

**Instep Research Team**

**Bursary Application Form**

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.”*

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@insteprt.co.uk](mailto:bursaries@insteprt.co.uk).

Applicants are strongly advised to contact us first to discuss their ideas, this may be via an expression of interest, but we may be contacted at any time about a potential project.

Current deadline for applications: 30/06/2023

Value of grant awarded: Grants will normally be within the range of £50 to £3,000.

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. We reserve the right to ask for further information and/or referees in support of the project.
5. Please also read the “Conditions of Bursary Awards” form which has extra information about the conduct of bursary projects, this should have been sent to you with this form.
6. If you are awarded a bursary, you will be required to agree to those conditions as well as a separate “Bursary Financial Agreement”.



**APPLICATION FORM**

Please be concise.

Please be specific: the more detail you provide the easier it is for us to assess your project.

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

**Title of project:**

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**How much money are you applying for in total? (See budget section below for detailed breakdown of costs).**

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**What is/are the main aim/s of the project.**

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**How does your project relate to the ‘objects’ of IRT (see above)?**

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**Why is your project important?**

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**Project plan:**

Please provide a breakdown of what the project entails including projected timings.

You should consider all stages to your project:

* what will be done and why,
* any potential problems that you anticipate,
* who will do it,
* when it will take place in relation to other stages (timing is important, at least in relative terms, as it will determine any staging of payments),
* anything you will need in terms of equipment, travel etc.

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**People involved:**

Who will be carrying out the project, what will they be doing, and why have you chosen them? (Please provide short CVs for all of those involved in delivering the project including yourself)

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**Please provide the names and contact details of two referees in support of your project (we reserve the right to request further referees).**

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**Is there any other information you would like to provide?**

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**BUDGET:**

**Total income including Instep bursary applied for**

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| --- | --- | --- |
| **Source** | **Confirmed or applied for** | **Amount** |
| 1.Instep grant applied for |  |  |
| 2. Other grant income |  |  |
| 3. Other income (e.g. ticket sales, crowd-funding, donations, other bursary awards/grants, personal contribution) |  |  |
| **Total income** | |  |
| **Please give further details for 2 and 3 above** | | |

**Expenditure**

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| --- | --- |
| Please provide a breakdown of items which an Instep grant would fund. Please be as specific as possible about your costs (e.g. how many days at what daily cost). Types of expenditure could include such things as:   * Artists Fees * Other artistic costs * Administration & promotion. May include printing leaflets / posters, postage, stationery, insurance, DBS certificate etc required **specifically for this project**. ***Must not include any general running costs e.g. telephone, heating etc.*** * Travel & accommodation * Equipment. May include equipment required **specifically for this project**, for example: recording equipment, clogs. Any equipment purchased remains your property at the end of the project, unless you no longer require it, in which case we will help you find a suitable home for it. * Space hire * Professional Fees. For example, conference fees, or a research subscription required **specifically for this project**.   You may use the box below, adding rows as necessary, or attach a separate document. | |
| **Item** | **Amount** |
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| **Total** |  |