awards

2.4.1 1st place awards are made as follows

| | |
|-------------|---------------------------------|
| DFR: | Junior: Janet Clark Award |
| | Juvenile: Jean Cantell Award |
| BLS: | Junior: Anne Lingard Award |
| | Juvenile: Margaret Connon Award |

2.5 Student bursary fund management, terms and conditions

2.5.1 Outcome letters are sent by email via email address provided for entry into the event.

2.5.2 Students are required to formally accept their bursary via completion of an online form within 20 working days of receiving their outcome letter.

2.5.3 Acceptable requests for student bursaries include: intensive training courses, one to one coaching, dance training fees, exam fees, travel to access intensive training in other countries.

2.5.4 Unacceptable requests include: dance clothes/shoes, audition fees, membership fees. Requests for any items not ordinarily covered by the bursary fund will be considered on an individual basis, and may be granted in exceptional circumstances.

2.5.5 Funds are held by ISTD for use within a one year period.

2.5.6 Requests to use funds and claims to reimburse expenditure are sent to bursaries@istd.org.

2.5.7 Where requests to use funds meet the requirements outlined in 4.6.3, the Head of Strategic Projects and Development Activities will approve the request and process the claim.

2.5.8 Where requests differ from items stated in 2.5.3, requests will be shared with the Director of Education via email. If the Director of Education approves use of funds, a claim form can be completed with accompanying proof of payment from the recipient. If the request is declined, the recipient will be notified and no claim will be submitted.

2.5.9 After one year, the fund expires and any remaining funds are no longer available to the individual.

2.5.10 Recipients of all bursaries, awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.



Imperial Society of Teachers of Dancing

2.6 Teacher bursary fund management, terms and conditions

2.6.1 Outcome letters will be sent by email via the email address included for event booking.

2.6.2 Teachers are required to formally accept their bursary via completion of an online form within 20 working days of receiving their outcome letter.

2.6.3 Acceptable use of teacher bursary funds include (but are not limited to): providing free classes at local schools (secondary, primary, SEN); developmental experiences for students e.g. masterclasses, workshops, theatre trips; community engagement workshops (care homes, community groups); free workshops/taster/open day events; supporting class/exam/competition/festival fees for students; providing uniform for students; providing class support for inclusions of students with additional needs; CPD for teachers at the school.

2.6.4 Queries about use of the funds should be sent in writing to bursaries@istd.org.

2.6.5 50% of bursary funds are sent to the school bank account or teachers business account upfront in year 1.

2.6.6 Evidence of expenditure (e.g. receipts, invoices and proof of payment) is required before 2nd half of bursary funds are sent in year 2.

2.6.7 Evidence of expenditure in year two is required in order to close the account.

2.6.8 Recipients of all bursaries, awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.



APPENDIX 2

Theatre awards: Theatre Bursary Awards application guidelines and terms and conditions

2.1 Eligibility

- 2.1.1 Two competitors are nominated by each theatre faculty from genre competition events in the year preceding the awards. If a genre competition event has not taken place, nominees will be decided upon at the discretion of the faculty committee. The competitor and their teacher are both eligible to win funds.
- 2.1.2 A nominated competitor may only represent one faculty in any one year. If the same competitor is nominated by more than one faculty at the same time, the competitor is required to choose the faculty they wish to represent.
- 2.1.3 Competitors must fit in to defined age categories: Junior (11-14 years on 1 September the previous calendar year to the awards) and Senior (15-18 Years on 1 September the previous calendar year to the awards).
- 2.1.4 Winning competitors are eligible to take part in the awards more than once, but entries must be in a different age category.

2.2 Conditions

- 2.2.1 Funds are distributed once per annum.
- 2.2.2 Competitors must attend and take part in the Bursary Awards event on the date specified by the ISTD.
- 2.2.3 Competitors must perform a solo of no longer than two minutes in the genre of the nominating faculty.
- 2.2.4 Senior competitors must perform a contrasting solo of no longer than two minutes.
- 2.2.5 Competitor's teachers must have a current, fully paid ISTD membership.
- 2.2.6 Awarded funds cannot be used for training completed prior to the award being made.
- 2.2.7 Recipients of all bursaries, awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.

2.3 Process

- 2.3.1 Head(s) of Faculty Development notify Courses and Events representative of nominated student and teacher for each genre.
- 2.3.2 Courses and Events team contacts nominee teachers to invite them and their student to take part. Teacher is required to formally accept the invitation via completion of an online form. Once acceptance to participate is received, further paperwork is sent to the teacher and parent/carer of the nominated student to complete.
- 2.3.3 ISTD organises and promotes the event.
- 2.3.4 ISTD recruits a panel of industry experts to adjudicate the event, supported by the Director of Education. Where the Director of Education is not available, another Director will deputise.



