

SDECD – SCHOLARSHIP PROGRAM POLICY

1.0 Eligibility

- 1.1 Open to anybody who has been a member of the San Diego English Country Dance Community for at least twelve months and is up to date with membership dues.
- 1.2 Members of the SDECD Board are also eligible under the same conditions but at most one scholarship will normally be awarded to a Member of the Board each calendar year.
- 1.3 Awards are normally granted to individuals. If a couple applies, they need to make individual applications and each application will be assessed on its merits.
- 1.4 No more than one scholarship will be awarded to an individual in a calendar year.

2.0 Selection Procedure

- 2.1 Individuals wishing to apply for a scholarship should submit the form “Scholarship Application for SECD” to any SDECD Board Member at least 30 days prior to the event they wish to attend.
- 2.2 The application should be supported by documentation that describes the event in full and provides confirmation of the expected costs.
- 2.3 The form can be downloaded from the SDECD website or can be requested from a Board Member
- 2.4 At its discretion the Board may ask for more information if it is felt necessary for assessing the application.
- 2.5 Normally the Board should provide an answer to the request within approximately 7 days of the submission (though this may take longer if additional information is required or there are unusual circumstances.) The reply will indicate whether or not the application has been successful, how much of the cost for the event will be covered and any further conditions for making payment.
- 2.6 Other members may encourage individuals to apply for a scholarship but cannot make an application on their behalf.
- 2.7 The Board’s decision on whether or not to grant a scholarship, and how much funding will be provided, is final. The Board will as far as possible provide an explanation for rejecting an application or not providing full funding.

3.0 Events covered by the Scholarship Program

3.1 The Scholarship will cover events that will directly benefit the ECD community by improving the knowledge, skills or experience of the individual attending. This could include (but would not be limited to):

3.1.1 Improving calling skills

3.1.2 Adding more musical ability in terms of the dances themselves or the playing of accompanying music

3.1.3 Helping the community to dance better

3.1.4 Adding to the community's knowledge of dances and music

3.1.5 Raising the profile of our community in a way that encourages new members

3.2 Where an individual requests a scholarship to attend a popular dance or music workshop that is usually attended by other SDECD members at their own expense, the application will need to provide specific reasons why the Board should allocate funds for the person in question to attend that would be less likely to apply to others attending without scholarship support.

3.3 Scholarships will not be considered for any event that will only help the individual and there is no direct or consequent benefit to the community. This would include (but is not limited to)

3.3.1 Entrance charges for balls and dances held by SDECD and other communities

3.3.2 The purchase of musical instruments.

3.3.3 The purchase of music, books or other materials unless they are specifically required for an event.

4.0 Costs that can be considered for the program

4.1 The scholarship can be used to partially or fully cover the entrance fee for attending the event. Where there are various options for types of accommodation and meal packages that are intrinsic to the entrance fee, these should be shown in the documentation that will accompany the scholarship application. Generally the scholarship will be considered on the basis of the least expensive of any options.

4.2 Scholarship funds will not typically be available to cover indirect costs such as travel to and from the location or items such as baby-sitting or food and lodging separate from the cost of the event itself. However, the Board will consider exceptional cases on their merits and within the constraints of the budget available.

5.0 The Scholarship Budget and its allocation.

5.1 As part of its annual budgeting process the Board will determine and set aside a Scholarship Fund for the coming year. The amount of this budget will be announced to the membership before the year commences together with any specific conditions that will apply for the year in question.

5.2 Individuals may submit applications for an award in the coming calendar year before the year commences in anticipation of a budget allocation.

5.3 In order to ensure that the budget is distributed equitably across the year so that there are sufficient funds to cover events in the latter months, the Board may limit the amounts granted on a quarterly or half yearly basis as they see fit.

5.4 If at the end of the calendar year there are still unused funds available these will be carried forward and added to (but separately ear-marked within) the following year's budget. They will be used to satisfy the first award request in the coming year. If they still have not been used at the end of the second year they will be canceled.

5.5 Wherever possible the amount granted to an individual will cover the full amount of claimable expense.

5.6 If there are more calls on the available budget than expected, the Board may in its discretion limit the amount of each award at a level below the full cost of the event. It may also at its discretion reject certain applications under these circumstances in order to make the best possible use of the available funding.

5.7 The criteria used for this additional allocation and elimination process are described in Section 6. below.

5.8 The Board may also consider adding to the Scholarship budget in the course of the year if there are more deserving claims than the budget can contain and sufficient funds are available.

6.0 Criteria for limiting or eliminating applications when there is insufficient budget.

6.1 In the event of there being competing claims on the available budget (and no additional resources that can be added to the budget) the Board will make priority calls on the available funds based on the following criteria:

6.1.1 The value the individual will bring back to the community by attending the event

6.1.2 The overall contribution the individual is making to the community as a whole

6.1.3 Whether or not the individual received a scholarship in previous years

6.1.4 The absolute cost of the event itself

6.1.5 The hardship involved for the individual if they have to fund attending the event themselves

6.1.6 The extent to which the event will be attended by other SDECD members not applying for a scholarship

6.1.7 The possibility of attending an alternative event at a later date when more budget might be available.

7.0 Scholarship payment

7.1 Once the Board has agreed to make an award, the recipient will normally receive a check for the amount granted and will be responsible for making any payments.

- 7.2 It may also be possible in some instances to have payment made directly to the event organizer or to be reimbursed for expenses after the event has ended. The method of payment adopted will depend on the individual circumstances of each case.
- 7.3 The individual will be expected to provide evidence that they attended the event and incurred the expenses claimed (in accordance with the undertaking they made when submitting the Scholarship Application.)
- 7.4 They also agree (as part of the same undertaking) to refund any unused money if the event is canceled or they are unable to attend for reasons beyond their control. If this situation arises, and the entrance fee has been fully or partially forfeited by non-attendance, the Board will review the circumstance on a case by case basis to determine whether the individual should be liable for any of the lost money.