



Imperial Society of Teachers of Dancing

Teacher Training Bursary Scheme Guidance Notes

About the Award

In 2018, we introduced teacher training bursaries as part of our charitable status and to further support our mission to maintain and improve teaching standards. The scheme directly benefits those wishing to become, or progress as a Society trained teacher in any genre. Each year, we provide support for members to access teaching qualifications where finance may be a barrier, to ensure that dance teachers can invest in their own development and progress with their teaching journey. To date, the scheme has financially supported the training of over 169 teachers from countries across the globe, including the USA, Italy, South Africa, the UAE and the UK.

The scheme is open to applicants from all dance genres and aims to improve access to training and support professional development.

Bursaries are available for the following qualifications:

Diploma in Dance Education (DDE) – Maximum award £5000

Dancesport Associate – Maximum award £2000

Diploma in Dance Pedagogy (DDP) – Maximum award £2000

Diploma in Teaching Community Dance (DTCD) - Maximum award £2000

Applications open at specific times during the year. Dates are published on the ISTD website and shared via newsletters and social media. Applications must be submitted via the online form before the published closing date. Late or incomplete applications will not be considered.

Funding cannot be used for training that has already taken place before the application deadline.

Application timeline for 2026/27:

Opens: Midday (GMT+0) on 9th March 2026

Closes: Midday (GMT+0) on 18th May 2026

Shortlist Period: 19th May 2026 to 5th June 2026

Announcements made by: 19th June 2026

Acceptances must be received by: 17th July 2026

Applications are assessed on:

- Personal and financial circumstances
- Capacity to undertake training
- Commitment to inclusive practice
- Genre (alignment with ISTD qualifications and training pathways)
- Geographical access to training opportunities
- Training readiness (qualifications and experience)
- Supporting statement
- Financial need and barriers to training

Eligibility to apply

Applications are assessed on individual merit. To be considered, applicants must:

- Be applying for one of the following ISTD teaching qualifications: DDE, DDP, DTCD, or Dancesport Associate
- Hold (or commit to activating) a current, fully paid ISTD membership for the full bursary period



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- Not have received an ISTD bursary or Phyllis Haylor Scholarship in the past three years
- Not be an ISTD employee
- Have at least one academic year of training remaining at the time of application (for DDE, DDP, DTCD)
- Be applying to, have secured a place with, or have begun training with an ISTD Approved Dance Centre or recognised provider
- Submit a complete application with all required supporting evidence by the published deadline
- Only submit one application per round
- For DDE and Dancesport Associate, only one genre may be supported per application
- If you cancel or withdraw from a bursary-funded course, you may not reapply for three years unless otherwise agreed in writing.

Due to high demand, meeting the eligibility criteria does not guarantee funding. Awards are made based on merit, need, and available resources.

Application Process

Application forms are available to complete online. The link can be found on the ISTD website during application opening times. If you require a PDF version of the application form due to accessibility needs or technical limitations, please email bursaries@istd.org to request a copy. Requests will be considered on a case-by-case basis.

The application form is divided into 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. Have you received a bursary from the ISTD Teacher Training Bursary Scheme or the Phyllis Haylor Scholarship within the past three years?

The policy states that applicants who have received an ISTD bursary within the past three years are not eligible, to ensure fair access to funding.

2. Declaration of Understanding

To confirm that you understand and accept the conditions of this bursary application, you must tick all five declarations. If any are left unticked, the form cannot be submitted.

3. Who is completing this application for the Teacher Training Bursary Scheme?

This section asks who is filling out the form. If you're applying for yourself, select the first option. If you're completing the form on behalf of someone else, such as a child or student, select the second option and make sure to include your name and your relationship to the applicant. This helps us understand who to contact if we need to follow up.

4. Contact Information

This section collects details about the intended bursary recipient. If you're completing the form on someone else's behalf, make sure the information provided relates to the applicant, not yourself.

You'll be asked to provide:

- Full name of the intended bursary recipient
- Home address
- Phone number
- Email address
- Date of birth

Please enter the date of birth in the format dd-mm-yyyy. Double-check that all contact details are



accurate, as this is how ISTD will get in touch about the outcome of the application.

5. Membership Information

To be eligible for bursary funding, the intended recipient must hold an active, fully paid ISTD membership. If the applicant is not currently a member, they may still submit an application, but no bursary funds will be released until membership is confirmed.

If you are completing the form on behalf of someone else, make sure the membership details relate to the intended bursary recipient.

If the applicant does not yet have an ISTD membership or pin number, leave those fields blank. If the application is successful, the applicant will need to activate membership before any funding can be issued.

6. Bursary Request Details

This section asks which ISTD teaching qualification the applicant is seeking bursary support for. You must select one of the following:

- Diploma in Dance Education (DDE) – funding up to £5000 available
- Dancesport Associate – funding up to £2000 available
- Diploma in Dance Pedagogy (DDP) – funding up to £2000 available
- Diploma in Teaching Community Dance (DTCD) – funding up to £2000 available

You must have at least one academic year of training remaining at the time of application. Applications with less than one year left will not be considered.

