



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.

1. Introduction

1.1 ISTD offers bursaries, awards and scholarships under the following headings:

- **Dancesport awards**

- Phyllis Haylor Scholarship

- **Theatre awards**

- Theatre Bursary Awards

- **Teachers bursary scheme**

- Initial Teacher Training
- Higher Teacher Training
- Bursary for online CPD courses /CPD travel bursary

- **Project funding awards**

- Broadening Access to Dance Award
- Sue Passmore Award

1.2 In 1982, the Phyllis Haylor Scholarship was set up to provide funding to support the professional development of an ISTD member who achieved Highly Commended in their Dancesport Associate exam in a specified qualifying period.

1.3 In 2015, a Theatre Bursary Award fund was set up to support the training of talented young dancers and to broaden access to dance within nominated teachers' schools.

1.4 In 2018, the Society committed additional funds to support ISTD members suffering from financial hardship via the Teachers Bursary Scheme.

1.5 In 2021, the Society introduced the Broadening Access to Dance Award and Sue Passmore Award, offering ISTD teachers the opportunity to apply for funding to support projects that broaden access to dance within their community.

2. Fund management

2.1 An annual designated fund has been approved by Council 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 Dance.

2.3 The distribution of funds is the responsibility of the Director of Finance and Operations.



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- 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 facing financial barriers to accessing training and providing opportunities for others to access dance.
- 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 regularly reviewed and any significant changes are subject to Council approval.
- 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 The Society reserves the right to request feedback from recipients up to three years after their funding has expired.
- 2.13 Force majeure: In some instances, training may be halted due to extenuating circumstances. In such event, the Director of Dance 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
- 2.14 Applicants who are found to have made false statements or provide fabricated evidence on their application form will be barred from future applications for all awards and no further payments will be released.
- 2.15 Applicants who attempt to influence the award application process outside of the application process will be barred from receiving an award.
- 2.16 If low applications are received in any bursary, award or scholarship category, the Society reserves the right to postpone the award and re-open applications at a later date.

3. Intention

3.1 Phyllis Haylor Scholarship.

This award was introduced with the intention of supporting the winning teacher to further their dance training or higher qualifications.

3.2 Theatre Bursary Awards

These awards are designed to support students to further dance training or professional development. Teacher awards are to be used for development opportunities, community activity or to support students in financial need.

3.3 Teachers Bursary Scheme

This scheme was introduced to benefit those wishing to become or progress as a Society trained teacher in any genre. Financial bursaries provide support where finance may be a barrier, for teaching qualifications or to take part in courses, to ensure that our members



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can invest in their own development and progress with their teaching journey.

3.4 SUE PASSMORE AWARD & BROADENING ACCESS TO DANCE AWARD

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

Procedures for applying for these awards are to be found in Appendices 1 to 4.



LIST OF APPENDICES

Appendix 1: Dancesport Awards

- Phyllis Haylor Scholarship

Appendix 2: Theatre Awards

- Theatre Bursary Awards

Appendix 3: Teachers Bursary Scheme

- Initial Teacher Training
- Higher Teacher Training
- Bursary for online CPD courses /CPD travel bursary

Appendix 4: Project funding Awards

- Broadening Access to Dance Award
- Sue Passmore Award



APPENDIX 1

Dancesport Awards; Phyllis Haylor Scholarship application guidelines and terms and conditions

1.1 Eligibility

- 1.1.1 Applicants must have achieved Highly Commended for their Associate qualification within the specified eligible timeframe.
- 1.1.2 Applicants must not hold any qualification higher than Associate in any genre.
- 1.1.3 Applicants may enter multiple times across numerous years.
- 1.1.4 Applicants must hold a Society membership that is paid up to date.
- 1.1.5 Individuals that have previously received this scholarship are not eligible to apply or receive it again.
- 1.1.6 ISTD staff are not eligible for this scholarship.

