

IMPERIAL SOCIETY OF TEACHERS OF DANCING

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.

Date: November 2025

Author: Head of Strategic Project Development

Approved by: Director of Education



1. Introduction

- 1.1 The ISTD currently offers bursaries, awards and scholarships under the following headings:
 - Teachers' bursary scheme
 - Initial Teacher Training
 - o Higher Teacher Training
 - Project funding awards
 - Broadening Access to Dance Award
 - Sue Passmore Award

2. Fund Management

- 2.1 An annual designated fund is reviewed and approved annually by ISTD council with the CEO to provide bursaries, awards and scholarships to support ISTD members and their students to further their training and/or broaden access to dance.
- 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 Individuals in receipt of any bursary, scholarship or award which is being withdrawn shall continue to claim their funds in accordance with the terms of their acceptance.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 Force majeure: In some instances, training may be halted due to extenuating circumstances. In such an 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.
- 2.13 Applicants who are found to have made false statements or have provided fabricated evidence on their application form will be barred from future applications for all awards and no further payments will be released.
- 2.14 Applicants who attempt to influence the award application process outside of the application process will be barred from receiving an award.
- 2.15 If low applications are received in any bursary, award or scholarship category, the Society reserves the right to postpone the award and reopen applications later.



2.16 Recipients of all bursaries, awards, and scholarships may be required to provide feedback on both the application process and the funded activity, and the Society reserves the right to request this feedback for up to three years after the funding has expired.

3. Privacy and Data Protection

3.1 All applications and personal information received will be processed in accordance with our Privacy Policy. For further information, please refer to our Privacy Policy at https://my.istd.org/privacy-policy.

4. Procedures

4.1 Procedures for these awards are to be found in Appendices A through to E.



List of Appendices

Appendix A: Teachers Bursary Scheme – Initial Teacher Training and Higher Teacher Training

Appendix B: Project Funding Award – Sue Passmore Award and Broadening Access to Dance Award

Appendix C: Previous Bursary Award – Phyllis Haylor Scholarship
Appendix D: Previous Bursary Award – Dancesport Bursary Awards
Appendix E: Previous Bursary Award – Theatre Bursary Awards



Appendix A: Teachers' Bursary Scheme

Initial Teacher Training and Higher Teacher Training

Application Guidelines and Terms and Conditions

A.1 Introduction

A.1.1 In 2018, the ISTD committed dedicated financial support to assist members experiencing financial hardship through the Teachers Bursary Scheme.

A.2 Intention

A.2.1 This scheme supports individuals seeking to become or progress as ISTD-qualified teachers across all dance genres. Bursaries are intended for applicants on low-to-moderate income who wish to undertake ISTD teaching qualifications.

A.3 Eligibility

- A.3.1 Applicants must either hold an active, fully paid ISTD membership at the time of application or commit to activating membership before any bursary funds are released. And maintain this membership for the entire duration of the bursary period; bursary funds will only be released or reimbursed while membership remains current.
- A.3.2 Applicants who have received an ISTD bursary within the past three years are not eligible, to ensure fair access to funding.
- A.3.3 ISTD employees, including part-time and freelance staff, are not eligible for this bursary.
- A.3.4 Applicants must demonstrate financial need through the information provided in their application. There is no fixed income threshold, but realistic financial planning and a clear explanation of circumstances are essential for consideration. The bursary is competitive, and funding is awarded based on both merit and need, subject to available resources.

A.4 Conditions

Application Requirements

- A.4.1 Applications must be submitted by the published closing date. Late applications will not be considered.
- A.4.2 Incomplete applications will not be considered.
- A.4.3 Applications must include all supporting evidence as requested in the application form.
- A.4.4 Bursary funds cannot be used for training that has already been completed prior to the application deadline.
- A.4.5 Applicants must be applying to, have secured a place, or have begun training with an ISTD Approved Dance Centre (ADC) or recognised training provider for the relevant qualification.
- A.4.6 For applicants undertaking the Diploma in Dance Education (DDE) or Diploma in Dance Pedagogy (DDP), at least one academic year of training must remain at the time of application. For applicants undertaking the Dancesport Associate or Diploma in Teaching Community Dance (DTCD), at least two academic terms must remain at time of application.
- A.4.7 Applications may support a maximum of three years of training.
- A.4.8 For Initial Teacher Training, applications may support one genre only. Non-genre-specific units (1, 2 & 5) may be included alongside genre-specific units (3 & 4).



Use of Funds

- A.4.9 Bursary funds may only be used for the specified qualification and associated costs (e.g. course fees, materials, travel directly related to the qualification).
- A.4.10 Funds may not be used to cover rent, mortgage payments, household bills, or additional dance training outside the scope of the specified qualification. Example: If the DDE is part of a broader full-time programme, only the DDE-related costs are eligible.

