

## Bursary Application Criteria

### General

1. Any dancer wishing to become a Caller/Leader/Instructor in the different dance categories sponsored by their local Association, and/or Provincial Federation, and/or Canadian Square and Round Dance Society (**square, round, clogging, line, western**), or a current Caller/Leader/Instructor wishing to upgrade their skills may apply through their Association, Federation, Society for a bursary to help offset the expenses incurred. If your area has no local Association, a local Club may act as a sponsor.

- a) All applications must be for the current calendar year;**
- b) Applicants will not be considered for a bursary two years in a row;**
- c) Length of course will be taken into consideration.**

2. New instructors and applicants from remote areas will be given preference over instructors wanting refresher training. Preference will also be given to those wishing to attend schools and clinics within the home area/province, and also if a Club is being started by the applicant.

3. Assistance may also be approved for a “qualified” instructor to conduct a school or clinic in a remote location of the Province. This may be necessary in order to encourage attendance at the school or clinic by local students.

**4. Early application for bursaries is encouraged. Please note that each bursary has its own deadline date. The appropriate Professional Development Committee Chair must receive bursary applications by:**

- a) Local Association - December 31st**
- b) Provincial Federation - February 28<sup>th</sup>**
- c) Society - June 15<sup>th</sup>**

Note: For courses given during summer months, **Society** applications must be **received prior** to the course being given. You can file after completion of the course to the local Association and/or Federation as long as the application is received prior to the deadline. No consideration will be given to applications received after the appropriate deadline date. Applicants will be notified as soon as possible of acceptance or rejection (2-3 months). The bursary will be paid to the applicant when proof of successful completion of the course is received by the appropriate committee Chair, as well as an itemized list of anticipated (Society) or actual (Association, Federation) expenses incurred while attending the school. The Course Evaluation Form must accompany the expense claim, before the applicant will receive funding

5. The current maximum amount of the bursary is \$500 per application (Society), \$400 (Federation), and \$300 (Association). In case of numerous applications, lesser amounts may be granted.

## HOW TO APPLY

Bursary application forms on the internet (copy included below) may also be obtained from the Directors of Society, Federation, Association and Club.

Applicants should receive endorsements, comments, signature of responsible official, by each appropriate lower level i.e. Club, Caller, Association, Federation, Society. These can be forwarded to the appropriate official by regular surface mail or by e-mail.

Applications can be made to more than one level for the same training course, however the total amount of bursaries received shall not exceed the total cost of successfully completing the course.

Applications must include:

- 1) A completed Bursary Application Form - including the personal history of the applicant (number of years danced, instructor experience, etc.)
- 2) A course flyer/description.
- 3) Applicant's letter/attachment should include/provide a brief summary of:
  - a) The number of years danced;
  - b) Teaching experience;
  - c) Areas need for dance instructor;
  - d) Reasons for choice of particular course;
  - e) **Itemized** anticipated/actual expenses i.e. registration, travel, and accommodations
  - f) Other relevant information to assist with the evaluation.
  - g) **Separate applications (photocopies permitted) should be sent directly by the applicant to each organization's professional development chair. i.e. Society, Federation, or Association by surface mail or by e-mail.**

**It is the responsibility of the applicant** to ensure the application is received directly prior to the deadline. Applications to more than one level **will not be forwarded** by lower levels.

These endorsements can be forwarded by e-mail to the appropriate Chair, but should not delay the application being received by the deadline date

The name, address, etc. of the appropriate Chair can be found on the Society web-site [www.csrds.ca](http://www.csrds.ca) with links to provincial Federations and local Associations.

**Note: All applicants for any level bursary must be valid members of the Society for the current year. Sponsoring Clubs should also be valid members.** This keeps the liability insurance for the training course at a minimum.

**BURSARY APPLICATION FORM**

\_\_\_\_\_ **Local Association**    \_\_\_\_\_ **Provincial Federation**    \_\_\_\_\_ **Canadian Society**

This bursary is available to new Callers, cuers, clogging/line/western dance instructors and current instructors who wish to learn and/or upgrade their skills.

Name: \_\_\_\_\_ Partner's Name \_\_\_\_\_  
          (Family                      First)

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

E-Mail address: \_\_\_\_\_

I am a paid-up member of the Society for the current year. Membership Card No. \_\_\_\_\_

Name of Sponsoring Club \_\_\_\_\_

School or Clinic you wish to attend \_\_\_\_\_

Please enclose a flyer/description of the course, the names of the instructors. Those attending recognized Canadian schools will be given preference.

Number of years danced \_\_\_\_\_ Years as instructor \_\_\_\_\_

Level most commonly danced \_\_\_\_\_ Level instructed \_\_\_\_\_

Please attach a covering letter to summarize the reason for the application, choice of course, and any other relevant information to assist in the evaluation.

Endorsements, Comments, etc. - can be e-mailed separately to appropriate Chair.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Local Association Comments;** (or Club, if no local Association exists in the home area):

\_\_\_\_\_  
Association's Signature

\_\_\_\_\_  
Date

**Provincial Federation Comments:**

\_\_\_\_\_  
Federation Signature

\_\_\_\_\_  
Date

**Society Comments:**

\_\_\_\_\_  
Society Signature

\_\_\_\_\_  
Date