

B.C. FEDERATION SQUARE & ROUND DANCE HANDBOOK

GUIDELINES FOR APPLYING FOR FUNDING FOR NEW DANCER CLASSES

Application Deadline: March 1 in the Current Calendar year

1. New Dancer Class Funding Grants may be applied for Once Every 2 Years. New Dancer Class funding grants will only be awarded up to the limit of the committee's budget. The Committee's Budget shall be approved Annually at the B.O.D. meeting. No One Grant shall exceed \$250.00.
2. Applications must be sent to the current 1st Vice-President of the BCS&RDF. For the purposes of these criteria, the definition of a New Dancer Class will be "one that is at the introductory level of each dance form. Basic/Mainstream for Square Dancing, Phase II/III for Round Dancing."
3. Funding for New Dancer Classes is intended for those clubs, callers and cuers who experience financial difficulties with their new dancer classes.
4. It is expected that existing New Dancer Classes or Clubs will be receiving financial support from their parent/sponsoring club.
5. Clubs, callers, cuers or leaders applying for this funding:
 - a. are required to be paid up members of BCS&RDF and are expected to encourage their new dancers to join the BCS&RDF as soon as is practical.
 - b. shall report any other funding that has been applied for, or received, for the new dancer class.
 - c. shall indicate whether or not new dancer classes are run in conjunction with a parent or sponsoring club dance time and whether or not these classes are sharing the cost of the hall rental and the caller's fees with this club.
6. Applications will only be considered from classes which have been running for a minimum of 16 hours.
7. Applications will only be considered for one New Dancer Class per Parent Club in a Two Calendar year **span**.
8. With the exception of three free nights (Class leader's discretion) to introduce potential class members to the activity, the minimum fee will be \$5.00 per dancer, per night throughout the dance season. Method of payment is at the discretion of the hosting body of the class.
9. Applications for New Dancer Funding Assistance are not retroactive. The requested assistance must be on behalf of the new dancer class enrolled during the current dancing season. Applications must be received no later than March 1 of the current Calendar year.
10. The amount for any one application will not exceed \$250.00 per Two year period to a maximum Budget of \$2,000.00 per year (Motion B.O.D Minutes April 15/14 P. 5) and applications will only be considered if the proper application forms and a list of the names of the New Dancers have been submitted. These forms can be copied from the Handbook or downloaded from the Federation Website (<http://www.squaredance.bc.ca>) or obtained from your regional delegate.
11. The granting of Federation funding for a new dancer class will be decided by the 1st Vice President and the Committee appointed for this task. The decisions regarding the granting of grants and the amount of the grant will be made by the committee after March 1st and payment made to successful applicant(s) made by March 31st to allow proper reporting at the B.O. D. Meeting and the inclusion in the minutes thereof.
12. Clubs, callers, cuers or leaders receiving funding shall forward, by November of the following season, a year end report to the current 1st Vice President of the BCS&RDF which shall include revenue and expenses, including grants, for the new dancer class as well as the number of dancers who graduated at the end of the year. Failure to do so will disqualify future applications.

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APPLICATION FORM: FUNDING FOR NEW DANCER CLASSES

Name of Club and/or Caller/Cuer Leader applying for this funding	
Address	
Telephone	
Fax	
E-mail	
Is the Applicant a paid up member Of the BCS&RDF? Yes or No	

GETTING TO KNOW YOU

Is this a New Club or a New Dancer Class sponsored by a parent club? Explain	
When did your new club or new Class start?	
How many nights has it been Running?	
How many new dancers did you start with?	
How many new dancers do you have at the time of this application?	
How often do you dance and how long are your sessions?	
Briefly explain why you require New Dancer Funding Assistance.	
Attach a list of the names of the New Dancers.	

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YOUR FINANCIAL REVENUE

What do you charge each New Dancer per dance Night?	
What club fees do you charge each New Dancer, if any?	
What has been your total revenue to date from the New Dancer Fees?	
How much revenue (if any) have you received from funding applications made to other sources? Explain	
Name, e-mail and telephone number of a contact for further Information if needed;	
What is your projected revenue for new dancer classes from now until the end of this New Dancer season?	

YOUR FINANCIAL EXPENSES

What is the cost of your hall rental per dance night for new dancer classes?	
What is the cost of your caller/cuer per dance night for new dancer classes?	
Do you share the cost of the hall rental and caller's fees with parent or sponsoring club? If so, explain.	
What has been the total cost of your hall rental this season to date for new dancer classes?	
What has been the total cost of your caller/cuer fees for new dancer classes this season to date?	
What other expenses to date have you incurred for this New Dancer season?	
What are your projected expenses from now until the end of the New Dancer season?	
Any additional comments?	

What is your projected shortfall (expenses over Revenue) for your New Dancer Class

PLEASE SUBMIT THESE APPLICATION FORMS TO THE 1st VICE-PRESIDENT NO LATER THAN MARCH 1. (see Executive Officers page in the Handbook Appendices)