Changes and Withdrawals

- A.4.11 If a recipient withdraws from their course, they must notify ISTD in writing. ISTD reserves the right to review and potentially reclaim funds if training is not completed.
- A.4.12 ISTD must be notified in writing of any changes to the training provider or ADC. ISTD reserves the right to withhold funds if changes are made without prior notification.

Availability of Funds

A.4.13 Due to high demand, not all applicants who meet the eligibility criteria will receive a bursary. Awards are subject to available funding and competitive assessment.

A.5 Application process

Accessing the Application

- A.5.1 Applications open at specified times throughout the year and are advertised on the ISTD website: www.istd.org. Opening dates may vary.
- A.5.2 Members are notified of application opening dates via Society newsletters, social media channels, and the ISTD website.
- A.5.3 Applications must be submitted via an online form available during the application window. A PDF version of the form can be requested by emailing: bursaries@istd.org.

Submission Guidelines

- A.5.4 Only one application may be submitted per application round.
- A.5.5 Applications must be submitted by the published closing date. Late applications will not be considered.
- A.5.6 Incomplete applications will not be considered.
- A.5.7 Where supporting evidence is required, it must be submitted at the time of application. The Society cannot guarantee acceptance of documentation submitted after the closing date.
- A.5.8 Applications may be supported by a reference, where applicable.

A.6 Reference form

- A.6.1 A reference is only required if the applicant is unable to provide sufficient supporting evidence for their circumstances as outlined in the application form.
- A.6.2 The referee should be a professional who knows the applicant well and is able to verify the applicant's financial or personal circumstances relevant to the bursary application.
- A.6.3 Referees must not be related to the applicant.



- A.6.4 Contact details for the referee must be included on the reference form to allow the Society to follow up if necessary.
- A.6.5 It is the applicant's responsibility to inform the referee that they may be contacted by ISTD.

A.7 Application

- A.7.1 Applications are assessed on their individual merit. The following factors are considered during the evaluation process:
 - Personal and financial circumstances including household income, benefits status, and any disclosed hardship.
 - Capacity to undertake training such as time commitment, access to resources, and readiness to engage with the qualification.
 - Commitment to inclusive practice demonstrated through teaching philosophy, outreach, or community engagement.
 - Genre alignment with ISTD qualifications and training pathways.
 - Geographical access to training opportunities including proximity to Approved Dance Centres (ADCs) and availability of in-person or remote options.
- A.7.2 All required supporting evidence must be submitted at the time of application. Incomplete applications or missing documentation may result in disqualification from the assessment process.

A.8 Application Review

- A.8.1 All applications are reviewed after the published closing date.
- A.8.2 Applications undergo a three-stage review process:
 - First Stage conducted by the Head of Theatre Qualifications.
 - Second Stage conducted by the Head of Strategic Project Development.
 - Third Stage conducted by the Director of Education or a member of the Extended Leadership Team.
- A.8.3 If the first and second stage reviewers' scores differ by 1 mark, an average score is taken. If scores differ by 2 marks or more, the application proceeds to the third stage for further review.
- A.8.4 The third stage review may confirm or suggest alterations to the allocation of bursary funds. Any adjustments made at this stage are conditional to the final award being approved.
- A.8.5 The third stage marks the conclusion of the application process. All decisions made at this stage are final.

A.9 Application outcomes

- A.9.1 All applicants will be notified of the outcome of their application via email from bursaries@istd.org, using the contact address provided in the application form.
- A.9.2 Notifications will be sent within eight weeks of the application closing date.
- A.9.3 Successful applicants must complete and return an acceptance form within 20 working days of receiving their outcome notification. Failure to return the form within this timeframe may result in the bursary being withdrawn.
- A.9.4 ISTD will notify the relevant training provider or Approved Dance Centre (ADC) of successful applicants via email. The training provider must confirm the applicant's place on the course before any funds are released.



A.10 Allocations of funds

A.10.1 Initial Teacher Training Bursary:
Diploma in Dance Education (DDE) up to £5000
Dancesport Associate up to £2,000.

A.10.2 Higher Teacher Training Bursary:

Diploma in Dance Pedagogy up to £2,000 Diploma in Teaching Community Dance (DTCD) up to £2,000

- A.10.3 A bursary funding allocation process has been developed to ensure fair, transparent, and proportional distribution of funds among successful applicants. This process accounts for both score-based merit and requested funding amounts, while recognising specific funding caps for designated applicant groups.
- A.10.4 To be considered for bursary funding, applicants must score 21 or above using the bursary scoring matrix shown in A.10.6. This score reflects a combination of factors such as financial need, accessibility, and distance to the chosen Approved Dance Centre (ADC). There is no fixed income threshold, but applicants must clearly explain their financial circumstances and show realistic financial planning.

All eligible applicants are ranked from highest to lowest score. Bursary funds are then allocated proportionally based on each applicant's score, using a formula that ensures fair distribution across the group. The amount awarded reflects their score relative to others and the total budget available.

