



## **Broadening Access to Dance Award Guidance Notes**

### **About the Award**

The Imperial Society of Teachers of Dancing is committed to advancing excellence in dance education and ensuring that dance is accessible to all. As part of this mission, we are pleased to offer the Broadening Access to Dance Award, which supports innovative projects that expand opportunities to engage with dance in local communities.

This award offers up to £2,000 to a Society member who has held their teaching qualification for more than five years. It is designed to fund creative approaches that promote inclusion and support our Equality, Diversity, and Inclusion initiatives.

Successful applicants will be expected to share the outcomes of their project with Society members, contributing to a wider culture of learning and inspiration.

Application Timeline for 2025/26:

Applications open: 1 September 2025

Applications close: 21 November 2025

Shortlisting period: 22 November – 5 December 2025

Outcomes share by: 19 December 2025

### **Criteria for the award**

1. An innovative and practical approach to broadening access to dance, with clear evidence of impact.
2. A detailed and feasible project plan, including a clearly structured timeline.
3. A comprehensive and realistic budget, costed in the local currency, covering all aspects of the project.
4. Consideration of how the project could contribute to broadening access to dance in the long term.
5. A clear commitment to effectively share project outcomes and learnings with members.
6. Identification of appropriate CPD or mentoring support to ensure successful project delivery and address personal development needs.

### **Eligibility to apply**

Before applying, please ensure that the applicant meets all the following:

- 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 have held their ISTD teaching qualifications for more than five years are eligible for the Broadening Access to Dance Award.
- Applications must meet all the six criteria from the above section.
- 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.
- Individuals that have previously received this award are not eligible to apply or receive it again.

### **Application Process**

The application form is divided into eight sections. Please ensure you complete each section thoroughly. Incomplete applications may not be considered. Below is a guide to help you complete each section.



## 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?

**Note:** The Imperial Society of Teachers of Dancing will process your personal information in accordance with our privacy policy, available [here](#).

## 2. Project Details

In this section, you will describe your project and how it meets the award's objectives.

- **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** (*Maximum 500 words*)

Please include:

- Who is the project for?
- Where will it take place?
- How many sessions will you run, and what will happen in each?
- What do you want participants to achieve or experience?
- Are there any partners supporting the project?

### **Who will be involved in leading your project?** (*Maximum 250 words*)

Consider:

- Will you lead all the sessions?
- Will industry experts or assistants be involved?
- Does the project offer CPD opportunities for anyone involved?

### **How will your project broaden access to dance?** (*Maximum 250 words*)

Consider:

- Will you provide opportunities for people who have never danced before?
- Will you work with people who face barriers to participating in dance (e.g. financial or accessibility issues)?
- Will the project introduce dance into new or unusual settings?
- Will you share performances with audiences who might not ordinarily engage with dance?



- Does the project involve other art forms or cross-curricular collaboration (e.g. art, set or costume design)?

## **How will your project be sustained beyond this funding?** *(Maximum 250 words)*

Consider:

- Are there opportunities to generate income (e.g. ticketed performances or paid classes)?
- Have you secured sponsorship or support in kind from project partners?
- Are there other funding opportunities that could extend the project?

## **4. Impact and legacy**

### **What impact will your project have, and what is its legacy?** *(Maximum 500 words)*

Please include:

- **Who will benefit from your project?**
  - Participants (Direct): How many people will you engage directly? (e.g. class participants, delivery teacher, project team members)
  - Community Impact (Indirect): How many people will benefit indirectly and in what way? (e.g. audience engagement, family involvement, local community exposure to dance)
- **What will be the impact and legacy of the project?**
  - Do you have longer-term plans for after the project is complete?
  - Will income generated support a second phase?
  - Could this project form the basis of a longer-term programme?

### **What is your preferred method for sharing the outcomes and experiences of your project with Society members?** *(Maximum 250 words)*

Please include your preferred method of sharing, such as:

- A presentation at graduation
- An article in *DANCE* magazine or on the website
- A digital presentation shared via our media channels

## **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 September 2025, costs should be included from January 2026. 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:



# Imperial Society of Teachers of Dancing

	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 childcare, travel costs etc.
- Props

Please note, the list above is 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 can 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 experience and personal attributes will you bring to the project?** (*Maximum 500 words*)

Please include:

- What personal skills and qualities will help make the project a success?
- Do you have relevant experience to draw from—have you organised, assisted with, or been involved in similar projects before?
- What specific skills or knowledge do you bring that will support the successful delivery of the project?

**What further guidance, CPD or mentoring support will you seek?** (*Maximum 500 words*)

Please include:

- Will you need to attend any courses or work with a mentor to support the delivery of your project?
- Can you identify any specific CPD that would help you achieve the best outcome?
- Is there another professional involved who may provide mentoring as part of their role in the project?

## 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.

## 8. Equity, Diversity, and Inclusion Monitoring

As part of our commitment to equity, diversity, and inclusion, we ask all applicants to complete a few EDI questions. This information is for **monitoring purposes only** and will **not affect the outcome of your application**. Your responses will be kept confidential and will help us improve our practices in supporting a diverse community.



## **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 spending by an agreed date before additional funds are released.

### *Ineligible applications*

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



## Application Checklist

Before submitting your application, please ensure you have:

### Eligibility

- ☐ Held an ISTD teaching qualification for **more than five years**
- ☐ Have a **current, paid-up ISTD membership**
- ☐ Not previously received this award
- ☐ Planned a project that is **new or ongoing** (not retrospective)
- ☐ Costed your project in the **currency of the activity location**
- ☐ Planned for project costs to begin **no earlier than January 2026**

### Application Form Sections

- ☐ **Applicant Details** completed (name, contact, membership number, qualifications)
- ☐ **Project Details** provided (title, new/existing, start and end dates)
- ☐ **Project Proposal** includes:
  - ☐ Project description (max 500 words)
  - ☐ Who will lead and their roles (max 250 words)
  - ☐ How the project broadens access to dance (max 250 words)
  - ☐ Opportunities for sustainability or income generation (max 250 words)
- ☐ **Impact and Legacy** includes:
  - ☐ Direct and indirect beneficiaries
  - ☐ Long-term plans and legacy (max 500 words)
  - ☐ Preferred method of sharing outcomes (max 200 words)
- ☐ **Budget** completed:
  - ☐ Detailed breakdown of costs
  - ☐ Costs begin from January 2026
  - ☐ Additional funding sources listed (if applicable)
- ☐ **Experience and CPD** includes:
  - ☐ Relevant skills and experience (max 500 words)
  - ☐ CPD or mentoring support needed (max 500 words)
- ☐ **Declaration** signed and dated

### Final Checks

- ☐ All sections of the form are complete
- ☐ Budget is attached and clearly itemised - *Applications without a clear and complete budget will be ineligible.*
- ☐ You've kept a copy of your application for your records