



The Royal Scottish County Dance Society New Zealand Branch Inc



Branch Youth Fund

Statement of Purpose and Terms

Purpose:

The Branch Youth Fund is available to:

- provide funding for events, activities or resources that encourage or facilitate youth Scottish country dancing in New Zealand;
- receive funds donated to the Royal Scottish Country Dance Society New Zealand Branch Inc specifically for youth Scottish Country dancing in New Zealand.

How much do we fund:

There is no limit on the amount you can apply for, but the amount granted is at the discretion of the Fund Committee. It depends on the funds available, and the number and quality of the applications received.

We can only pay out what we have. The Fund only pays out interest on the Fund, and at the discretion of the Fund Committee, capital held over \$10,000. While the Fund is small, the amount of interest earned (and therefore available for grants) will remain small. We may be able only to provide a proportion of the amount requested.

Grants are considered twice a year. See below for application dates.

You are encouraged to seek help from other funding bodies that may be able to assist, such as New Zealand Community Trust, licensing trusts, or RSCDS Headquarters scholarships, or other resources that may be available from the New Zealand Branch (eg JAM Summer School Scholarships, JAM Camp underwriting, membership or publicity materials).

What we fund:

Applications can be made for funding by

- New Zealand resident SCD youth dancers (under 30)
- teachers of SCD youth dance in New Zealand
- organisers of SCD youth dance events in New Zealand
- leaders of SCD youth groups in New Zealand

related to any event, activity or resource ('project') for

- encouraging new youth dancers to try SCD or to join a SCD group
- starting a new SCD youth group
- encouraging current SCD youth dancers to continue dancing, particularly into their teen and young adult years

- enabling SCD youth dancers in New Zealand to recognise and appreciate the national and worldwide 'family' of SCD
- one-off events or a limited course of sessions (eg classes, school, workshop, camp)
 - funding for (eg) rent, advertising, admin costs, tutor /band expenses
- resources for a SCD youth group eg shoes or clothing (sashes, sporrans, etc) for lending out, music, dance books
- travel costs - to and/or from a SCD youth event, or by a SCD youth dancer to a SCD event (whether youth or adult-orientated) (maximum 30c per km for motor vehicle, lowest fare available for train, bus or air travel, not overseas)
- accommodation & registration fees for a SCD youth dancer attending a SCD event (usually a youth event, but not necessarily) (eg JAM Camp, AWESOME weekend, Spring Fling, weekend schools)

What we do not fund:

- JAMs attending New Zealand Summer Schools (there are two JAM scholarships offered for this purpose already)
- day-to-day or regular costs of SCD youth groups eg administration, advertising or rent, except short-term or one-off grants
- honoraria or other flat rate payments in lieu of reimbursement of actual costs incurred
- facilities or resources that duplicate those available from other sources
- food or catering costs
- overseas travel costs
- registration or accommodation costs for non-youth applicants (applications by tutors, leaders or organisers should relate to their group, event or youth dancers, not to cover their own costs)
- retrospective costs for projects completed or acquired before the date of grant
- general funding for redistribution by the recipient

How you can apply:

Applications must be received by the **Branch Youth Coordinator** by **1 June** or **1 December** in any year, for decision by 31 July or 31 January (respectively). Applications may be submitted by post (see current postal address at dancescottish.org.nz), or email to youth@dancescottish.org.nz.

Applications can be made by a Region, a group or an individual. A group does not need to have legal status, but at least three members of that group must sign the application form. Individuals under 18 must have their application form signed by a parent, guardian or other caregiver. Preference will be given to applications by RSCDS NZ Branch members (which includes registered JAMs), but non-members may apply.

Indicate whether the grant will still be needed, if only a proportion of the request is provided (ie if the full grant is not received, will the event /attendance still proceed?). This may be persuasive to the Fund Committee in considering your application.

You may apply more than once for grants from the Branch Youth Fund, (whether for different projects, or the same / similar projects), but the Fund Committee may take previous grants to the same applicant into account when deciding to whom funds should be granted.

What you need to do if you receive a grant:

You must acknowledge the Branch Youth Fund's support in any publicity materials (eg event application forms, programmes). Grant details may be referred to by the New Zealand Branch in its publications (newsletters, website, etc). Personal information (other than name, youth group and Region) of the applicant(s) will not be made public without prior consent.

Grants must be spent on the exact project referred to in your application. If circumstances change (eg the event doesn't take place, the resources are no longer needed), the grant amount must be returned to the Fund Committee. If the project is substantially similar (eg the event is to take place a month later than previously planned), you must make a Change of Purpose request to the Fund Committee before committing the grant funds. The Fund Committee may, in its sole discretion, either confirm or withdraw the grant.

A Change of Purpose request can be in the form of an email to the Branch Youth Coordinator, referring to the original grant, and outlining the change in circumstances, the changed project details, any other details that may have a bearing on the grant (eg new or different benefits or detriments likely to arise due to the changes), and the time limit required for decision.

If you apply for a contribution to general expenses for a project, you must supply a budget for the project. If funds are granted, they may be used for any of the line items listed in the budget without submitting a Change of Purpose request.

Any funds left over from a grant must be returned to the Branch Treasurer for the Branch Youth Fund.

If requested, you must provide relevant financial information to the Branch Treasurer about the project, during the project period. On completion of the project, please provide copies of receipts for the costs met by the grant.

A condition of the grant will be the submission of a short report to the Fund Committee within 1 month after completion of the project. The Fund Committee will be particularly interested in your assessment of the benefit to New Zealand SCD youth dancing or dancers to which the grant contributed. The report, or extracts from it, may be published in Jigs And More or other Branch publications or its website.

How you can help increase the Branch Youth Fund:

If your project is assisted by a Branch Youth Fund grant, and the project generates a surplus, you are encouraged to make a donation to the Branch Youth Fund from the surplus.

If your SCD youth group disbands, any resources (eg shoes, books, music, clothing) acquired with Branch Youth Fund grants should be returned to the Fund Committee or distributed to other SCD youth groups in New Zealand. Please report back to the Fund Committee on that distribution. Any surplus funds that your group still holds would be gratefully received by the Branch Youth Fund.

Who are the Fund Committee:

The President, Youth Coordinator and Treasurer of the Royal Scottish Country Dance Society New Zealand Branch Inc. make up the Fund Committee. They will review the amount of funding available for grants, and will then review all applications made as at the relevant closing date. The Fund Committee aims to maximise the benefits of Branch Youth Fund grants by focusing grant decision-making on the outcomes expected from the subject matter of the application.

History of Branch Youth Fund:

The Branch Youth Fund was established by the Management Committee of the New Zealand Branch at its Summer School meetings in 2012-13. The foundation funds were from the Branch Gift Shop, disestablished at those meetings. The first grant was made in mid-2014.

Donations received:

January 2013 - Branch Gift Shop

January 2014 - JAM raffle Summer School 2013-14 (prizes donated by James Senior of Australasia / Murray Corps)

June 2014 – contribution from Branch General Fund, to increase Branch Youth Fund to \$10,000