If multiple applicants have the same score and the remaining budget cannot fully fund all of them, the remaining funds will be split equally among those tied.

Prioritisation of DDP Applicants

- DDP applicants are eligible for a maximum bursary award of £2,000.
- Where DDP applicants score within the top group, they are awarded £2,000 each upfront.
- The total awarded to DDP applicants is deducted from the overall bursary fund before calculating allocations for other applicants.

Allocation for DDE, Dancesport Associate and DTCD Applicants

Once DDP applicants have been awarded and their total deducted from the bursary fund, the remaining funds are distributed among eligible DDE, Dancesport Associate and DTCD applicants using a proportional formula.

Applications are assessed using an internal scoring matrix that considers financial need, accessibility, and alignment with bursary priorities. To be considered, you need a score of 21 or more.

Once all eligible applications are scored:

- 1. We rank everyone from highest to lowest score.
- 2. We use a formula to divide the budget fairly, based on each person's score.
- 3. Your score helps decide how much of the budget you receive.
- 4. If there's not enough money left to fund everyone with the same score, we split the remaining funds equally between those tied.

This means your score helps us decide how much support we can offer, depending on how many people apply and how much funding is available.

Withdrawals and Reallocation

Successful applicants have 20 working days to accept their bursary award.

If an applicant withdraws or declines their award, the amount originally allocated to them is returned to the bursary fund.



Reallocation of these funds follows a two-step process:

- 1. Top-Up of Underfunded Applicants:

 If any applicants in the awarded group received less than their full formula-based allocation due to budget constraints (e.g. tied scores with split funding), the withdrawn funds are first used to top up these applicants to their full calculated award.
- Next Eligible Applicants:
 Any remaining funds after top-ups are then allocated to the next eligible applicant(s) in the ranked list (those scoring ≥21 but not initially awarded), using the same proportional formula.

Implementation and Review

- All calculations must be documented and retained for transparency and audit purposes.
- The allocation method should be reviewed annually to ensure continued fairness and relevance.
- Adjustments to score thresholds or funding caps may be made in line with programme developments.

A.11 Fund management, terms and conditions

Reimbursement and Claims

- A.11.1 Bursary recipients must complete an online claim form to request reimbursement for eligible expenses and training fees.
- A.11.2 Travel by car may be claimed at a rate of £0.45 per mile.
- A.11.3 Recipients may request that fees be paid directly from ISTD to the training provider. Such requests must be made in writing to bursaries@istd.org and are subject to approval by the Head of Strategic Project Development.

Internal Fund Transfers

A.11.4 Where training is delivered directly by ISTD, bursary funds are transferred internally and allocated to the relevant finance code.

Extensions and Expiry

- A.11.5 Requests to extend the duration of a bursary must be made in writing to bursaries@istd.org. Approval is granted by the Head of Strategic Project Development and confirmed via email. The ISTD Finance Department will be notified accordingly.
- A.11.6 Bursary funds will automatically expire after three years from the date of award unless an extension is agreed in writing.
- A.11.7 If no bursary funds are accessed or claimed within 12 months of the award date, the bursary will be cancelled unless otherwise approved in writing. Applicants may reapply three years after the date of cancellation.

A.12 Associated Expenses

- A.12.1 Applicants may include associated expenses in their bursary application, provided these costs are directly related to the ISTD teaching qualification and fall within the bursary period.
- A.12.2 Expenses beyond course fees will only be considered in extreme circumstances where the applicant can demonstrate that without such support, participation in training would not be possible. These requests must be submitted in the application form and will be reviewed on a case-by-case basis.

A.12.3 Eligible categories include:

- Travel expenses to attend training sessions, placements, or observations (not applicable if training is part of a full-time vocational programme).
- Accommodation expenses, only if daily travel is not feasible. Rent or mortgage payments are not eligible.
- Dependent care expenses, including childcare beyond government support or care for other dependents.



- Other expenses directly related to participation in training, such as course resources or disability-related costs (e.g. transport, carer's fees, study aids).
- A.12.4 All associated expenses must be itemised and costed. Applicants must provide a clear explanation and upload supporting documentation where applicable.
- A.12.5 ISTD reserves the right to review and approve associated expenses based on relevance, necessity, and available funding.
- A.12.6 Associated expenses will only be funded if they are:
 - Clearly itemised in the original application form,
 - Supported by appropriate documentation or explanation,
 - Approved as part of the bursary award.
- A.12.7 If an applicant is awarded bursary funding for a specific teaching qualification (e.g. £3,000 for DDE course fees), additional claims (e.g. £600 for childcare) will not be reimbursed unless those costs were included in the application and explicitly approved as part of the award.
- A.12.8 The bursary award notification will clearly state which costs have been approved. Any costs not listed in the award breakdown will not be funded.



Appendix B: Project Funding Award Sue Passmore Award and Broadening Access to Dance Award Application Guidelines and Terms and Conditions

B.1 Introduction

B.1.1 The Society offers two awards, the Broadening Access to Dance Award and the Sue Passmore Award, supporting projects that broaden access to dance and promote community engagement. These awards reflect our commitment to inclusion and excellence in dance education.