1.2 Conditions

- 1.2.1 Applications must be submitted by the application closing date. Late applications will not be considered.
- 1.2.2 Incomplete applications will not be considered.
- 1.2.3 Applicants must attend and take part in the Phyllis Haylor Scholarship presentation/interview on the date specified by the ISTD.
- 1.2.4 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.
- 1.2.5 Funds are distributed once per annum.
- 1.2.6 Awarded funds cannot be used for training completed prior to the presentation date.
- 1.2.7 Recipients of all bursaries, awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.

1.3 Process

- 1.3.1 Relevant Head(s) of Faculty Development for Dancesport agree presentation questions with the Director of Dance.
- 1.3.2 Head of Faculty Development(s) for Dancesport recruit one faculty representative from each Dancesport committee to form an expert panel, supported by the Director of Dance.
- 1.3.3 Applications open at specified times of the year and are advertised at www.istd.org. Opening dates vary. Members are notified of application opening dates via ISTD newsletters, social media and website.
- 1.3.4 Applications are made via an online form available at www.istd.org during opening dates. A PDF form can be requested from bursaries@istd.org.
- 1.3.5 Applications must be submitted by the application closing date.
- 1.3.6 Applications are shortlisted via a two-stage review.
- 1.3.7 Shortlisted applicants are invited to stage two; presentation and interview with an expert panel.



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1.4 Application Review

- 1.4.1 Applications are reviewed within one month after the application closing date.
- 1.4.2 Applications undergo a three-stage review process by two members of the Extended Leadership Team and a Director. At least one member of staff involved in the review process will be a Dancesport subject specialist.
- 1.4.3 First and second stage recommendations are reviewed, where recommendations differ, the applications are taken for third stage review.
- 1.4.4 Third stage review is conducted by the Director of Dance. The third stage reviewer identifies shortlist to be invited to present.
- 1.4.5 Recommendations are made for invitation to stage two of application process.
- 1.4.6 The Dance Department sets the schedule of presentations and notifies the expert panel.
- 1.4.7 Applicants are notified of their presentation date and time via email to the address provided on the application form.
- 1.4.8 The panel make decisions based on the presentation given and subsequent interview. Individual feedback is not provided.

1.5 Application outcomes

- 1.5.1 All applicants are contacted by email via the email address provided on the application form confirming if they have been shortlisted for stage two of the application process.
- 1.5.2 All applicants are contacted by email via the email address provided on the application form confirming the outcome of their application by within one month of the presentation date.
- 1.5.3 Individual feedback is not provided.
- 1.5.4 Successful applicants are required to complete an acceptance form within 20 working days of receiving the outcome. Failure to complete the form may result in the bursary being withdrawn from the individual.

1.6 Allocation of funds

Winner	£2,000
TOTAL	£2,000

1.7 Scholarship fund management

- 1.7.1 Acceptable requests include but are not limited to: intensive training courses, one to one coaching, dance lessons/training fees, travel to access intensive training in other countries.
- 1.7.2 Unacceptable requests include but are not limited to: dance clothes/shoes, exam fees, audition fees, membership fees.
- 1.7.3 Funds are held by ISTD and must be claimed within a two year period from the date of confirmation of the scholarship. After two years, the fund expires and any remaining funds are no longer available to the individual.
- 1.7.4 Requests to use funds and claims to reimburse expenditure are sent to bursaries@istd.org.
- 1.7.5 Where requests to use funds meet the requirements outlined in 1.7.1, the Dance Department will approve the request and process the claim.



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- 1.7.6 Where requests differ from items stated in 1.7.1, requests will be shared with the relevant HOFD via email. If HOFD approve use of funds, claim form can be completed with accompanying proof of payment from the recipient. If the request is declined, the recipient will be notified and no claim will be submitted.
- 1.7.7 The Dance Department notifies ISTD finance department of the award winner and amount of money.
- 1.7.8 If the amount being claimed by the recipient exceeds the amount remaining in their fund, a part reimbursement will be made.



