



# Dalcroze UK Grant & Bursary Making Policy

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This policy lays out our aims and principles for awarding grants and bursaries. The checks which will be applied to any given grant application are indicated: these depend on the nature of the grant application and may be decided on a case-by-case basis.

## Aims

The society offers grants and bursaries;

1. To promote the teaching, study, practice and knowledge of music generally and according to the methods of Émile Jaques-Dalcroze commonly known as Dalcroze Eurhythmics.
2. To support and assist in any lawful manner any school of music or institution whose objects are substantially similar to those of this Society and whose constitution prohibits the distribution of its profits or assets amongst its Members to an extent at least as great as is imposed on this Society by Clause 4 of the Society's Memorandum of Association.

## Promotion

3. Grant funding is promoted
  - a. on the Dalcroze UK website,
  - b. via Dalcroze Social Media platforms, and
  - c. directly by email to our members and subscribers

## Funding Criteria

4. Bursaries are only available to individuals with a total household income below the national average, as published by [ONS](#), (currently standing at £34,000), to ensure a fair and consistent process. Evidence of income may be required.
5. Awards will be made based on the funding available.
6. Employees and Trustees of the Society are **not** eligible to receive funding under this policy.
7. Any additional conditions relating to specific courses is shown in each section below.

In the event that the trustees wish to consider making a grant to an organisation that isn't a charity, they are aware of, and would comply with, the [Charity Commission's guidance on doing so](#).

## Course Specific Conditions

### Intensive Training Course

Bursaries for the Intensive Training Course cover a proportion of the annual fees and result in a reduction of fees due. The amount awarded will depend on the number of successful applications. It is possible to receive a bursary for all levels (Foundation, Intermediate, Certificate, Licence), but a separate application must be made for each year of funding.

### Submission of Applications

8. Applications must be submitted on an official Dalcroze UK online application form which can be found [here](#).

### Spring Course/Summer School

Bursaries for the Spring Course and the Summer School result in a reduction of fees due. An individual may receive a bursary for both the Spring and Summer Courses in the same year. An individual receiving either or both bursaries will not be eligible to apply for another bursary in two consecutive years; this criterion may be removed in exceptional circumstances at the discretion of the trustees.

### Supporting Statement

9. A supporting statement which describes how the funding will help the individual with their practice and how it will contribute to their development. The statement should include the impact of not receiving the funding.

### Submission of Applications

10. Applications must be submitted on the official Dalcroze UK application form which can be found [online](#) within the deadline advertised on the Dalcroze UK website.

## Other Grants

The board may, at its discretion, award grants for other activity (e.g. to support attendance at a Dalcroze themed conference (e.g. ICDS), to support Licence or Diplôme training etc.).

### Use of funds

11. An explanation is required showing how the funds will be used, which must include a budget.

### Supporting Statement

12. A supporting statement which describes how the funding will help the individual with their practice and how it will contribute to their development. The statement should include the impact of not receiving the funding.

## Submission of Applications

Applications must be submitted [online](#) on an official Dalcroze UK application form

## Checks and Due Diligence

13. The charity will carry out sufficient due diligence on grant applicants to confirm the identity of the applicant and that.
- a. Any funding will be applied in accordance with the charity's charitable purposes.
  - b. Funds will not be knowingly used for illegal purposes, such as money laundering, bribery or financing terrorism.
  - c. The applicant does not hold views or have any involvement in activities contrary to the charity's values and charitable purposes.

## Decision Making Process

14. The decision is made on behalf of the trustees by the finance sub-committee, which consists of the chair, the treasurer and the society manager. The sub-committee may consult the DoS in some cases if necessary.

15. Grants are awarded entirely at the discretion of the trustees and their decision is final.

**Administration**

- 16. All applicants will be notified of the outcome of their bid and successful applicants will have funding made available, once they have signed an agreement, where applicable.
- 17. For grants/bursaries which involve a transfer of monies, payment will be made via bank transfer on receipt of a signed formal grant agreement which sets out applicants’ obligations in receiving it, which are;
  - a. That the applicant confirms receipt of the monies.
  - b. It may only be spent for the purposes for which it was given.
  - c. Any unused portion of the grant is to be returned to the charity.
  - d. A short written report from the applicant, no more than one side of A4, describing how the grant was used and its impact.
  - e. Any supporting evidence required, such as receipts;
  - f. Including any deadline for doing so.
- 18. Bursaries towards our courses are made by reducing the fees due. We advise applicants of their award and include their obligations in receiving it, which are;
  - a. Confirming acceptance of the terms.
  - b. A short written report from the applicant at the end of the course or, in the case of Intensive Training, at the end of each academic year, no more than one side of A4, describing how the grant was used and its impact.

**Data Protection**

- 19. Applicants’ data will be held in accordance with data protection legislation. It will be held securely, disclosed if subject to an access request, treated as confidential, only used for the purpose for which it has been provided and destroyed, once no longer needed.

**Approval and Review –**

Approval By	Date	Next Review Date
Trustee Board	15/06/2023	February 2023