B.2 Intention

B.2.1 These awards support innovative projects that broaden access to dance, promote community engagement, and further the Society's Equality, Diversity, and Inclusion initiatives.

B.3 Eligibility

- B.3.1 Applicants must either hold an active, fully paid ISTD membership at the time of application or commit to activating membership before any bursary funds are released. And maintain this membership for the entire duration of the bursary period; bursary funds will only be released or reimbursed while membership remains current.
- B.3.2 Early-career teachers who achieved their first ISTD teaching qualification within the past five years are eligible for the Sue Passmore Award. Applications must be submitted in partnership with a registered Approved Dance Centre (ADC).
- B.3.3 Applicants that have held their ISTD teaching qualification for more than five years are eligible for the Broadening Access to Dance Award only.
- B.3.4 Individuals who have previously received either award are not eligible to apply again. ADCs may reapply for the Sue Passmore Award after a two-year gap, provided they nominate a different delivery teacher.

B.4 Conditions

- B.4.1 Applications must be submitted by the application closing date for the application round. Late applications will not be considered.
- B.4.2 Incomplete applications will not be considered.
- B.4.3 Applications must meet all six criteria outlined in the guidance notes.
- B.4.4 Applications can be for a new or existing project; however, funding cannot be used for activity that has already taken place.
- B.4.5 Applications must be costed in the currency of where the activity is planned to take place.
- B.4.6 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.
- B.4.7 For the Sue Passmore Award, the application must be submitted by a registered Approved Dance Centre (ADC) in partnership with an early-career teacher. The ADC is responsible for mentoring the teacher throughout the project and supporting the successful delivery of the proposed activity.
- B.4.8 Projects funded through the Sue Passmore Award must run for a minimum of one term and a maximum of three terms. This ensures sufficient time for delivery, impact, and mentoring support.



B.5 Application Process

- B.5.1 Applications open at specified times of the year and are advertised via the Society's website, newsletters, and social media. Please see the website for opening and closing dates: Project funding opportunities Imperial Society of Teachers of Dancing
- B.5.2 Only one application can be made per application round.
- B.5.3 Members are notified of application opening dates via Society newsletters, social media and website.
- B.5.4 Applications must be submitted via an online form available at www.istd.org during the application window. A PDF version can be requested from bursaries@istd.org if needed.
- B.5.5 Applications must be submitted by the application closing date.
- B.5.6 Applications must include a project budget.

B.6 Reference Form

B.6.1 A reference form is not required for this application.

B.7 Application

- B.7.1 Applications are assessed on their individual merit. The following criteria will be evaluated:
 - 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.
- B.7.2 All supporting evidence required must be provided.

B.8 Application Review

- B.8.1 Applications are reviewed after the application closing date.
- B.8.2 Applications undergo a three-stage review process by two members of the Extended Leadership Team and a panel.
- B.8.3 First and second stage recommendations are made, and shortlisted applications are reviewed by a panel.
- B.8.4 Third stage review is conducted by a panel. The panel confirms which applicants will receive awards and any conditions to be met before funds are released.
- B.8.5 The panel's decision is final.
- B.8.6 The panel reserves the right not to award funds if applicants do not show evidence of meeting the full criteria.

B.9 Application Outcomes

B.9.1 All applicants will be notified of the outcome via email from bursaries@istd.org, using the contact details provided in the application form. Notifications will be sent within eight weeks of the application closing date.

B.10 Allocation of Funds

Total Allocation:



- 1 x Sue Passmore Award up to £2,000
- 1 x Broadening Access to Dance Award up to £2,000
 Maximum total funding available: £4,000

B.11 Fund management, terms and conditions

- B.11.1 Successful applicants are required to formally accept their award via completion of an online form within 20 working days of receiving the outcome.
- B.11.2 The panel may request conditions for 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.
- B.11.3 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.
- B.11.4 Evidence of expenditure for stage three of funding is required in order that the account can be closed.
- B.11.5 The award has been made based on the project detailed in the application.
- B.11.6 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.
- B.11.7 Queries about use of the funds should be sent in writing to bursaries@istd.org.
- B.11.8 Recipients are expected to share the outcomes and experiences of their project with Society members. This may take the form of a presentation at a Society event, an article in *DANCE* magazine or on the website, or a digital presentation shared via Society media channels.
- D.11.9 If bursary funds are withdrawn by the recipient or not used by the expiry date, they will not be reallocated to other applicants.



Appendix C: Previous Bursary Award

Phyllis Haylor Scholarship

Application Guidelines and Terms and Conditions

This appendix outlines bursaries that are no longer open to new applicants but are included for transparency regarding ongoing payments to previous recipients. No new applications will be accepted for these schemes.