APPENDIX 2

Theatre awards: Theatre Bursary Awards application guidelines and terms and conditions

2.1 Eligibility

- 2.1.1 Two competitors are nominated by each theatre faculty from genre competition events in the year preceding the awards. If a genre competition event has not taken place, nominees will be decided upon at the discretion of the faculty committee. The competitor and their teacher are both eligible to win funds.
- 2.1.2 A nominated competitor may only represent one faculty in any one year. If the same competitor is nominated by more than one faculty at the same time, the competitor is required to choose the faculty they wish to represent.
- 2.1.3 Competitors must fit in to defined age categories: Junior (11-14 years on 1 September the previous calendar year to the awards) and Senior (15-18 Years on 1 September the previous calendar year to the awards).
- 2.1.4 Winning competitors are eligible to take part in the awards more than once, but entries must be in different genres.

2.2 Conditions

- 2.2.1 Funds are distributed once per annum.
- 2.2.2 Competitors must attend and take part in the Bursary Awards event on the date specified by the ISTD.
- 2.2.3 Competitors must perform a solo of no longer than two minutes in the genre of the nominating faculty.
- 2.2.4 Senior competitors must perform a contrasting solo of no longer than two minutes.
- 2.2.5 Competitor's teachers must have a current, fully paid ISTD membership.

2.3 Process

- 2.3.1 Head(s) of Faculty Development notify Dance Department representative of nominated student and teacher for each genre.
- 2.3.2 Dance Department contacts nominee teachers to invite them and their student to take part. Teacher is required to formally accept the invitation via completion of an online form. Once acceptance to participate is received, further paperwork is sent to the teacher and parent/carer of the nominated student to complete.
- 2.3.3 ISTD organises and promotes the event.
- 2.3.4 ISTD recruits a panel of industry experts to adjudicate the event, supported by the Director of Dance. Where the Director of Dance is not available, another Director will deputise.
- 2.3.5 The panel agrees a winner and commendation in each age category. The panel make decisions based on the performance given.

2.4 Allocation of funds

Senior winner	£450
Senior commendation	£300
Junior winner	£450



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Junior commendation	£300
Senior winner teacher	£1,000
Senior commendation teacher	£750
Junior winner teacher	£1,000
Junior commendation teacher	£750
Nominated teachers x10	£5,000 (£500 each)
TOTAL AWARDED	£10,000 to 18 recipients
Event expenditure	£3,000
TOTAL	£13,000

2.5 Student bursary fund management, terms and conditions

- 2.5.1 Outcome letters are sent by email via the email address included on the acceptance to participate form.
- 2.5.2 Students are required to formally accept their bursary via completion of an online form within 20 working days of receiving their outcome letter.
- 2.5.3 Acceptable requests for student bursaries include: intensive training courses, one to one coaching, dance training fees, travel to access intensive training in other countries.
- 2.5.4 Unacceptable requests include: dance clothes/shoes, exam fees, audition fees, membership fees.
- 2.5.5 Funds are held by ISTD for use within a one year period.
- 2.5.6 Requests to use funds and claims to reimburse expenditure are sent to bursaries@istd.org.
- 2.5.7 Where requests to use funds meet the requirements outlined in 4.6.3, the Head of Projects and Strategic Events will approve the request and process the claim.
- 2.5.8 Where requests differ from items stated in 2.5.3, requests will be shared with the relevant HOFD via email. If HOFD approve use of funds, a claim form can be completed with accompanying proof of payment from the recipient. If the request is declined, the recipient will be notified and no claim will be submitted.
- 2.5.9 After one year, the fund expires and any remaining funds are no longer available to the individual.
- 2.5.10 Recipients of all bursaries, awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.

