



Instep Research Team Bursaries

The Instep Research Team (IRT) is a registered charity whose objects are:

“To promote, maintain, improve, develop and advance public education by the encouragement of the arts of clog and step dancing through research and by the holding of workshops, conferences, events and demonstrations to encourage people to participate in the said arts.”

We welcome proposals focussing on the traditional step dancing originating in regions of the UK including: step dance, clog dance, and other dances with a stepping component.

Applicants are invited to submit grant requests for projects which fall within the objects of the IRT utilising the questions as set out on the attached application form. Applications should be sent by email to bursaries@instept.co.uk.

Deadline for applications: Please see Instep Bursary application page.

Maximum value of grant awarded: £3000.

Applicants should note the following:

1. Awards can only be made to adults, awards to applicants under the age of 18 must be made by an adult on behalf of the applicant.
2. All applications will be acknowledged, and applicants will be notified of the outcome in due course.
3. Applications will be considered by the IRT awards committee and applicants may be contacted if further information is sought.
4. The IRT will (in anything but the most straightforward award) appoint a mentor from amongst its members to provide such advice as may be necessary and to ensure compliance with the terms of the award.
5. Appropriate ethics and risk assessment procedures must be adhered to.
6. For projects involving children and vulnerable adults appropriate safeguarding procedures must be put in place.
7. Where research projects are concerned, applicants are expected to employ appropriate research methods.
8. Where choreographic material is being recorded applicants will be encouraged to use an appropriate notation system (e.g. Newcastle Notation) as well as video.
9. Copies of all outputs generated as a result of the award must be made publicly available through the Instep Research Team website.
10. Any research materials generated such as field notes, questionnaires and recordings (edited, if necessary, to redact confidential information) should be retained for a minimum of 10 years and consideration should be given to lodging any significant

material in a persistent archive. It is the responsibility of the applicant to secure the relevant permissions from informants and others to enable this to be effected.

11. Awards will generally be made as staged payments upon the presentation of receipts for expenditure. Stages will be agreed between the grantee and their mentor. It will be a condition of the release of further funding that each stage has been satisfactorily completed.
12. At the conclusion of the project, the final stage payment will not be released until the grantee has produced a final written report to the IRT.
13. The IRT may wish to utilise details of awards in its publicity material and the applicant will be required to agree to this usage.
14. The applicant shall be responsible for any tax arising from the award of a grant and shall ensure that suitable third part liability insurance is in place for the duration of the project. The IRT reserves the right to inspect such insurance policies.
15. Although copyright will remain with the applicant, the IRT will require an irrevocable licence to publish and republish any material generated.
16. We reserve the right to ask for further information and/or referees in support of the project.



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APPLICATION FORM

Name:	
Organisation (where appropriate):	
Email:	
Telephone number:	
Address and postcode:	

Title of project:

What is your interest in step dance (max. 200 words):

Outline of your proposal (max. 500 words):

Proposed starting date and duration:

Which object(s) of IRT does your project support?

How will your project benefit the public?

What do you hope will be the legacy of your project?

How much money are you applying for?

How will the bursary be used to support your proposal? Provide details of how the amount of the award is broken down.

Have you received funding from another source to support your proposal? If so, from whom and how much?

Please provide details of who will be delivering the proposal and their suitability/experience in the area (this could be yourself).

Please provide names and contact details for two referees in support of the application.