Imperial Society of Teachers of Dancing

2.3.5 The panel agrees a winner and commendation in each age category. The panel make decisions based on the performance given.

2.4 Awards

2.4.1 1st place awards are made as follows

Junior: Joan Durrant Award

Senior: Paddy Hurlings Award

2.5 Allocation of funds

| | |
|-----------------------------|---------------------------------|
| Senior winner | £450 |
| Senior commendation | £300 |
| Junior winner | £450 |
| Junior commendation | £300 |
| Senior winner teacher | £1,000 |
| Senior commendation teacher | £750 |
| Junior winner teacher | £1,000 |
| Junior commendation teacher | £750 |
| Nominated teachers x10 | £5,000 (£500 each) |
| TOTAL AWARDED | £10,000 to 18 recipients |

2.6 Student bursary fund management, terms and conditions

2.6.1 Outcome letters are sent by email via the email address included on the acceptance to participate form.

2.6.2 Students are required to formally accept their bursary via completion of an online form within 20 working days of receiving their outcome letter.

2.6.3 Acceptable requests for student bursaries include: intensive training courses, one to one coaching, dance training fees, exam fees, travel to access intensive training in other countries.

2.6.4 Unacceptable requests include: dance clothes/shoes, audition fees, membership fees. Requests for any items not ordinarily covered by the bursary fund will be considered on an individual basis, and may be granted in exceptional circumstances.

2.6.5 Funds are held by ISTD for use within a one year period.

2.6.6 Requests to use funds and claims to reimburse expenditure are sent to bursaries@istd.org.

2.6.7 Where requests to use funds meet the requirements outlined in 4.6.3, the Head of Strategic Projects and Development Activities will approve the request and process the claim.

2.6.8 Where requests differ from items stated in 2.5.3, requests will be shared with the Director of Education via email. If Director of Education approves use of funds, a claim form can be completed with accompanying proof of payment from the recipient. If the request is declined, the recipient will be notified and no claim will be submitted.

2.6.9 After one year, the fund expires and any remaining funds are no longer available to the individual.



Imperial Society of Teachers of Dancing

2.6.10 Recipients of all bursaries, awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.

2.7 Teacher bursary fund management, terms and conditions

2.7.1 Outcome letters will be sent by email via the email address included on the acceptance to participate form.

2.7.2 Teachers are required to formally accept their bursary via completion of an online form within 20 working days of receiving their outcome letter.

2.7.3 Acceptable use of teacher bursary funds include (but are not limited to): providing free classes at local schools (secondary, primary, SEN); developmental experiences for students e.g. masterclasses, workshops, theatre trips; community engagement workshops (care homes, community groups); free workshops/taster/open day events; supporting class/exam/competition/festival fees for students; providing uniform for students; providing class support for inclusions of students with additional needs; CPD for teachers at the school.

2.7.4 Queries about use of the funds should be sent in writing to bursaries@istd.org.

2.7.5 50% of bursary funds are sent to the school bank account or teachers business account upfront in year 1.

2.7.6 Evidence of expenditure (e.g. receipts, invoices and proof of payment) is required before 2nd half of bursary funds are sent in year 2.

2.7.7 Evidence of expenditure in year two is required in order to close the account.

2.7.8 Recipients of all bursaries, awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.



APPENDIX 3

Teachers' Bursary Scheme; application guidelines and terms and conditions

3.1 Eligibility

- 3.1.1. Applicants must hold a Society membership that is paid up to date. If applying for a course and not yet a member of the Society, application for membership must be processed before funds are released.
- 3.1.2. Applicants in receipt of a bursary in the last three years are not eligible to apply, this includes the Teachers Bursary Scheme and the Phyllis Haylor Scholarship.
- 3.1.3. ISTD staff are not eligible for this bursary.

3.2 Conditions

- 3.2.1 Applications must be submitted by the application closing date. Late applications will not be considered.
- 3.2.2 Incomplete applications will not be considered.
- 3.2.3 Bursary funds cannot be used for training completed before the application closing date.
- 3.2.4 Applications must include supporting evidence as requested in the application form.
- 3.2.5 Once an award has been made, the recipient may not apply for a bursary for three years.
- 3.2.6 Bursary funds cannot be used to cover rent/mortgage payments or household bills.
- 3.2.7 If a recipient leaves their course, they are required to notify ISTD in writing. ISTD reserves the right to recoup funds from the individual if funding has been provided and training has not been completed.
- 3.2.8 ISTD must be notified of any changes to training providers/ADC's in writing. ISTD reserves the right to withhold funds if the training provider/ADC changes and ISTD have not been notified.
- 3.2.9 Recipients are required to provide feedback regarding the award when requested by ISTD.
- 3.2.10 More applications are expected than funds available, therefore, not all applicants who meet the criteria will receive a bursary.
- 3.2.11 Recipients of all bursary awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.