2.6 Teacher bursary fund management, terms and conditions

- 2.6.1 Outcome letters will be sent by email via the email address included on the acceptance to participate form.
- 2.6.2 Teachers are required to formally accept their bursary via completion of an online form within 20 working days of receiving their outcome letter.
- 2.6.3 Acceptable use of teacher bursary funds include (but are not limited to): providing free classes at local schools (secondary, primary, SEN), building expertise to deliver unique experiences for students, community engagement workshops (care homes, community groups), free workshops/taster/open day events, supporting class/exam/competition/festival fees for students in financial need, providing uniform for



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students in financial need, providing class support for inclusions of students with additional needs, CPD for teachers at the school.

2.6.4 Queries about use of the funds should be sent in writing to bursaries@istd.org.

2.6.5 50% of bursary funds are sent to the school bank account or teachers business account upfront in year 1.

2.6.6 Evidence of expenditure (e.g. receipts, invoices and proof of payment) is required before 2nd half of bursary funds are sent in year 2.

2.6.7 Evidence of expenditure in year two is required in order to close the account.

2.6.8 Recipients of all bursaries, awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.



APPENDIX 3

Teachers' Bursary Scheme; application guidelines and terms and conditions

3.1 Eligibility

- 3.1.1. Applicants must hold a Society membership that is paid up to date. If applying for a course and not yet a member of the Society, application for membership must be processed before funds are released.
- 3.1.2. 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.
- 3.1.3. ISTD staff are not eligible for this bursary.

3.2 Conditions

- 3.2.1 Applications must be submitted by the application closing date. Late applications will not be considered.
- 3.2.2 Incomplete applications will not be considered.
- 3.2.3 Bursary funds cannot be used for training completed before the application closing date.
- 3.2.4 Applications must include supporting evidence as requested in the application form.
- 3.2.5 Once an award has been made, the recipient may not apply for a bursary for three years.
- 3.2.6 Bursary funds cannot be used to cover rent/mortgage payments or household bills.
- 3.2.7 If a recipient leaves their course, they are required to notify ISTD in writing. ISTD reserves the right to recoup funds from the individual if funding has been provided and training has not been completed.
- 3.2.8 ISTD must be notified of any changes to training providers/ADC's in writing. ISTD reserves the right to withhold funds if the training provider/ADC changes and ISTD have not been notified.
- 3.2.9 Recipients are required to provide feedback regarding the award when requested by ISTD.
- 3.2.10 More applications are expected than funds available, therefore, not all applicants who meet the criteria will receive a bursary.
- 3.2.11 Recipients of all bursary awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.

3.3 Conditions (Initial and Higher Teacher Training Bursaries)

- 3.3.1 Applicants must be applying to, have secured a place or have begun training with an ISTD Approved Dance Centre/Training provider for the relevant qualification. Funds will only be released once a place on a course has been secured and confirmed by the training provider.
- 3.3.2 Applicants undertaking the Diploma in Dance Education or Diploma in Dance Pedagogy must have a minimum of one year left of training, (this may be an academic year).
- 3.3.3 Applications can be made to support a maximum of three years of training.
- 3.3.4 Applications are made to support the qualification in one genre only (Initial Teacher Training).
- 3.3.5 Bursaries are for the specified qualification and associated costs only. Funds may not be used to support additional dance training, e.g. if the DDE is being studied as part of a broader programme of full time study, only fees for the DDE are covered by this bursary.



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3.4 Conditions (Online CPD Courses 2021 Bursary)

- 3.4.1 Applicants must identify an online course(s) or short term training programme run/recognised by the Imperial Society of Teachers of Teachers of Dancing.
- 3.4.2 Date of course/training must be a minimum of one month after the closing date of the application.

3.5 Application process

- 3.5.1 Applications open at specified times of the year and are advertised at www.istd.org. Opening dates vary.
- 3.5.2 Only one application can be made per application round.
- 3.5.3 Members are notified of application opening dates via Society newsletters, social media and website.
- 3.5.4 Applications are made via an online form available at www.istd.org during opening dates. A PDF form can be requested from bursaries@istd.org.
- 3.5.5 Applications must be submitted by the application closing date. Late applications will not be considered.
- 3.5.6 Incomplete applications will not be considered.
- 3.5.7 Where evidence is required, this must be submitted at the point of application. The Society cannot guarantee the acceptance of supporting documentation after the closing date of the application.
- 3.5.8 Applications may be supported by a reference where applicable.

