

SAMPLE ONLY!



DCD FUNDING AGREEMENT

We are pleased to inform you that you have been awarded a Dancers' Career Development Retraining and/or Business Start-up grant. On the following pages you will find important information regarding your award, please read it carefully, sign both copies provided (please ensure that ALL relevant categories are signed) and return one copy to the DCD office.

- Please note that we are unable to pay out any monies from your award before you have returned a signed Funding Agreement to us.
- Please do not hesitate to contact the office should you have any questions regarding this Funding Agreement.
- Please keep your copy of this Funding Agreement safe.

Name of Awardee:

Short Description of Award:

Total Amount Awarded:

Award Breakdown:

This is only a general outline of your award, further details may be provided on a separate sheet of paper.

Award Category	Award Detail	TOTAL in UK £

Starting Date of Award:

Grant Awarding Organisation:

Dancers' Career Development (DCD)

<input type="checkbox"/> Company Fund Division	<input type="checkbox"/> Independent Trust Division	<input type="checkbox"/> DCD Bursary
Any award granted by the DCD Company Division has been funded by regular annual membership contributions by the following companies: <ul style="list-style-type: none">➤ Birmingham Royal Ballet➤ English National Ballet➤ Phoenix Dance Theatre➤ Rambert Dance Company➤ Richard Alston Dance Company➤ Scottish Ballet➤ Siobhan Davies Dance Company➤ The Royal Ballet	Any award granted by the DCD Independent Trust Division has been funded through donations and grants by supporters including: <ul style="list-style-type: none">➤ Equity➤ Equity Trust Fund➤ Combined Theatrical Charities➤ Mackintosh Foundation➤ Society of London Theatre➤ Rudolf Nureyev Foundation	If you are the recipient of a special DCD Bursary it will be listed below (further information about bursaries on request): <ul style="list-style-type: none"><input type="checkbox"/> Maude Lloyd & Rudolf Nureyev Bursary<input type="checkbox"/> Wallace Potts Bursary<input type="checkbox"/> Leslie Edwards Bursary<input type="checkbox"/> Matthew Winsten Bursary<input type="checkbox"/> Other: _____



GENERAL AWARD INFORMATION & REQUIREMENTS

- a) Please ensure that you inform the DCD office of any changes to your contact details for a minimum of three years after this award has been granted.
- b) Please note that your award must be taken up within a period of two years after receipt of this Funding Agreement, otherwise your award will expire.
- c) Please note that you will be required to complete a "Final Report & Feedback" Form at the end of your award period.

COURSE FEE PAYMENT DETAILS

If Dancers' Career Development has awarded you a grant, which includes payment of course fees to a training provider you will need to read and complete this following section.

- a) The payment of course fees is made directly by DCD to the learning provider upon receipt of an invoice or pro-forma.
- b) Please ensure that you inform DCD immediately if you are unable to gain entry to or to complete a training/course you applied for or if any of your course details change.
- c) Please provide DCD with copies of any DCD funded qualifications (certificates, diplomas, etc) you obtain, as well as any feedback, photographs & recommendations on your studies and on employment offers gained through your re-training.

EQUIPMENT LOAN FORM

If Dancers' Career Development (DCD) has awarded you a grant for the purchase of equipment for re-training or business start-up equipment you will need to read and complete this following section. The listed items will remain the property of the DCD for three years. Should you at any time during the three year period cease to be working in your chosen career; the listed items will be surrendered to the DCD.

The Conditions of this equipment loan are as follows:

- a) The listed items will remain the property of Dancers' Career Development for a period of three years; only thereafter they become the absolute property of the recipient.
- b) The listed items have to be returned to the DCD at any time during the first three years at which the recipient gives up the career for which the equipment was supplied.
- c) It is the responsibility of the recipient to ensure that the equipment on loan is used only by yourself and not by any third party.
- d) The recipient shall keep the listed items in good order and condition. Please note that it is not DCD's responsibility to pay for repairs within the first 3 years or thereafter.
- e) The recipient shall keep the listed items insured in the name of the DCD to their full market value with a reputable insurance company and provide a copy of the policy to the DCD.
- f) The recipient shall be responsible for any loss or damage or personal injury in connection with the use of the listed items and shall indemnify and keep indemnified the DCD against any liability so arising.
- g) The premises where the equipment is held should comply with the requirements of insurers particularly in terms of security (e.g. locks).
- h) All major equipment purchase payments should be made directly by Dancers' Career Development to the equipment provider upon receipt of an invoice or pro-forma invoice. All other costs will only be reimbursed upon production of original receipts.



EQUIPMENT LOAN FORM (continued)

Please countersign and date the enclosed copy of this agreement and the list of items and return it in the envelope provided. By countersigning you will be confirming that you understand and accept the terms and conditions set out above.

On receipt of the countersigned agreement arrangements may be made for payment of the grant.

I have read and understood the conditions regarding the grant payment for re-training and business start-up equipment.

Name of Recipient:

Signed by Recipient:

Date Signed:

The above agreement is in respect of the following equipment items:

Equipment Items Included in Agreement:



MAINTENANCE PAYMENT DETAILS

If Dancers' Career Development has awarded you a grant, which includes regular maintenance payments you will need to read and complete this following section.

- a) With regard to the payment of maintenance, please ensure that documentation from your learning provider (which confirms that you have commenced your studies) is forwarded to as soon as possible and at least 2 weeks before the first maintenance payment is due.
- b) All maintenance payments can only be made directly into the bank account of the awardee.
- c) All possible care will be taken to ensure that the number and amount of maintenance payments is correct according to your award details. However, it is your responsibility to inform DCD of any accidental over-payments on your behalf and to return any surplus over and above the agreed maintenance payments immediately.
- d) The awardee is responsible for any bank charges incurred if payments are being made into a foreign bank account.

To allow us to transfer regular maintenance payments into your bank account please complete the following section:

Full Name of Account Holder: _____

Name & Address of Bank: _____

Sort Code: _____ - _____ - _____

Account Number: _____



CONFIDENTIALITY & PUBLICITY

Your personal, contact and financial details will be treated with strict confidentiality by Dancers' Career Development. We will not use any of your details for publicity purposes without seeking your consent.

However, it is vital for DCD to promote our organisation to other dancers, funders and the wider public – your support for DCD would allow us to help more dancers in the future and secure essential funding.

We would therefore be grateful if you would consider supporting DCD by (for example):

- a) Telling dance employers and fellow dancers about the DCD support you received.
- b) Including a “funded by Dancers' Career Development” in your own publicity material if it was funded through a DCD award.
- c) Mentioning DCD's support in interviews you might give about your new career/business.
- d) Volunteering as an occasional mentor for other DCD supported dancers.
- e) Agreeing for us to use your career path as a case study for other dancers (ie on the website) or to write for our DCD newsletter.
- f) Providing us with photographs (paper or digital) showing you in your new profession or work samples.
- g) Becoming a guest speaker at a DCD school workshop.

If you would allow us to contact you for DCD publicity & support purposes please add your details below. If you are happy to do so be assured that we will not use your details without seeking your consent first and will NEVER forward any address data to other organisations.

<input type="checkbox"/> I am happy for DCD to contact me for publicity purposes and I am particularly interested in participating in the following activities (for examples please refer to the list above): _____ _____ _____ Signed: _____
