Sue Passmore Award Guidance Notes

About the Award

The Sue Passmore Award, offering up to £2,000, honours the legacy of our former Chair and Trustee. It supports Approved Dance Centres (ADCs) to mentor early-career dance teachers in delivering projects that broaden access to dance, foster community engagement, and promote our Equality, Diversity, and Inclusion values.

Applications must be submitted by an ADC in partnership with an early-career teacher; defined as someone who has achieved their first ISTD teaching qualification within the past five years.

Projects should introduce dance movement to new communities and encourage continued participation beyond the life of the project. The award funding is shared between the ADC (for mentoring) and the delivery teacher (for project delivery).

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 both the ADC and delivery teacher meet all the following:

- The application must be submitted by a registered ADC, in collaboration with an early-career dance teacher who both hold a full paid-up membership with ISTD.
- The early-career dance teacher must have achieved their first ISTD teaching qualification within the past five years.
- The early-career dance teacher must be mentored by the ADC throughout the project.
- Applications must meet all six criteria from the previous section.
- Applications must be submitted by the application closing date; late applications will not be considered.
- The project must be new or ongoing (funds cannot be used for activities already completed).
- 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.
- Project duration must be a minimum of **one term** and a maximum of **three terms.**
- Early-career teachers that have previously received the award are **not eligible** to reapply.
- ADCs that have received the award can reapply after a two-year gap, provided they nominate a different delivery teacher.

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 personal details, including:

ADC Information
- **Approved Dance Centre Name**
- **Contact Person** (name, membership number, email, phone, address)

Early-Career Teacher (Delivery Teacher) Information
- **Delivery Teacher** (name, email, phone)
- **Membership Number**
- **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?**
- **Intended Start and End Dates** 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)
- 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?

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 settings?
- Will there be opportunities for participants to continue dancing when your project is complete?

Describe the ADC's role in mentoring and supporting the delivery teacher (Maximum 250 words)
Consider:
- How will the ADC provide guidance and support throughout the project?
- What relevant experience does the ADC have in mentoring?

Outline any necessary CPD or training for the delivery teacher (Maximum 250 words)
Consider:
- Any specific safeguarding elements of the project, that may require deeper knowledge of child protection or

more detailed awareness for the duty of care required when working with vulnerable adults.
- If the project involves attending a performance venue, the legal requirements for chaperoning children that apply to the specific Local Authority.
- Skills beyond syllabus work e.g. body movement, free expression, and community engagement needs or specialist training to work with specific needs of learners.
- Techniques for encouraging non-dancers to express themselves freely through music.

Who will be involved in running the project and what will they do? (Maximum 250 words)
- Will the delivery teacher run all the sessions?
- Will industry experts be involved?
- Will the delivery teacher have an assistant?

4. Impact and Legacy
Who will benefit directly and indirectly 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 the legacy of the project be? Are there any long-term plans for continued engagement? (Maximum 500 words)
Consider:
- What affect do you hope the project will have on participants in the longer-term?
- Will the project continue beyond the funding period?
- Are there any opportunities to raise funds to form the basis for a longer-term project/programme?

5. Sharing Outcomes
How will you share your project outcomes with Society members? (Maximum 200 words)
Options include:
- Presentation at a Society event.
- Article for DANCE magazine.
- Digital presentation via the website or social media.

6. Budget
Submit a detailed budget, breaking down how the £2000 will be allocated.

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:

	Budget item	Cost (in local currency)	Notes
1			
2			

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
- Mentoring fees for the ADC
- Delivery fees for the delivery teacher
- 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.

Have you applied for funding from other sources for this project?
If yes, please list the funding details.

Are there any opportunities to generate income to sustain the project beyond the funding from this award?
(Maximum 250 words)
Consider:
- Have you engaged any project partners who will be providing sponsorship or support in kind (offering items, studio space, materials, etc. for free)?
- Is there a performance opportunity that could invite a paying audience or another class that could be run for a group that may pay to attend?
- Are there other funding opportunities for extensions to this project?

7. Declarations
Please confirm that the details provided 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

☐ The application is submitted by a registered Approved Dance Centre (ADC) in partnership with an early-career dance teacher

☐ Both the ADC and delivery teacher hold current, paid-up ISTD memberships

☐ The delivery teacher received their first ISTD teaching qualification within the past five years

☐ The delivery teacher has not previously received this award

☐ The ADC has not received the award in the past two years

☐ The project is new or ongoing (not completed)

☐ The project duration is between one and three terms

☐ The budget is costed in the currency of the project location

Application Form Sections

    ☐ **Applicant Details** completed:

☐ ADC name and contact person (name, membership number, email, phone, address)

☐ Delivery teacher name, membership number, and year of first ISTD qualification

    ☐ **Project Overview** includes:

☐ Project title

☐ New or existing project

☐ Start and end dates

☐ Project description (max 500 words)

    ☐ **Broadening Access to Dance** section completed (max 250 words)

    ☐ **Impact and Benefits** includes:

☐ Direct and indirect beneficiaries

☐ Legacy and long-term plans (max 300 words)

    ☐ **Mentorship and Support** describes the ADC's mentoring role (max 300 words)

    ☐ **CPD** outlines any training or development needed for the delivery teacher (max 250 words)

    ☐ **Sharing Outcomes** explains how project outcomes will be shared with Society members (max 200 words)

    ☐ **Budget** includes:

☐ Detailed breakdown of how the £2,000 will be allocated

☐ Mentoring and delivery fees

☐ Other project-related costs (e.g. venue, materials, CPD)

☐ Additional funding sources if total cost exceeds £2,000

    ☐ **Declaration** signed and dated

    ☐ **Equity, Diversity and Inclusion Monitoring** completed (for monitoring only)

Final Checks

All sections of the form are complete

☐ Budget is attached and clearly itemised

☐ You've kept a copy of your application for your records