3.6 Reference form

- 3.6.1 The Society only requires a reference where evidence to support the application is not available.
- 3.6.2 The referee should be a professional who knows the applicant well and is able to verify the applicants' circumstances.
- 3.6.3 The referee should not be related to the applicant.
- 3.6.4 Contact details for the referee must be included on the reference form.
- 3.6.5 The applicant is responsible for notifying referees that they may be contacted by the Society.

3.7 Application

- 3.7.1 Applications are considered on the basis of their own merit. The following considerations are evaluated:
- Personal and financial circumstances
 - Capacity to undertake training
 - Commitment to inclusive practice
 - Genre
 - Geographical access to training opportunities
- 3.7.2 All supporting evidence required must be provided.



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3.8 Application Review

- 3.8.1 Applications are reviewed after the application closing date.
- 3.8.2 Applications undergo a three stage review process by two members of the Extended Leadership Team and the Director of Dance.
- 3.8.3 First and second stage recommendations are reviewed, where recommendations differ, the applications are taken for third stage review.
- 3.8.4 Third stage review is conducted by the Director of Dance and/or the Director of Education. The third stage review may confirm or suggest alterations to the allocation of bursary funds and these will be conditional to the bursary award being made.
- 3.8.5 The third stage review marks the end of the application process.

3.9 Application outcomes

- 3.9.1 All applicants are notified of the outcome of their application via email from bursaries@istd.org to the address provided on the application form within eight weeks of the application closing date.
- 3.9.2 Unsuccessful applicants are notified of the appeals process.
- 3.9.3 Individual feedback is not provided.
- 3.9.4 Successful applicants are required to complete an acceptance form within 20 working days of receiving the outcome. Failure to complete the form may result in the bursary being withdrawn from the individual.
- 3.9.5 Training providers are notified of successful applicants via email from bursaries@istd.org and required to confirm their place on the relevant training course. Funds will not be released until confirmation is received.

3.10 Appeals process

- 3.10.1 Applicants may appeal their bursary outcome if there has been a significant change of circumstances since the submission of the initial application.
- 3.10.2 Applicants are advised that the outcome of the appeal may result in a reduction in the funding originally awarded.
- 3.10.3 Appeals must be submitted via the online form within five working days of receiving the outcome of the application.
- 3.10.4 Appeals undergo a review by a member of Extended Leadership staff who was not involved in the initial application review process.
- 3.10.5 The Director of Finance and Operations may be included in the process of appeal where appropriate.
- 3.10.6 Applicants are notified of the outcome of their appeal within 15 working days of the appeal being received.
- 3.10.7 Outcomes of appeal decisions are final.

3.11 Allocations of funds



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- 3.11.1 Online CPD Courses Bursary (in place of Travel Bursary for International Members for 2021 & 2022) – up to £225 for a maximum of 5 online courses
- 3.11.2 Initial Teacher Training Bursary (Diploma in Dance Education & Dancesport Associate) up to £5,000
- 3.11.3 Higher Teacher Training Bursary (Diploma in Dance Pedagogy) up to £2,000

3.12 Fund management, terms and conditions

- 3.12.1 Travel by car can be claimed at 0.45ppm.
- 3.12.2 Where training is being delivered by ISTD, funds are transferred internally and allocated to the relevant finance code.
- 3.12.3 Bursary recipients are required to complete an online claim form to request reimbursement for expenses and training fees.
- 3.12.4 Bursary recipients may request that fees are paid from ISTD directly to the training provider. Requests must be made in writing to bursaries@istd.org. Head of Projects and Strategic Events is responsible for approving requests.
- 3.12.5 Requests to extend the duration of the bursary must be made in writing to bursaries@istd.org. Approval of extensions is made by the Head of Projects & Strategic Events and will be confirmed in writing by email from bursaries@istd.org. ISTD finance department are notified of extension in writing by email.
- 3.12.6 Bursary funds will automatically expire after three years from the point at which they are made unless otherwise agreed in writing.
- 3.12.7 If there has been no draw down activity within 12 months of the award, the award will be cancelled unless otherwise approved in writing. Applicants may re-apply in future years.
- 3.12.8 Recipients of all bursaries, awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.



