



This application guide should be read before you start on the application form.

Introduction

The Imperial Society of Teachers of Dancing wishes to support its international members by offering bursaries to travel in order to participate in short/intensive training courses or programmes that might not be available in their country. To apply for a bursary you will need to do the following:

1. Identify a course or a training programme run/recognized by the Imperial Society of Teachers of Teachers of Dancing
2. Submit a completed application form by the deadline date
3. Submit two references, one should be from the training provider if applicable
4. You may also be required to take part in a telephone or skype interview to discuss your application on a date/time to be agreed

The **maximum** amount of bursary that will be awarded to an individual is **£1,000**. Once a bursary has been awarded the applicant cannot apply again for 3 years.

The assessment of the application will be carried out by an expert panel against the following criteria:

Primary criteria for selection:

Criteria	How assessed?
The course/training provision will progress the member's career and professional development	Through application form, personal statement and professional colleague and trainer reference.
Realistic financial planning	Evidenced by budget for travel expenses, course/training fees, any childcare/carers costs and information about how costs are to be met.
Application submitted and outcome received before starting the course	Application submission date

Additional criteria for selection that will be used by assessors to balance awards made in each cohort:

- Range of genres represented in students receiving bursaries
- Support for applicants from areas with limited training opportunities

We expect that there will be many more applications for bursaries than we have funds to support, therefore, not all applicants who meet the criteria will be funded.

Application guidance notes

The forms are available in digital format.

Section 1: Personal Details

Imperial Society of Teachers of Teachers of Dancing will process your personal information in accordance with our privacy policy. Please refer to our privacy policy which can be found in full on our website, www.istd.org.



Section 2: Continued professional development description and costs

All applications must be costed in British pounds only.

When we refer to a course: This means an advertised course run by the Imperial Society of Teachers of Teachers of Dancing. You need to have secured a place.

When we refer to a training provider: This means where you have arranged to be taught by a recognised Imperial Society of Teachers of Teachers of Dancing teacher (for example 1:1 coaching in Dancesport training). You need to have agreed a training programme with the provider.

Course being undertaken and genre being studied: If the course has a title please include it here along with the genre.

Give a short description of what you would learn through the course/training provision: State learning areas you will engage with either as stated in the course details or as agreed with the training provider.

When does the course/training start and when does it end? You must apply by the application deadline date and awards will not be made for training already completed.

How much are the course/training fees? The total course fee or the amount that the training provider will charge you.

Travel expenses in the place of training: The actual cost of fares from your home to the place of training.

Estimated travel expenses in the country of training: The costs of travelling from your accommodation to where the course/training is to take place.

Estimated accommodation expenses in the place of training: Cost of hotel/other accommodation.

Estimated dependent care expenses for the period of time in the place of training: This calculation would cover the cost of childcare and other dependents care costs (such as older relatives and family members with disabilities) that you would have to pay whilst you are training, that you would normally provide yourself.

Other expenses: please state any other out of pocket expenses that you would incur to participate in the training. If you have a disability this is where you should include any additional costs.

Members with disabilities

The Disability Discrimination Act defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

If you are disabled you might wish to include additional costs such as transport, a carer's fee to accompany you to sessions, study aids etc. to make it possible to undertake training. List all items and cost them.

Total expenses: please add together all expenses listed in this section to create a total figure.



Section 3: Financial Support

What would the Bursary funds be used for? Identify what an award would help you to do. Are there particular costs such as course fee, or travel expenses etc. that would make the difference if they were funded through a bursary.

Have you applied for financial support from other sources? There are no guarantees that you will be awarded a bursary, therefore, it is important that you consider applying to other sources to support your training.

You need to include all the other organisations or funders that you have applied to for funding to support your training. Note in the outcome box whether you have been successful or not, or if you are still waiting for a decision. Give dates for each entry.

How would you fund any gap between income and expenditure? Bearing in mind the maximum award via Bursary would be £1,000 this question asks you to consider how you would meet any gap between your expenditure and income raised.

Section 4: Dance teaching experience

This section is to outline the experience that you have gained as a professional teacher to demonstrate the relevance of the training to your career development.

Section 5: Educational/vocational background and qualifications currently being undertaken

List all your educational dance qualifications starting with the highest qualification and the highest of your vocational dance examinations in each genre. These sections are to demonstrate the skills and knowledge you have gained in various dance genres to show the relevance of the training to your professional development.

Section 6: Personal statement

This is your opportunity to make a case for why you deserve a bursary award. Explain what motivates you to take this course/training and how it will enable you to improve your practice and develop your career. **Maximum 500 words**

The next question is Why do you need a bursary? Here you will make your financial case outlining why it is challenging for you to undertake the training without financial support. **Maximum 200 words.**

Section 7: Supporting references

You need to submit two references from teachers/colleagues who know you and your work very well. If you are applying to work with an individual training provider, one of the references must be submitted by them.

The second question asks for the referee to explain how the training would progress your career and professional development (maximum 300 words) and the third question requires the referee to support your request for financial support. **Maximum 200 words.**

There is separate Teachers Bursary Reference Form that you need to share with your referee to complete and submit by the application deadline. Please share the relevant link available from **www.istd.org**.

Applications without accompanying references will not be considered.

End of Guidance Notes

If you have any further enquiries please contact: bursaries@istd.org