



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

## Introduction

The Imperial Society of Teachers of Dancing wishes to support learners taking the Level 6 Diploma in Dance Pedagogy (DDP) by awarding bursaries. We see this as a very important way to ensure that we provide inclusive opportunities for all dance teachers, regardless of background, and have the best possible teachers coming into the professions and the Society's membership.

### To apply for a bursary you will need to do the following:

1. Have secured a place, be applying for a place or currently undertaking the DDP course
2. Submit a completed application form
3. Submit two references

The **maximum** amount of bursary that will be awarded to an individual is **£2,000**. Many successful applicants will get less than this. Once a Bursary has been awarded the applicant cannot apply again for three 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?
Applicant has demonstrated financial need	Through information on income and expenditure provided in the application. The amount awarded will be considered with reference to the scale of income after 'allowable' expenses have been deducted.
Applicant has the requisite skill in the dance genres s/he wants to teach	Through examination results, personal statement and referees' reports, or comparable training.
Applicant's aptitude and motivation towards teaching	Through personal statement and supporting references.

## 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

**General note:** The forms are available in digital format.

### Section 1: Personal Details

Imperial Society 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](http://www.istd.org).



## Section 2: Diploma in Dance Pedagogy Course Information and costs

All applications must be costed in British pounds only.

**Name and address of Approved Dance Centre (ADC):** You must have secured a place on the course, or be applying for the course, at an ADC or training provider to be eligible to be considered for a bursary.

### **When does the course start? And when are you expecting to complete the course?**

Applications can be made to support up to two years training. Applications will not be accepted from students who have less than one year to complete their training. Awards will not be made for training already completed.

**How many hours will you be training each week and over how many days?** Estimate the amount of time between the closing date of the Bursary application to completion of the course.

## Section 3: Course costs

**Total course fees:** Include the total course fees for the DDP qualification from the beginning to completion of the training; ensure that the cost of assessment is also included here. You may need to contact the training provider where you are studying to request this figure. Ensure that the cost of assessment is also included here.

**Remaining fees to be paid:** Include the total fee remaining, including examination fees, from the closing date of your Bursary application to completion of the course.

**Estimated travel expenses:** Estimate the amount that it will cost you to travel from your home to attend the sessions at the training provider as well as required observations/placements, based on the closing date of your Bursary application to completion of the course.

**Estimated accommodation expenses:** Accommodation expenses should only be included if you live too far away to travel to and from the training provider in time for sessions on the same day. Please estimate based on closing date of your Bursary application to completion of the course. Rent/mortgage payments are not covered by the bursary.

**Estimated dependent care expenses per year:** This would cover the cost of child care, over and above what you can claim from government – <https://www.gov.uk/help-with-childcare-costs> if you are a UK citizen, also other dependents care costs such as older relatives and family members with disabilities.

**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. Please estimate based on the closing date of your Bursary application to completion of the course.

**Students 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.

Information on the assistance and funding you could receive if you are a UK citizen can be found here: <https://www.gov.uk/dla-disability-living-allowance-benefit>

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 remaining cost:** Add together all remaining fees and associated expenses that you have outlined above (travel, accommodation, dependent care, other) from the closing date of your application to completion of the qualification.



#### Section 4: 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 so it is important that you consider applying to other sources to support your training.

As it is unlikely that all your costs will be met through a bursary (especially if you have just begun a two year training programme), it is important that you look at other funding opportunities. Please list here all the places you have applied for funding, this could be a Trust, a local business sponsor or a private donation etc. and the outcome e.g. funding awarded, funding declined or awaiting notification and give dates for all entries.

#### Section 5: Income

**Who do you live with at your permanent address?** This is to ascertain whether you are living independently or with others who would be expected to support you, depending on your age. Your age will be determined for financial status 'dependent' or 'independent' on the date of the application.

**If you are 24 years and under** then you would be usually classified as 'dependent' and should be supported by a parent/carer or a spouse/partner if you are married or live with a partner. You will need to include all income from your parents/carers or spouse/partner as well as your own income (applicant).

**You can be classified as 'independent' if you are 24 years and under** in the following circumstances: your parents/carers are deceased, or you are estranged from your parents/carers and you have been supporting yourself for the past three years. In this instance you would enter your income as 'applicant'. If requested we would expect to see pay slips and P60s as for any 'applicant'.

**If you are 25 years and over** you will be classified as 'independent' (in the form referred to as applicant). You will need to include all income from your spouse/partner as well as your own income.

#### Section 6: Qualifications

You need to list all your educational dance qualifications starting with the highest qualification and the highest of your vocational dance examinations in each genre.

#### Section 7: Personal statement

**Why do you need a bursary?** This is your opportunity to make a case for why you deserve a bursary. Make your financial case outlining why it is challenging for you and your family/spouse/partner, if relevant, to support you to undertake the training. **Maximum 300 words.**

Why do you want to be a dance teacher and what do you expect from the training? Explain what motivates you to learn, teach and what experience has led you to embark on teacher training. What the training will enable you to learn and experience? **Maximum 500 words.**

#### Section 8: References

You need to include references from two colleagues/teachers who can support your application. Referees are required to comment on your relevant experience and motivation to becoming a dance teacher. Please share the link for the Teachers Bursary Reference Form (available on the ISTD bursary web page – <https://www.istd.org/teach/bursaries-funding/>) with your selected referees and ask them to complete and submit by the application deadline. Applications without two accompanying references will not be considered.

#### End of Guidance Notes

**If you have any further enquiries please contact: [bursaries@istd.org](mailto:bursaries@istd.org)**