

## **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](http://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> 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](mailto: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](mailto: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](mailto: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;

**Sample Event Budget**

Event: Name \_\_\_\_\_  
 Date \_\_\_\_\_  
 Co-ordinator \_\_\_\_\_  
 Venue \_\_\_\_\_

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

Hire of hall _____	£.....
Band _____	£.....
Catering _____	£.....
Complimentary tickets _____	£.....
Hotel _____	£.....
Travel expenses _____	£.....
Accommodation _____	£.....
Teachers' fees _____	£.....
Musicians' fees _____	£.....
Gifts in lieu of fees _____	£.....
Janitors / other staff _____	£.....
Sound equipment _____	£.....
Musical instruments _____	£.....
Printing distribution _____	£.....
Other (please specify) _____	£.....
<b>Total Costs</b>	£.....

Proposed charge for each participant _____	£.....
Estimated number of attendees _____	£.....
Estimated profit or loss _____	£.....
Contribution from Branch _____	£.....
<b>Contribution sought from JMMF</b> _____	<b>£.....</b>