Only one qualification can be selected per application. If you are undertaking multiple qualifications, you must choose the one you are seeking bursary support for in this round.

7. Training Provider / Approved Dance Centre (ADC) Details

This section asks for details about where you plan to undertake your training. You must either:

- Confirm that you have already secured a place with a recognised training provider or ADC, **or**
- Provide full details of your intended provider if your place is not yet confirmed.

These details are used to verify your application. Bursary funds will only be released once your training place is confirmed and verified by ISTD.

You'll be asked to provide:

- Name of the training provider or ADC
- Main contact name
- Contact email and phone number
- Provider address
- Any additional providers you plan to use to complete your qualification



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You'll also be asked about your training format:

- In person
- Remote
- Hybrid

If you select remote training, you must explain why this format is necessary for you. This could include reasons such as geographical distance, accessibility needs, or lack of local provision.

You'll be asked how you plan to travel to your training provider and how long it typically takes. This helps ISTD assess accessibility and travel-related costs.

Make sure all contact details are accurate. If you're unsure of any information, check with your provider before submitting the form.

8. Training Details by Qualification

This section asks for specific information about your qualification and training plan. It helps ISTD assess your eligibility and calculate potential bursary support.

You'll be asked to provide:

- The qualification you're applying for (DDE, Dancesport Associate, DDP, or DTCD)
- For DDE and Dancesport Associate: the genre you're undertaking (e.g. ballet, modern theatre). Funding is available for one genre only.
- Training start date and planned completion date
- Estimated remaining training and examination costs (in GBP) – This is the amount of bursary you are requesting.

Only include costs directly related to the qualification. For example, if DDE is part of a broader full-time programme, only DDE-related costs should be listed.

You must upload a statement or quote from your training provider confirming these costs. This document should clearly show the breakdown of fees and expected duration of training.

! Important:

- You must have at least one academic year remaining to complete the qualification at the time of application.
- Applications with less than one year remaining will not be considered.
- Enter all dates in the format **dd-mm-yyyy** to ensure the correct duration is shown.

Bursary funds cannot be claimed for any training completed before the application closing date. If you've already completed part of your training, only future eligible costs will be considered. If DDE is part of a broader full-time programme, only costs directly related to the DDE qualification should be included in your bursary request.

9. Associated expenses

Complete this section only if your training qualification is not viable without expenses being covered. The bursary prioritises payment of training fees. Associated expenses may be considered in



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exceptional circumstances if you can demonstrate that without this support, you would be unable to undertake the training.

You may include associated expenses in your bursary application if they are directly related to your ISTD teaching qualification and fall within the bursary period.

Expenses will only be considered where you can demonstrate that without this support, you would be unable to undertake the training. The bursary prioritises payment of training fees. Associated expenses may be considered in exceptional circumstances.

Additional claims for expenses after the award has been made will not be reimbursed unless pre-approved in writing by ISTD.

Eligible expenses include:

Travel: Costs to attend training sessions, placements or observations. Not applicable if training is part of a full-time vocational programme.

Accommodation: Only if you live too far to travel to and from your provider on the same day. Rent or mortgage payments are not covered.

Dependent care: Childcare costs beyond government support, or care for other dependents such as older relatives or family members with disabilities.

Other expenses: Course resources or disability-related costs (e.g. transport, carer's fees, study aids).

You must provide a breakdown of each expense and explain how it relates to your training. Upload supporting documentation where possible. All costs should be estimated from the bursary application closing date to the end of your training.

ISTD reserves the right to review and approve all expense claims based on relevance to training, necessity, and available funding.

10. Dance education and experience

This section asks for two types of information:

Professional teaching experience

Describe any experience you've gained as a professional dance teacher. Include details such as where you've taught, the genres or age groups you've worked with, and any formal or informal roles you've held. Focus on how this experience connects to your current training goals and why the qualification you're applying for is relevant to your career development.

Previous or concurrent dance teaching qualifications

This section asks whether the applicant has already completed or is currently undertaking the **Diploma in Dance Education (DDE)** or **Dancesport Associate** in any other genre.



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If the applicant has completed or is working towards either qualification in a different genre, tick all that apply. This helps ISTD understand the applicant's training history and avoid duplicate funding for the same qualification.

If none apply, leave the section blank.

Make sure the information reflects the applicant's own qualifications, not those of the person completing the form.

Dance qualifications

List all educational dance qualifications you've achieved, starting with the highest qualification and the highest vocational examination in each genre. Include the qualification name, exam board, level (e.g. Intermediate, Advanced 1), result (e.g. Pass, Merit, Distinction), and year awarded. Use the table provided to enter up to five qualifications. If you have more than five, upload an additional document listing the rest.

This section is used to assess the skills and knowledge you've gained across dance genres and how they support your professional development.

