



SEYDN Hubs Funding Applications Hints and Tips

Introduction

Hampshire Dance has tried to make the SEYDN hub funding application process as simple as possible. Instead of completing a lengthy and complicated application form hub members can submit a short written proposal for their proposed activity. However, it is important that any proposal submitted includes all of the key information about the proposed activity and explains clearly how it meets the funding criteria.

Hub members should follow the hints and tips outlined in this document in order to ensure that they have included all the information Hampshire Dance will need to assess an application for SEYDN hub funding.

Specifics

It is important to be very specific about the activities you will provide. For example, if you are planning to offer workshops tell us how many workshops, how long they will be, when and where they will happen and how many young people will take part.

You should also outline the purpose and intended outcomes of your proposed activity. Are your workshops designed to improve technique? Or choreography? Or do they lead to a performance? Is your activity non-practical? If so, what will the participants gain from it? Work experience? Careers information? Be clear about the aims of your project and how the activities you will provide will fulfil your aims.

We also need some information about the young people you plan to work with. What is the age range, the experience level, the gender and ethnic background of the young people you want to work with? What geographical area will they be drawn from and how they will be selected?

Criteria

Your proposal must state clearly how your activity meets the SEYDN hub funding criteria. For example, if you believe that your project will 'widen access to dance' – tell us *how* it will widen access and what evidence you have for this. Similarly, it is not enough to tell us that your activity will 'increase the number and range of opportunities for young dancers to present work'. We need to know when and where they will present their work. Will it be a public performance or an informal sharing?

Use the SEYDN hub funding aims (outlined in the funding criteria document) as headings within your proposal in order to make it really clear how your activity meets the criteria.

If you are planning to work in partnership with another organisation or hub member provide us with some information about your partner. What is their area of expertise? What do they bring to the project? How will you work together?

Employing Dance Artists and Practitioners

If you are planning to employ a dance artist or practitioner to lead your activity, give us as much information as possible about this person. What qualifications and experience do they have? How do you know that their work is high quality? (You might wish to submit their CV with your application.) Do they have the required level of insurance and have you, as required by law, checked their suitability for working with children and young people?

If you do not yet know which dance artists or practitioners you will use then tell us what process you will use for recruitment.

If you are employing someone on a freelance basis we would recommend a fee of approximately £160-£175 per day or £25-30 per hour. However, the rate you decide upon should reflect the experience/qualifications of the individual concerned. You should expect to pay a very experienced practitioner with a range of formal qualifications considerably more than somebody with limited experience and no formal qualifications. When deciding upon an appropriate fee you should also consider preparation time, planning, finding resources, type/level of work, range of roles being undertaken and the length of the contract.

Timeline

You should provide a clear timeline for your proposed activity, including the specific dates and times of events where possible. All SEYDN hub funding must be spent within a clearly specified time frame (as outlined in the funding criteria document.) Make sure that you do not request funding for activities that take place outside of this time frame.

Budget

It is important to provide a full and detailed budget with your proposal. This should include *income* and *expenditure* columns. You should also include any support-in-kind that you expect to receive (e.g. studio space, marketing, administration) both as *income* and *expenditure*.

Estimates of earned income (e.g. ticket sales) should be realistic rather than optimistic.

If the funding is supporting *part* of a project please provide the *whole* budget and be specific about which elements of the project the SEYDN hub funding will support.

We are only able to fund activity that is 'not-for-profit' and so it is essential that your income and expenditure columns balance.

We can only make grants of between £200 and £2,000. You should be clear about how much money you are applying for and make sure that your requested amount is within the minimum and maximum amounts available.



The SEYDN Hubs are funded by Youth Dance England and managed by Hampshire Dance