



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

## **Introduction**

In 2018, we introduced teacher training bursaries as part of our charitable status and to further support our mission to maintain and improve teaching standards. The scheme directly benefits those wishing to become, or progress as a Society trained teacher in any genre. Each year, we provide support for members to access teaching qualifications where finance may be a barrier, to ensure that dance teachers can invest in their own development and progress with their teaching journey.

To date, the scheme has financially supported the training of over 100 teachers from countries across the globe, including the USA, Italy, South Africa, the UAE and the UK.

## **The Imperial Society of Teachers of Dancing offers financial bursaries to support the following:**

- 1. Initial Teacher Training Bursary**  
(Diploma in Dance Education & Dancesport Associate) - upto £5,000 available
- 2. Higher Teacher Training Bursary**  
(Diploma in Dance Pedagogy) - up to £2,000 available

Online applications open at specified times of the year, dates vary and are advertised on the website accordingly.

Funding cannot be used to pay for training that pre-dates the closing date of the relevant application cycle.

## **Eligibility: all categories**

- Applications must be submitted by the application closing date, late applications will not be considered;
- Applicants must hold a Society membership that is paid up to date, if applying for an initial or higher teacher training course, applicants will be required to complete a membership application before funds will be released;
- 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.

## **Eligibility: Initial Teacher Training Bursary**

- Secure a place/begun training/be applying to train with an ISTD Approved Dance Centre/Training provider for the relevant qualification;
- Applications can be made for one genre only;
- Applicants must have a minimum of one year left of training, this may be an academic year (Diploma in Dance Education only).

## **Eligibility: Higher Teacher Training Bursary**

- Secure a place/begun training/be applying to train with an ISTD Approved Dance Centre/Training provider for the relevant qualification;
- Applicants must have a minimum of one year left of training, this may be an academic year.



### Criteria for selection

- Applicant has demonstrated financial need through information and evidence provided in the *Circumstances of the bursary applicant* section of the application form;
- The course will progress the member's career and professional development;
- Range of genres represented in members receiving bursaries;
- Support for applicants from areas with limited training opportunities;
- Realistic financial planning.

We expect that there will be many more applications for bursaries than we have funds to support, therefore, not all applicants who meet the criteria will be funded.

## Application form guidance notes

Application forms are available to complete online.

### 1. Applicant details

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, [istd.org](http://istd.org).

### 2. Circumstances of the bursary applicant

In this section, the applicant is required to include detailed information about their personal and financial circumstances. This information helps us to ensure that Society funds are allocated in accordance with our policy.

Applicants are asked to complete and provide evidence (where applicable) for the following:

- Personal circumstances
- Accommodation and living quarters
- Financial circumstances
- Employment
- Household income circumstances

Where evidence isn't available, a referee may be sought to verify the information provided. References must be submitted using the online form by the application closing date.

### 3. Dance education and experience

This section is to detail any experience that the applicant has gained as a professional teacher to demonstrate the relevance of the training to their career development.

The applicant is required to detail all educational dance qualifications starting with the highest qualification and the highest of your vocational dance examinations in each genre. This section demonstrates the skills and knowledge the applicant has gained in various dance genres to show the relevance of the training to their professional development.



## 4. Bursary request

The applicant must declare if they have been awarded a bursary either from the Teachers Bursary Scheme or Phyllis Haylor Scholarship in the past 3 years. Applicants in receipt of a bursary in the past three years are not eligible to apply.

Applicants are required to select the bursary being applied for and provide course/training details and costs. Evidence or statement of outstanding fees for the applicable course from the closing date of the application round must be provided by the training provider and uploaded at the end of the application form. Costs must be for the relevant qualification only, additional fees for full time vocational training are not covered by this Bursary.

If applying for the Initial Teacher Training Bursary, applicants can only apply for funding to support one genre only. Non-genre specific units (1, 2 & 5) can be funded along with genre specific units (3 & 4) for one genre only.

Applications can be made to support up to three years training. Bursaries are not awarded for training completed before the closing date of the application round.

If applying for the Initial or Higher Teacher Training Bursary, applicants may wish to include associated expenses in their application. Below outlines the applicable categories and what costs could be covered by the Bursary:

**4.1 Estimated travel expenses:** Estimate the amount that it will cost to travel from home to attend sessions, including observations/placements. Estimates should be based on the closing date of the Bursary application round to completion of the course. Travel expenses should not be included if the applicant is studying the relevant qualification as part of a larger programme of study, e.g as part of a full time vocational training course or degree.

**4.2 Estimated accommodation expenses:** Accommodation expenses should **only** be included if the applicant lives too far away to travel to and from the training provider in time for sessions on the same day. Estimates should be based on the closing date of the Bursary application round to completion of the course. Rent/mortgage payments are **not** covered by the bursary.

**4.3 Estimated dependent care expenses per year:** This would cover the cost of child care, over and above what can be claimed from government – <https://www.gov.uk/childcare-calculator> if you are a UK citizen, also other dependents care costs such as older relatives and family members with disabilities. Estimates should be based on the closing date of the Bursary application round to completion of the course.

**4.4 Other expenses:** Please state any other out of pocket expenses incurred to participate in the training, this may include course resources. If the applicant considers themselves to have a disability this is where additional costs should be detailed. Costs will only be considered if details of the expense and the estimated cost are included. Estimates should be based on the closing date of the Bursary application round to completion of the course.

**4.5 Applicants with disabilities:** The Disability Discrimination Act defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. Information on the assistance and funding you could receive if you are a UK citizen can be found at <https://www.gov.uk/dla-disability-living-allowance-benefit>

Applicants may wish to include additional costs such as transport, a carer's fee to accompany sessions, study aids etc. to make it possible to undertake training. All items should be listed and costed accordingly.



## 5. Personal Statement

This section of the form is an opportunity to address:

**Initial and Higher Teacher Training Bursary:** Your motivation and aspirations for teaching dance and how you hope to develop your teaching practice over time further to the teaching qualification.

Applicants are asked to provide a personal statement outlining how the course/training would progress their career and professional development (maximum 500 words).

## 6. Declaration

Applicants are required to upload copies of evidence as requested under the *Personal Circumstances of the Applicant and Fees* where applicable. Multiple files can be uploaded and must be titled according to the evidence being provided.

Applicants are required to confirm that information provided in the application is correct and accurate at the point of the application.