Jean Milligan Memorial Fund (JMMF)

Guidelines for applicants for funding

‘The RSCDS exists to promote and develop Scottish Country Dancing worldwide for the benefit of present and future generations. The RSCDS aims to achieve its objectives through the following:
1. To promote Scottish Country Dance and related dance forms as inclusive and exciting activities;
2. To build the number, capacity and networking of branches and other dance groups who share our Aims, to help them grow and deliver SCD activity;
3. To maintain and develop high standards of teaching of Scottish Country Dance and music, including the development of dance and music for all ages and abilities;

See also [www.rscds.org.uk](https://www.rscds.org.uk)

What the JMMF is used for:
- Scholarships to attend Summer School, Spring Fling and worldwide RSCDS events
- supporting Branch teaching events;
- other activities which promote and develop Scottish country dancing
- the Teacher Development Fund (administered by Education & Training Committee – see website for further information on this use of the fund).

Who can apply?
Any member, Branch or Affiliated Group may submit an application. Please read the Guidelines carefully before applying.

Scholarships
Each year scholarships are available for students attending Summer School and also for places at Spring Fling. Support is available for worldwide scholarships (up to £1000). Applications for scholarships must be made on the appropriate form available on the RSCDS website ([https://www.rscds.org/article/scholarships-1](https://www.rscds.org/article/scholarships-1)) or from Headquarters.

Other Activities and Events
- JMMF provides small grants (up to £1,000) to support new initiatives, innovation, creativity, and outreach activities, which further the aims of the RSCDS.
- Activities and events must demonstrate benefit to their area/community/branch.
- Activities and events must show demonstrable links to the RSCDS Strategic Plan (see Appendix A).
- Applications should demonstrate evidence of event planning eg outline of planned event, including teaching requirements, hall hire, and anticipated numbers.
- Applications may be made for teacher and/or musician fees, publicity, hall hire etc.
- Applications for recurring expenditure or regular events, or for the total cost of any activity or event, are unlikely to be successful and will normally be declined.
Budget
All applications must be accompanied by a detailed budget and a clear explanation of the reasons for, and basis of, the contribution sought. Branches must submit a copy of their most recent accounts with their application. (See sample Budget at Appendix B.)

Deadlines
Applications will be considered three times each year and must be received by one of the following dates:
- 15 November
- 31 May
- 30 September
for consideration within 4-6 weeks.

Help & support
If you would like to discuss your application before submitting the form, please contact RSCDS Headquarters on +44 (0)131 225 3854 or at info@rscds.org for a telephone contact to be arranged.

Completion and submission of form
The form can either be completed electronically on computer, or downloaded and completed by hand. Instructions for electronic completion are at the start of the form, but for any assistance, please contact RSCDS Headquarters on +44 (0)131 225 3854 or at info@rscds.org. Once complete, the form and accompanying documents should either be sent to the following address or emailed to Finance Manager Sandra Parish (sandra.parish@rscds.org):

JMMF Application
RSCDS
12 Coates Crescent
Edinburgh
Scotland
EH3 7AF

Appendix A

RSCDS Strategic Aims for 2017-20

The RSCDS Board has agreed five main action areas for 2017-20:

1. To promote Scottish Country Dance and related dance forms as inclusive and exciting activities;
2. To build the number, capacity and networking of branches and other dance groups who share our Aims, to help them grow and deliver SCD activity;
3. To maintain and develop high standards of teaching of Scottish Country Dance and music, including the development of dance and music for all ages and abilities;
4. To enable enjoyable and high quality Scottish Country Dance opportunities for all ages and abilities worldwide;
5. Strengthen and improve the RSCDS, including its governance and long term financial viability, to enable it to deliver on the above Aims;
Appendix B

Sample Event Budget

<table>
<thead>
<tr>
<th>Event:</th>
<th>Name</th>
<th>Date</th>
<th>Co-ordinator</th>
<th>Venue</th>
</tr>
</thead>
</table>

Estimated Costs Details (not all will necessarily be relevant for a particular event):

<table>
<thead>
<tr>
<th>Estimated Costs</th>
<th>Details (not all will necessarily be relevant for a particular event):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire of hall</td>
<td>£..........................</td>
</tr>
<tr>
<td>Band</td>
<td>£..........................</td>
</tr>
<tr>
<td>Catering</td>
<td>£..........................</td>
</tr>
<tr>
<td>Complimentary tickets</td>
<td>£..........................</td>
</tr>
<tr>
<td>Hotel</td>
<td>£..........................</td>
</tr>
<tr>
<td>Travel expenses</td>
<td>£..........................</td>
</tr>
<tr>
<td>Accommodation</td>
<td>£..........................</td>
</tr>
<tr>
<td>Teachers’ fees</td>
<td>£..........................</td>
</tr>
<tr>
<td>Musicians’ fees</td>
<td>£..........................</td>
</tr>
<tr>
<td>Gifts in lieu of fees</td>
<td>£..........................</td>
</tr>
<tr>
<td>Janitors / other staff</td>
<td>£..........................</td>
</tr>
<tr>
<td>Sound equipment</td>
<td>£..........................</td>
</tr>
<tr>
<td>Musical instruments</td>
<td>£..........................</td>
</tr>
<tr>
<td>Printing distribution</td>
<td>£..........................</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>£..........................</td>
</tr>
</tbody>
</table>

Total Costs £..........................

Proposed charge for each participant £..........................

Estimated number of attendees £..........................

Estimated profit or loss £..........................

Contribution from Branch £..........................

Contribution sought from JMMF £..........................