3.3 Conditions (Initial and Higher Teacher Training Bursaries)

- 3.3.1 Applicants must be applying to, have secured a place or have begun training with an ISTD Approved Dance Centre/Training provider for the relevant qualification. Funds will only be released once a place on a course has been secured and confirmed by the training provider.
- 3.3.2 Applicants undertaking the Diploma in Dance Education or Diploma in Dance Pedagogy must have a minimum of one year left of training, (this may be an academic year).
- 3.3.3 Applications can be made to support a maximum of three years of training.
- 3.3.4 Applications are made to support the qualification in one genre only (Initial Teacher Training).
- 3.3.5 Bursaries are for the specified qualification and associated costs only. Funds may not be used to support additional dance training, e.g. if the DDE is being studied as part of a broader programme of full time study, only fees for the DDE are covered by this bursary.



Imperial Society of Teachers of Dancing

3.4 Application process

- 3.4.1 Applications open at specified times of the year and are advertised at www.istd.org. Opening dates vary.
- 3.4.2 Only one application can be made per application round.
- 3.4.3 Members are notified of application opening dates via Society newsletters, social media and website.
- 3.4.4 Applications are made via an online form available at www.istd.org during opening dates. A PDF form can be requested from bursaries@istd.org.
- 3.4.5 Applications must be submitted by the application closing date. Late applications will not be considered.
- 3.4.6 Incomplete applications will not be considered.
- 3.4.7 Where evidence is required, this must be submitted at the point of application. The Society cannot guarantee the acceptance of supporting documentation after the closing date of the application.
- 3.4.8 Applications may be supported by a reference where applicable.

3.5 Reference form

- 3.5.1 The Society only requires a reference where evidence to support the application is not available.
- 3.5.2 The referee should be a professional who knows the applicant well and is able to verify the applicants' circumstances.
- 3.5.3 The referee should not be related to the applicant.
- 3.5.4 Contact details for the referee must be included on the reference form.
- 3.5.5 The applicant is responsible for notifying referees that they may be contacted by the Society.

3.6 Application

- 3.6.1 Applications are considered on the basis of their own merit. The following considerations are evaluated:
 - Personal and financial circumstances
 - Capacity to undertake training
 - Commitment to inclusive practice
 - Genre
 - Geographical access to training opportunities
- 3.6.2 All supporting evidence required must be provided.

3.7 Application Review

- 3.7.1 Applications are reviewed after the application closing date.
- 3.7.2 Applications undergo a three stage review process by two HOFD's Team and the Director of Education or a member of the Extended Leadership Team.
- 3.7.3 First and second stage recommendations are reviewed, where recommendations differ, the applications are taken for third stage review.



Imperial Society of Teachers of Dancing

- 3.7.4 Third stage review is conducted by the Director of Education or Head of Qualification Development. The third stage review may confirm or suggest alterations to the allocation of bursary funds and these will be conditional to the bursary award being made.
- 3.7.5 The third stage review marks the end of the application process.

3.8 Application outcomes

- 3.8.1 All applicants are notified of the outcome of their application via email from bursaries@istd.org to the address provided on the application form within eight weeks of the application closing date.
- 3.8.2 Individual feedback is not provided.
- 3.8.3 Successful applicants are required to complete an acceptance form within 20 working days of receiving the outcome. Failure to complete the form may result in the bursary being withdrawn from the individual.
- 3.8.4 Training providers are notified of successful applicants via email from bursaries@istd.org and required to confirm their place on the relevant training course. Funds will not be released until confirmation is received.

3.9 Allocations of funds

- 3.9.1 Initial Teacher Training Bursary (Diploma in Dance Education & Dancesport Associate) up to £5,000
- 3.9.2 Higher Teacher Training Bursary (Diploma in Dance Pedagogy) up to £2,000

3.10 Fund management, terms and conditions

- 3.10.1 Travel by car can be claimed at 0.45ppm.
- 3.10.2 Where training is being delivered by ISTD, funds are transferred internally and allocated to the relevant finance code.
- 3.10.3 Bursary recipients are required to complete an online claim form to request reimbursement for expenses and training fees.
- 3.10.4 Bursary recipients may request that fees are paid from ISTD directly to the training provider. Requests must be made in writing to bursaries@istd.org. Head of Strategic Projects and Development Activities is responsible for approving requests.
- 3.10.5 Requests to extend the duration of the bursary must be made in writing to bursaries@istd.org. Approval of extensions is made by the Head of Strategic Projects and Development Activities and will be confirmed in writing by email from bursaries@istd.org. ISTD finance department are notified of extension in writing by email.
- 3.10.6 Bursary funds will automatically expire after three years from the point at which they are made unless otherwise agreed in writing.
- 3.10.7 If there has been no draw down activity within 12 months of the award, the award will be cancelled unless otherwise approved in writing. Applicants may re-apply in future years.