C.1 Introduction

C.1.1 In 1982, the Phyllis Haylor Scholarship was established to support the professional development of an ISTD member who achieved Highly Commended in their Dancesport Associate exam during a specified qualifying period.

C.2 Intention

C.2.1 The award was introduced to support the awardee in furthering their dance training or pursuing higher qualifications.

C.3 Eligibility

- C.3.1 Applicants must have achieved Highly Commended for their Associate qualification within the specified eligible timeframe.
- C.3.2 Applicants must not hold any qualification higher than Associate in any genre.
- C.3.3 Applicants may enter multiple times across different years.
- C.3.4 Applicants must either hold an active, fully paid ISTD membership at the time of application or commit to activating membership before any bursary funds are released. And maintain this membership for the entire duration of the bursary period; bursary funds will only be released or reimbursed while membership remains current.
- C.3.5 Individuals who have previously received this scholarship are not eligible to apply again.
- C.3.6 Applicants who have received other ISTD bursaries in the last three years are not eligible to apply.

C.4 Conditions

- C.4.1 Applications must be submitted by the published closing date. Late applications will not be considered.
- C.4.2 Incomplete applications will not be considered.
- C.4.3 Applicants must attend and participate in the Phyllis Haylor Scholarship presentation and interview on the date specified by the ISTD.
- C.4.4 Applicants must deliver a verbal presentation, up to 10 minutes in length, on one of three specified topic, followed by an interview. Presentations may be delivered in any language, however, applicants presenting in a language other than English must provide their own translator.
- C.4.5 Funds are distributed once per annum.
- C.4.6 Awarded funds cannot be used for training completed prior to the presentation date.

C.5 Application Process and Requirements

C.5.1 The Head of Strategic Project Development agrees the presentation questions with the Director of Education.



- C.5.2 The Head of Dancesport Qualifications recruits a minimum of two and a maximum of four faculty representatives from Dancesport committees to form an expert panel, supported by the Director of Education.
- C.5.3 Applications open at specified times of the year and are advertised on www.istd.org. Opening dates vary. Members are notified via ISTD newsletters, social media, and the website.
- C.5.4 Applications must be submitted via the online form available at www.istd.org during the application window. A PDF version can be requested by emailing bursaries@istd.org.
- C.5.5 All required supporting evidence must be provided at the time of submission.
- C.5.6 Applications must be submitted by the published closing date. Late or incomplete applications will not be considered.
- C.5.7 Applications are reviewed through a two-stage shortlisting process.
- C.5.8 Shortlisted applicants will be invited to stage two: a presentation and interview with the expert panel.

C.6 Reference Form

C.6.1 A reference form is not required for this application.

C.7 Application Review

- C.7.1 Applications are reviewed within one month of the closing date.
- C.7.2 Applications undergo a two-stage review process conducted by Head of Theatre Qualifications and Head of Dancesport Qualifications and a member of the Extended Leadership Team. At least one reviewer will be a Dancesport subject specialist.
- C.7.3 Where first and second-stage recommendations differ, the application proceeds to a third-stage review.
- C.7.4 The third-stage review is conducted by the Head of Qualification Development, who finalises the shortlist of applicants to be invited to present.
- C.7.5 Final recommendations are made for invitation to stage two of the application process (presentation and interview with the expert panel).
- C.7.6 The Dance Development Team sets the schedule of presentations and notifies the expert panel.
- C.7.7 Applicants are notified of their presentation date and time via the email address provided on their application form.
- C.7.8 The expert panel makes final decisions based on the presentation and subsequent interview.

C.8 Application Outcomes

- C.8.1 All applicants will be contacted via the email address provided on their application form to confirm whether they have been shortlisted for stage two of the application process.
- C.8.2 All applicants will be notified of the final outcome of their application within one month of the presentation date.



C.8.3 Successful applicants must complete and return an acceptance form within 20 working days of receiving their outcome. Failure to do so may result in the bursary being withdrawn.

C.9 Allocation of Funds

Awardee	Amount
Winner	£1,000

C.10 Fund Management, Terms and Conditions

C.10.1 Acceptable uses of the bursary include, but are not limited to:

- Intensive training courses
- One-to-one coaching
- Dance lessons or training fees
- Travel to access intensive training in other countries
- C.10.2 Unacceptable uses include, but are not limited to:
 - Dance clothing or shoes
 - Examination fees
 - Audition fees
 - Membership fees
- C.10.3 Funds are held by ISTD and must be claimed within two years from the date of scholarship confirmation. After this period, any unclaimed funds will expire and will no longer be available to the recipient.
- C.10.4 Requests to use funds and claims for reimbursement must be submitted to bursaries@istd.org.
- C.10.5 Where requests align with the acceptable uses outlined in C.10.1, the Dance Department will approve the request and process the claim.
- C.10.6 Where requests fall outside the scope of C.10.1, they will be referred to the Director of Education for review. If approved, the recipient may submit a claim form with accompanying proof of payment. If declined, the recipient will be notified and no claim will be processed.
- C.10.7 The Dance Development Team will notify the ISTD Finance Department of the award winner and the amount awarded.
- C.10.8 If a claim exceeds the remaining balance of the recipient's fund, a partial reimbursement will be issued up to the available amount.
- C.10.9 If bursary funds are withdrawn by the recipient or not used by the expiry date, they will not be reallocated to other applicants.



