



Guidance notes

Sue Passmore Award and Broadening Access to Dance Award

About the Awards

Our mission is to educate the public in the art of dancing in all its forms and strive to advance excellence in dance teaching and education. We are committed to providing opportunities to dance for all and, to this end, we are pleased to offer the ***Sue Passmore Award*** and the ***Broadening Access to Dance Award***.

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

The *Sue Passmore Award*, of up to £2,000 honours the significant contribution of our former Chair and Trustee of over 20 years, and will be awarded to a recently qualified dance teacher (within five years of achieving their first Society teaching qualification). The *Broadening Access to Dance Award* of up to £2,000 will be awarded to a member who has held their Society teaching qualification for more than five years.

Both awards are designed to fund creative and innovative approaches to broadening access to dance and applicants will be encouraged to identify CPD or a mentor contribution to support the successful delivery of their project. Upon completion, recipients will share the outcome of their project with Society members.

Applications will take the form of a project proposal and will open in the autumn. Opening dates will be between August and November. Exact dates will vary each year and will be detailed on the website.

Criteria for the awards

1. Innovative and practicable approach to broadening access to dance.
2. Detailed and viable project plan.
3. Detailed and viable budget.
4. Consideration of how the project could support broadening access to dance long term/in the future.
5. Commitment to effectively share project outcomes and experience with members.
6. Suitable experience/CPD/Mentor support identified to support the successful delivery of the project.



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Eligibility to apply

- Applicants must hold a Society membership that is paid up to date.
- Applications must be submitted by the application closing date, late applications will not be considered.
- Applicants that achieved their first ISTD teaching qualification in the last five years are eligible for the Sue Passmore Award only.
- Applicants that have held their ISTD teaching qualifications for more than five years are eligible for the Broadening Access to Dance Award only.
- Applications must meet all six criteria.
- Applications can be for a new or existing project, however, funding cannot be used for activity that has already taken place.
- Applications must be costed in the currency of where the activity is planned to take place.
- Applicants can be based anywhere in the world.
- Individuals that have previously received this award are not eligible to apply or receive it again.

Making an application

The application form is broken down in to the following seven sections:

1. *Applicant details*

In this section of the form you will be asked to include your personal details, including:

- Name
- Address
- Contact phone number
- Contact email address
- Membership number
- Confirm that membership is paid up to date
- Teaching qualification information
 - What ISTD teaching qualifications do you hold?
 - In what year did you achieve your first ISTD teaching qualification?

Imperial Society of Teachers 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, istd.org.

2. *Project details*

Which award are you applying for? You will need to ensure the correct award is selected according to the eligibility criteria:

1. **Sue Passmore Award**, for members who have achieved their first teaching qualification in the last five years



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2. **The Broadening Access to Dance Award**, for members who have held their teaching qualification for more than five years

You will also need to provide the following information:

- **Project Title**
- **Is this a new or existing project?**
- **What is the start and end date for the project?** If you are applying for a project that has already started, the start date should reflect this here.

3. *Project proposal*

Here you will be asked to detail your project plan through answering the following questions:

- **Describe your project; what does your project look like?** For example - Where will your project take place? How many sessions will you run? What will happen in your sessions? What will the participants do? What do you want participants to achieve or experience? Are there any project partners supporting the project? *Maximum 500 words*
- **Who will be involved in leading your project and what will they do?** For example - Will you lead all of the sessions? Will industry experts be involved? Will you have an assistant? Does this project provide a CPD opportunity for anyone involved? *Maximum 250 words*
- **Explain how your project broadens access to dance.** For example, will you take dance classes to people who haven't danced before, or will you offer opportunities for those who might not be able to afford to dance? Will you take dance into unusual settings and share performances with those who might not ordinarily choose to watch dance? Does the project involve any other arts forms, is it cross-curricular or does it provide an opportunity to collaborate with other groups, for example art, set or costume design? *Maximum 250 words*
- **Are there any opportunities to generate income to sustain the project beyond the funding from this award?** For example, have you engaged any project partners who will be providing sponsorship or support in kind (offering items for free)? Is there a performance opportunity that could invite a paying audience or another class that could be run for a group that may pay to attend? Are there other funding opportunities for extensions to the project? *Maximum 250 words*

4. *Impact and legacy*

- **Who will benefit from your project?**
 - **Directly:** who are the participants and how many do you hope to reach? Are there any professional development opportunities for assistants/teachers who will directly benefit from the experience?



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- **Indirectly:** who else will benefit from the project in other ways? For example, will the work be shared with an audience? Will participants families or the local community benefit from the activity?
- **What will be the impact and legacy of the project and do you have any longer term plans for when the project is complete?** For example, will the income generated support a phase two? Will this project provide the basis for a longer-term programme? *Maximum 500 words*
- **What is your preferred method for sharing the outcomes and experiences of your project with Society members?** This could be a presentation at graduation, an article in DANCE magazine or on the website, a digital presentation that could be shared via our media channels etc. *Maximum 200 words*

5. Budget

A maximum of £2,000 is available to support your proposed project, you will be asked to detail how this will be spent by supplying a project budget. Your budget must be costed in the currency where the project is taking place.

Project costs should be included from the beginning of the calendar year after the application round e.g. applications open August 2023, costs should be included from January 2024. Therefore, if you're applying for funding for a project that has already started, costs should be included beginning from the **next calendar year only**. Funding cannot be used for activity that has taken place before the application outcome has been received.

A table is included in the form to detail your budget, please see an example of the table you will need to complete below:

	Budget item	Cost (in local currency)	Notes
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

Applications without an accompanying budget **will not** be considered.

Below is a list of some things you may wish to consider when completing your budget:

- Teachers/lecturer/artist fees (including yourself)
- Space hire
- Marketing
- CPD
- Expenses
- Personal access costs e.g child care, travel costs etc
- Props



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Please note, the list above is an illustrative rather than comprehensive.

Your project/activity may exceed the amount of money ISTD is able to offer. If your project budget exceeds the amount that ISTD are able to offer, you may need to consider seeking funding from other sources. You are invited to include details of how you intend to fund the shortfall and any other funding you have applied for.

6. *Experience and CPD*

- **What personal skills and attributes do you bring to the project which will help you make it a success?** Do you have any experience that you can draw from to implement this project? Have you organised, assisted or been involved in a similar project before? What skills and experience do you have that you feel you can bring to the project to ensure the successful delivery. *Maximum 500 words*
- **What further guidance, CPD or mentoring support will you seek if your application is successful?** Do you need to attend a course(s) or work with a mentor to ensure the successful and effective delivery of your project? Can you identify any specific CPD you may need to achieve the best outcome? Is there another professional involved who may provide mentor support as part of their role in the project? *Maximum 500 words*

7. *Declarations*

Here you will be asked to confirm that the details provided on the form are accurate as of the date of the application.

After submitting your application

Application outcome

Application outcomes will be received within 8 weeks of the closing date of the application round, therefore, applications should be made for funding projects after this time. Funding cannot be used to cover costs that have been incurred prior to the outcome letter being received.

If your application is successful, funds will not be released immediately. Funds will be released in three stages. The first round of funds may take up to 4 weeks or longer to send depending on the circumstances. You need to consider this when detailing your project timeline and deciding how and when funds will be used.

How funds will be released

When an award has been made, the recipient will need to complete an acceptance form. 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 spend by an agreed date before additional funds will be released.

Ineligible applications

Applications without a clear budget will be ineligible for funding. We may also consider your



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application as ineligible if:

- it is not developed and detailed enough to provide sufficient clarity for us to make an informed decision.
- you have not considered all six criteria in your proposal.