

## Bursary Award Request Form

Please read the guidelines carefully, complete the application form and send it to ashley.elbourne@royalanderngate.co.uk. We will also need a signed copy submitted in the post to:  
Ashley Elbourne, Youth Theatre Manager,  
Royal & Derngate, 19-21 Guildhall Road, Northampton, NN1 1DP. Tel: 01604 627566

### SIR THOMAS WHITE AWARD

Aimed at Young Company members aged 16-21

#### Objectives

- To provide access to Young Company arts provision across an academic year
- To support the continuing arts development of young people
- To engage young artists within Northampton
- To enable young people to access Arts Award qualifications

#### Criteria

- 16-21 years old
- Family and/or individual resident in Northampton Borough and having paid council tax for 5 years or more
- Demonstrates a commitment to Young Company provision for the duration of specific arts projects
- Can demonstrate a clear positive impact from being awarded the bursary
- Agrees to be an advocate for Young Company and Royal & Derngate

#### Application Process

- Complete and return a bursary request form with supporting documents attached to Youth Theatre Manager
- Applications are assessed and additional information requested, if required
- Applicants informed of the outcome of the application and duration of bursary award, if successful
- If awarded, payment will be made direct to Youth Theatre, not the applicant

### CHANCE TO SHINE AWARD

Aimed at Youth Theatre & Young Company members aged 4-21



#### Objectives

- To enable young people to engage in Youth Theatre and Young Company provision
- To provide access to arts opportunities that may be economically prohibitive
- To enable young people to access Arts Award qualifications

#### Criteria

- 4-21 years old
- Demonstrate an enthusiasm and commitment to Youth Theatre and Young Company provision across projects
- Can demonstrate personal circumstances that would prevent engagement or access to the arts
- Can demonstrate a clear positive impact from being awarded the bursary

#### Application Process

- Complete and return a bursary request form with supporting documents attached to Youth Theatre Manager
- Applications are assessed and additional information requested, if required
- Applicants informed of the outcome of the application and duration of bursary award, if successful
- If awarded, payment will be made direct to Youth Theatre, not the applicant

## Our Commitment

We are committed to making our criteria understandable and accessible whilst supporting applicants to make the best application possible. We will ensure we are being transparent about our processes and, where possible, engaging local people and the fund holders in making the final decision. We will strive to make grants that are relevant to local need and have a direct impact on the community and supporting projects that help people to help themselves. We will ensure that all applications are treated fairly and undergo an assessment process. We will make sure that all grants given are measurable and that successful applicants are aware of our expectations and also supporting applicants in line with the donor's expectations and criteria. We aim to assess all completed applications within 1-2 weeks.

## Step 1: All about the Bursary Award

### Who can apply?

- You must be a young person (or the parent or carer of a young person) who would like to take part in Royal & Derngate's Youth Theatre or Young Company.

### How do I apply?

- Please complete the application form electronically and send it to [ashley.elbourne@royalandderngate.co.uk](mailto:ashley.elbourne@royalandderngate.co.uk). You will also need to send a signed copy in the post to Youth Theatre Manager, Royal & Derngate, Guildhall Road, Northampton, NN1 1DP.
- We are happy to accept applications throughout the year.
- We may contact you to discuss your application. Please ensure that the person named on the application form knows about the submitted information.
- An email will be sent to you to inform you of the panel's decision.

#### Some reasons why an application may be declined include:

- Failure to show sufficient need for the individual
- Incomplete application
- Unsigned application

### How long is Funding for?

If you are awarded a Bursary you will not need to pay Youth Theatre / Young Company fees for 1 year, we reserve the right to review this at any point.

## Step 2: Apply

### Simple!

## Section One: Applicants Details

<b>Full Name</b>			
<b>Mobile Number</b>		<b>Date of Birth</b>	
<b>Email Address</b>			
<b>Postal Address</b>			<b>Postcode</b>

## Section Two: About You and your Request for Funding

Please describe, in as much detail as possible, how your financial situation may restrict access to arts activities. Please refer to the Criteria listed on the previous page (this section is used to assess the scale of bursary we could offer you) *you may attach a separate page for more detail:*

Have you received a bursary before?

Yes

No

If so when, and for how long?

If the Bursary is not awarded, will you be able to finance the fees in any other way?

Yes

No

If you were only granted an *assisted* bursary award, would you still be able to engage with the activity?

Yes

No

Which bursary award would you like to be considered for?

Full Fee (£65.00)  Assisted Fee (£32.50)

**How will this bursary award benefit the individual for example in their personal development**

Please refer to the Criteria listed on the previous page (*please continue on a separate sheet if needed*)

**Which bursary award would you like to be considered for?**

Sir Thomas White Award       Chance to Shine Award

**Section Three: Supporting Evidence**

For Sir Thomas White Award only:

**How long have you been a resident in Northampton Borough?** ..... years ..... months

**Section Four: Declaration**

We are authorised to submit this application on behalf of the individual and certify that the information enclosed is correct. By signing this application form we agree to abide by the Terms and Conditions included in the Grant Guidelines. We give permission to Royal & Derngate to record the information in this form electronically.

Signature (Person submitting the Form): .....      Date: .....

**Section Five: Reference**

We require a supporting reference for each application. We may contact your referee for additional supporting information. This could be a teacher, family friend or support worker; anyone who knows your circumstances.

<b>Full Name</b>			
<b>Mobile Number</b>		<b>Date of Birth</b>	
<b>Email Address</b>			
<b>Postal Address</b>			<b>Postcode</b>
<b>Relationship To Applicant</b>			

I can confirm that I know the individual that has applied for the bursary. I have read the application and support the request for funding. I can be contacted to discuss the project further and may be asked to give a written reference.

Signature: .....      Date: .....