Appendix D: Previous Bursary Award

Dancesport Bursary Awards (Students and teachers)

Application Guidelines and Terms and Conditions

This appendix outlines bursaries that are no longer open to new applicants but are included for transparency regarding ongoing payments to previous recipients. No new applications will be accepted for these schemes.

D.1 Introduction

D.1.1 Established in 2022, the Dancesport Bursary Awards were created to support the training of talented young dancers and to broaden access to dance within the schools of their teachers.

D.2 Intention

- D.2.1 These awards are designed to support students in furthering their dance training or professional development.
- D.2.2 Teacher awards may be used for development opportunities, community activities, or to support students experiencing financial hardship.

D.3 Eligibility

- D.3.1 An eligible competitor may only represent one genre category in any given year.
- D.3.2 Competitors must fall within the defined age categories:
 - Juvenile: 11–14 years and under at the point of entry into the nominating process
 - Junior: 12 up to and including 16 years of age at the point of entry into the nominating process
- D.3.3 Previous Dancesport Bursary Award winners are not eligible to compete again for any award they have already won. However, winning competitors may enter again in a different age or genre category.
- D.3.4 Teachers are eligible to receive awards in more than one genre and age category within the same year.

Genre-Specific Eligibility

Disco, Freestyle and Rock 'n' Roll (DFR)

- D.3.5 Candidates of eligible age must have placed first in the Set Dance category at Grand Finals. Awards are made as follows:
 - Junior: Janet Clark Award
 - Juvenile: Jean Cantell Award

Ballroom, Latin and Sequence (BLS)

- D.3.6 Candidates must have placed 1st–6th in BLS events held between 1st April and 31st March of the following year.
- D.3.7 If a dancer competes in both a Newcomer event and 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.

Awards are made as follows:

- Junior: Anne Lingard Award
- Juvenile: Margaret Connon Award

D.4 Conditions

- D.4.1 Genre categories are defined as:
 - 1. Disco, Freestyle, Rock'n'Roll (DFR)
 - 2. Ballroom, Latin, Sequence (BLS)



- D.4.2 DFR competitors must participate in the final Set Dance category event at Grand Finals, competing against other eligible candidates in the same age category.
- D.4.3 Funds are distributed once per annum.
- D.4.4 Competitors' teachers must either hold an active, fully paid ISTD membership at the time of application or commit to activating membership before any bursary funds are released. And maintain this membership for the entire duration of the bursary period; bursary funds will only be released or reimbursed while membership remains current.
- D.4.5 Awarded funds cannot be used for training completed prior to the award announcement date.

D.5 Application Process

Process Disco, Freestyle, Rock'n'Roll (DFR)

- D.5.1 Competitors qualify for DFR Grand Finals through selection at regional DFR competition events.
- D.5.2 At Grand Finals, competitors participate in the Set Dance event for their age and level.
- D.5.3 Eligible competitors who place first in their Set Dance event advance to a final Set Dance round, competing against other first-place winners in their age category.
- D.5.4 Adjudicators select 1st and 2nd place in each age category to receive bursary funds.

Process: Ballroom, Latin, Sequence (BLS)

- D.5.5 Competitors participate in regional ISTD bursary qualifier events held between 1st April and 31st March of the following year.
- D.5.6 Eligible competitors who place 1st to 6th in any BLS competition earn points according to the following 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
- D.5.7 Teachers of eligible dancers must submit records of their winners to ISTD within one month of the competition. ISTD verifies and records points based on submitted forms and scrutineer records.
- D.5.8 Points are aggregated to create a final score for each competitor.
- D.5.9 The competitors with the highest scores in each age category are awarded 1st and 2nd place, announced after the final eligible event.

Tie-Breaking Procedures

- D.5.10 If two competitors tie for 1st place, the total bursary funds will be equally divided between them. No 2nd place will be awarded.
- D.5.11 If more than two competitors tie for 1st place, they will be invited to submit a video entry for adjudication. 1st and 2nd place will be awarded based on the outcome, which is final. Video submissions must be received by the deadline specified in the communication (approximately one month).



D.5.12 If one competitor places 1st and two or more competitors tie for 2nd place, those tied for 2nd will be invited to submit a video entry for adjudication. 2nd place will be awarded based on the outcome, which is final. Failure to meet the submission deadline will result in no 2nd place being awarded.

D.6 Reference Form

D.6.1 A reference form is not required for this award.

D.7-D.9 Application, Review, and Outcomes

These awards are not application-based. Recipients are identified through competition results and adjudication processes as outlined in section D.5 Application Process.