APPENDIX 4

Project funding Awards; Sue Passmore Award and Broadening Access to Dance Award application guidelines and terms and conditions

4.1 Eligibility

- 4.1.1 Applicants must hold a Society membership that is paid up to date.
- 4.1.2 Applicants that achieved their first ISTD teaching qualification in the last five years are eligible for the Sue Passmore Award only.
- 4.1.3 Applicants that have held their ISTD teaching qualification for more than five years are eligible for the Broadening Access to Dance Award only.
- 4.1.4 Individuals that have previously received this award are not eligible to apply or receive it again.

4.2 Conditions

- 4.2.1 Applications must be submitted by the application closing date for the application round. Late applications will not be considered.
- 4.2.2 Incomplete applications will not be considered.
- 4.2.3 Applications must meet all six criteria.
- 4.2.4 Applications can be for a new or existing project, however, funding cannot be used for activity that has already taken place.
- 4.2.5 Applications must be costed in the currency of where the activity is planned to take place.
- 4.2.6 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 Dance and specified in the outcome letter.

4.3 Process

- 4.3.1 Applications open at specified times of the year and are advertised at www.istd.org. Opening dates vary.
- 4.3.2 Only one application can be made per application round.
- 4.3.3 Members are notified of application opening dates via Society newsletters, social media and website.
- 4.3.4 Applications are made via an online form available at www.istd.org during opening dates. A PDF form can be requested from bursaries@istd.org.
- 4.3.5 Applications must be submitted by the application closing date.
- 4.3.6 Applications must include a project budget.

4.4 Award criteria

- 4.4.1 Innovative and practicable approach to broadening access to dance.
- 4.4.2 Detailed and viable project plan.
- 4.4.3 Detailed and viable budget.
- 4.4.4 Consideration of how the project could support broadening access to dance long term/in the future.



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- 4.4.5 Commitment to effectively share project outcomes and experience with members.
- 4.4.6 Suitable experience/CPD/Mentor support identified to support the successful delivery of the project.

4.5 Application Review

- 4.5.1 Applications are reviewed after the application closing date.
- 4.5.2 Applications undergo a three-stage review process by two members of the Extended Leadership Team and a panel.
- 4.5.3 First and second stage recommendations are made and shortlisted applications are reviewed by a panel.
- 4.5.4 Third stage review is conducted by a panel. The panel confirm which applicants will receive awards and any conditions to be met before funds are released.
- 4.5.5 The panel's decision is final.

4.6 Application outcomes

- 4.6.1 All applicants are notified of the outcome of their application via email from bursaries@istd.org to the email address provided on the application form within eight weeks of the application closing date.
- 4.6.2 Individual feedback is not provided.

4.7 Allocation of funds

4 awards of £2,000	£8,000
TOTAL	£8,000 to 4 recipients

4.8 Fund management, terms and conditions

- 4.8.1 Successful applicants are required to formally accept their award via completion of an online form within 20 working days of receiving the outcome.
- 4.8.2 The panel may request conditions to 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.
- 4.8.3 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.
- 4.8.4 Evidence of expenditure for stage three of funding is required in order that the account can be closed.
- 4.8.5 The award has been made based on the project detailed in the application.
- 4.8.6 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.
- 4.8.7 Queries about use of the funds should be sent in writing to bursaries@istd.org.



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4.8.8 Recipients of all bursaries, awards and scholarships may be required to provide feedback on the process of application and the activity undertaken.