



Dear Dancer

Further to your recent enquiry, please find enclosed an application pack and information about Dancers' Career Development.

When submitting an application for funding to either the Independent or Company Division of Dancers' Career Development, please ensure that you include the following:

1. A completed registration form (enclosed).
2. A completed application form (enclosed).
3. A Dance Career CV – list the most recent dates first (this should illustrate that you fulfil the eligibility criteria - see enclosed eligibility document).
4. A covering letter addressed to the Trustees which should include:
 - A brief overview of your career and why/when you wish to retrain (short paragraph).
 - Why you wish to undertake the course/purchase the equipment for which you are seeking - also mention any related courses/work experience you have already undertaken that might be relevant to your application.
 - How the course/equipment purchased will open up career opportunities for you (how you intend to earn a living with the skills you would have acquired from studying the course)
 - How you will support yourself through your studies (i.e. bank loan, living with family/friends, savings etc).
5. Information on the course/equipment - name of the course and duration, place of study and detailed information on the course (include copies of info downloaded from website or course prospectus/details of the equipment you wish to purchase).
6. Detailed list of costs - list under separate subheadings, i.e., Course costs (list course titles, institute, cost), equipment costs (list equipment, supplier name, costs and include shipping and VAT costs where relevant), travel costs (i.e. to and from college), maintenance costs (if you need support with your living costs whilst studying) and childcare costs. For an example of how to present your costs, please see appendix A (overleaf).

Please note: If your application involves payments outside the UK via foreign bank transfers or bankers drafts, the cost of bank charges which DCD would incur to process these payments needs to be included in the amount for which you are applying for funding. If you think this applies to you, please contact the office for further guidance.

If you are interested in submitting an application for funding or wish to find out more about the services we offer, please do not hesitate to contact us.

Best Wishes
Dancers' Career Development

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INDEPENDENT DANCERS - PLEASE NOTE: Whilst we encourage dancers to apply for all envisaged re-training costs, it is important to remember that due to the high volume of requests for funding that we receive from Independent Dancers, coupled with the limited amount of money available, funding cannot be guaranteed. Where an award is granted it is possible that it may only cover part of the costs applied for.

Appendix A

EXAMPLE OF RE-TRAINING COSTS:

COURSE COSTS: (if more than one course list all courses and duration)

Name of course £

Exam fees £

Registration fees £

Subtotal: £

BOOKS AND MATERIALS:

Books £

Stationery £

Subtotal: £

EQUIPMENT: (if purchasing from overseas include shipping and tax)

Exercise ball £

Dancewear £

Subtotal: £

MAINTENANCE COSTS: (for rent, bills etc – you do not need to provide an itemised list of your outgoings. Please provide us with your bank details in the event that you are granted an award, to enable us to set up a monthly standing order into your bank account for this payment – if you would prefer payment by another method please state)

per month over how many months?

£

Subtotal: £

CHILDCARE COSTS: (provide details of nursery/childminder etc)

Per month over how many months?

£

Subtotal: £

TRAVEL COSTS: (travel card or petrol)

Per month over how many months?

1st Year:

2nd Year:

etc.

Subtotal: £

TOTAL COSTS: £ total of the entire sub-heading costs