



These guidance notes should be read before you start an application form.

The Phyllis Haylor Scholarship began in 1982 and is awarded annually to an individual who has passed their Dancesport Associate with Highly commended during the eligible timeframe.

A scholarship of up to £2,000 is awarded to support further dance training, for example higher qualifications, such as Licentiate, an Associate qualification in another genre, or towards any relevant CPD to enhance the recipient's career as a new dance teacher.

Eligibility

- The scholarship is available to those who have passed a full Dancesport Associate qualification with Highly Commended during the eligible time frame.
- Applicants must not hold any other qualification higher than Associate level in any genre.
- Applicants may enter multiple times across numerous years, providing they meet the requirements stated above.
- Individuals that have previously received the scholarship are not eligible to apply.
- Applicants must hold a Society membership that is paid for and up to date.

Conditions

- Applications must be submitted by the application closing date, late applications will not be considered.
- Incomplete applications will not be considered.
- Applicants must attend and take part in the Phyllis Haylor Scholarship presentation/interview on the date specified by the ISTD.
- Applicants must give a verbal presentation up to 15 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.
- Funds are distributed once per annum.
- Awarded funds cannot be used for training completed prior to the presentation date.
- Recipients of the scholarships may be required to provide feedback on the process of application and the activity undertaken.
- Funds cannot be used to reimburse training that has already taken place.

Application Process

Stage one

1. Applications open and eligible candidates complete an online application form. A PDF form can be requested from bursaries@istd.org when applications are open.
2. Applications are shortlisted for stage two.
3. All applicants are emailed and notified if they have been shortlisted for stage two of the process.

Stage two

1. Shortlisted applicants will be emailed and notified of their presentation time and zoom joining details.
2. Applicants will deliver a live online verbal presentation, up to 15 minutes in length, on one of the three topics stipulated. The presentation will be followed by a short Q&A with the specialist panel. Candidates are permitted to use technology to support their presentation. Applicants may present in any language, however, for non-English presentations applicants must provide a translator.
3. The successful candidate is chosen by the specialist panel.

Outcomes

1. All applicants shortlisted for stage two will be contacted by email and notified of the outcome; individual feedback will not be provided.
2. The successful applicant is required to formally accept the scholarship via completion of an online form. Once received, the applicant will be contacted directly regarding how to claim funds.
3. The successful applicant will be announced via ISTD media channels.



Application form guidance notes

Application forms are available to complete online. We recommend that applicants complete their application using google chrome.

1. Eligibility

In this section of the form, applicants are asked to confirm they meet the eligibility criteria for the scholarship.

2. Applicant details

In this section of the form, applicants are asked to include their personal details, including:

- Name
- Address
- Contact phone number
- Contact email address
- Membership number
- Pin number
- Dance qualification information including level of achievement and date of examination.

Imperial Society of Teachers of Dancing will process your personal information in accordance with our privacy policy. Please refer to our privacy policy which can be found in full on our website, www.istd.org

3. Personal and Supporting Statement

In this section of the form, applicants are asked to address the questions included below. Applicants are welcome to complete this section form in their chosen language.

Applicants may submit their statements as a: **written submission**
OR
video submission (with English subtitles)

All video submissions must have subtitles in English, regardless of the language spoken in the video submission, and be in MP4 format. Failure to include subtitles in video submissions will result in an incomplete application.

3.1 Personal Statement

- What motivates you to want to teach dance?
- What are your aspirations for inclusivity in your teaching?
- How do you hope to develop your teaching practice over time?

Written submission up to 1,000 words OR video submission up to 6 minutes in length

3.2 Supporting statement

- What do you intend to use the funds for?
- How would this assist your development and career aspirations?

Written submission up to 500 words OR a video submission up to 3 minutes in length



4. Presentation Information

In this section of the form, applicants are required to confirm the following:

- Your availability for the presentation should your application be shortlisted
- Access to a zoom account
- Any access requirements relating to delivering a live presentation on zoom
- The language the presentation will be given in
- Acknowledgement that an English translator must be provided by the applicant if presenting in a language other than English
- Chosen presentation topic

5. Declaration

Applicants are required to confirm that details provided on their application are correct.

6. Equity, Diversity and Inclusion Survey

ISTD aims to be an inclusive organisation, trusted, and admired by our colleagues, members and students. Whoever you are, we want you to feel welcome, accepted, and able to be yourself. We respect and appreciate difference, and we believe our colleagues, members and students ought to reflect the diversity of our local communities. All answers in this section of the form are anonymous and information provided will be used to better understand the diversity of our funding scheme.