D.10 Allocation of Funds

Named Awards for 1st Place

Awards are made as follows:

Disco, Freestyle, Rock'n'Roll (DFR)

• Junior: Janet Clark Award

Juvenile: Jean Cantell Award

Ballroom, Latin, Sequence (BLS)

• Junior: Anne Lingard Award

• Juvenile: Margaret Connon Award

Award Amounts

Category	Award Type	Amount per Recipient	Number of Recipients	Total Amount
Juvenile	1st Place	£250	2	£500
Juvenile	2nd Place	£150	2	£300
Junior	1st Place	£250	2	£500
Junior	2nd Place	£150	2	£300
Teachers	1st Place	£500	4	£2,000
Teachers	2nd Place	£300	4	£1,200
Total Awarded			16 recipients	£4,800

D.11 Fund Management, Terms and Conditions

Student Bursary Fund Management

- D.11.1 Outcome letters are sent via email to the address provided at the time of event entry.
- D.11.2 Students must formally accept their bursary by completing an online form within 20 working days of receiving their outcome letter.
- D.11.3 Acceptable uses of student bursary funds include:
 - Intensive training courses
 - One-to-one coaching



- Dance training fees
- Examination fees
- Travel to access intensive training in other countries
- D.11.4 Unacceptable uses include:
 - Dance clothing or shoes
 - Audition fees
 - Membership fees

Note: Exceptional mitigating circumstances may be considered if the student provides sufficient evidence that these areas present a barrier to accessing the approved activities (see D.11.3).

- D.11.5 Funds are held by ISTD and must be used within one year of the award confirmation date.
- D.11.6 Requests to use funds and claims for reimbursement must be submitted to bursaries@istd.org.
- D.11.7 Where requests align with the acceptable uses outlined in D.11.3, the Head of Strategic Project Development will approve and process the claim.
- D.11.8 Where requests fall outside the scope of D.11.3, they will be referred to the Director of Education. If approved, the recipient may submit a claim form with accompanying proof of payment. If declined, the recipient will be notified and no claim will be processed.
- D.11.9 After one year, any remaining funds will expire and will no longer be available to the recipient.

Teacher Bursary Fund Management

- D.11.10 Outcome letters are sent via email to the address provided during event booking.
- D.11.11 Teachers must formally accept their bursary by completing an online form within 20 working days of receiving their outcome letter.
- D.11.12 Acceptable uses of teacher bursary funds include (but are not limited to):
 - Providing free classes at local schools (primary, secondary, SEN)
 - Developmental experiences for students (e.g. masterclasses, workshops, theatre trips)
 - Community engagement workshops (e.g. care homes, community groups)
 - Free workshops, taster sessions, or open day events
 - Supporting student costs for classes, exams, competitions, or festivals
 - Providing uniforms for students
 - Providing class support for inclusion of students with additional needs
 - CPD for teachers at the school
- D.11.13 Queries about fund usage must be submitted in writing to bursaries@istd.org.
- D.11.14 50% of the bursary funds will be transferred to the school's bank account or the teacher's business account upfront in Year 1.
- D.11.15 Evidence of expenditure (e.g. receipts, invoices, proof of payment) is required before the second half of the bursary funds is released in Year 2.
- D.11.16 Final evidence of expenditure in Year 2 is required to close the account.
- D.11.17 If bursary funds are withdrawn by the recipient or not used by the expiry date, they will not be reallocated to other applicants.



Appendix E: Previous Bursary Award

Theatre Bursary Awards

Application Guidelines and Terms and Conditions

This appendix outlines bursaries that are no longer open to new applicants but are included for transparency regarding ongoing payments to previous recipients. No new applications will be accepted for these schemes.

E.1 Introduction

E.1.1 Established in 2015, the Theatre Bursary Awards were created to celebrate the exceptional talent of young dancers nominated to represent each of the Society's seven theatre faculties.

E.2 Intention

E.2.1 The Awards provide financial support to both students and teachers, enabling access to high-quality training and development opportunities.

E.3 Eligibility

- E.3.1 Each Theatre faculty nominates two competitors from genre competition events held in the year preceding the awards. If a genre competition event has not taken place, nominees will be selected at the discretion of the faculty committee. Both the nominated competitor and their teacher are eligible to receive bursary funds.
- E.3.2 A nominated competitor may only represent one faculty in any given year. If a competitor is nominated by more than one faculty, they must choose which faculty they wish to represent.
- E.3.3 Competitors must fall within the defined age categories:
 - Junior: 11–14 years old on 1 September of the calendar year preceding the awards
 - Senior: 15–18 years old on 1 September of the calendar year preceding the awards
- E.3.4 Previous winners may take part in the awards more than once, but only if entering in a different age category.