11. Circumstances of the Bursary Applicant

Personal and financial circumstances

This section helps ISTD assess financial need and allocate bursary funds fairly. You should answer all questions as fully and honestly as possible. If a question doesn't apply to you, leave it blank or write "N/A".

All responses are treated confidentially.

You'll be asked about:

- Your current employment status
- Approximate annual personal income (before tax)
- Any financial benefits or support you receive
- Your current living situation
- Whether you contribute to housing costs (e.g. rent, mortgage, bills)
- Whether you have financial dependents, and what your responsibilities are
- If you live with parents, their financial situation and whether they support your training
- Any financial support you currently receive from family or others
- Whether you expect to face financial barriers in completing your training without bursary support

If the form states that your accommodation status requires evidence (e.g. tenancy agreement, housing benefit), you must upload supporting documentation.

Use this section to give a clear picture of your financial situation. This includes any hardship, support arrangements, or barriers to training. The information you provide will be used to assess your eligibility and prioritise funding where it's most needed.

12. Inclusive practice



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Describe any experience you have with inclusive teaching or planning. Include specific examples that show your awareness of different learning needs or physical needs. You might mention adapting your teaching for students with disabilities, working with neurodiverse learners, or designing accessible lesson plans.

We're looking for evidence of practical understanding and commitment to inclusive practice.

13. Personal statement

In up to 500 words, explain your motivation for teaching dance, your aspirations, and how you hope to develop your teaching practice through this qualification. You may also use this space to describe any personal circumstances that have affected your training journey.

This statement is used to assess both your commitment and any hardship you've experienced. If you describe personal challenges (e.g. bereavement, illness, financial strain), include enough detail to help us understand the severity and impact. All information is treated confidentially.

Questions to cover:

- Motivation for teaching dance
- Aspirations as a teacher
- How the qualification will develop your practice
- Your commitment and any hardship you've experienced

Equity, Diversity and Inclusion Survey Guidance

Why we ask for this information - We are committed to promoting equity, diversity and inclusion across all our activities. To do this, we need to understand who is applying for our bursaries and awards. The information you provide helps us to:

- Monitor the reach and fairness of our programmes
- Identify and address barriers to participation
- Meet our legal and regulatory obligations

How your information will be used

- Your responses are confidential and will not affect your application.
- Data will be used for statistical and monitoring purposes only.
- Information will be anonymised before analysis and reporting.
- No individual will be identified in any published results.
- You do not have to answer any question you do not wish to.

What we ask

The survey covers the following areas:

1. Gender identity
2. Sexual orientation
3. Disability or health condition
4. Age
5. Religion or belief
6. Ethnic group

You can select 'prefer not to say' for any question.



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Supporting Documentation

If you are unable to provide formal evidence of your personal or financial circumstances, you may submit a completed reference form instead. This form must be completed by a referee who can confirm your declared circumstances. The referee is not required to provide a character reference. The reference form must be submitted alongside your application before the deadline. Please email bursaries@istd.org for a reference form if required.

Award Outcomes

If your application is successful, your award notification will specify the approved costs. Only these costs will be reimbursed. Any changes must be requested and approved in writing.

Bursary allocations are calculated based on applicant scores, training costs, and available budget. If an applicant withdraws after receiving an award, the funds may be reallocated to other eligible applicants. Reallocation follows a top-down approach based on ranking and may include partial awards if full funding is not available.

How applications are assessed

Applications are reviewed using a scoring matrix that considers financial need, training relevance, accessibility, and applicant circumstances. Each application is assessed by multiple reviewers. Scores are used to rank applicants and allocate funding based on merit and need.



Application Checklist

Before submitting your application, please ensure you:

- Have read the full guidance notes and eligibility criteria.
- Are applying for an eligible ISTD teaching qualification (DDE, DDP, DTCD, or Dancesport Associate).
- Have not received an ISTD bursary or Phyllis Haylor Scholarship in the past three years.
- Hold (or will activate) a current, fully paid ISTD membership.
- Have at least one academic year of training remaining at the time of application.
- Are applying to, have secured a place with, or have begun training with an ISTD Approved Dance Centre or recognised provider.
- Have completed all sections of the application form, including:
 - Personal and contact details
 - Membership information
 - Training provider details
 - Qualification and genre
 - Training start and end dates
 - Estimated training and examination costs
 - Statement or quote from my provider confirming costs
 - Associated expenses (if applicable), with breakdown, explanation, and supporting evidence
 - Professional teaching experience and qualifications
 - Dance qualifications
 - Full details of my financial circumstances, including income, benefits, dependents, and barriers to training
 - Examples of inclusive teaching or planning
 - Personal statement (motivation, aspirations, development goals, and any personal circumstances affecting my training)
- Have uploaded all required supporting documentation (evidence of costs, financial circumstances, accommodation, employment, etc.).
- Cannot provide formal evidence, I have arranged for a referee statement and included the referee's contact details.
- Understand that only costs approved in my award notification will be reimbursed.
- Have checked that all information provided is accurate and complete.
- Understand that incomplete or late applications will not be considered.
- Have kept a copy of your application for your records.