Imperial Society of Teachers of Dancing

3.10.8 Recipients of all bursaries, awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.



APPENDIX 4

Project funding Awards; Sue Passmore Award and Broadening Access to Dance Award application guidelines and terms and conditions

4.1 Eligibility

- 4.1.1 Applicants must hold a Society membership that is paid up to date.
- 4.1.2 Applicants that achieved their first ISTD teaching qualification in the last five years are eligible for the Sue Passmore Award only.
- 4.1.3 Applicants that have held their ISTD teaching qualification for more than five years are eligible for the Broadening Access to Dance Award only.
- 4.1.4 Individuals that have previously received this award are not eligible to apply or receive it again.

4.2 Conditions

- 4.2.1 Applications must be submitted by the application closing date for the application round. Late applications will not be considered.
- 4.2.2 Incomplete applications will not be considered.
- 4.2.3 Applications must meet all six criteria.
- 4.2.4 Applications can be for a new or existing project, however, funding cannot be used for activity that has already taken place.
- 4.2.5 Applications must be costed in the currency of where the activity is planned to take place.
- 4.2.6 Based on the information provided on the application form, the panel may require a condition to be met before funding is released to the recipient. Any conditions will be agreed by the Director of Education and specified in the outcome letter.

4.3 Process

- 4.3.1 Applications open at specified times of the year and are advertised at www.istd.org. Opening dates vary.
- 4.3.2 Only one application can be made per application round.
- 4.3.3 Members are notified of application opening dates via Society newsletters, social media and website.
- 4.3.4 Applications are made via an online form available at www.istd.org during opening dates. A PDF form can be requested from bursaries@istd.org.
- 4.3.5 Applications must be submitted by the application closing date.
- 4.3.6 Applications must include a project budget.

4.4 Award criteria

- 4.4.1 Innovative and practicable approach to broadening access to dance.
- 4.4.2 Detailed and viable project plan.
- 4.4.3 Detailed and viable budget.



Imperial Society of Teachers of Dancing

- 4.4.4 Consideration of how the project could support broadening access to dance long term/in the future.
- 4.4.5 Commitment to effectively share project outcomes and experience with members.
- 4.4.6 Suitable experience/CPD/Mentor support identified to support the successful delivery of the project.

4.5 Application Review

- 4.5.1 Applications are reviewed after the application closing date.
- 4.5.2 Applications undergo a three-stage review process by two members of the Extended Leadership Team and a panel.
- 4.5.3 First and second stage recommendations are made and shortlisted applications are reviewed by a panel.
- 4.5.4 Third stage review is conducted by a panel. The panel confirm which applicants will receive awards and any conditions to be met before funds are released.
- 4.5.5 The panel's decision is final.
- 4.5.6 The panel reserve the right not to award funds if applicants do not show evidence of meeting the full criteria.

4.6 Application outcomes

- 4.6.1 All applicants are notified of the outcome of their application via email from bursaries@istd.org to the email address provided on the application form within eight weeks of the application closing date.
- 4.6.2 Individual feedback is not provided.

4.7 Allocation of funds

| | |
|--------------------------|---|
| 2 awards of up to £2,000 | £4,000 |
| TOTAL | up to £4,000 to 2 recipients (maximum) |

4.8 Fund management, terms and conditions

- 4.8.1 Successful applicants are required to formally accept their award via completion of an online form within 20 working days of receiving the outcome.
- 4.8.2 The panel may request conditions to the award being made which must be met by the applicant within a reasonable timeframe, as stated in the outcome letter, before funds are released.
- 4.8.3 Funds will be released to the recipient in three stages. After the first round of funding is provided, the recipient will be required to provide evidence of expenditure before the next round of funding is released. The same process will be applied before the final stage of funding is complete.
- 4.8.4 Evidence of expenditure for stage three of funding is required in order that the account can be closed.
- 4.8.5 The award has been made based on the project detailed in the application.



Imperial Society of Teachers of Dancing

- 4.8.6 Where changes to the initial project plan occur, these must be detailed in writing and emailed to bursaries@istd.org as soon as possible. Changes must be approved by the Society in writing, and will be communicated by email from bursaries@istd.org.
- 4.8.7 Queries about use of the funds should be sent in writing to bursaries@istd.org.
- 4.8.8 Recipients of all bursaries, awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.