E.4 Conditions

- E.4.1 Funds are distributed once per annum.
- E.4.2 Competitors must attend and participate in the Bursary Awards event on the date specified by the ISTD.
- E.4.3 Competitors must perform a solo of no longer than two minutes in the genre of the nominating faculty.
- E.4.4 Senior competitors must also perform a contrasting solo of no longer than two minutes.
- E.4.5 Competitors' teachers must either hold an active, fully paid ISTD membership at the time of application or commit to activating membership before any bursary funds are released. And maintain this membership for the entire duration of the bursary period; bursary funds will only be released or reimbursed while membership remains current.
- E.4.6 Awarded funds cannot be used for training completed prior to the award being made.

E.5 Application Process

- E.5.1 Head of Theatre Qualifications and Head of Dancesport Qualifications notify the Courses and Events representative of the nominated student and teacher for each genre.
- E.5.2 The Courses and Events team contacts nominee teachers to invite them and their student to participate. Teachers must formally accept the invitation by completing an online form. Once acceptance is received, further paperwork is sent to the teacher and the parent/carer of the nominated student.



- E.5.3 ISTD organises and promotes the Bursary Awards event.
- E.5.4 ISTD recruits a panel of industry experts to adjudicate the event, supported by the Director of Education. If the Director of Education is unavailable, another Director will deputise.
- E.5.5 The panel selects a winner and a commendation in each age category, based on the performances given.

E.6 Reference Form

E.6.1 A reference form is not required for this award.

E.7–E.9 Application, Review, and Outcomes

These awards are not application-based.

E.10 Allocation of Funds

E.10.1 Recipients are identified through faculty nomination and adjudication at the Bursary Awards event, as outlined in section E.5 Application Process.

Named Awards for 1st Place

Awards are made as follows:

Junior: Joan Durrant Award Senior: Paddy Hurlings Award

Award Amounts

Category	Role	Amount	Recipients	Total
Senior Winner	Student	£450	1	£450
Senior Commendation	Student	£300	1	£300
Junior Winner	Student	£450	1	£450
Junior Commendation	Student	£300	1	£300
Senior Winner	Teacher	£1,000	1	£1,000
Senior Commendation	Teacher	£750	1	£750
Junior Winner	Teacher	£1,000	1	£1,000
Junior Commendation	Teacher	£750	1	£750
Nominated Teacher	Teacher	£500	10	£5,000
Total Awarded			18	£10,000

E.11 Fund Management, Terms and Conditions

Student Bursary Fund Management

E.11.1 Outcome letters are sent via email to the address provided on the acceptance to participate form.



E.11.2 Students must formally accept their bursary by completing an online form within 20 working days of receiving their outcome letter.

E.11.3 Acceptable uses of student bursary funds include:

- Intensive training courses
- One-to-one coaching
- Dance training fees
- Examination fees
- Travel to access intensive training in other countries

E.11.4 Unacceptable uses include:

- Dance clothing or shoes
- Audition fees
- Membership fees

Note: Exceptional mitigating circumstances may be considered if the student provides sufficient evidence that these areas present a barrier to accessing the approved activities (see E.11.3).

- E.11.5 Funds are held by ISTD and must be used within one year of the award confirmation date.
- E.11.6 Requests to use funds and claims for reimbursement must be submitted to <u>bursaries@istd.org</u>.
- E.11.7 Where requests align with the acceptable uses outlined in E.11.3, the Head of Strategic Project Development will approve and process the claim.
- E.11.8 Where requests fall outside the scope of E.11.3, they will be referred to the Director of Education. If approved, the recipient may submit a claim form with accompanying proof of payment. If declined, the recipient will be notified, and no claim will be processed.
- E.11.9After one year, any remaining funds will expire and will no longer be available to the recipient.

Teacher Bursary Fund Management

- E.11.10 Outcome letters are sent via email to the address provided on the acceptance to participate form.
- E.11.11 Teachers must formally accept their bursary by completing an online form within 20 working days of receiving their outcome letter.
- E.11.12 Acceptable uses of teacher bursary funds include (but are not limited to):
 - Providing free classes at local schools (primary, secondary, SEN)
 - Developmental experiences for students (e.g. masterclasses, workshops, theatre trips)
 - Community engagement workshops (e.g. care homes, community groups)
 - Free workshops, taster sessions, or open day events
 - Supporting student costs for classes, exams, competitions, or festivals
 - Providing uniforms for students
 - Providing class support for inclusion of students with additional needs
 - CPD for teachers at the school
- E.11.13 Queries about fund usage must be submitted in writing to <u>bursaries@istd.org</u>.
- E.11.14 50% of the bursary funds will be transferred to the school's bank account or the teacher's business account upfront in Year 1.



- E.11.15 Evidence of expenditure (e.g. receipts, invoices, proof of payment) is required before the second half of the bursary funds is released in Year 2.
- E.11.16 Final evidence of expenditure in Year 2 is required to close the account.
- E.11.17 If bursary funds are withdrawn by the recipient or not used by the expiry date, they will not be reallocated to other applicants.