

## **Chapter 14**

### **Dance Leader Support**

#### **14.1 Support for OACA and RDTA**

- a) Upon application in writing to the Treasurer by the Chair of the dance leaders' association, EOSARDA provides both the Ottawa Area Callers' Association (OACA) and the Round Dance Teachers' Association (RDTA) with an annual grant of \$250 grant to help with their operating expenses.

#### **14.2 Dance Leader Bursaries**

- a) Bursaries from EOSARDA are also available to Dance Leaders and prospective Dance Leaders to assist them in developing their dance leader skills by attending various workshops and training courses.
  
- b) The EOSARDA Board of Directors has approved the establishment of an annual fund of \$1,500 for this purpose.

#### **14.3 Eligibility**

- a) Application for a Dance Leader Bursary may be made by any active Dance Leader who is a Member in good standing of EOSARDA.
  
- b) Application for a Dance Leader Bursary may also be made by any *prospective* Dance Leader who is a Member in good standing of EOSARDA and has demonstrated a desire to become a qualified Dance Leader in Eastern Ontario.
  
- c) An application by a prospective Dance Leader must be supported by a business plan that shows how the training received will be put into practice within the region served by EOSARDA. Pre-approval in principle of any such application prior to any expenses being incurred is recommended.
  
- d) At the discretion of the Treasurer, the Board of Directors may be consulted as to the reasonableness of business plans.

#### **14.4 Limitations**

- a) Bursaries are allocated on a first-come-first-served basis until such time as the funds set aside for this purpose in any dance year are exhausted. The "dance year" is considered to be September 1 through August 31.
  
- b) Bursaries are limited to 50% of expenses incurred to a maximum of \$250 per training event.
  
- c) Bursaries are only paid in respect of completed workshops or training courses. Applications must be supported by copies of invoices, and expenses must have been incurred within the current dance year.

## **Chapter 14 Dance Leader Support**

- d) While there is no limit to the number of bursaries an individual may receive in a dance year, priority will be given to those who have not received a bursary within the previous 12 months.

### **14.5 Process**

- a) Application for a bursary should be made to the EOSARDA Director responsible for the management of the program. A sample Application Form is attached as Appendix 1.
- b) Application may be made at any time during the course of a dance year, subject to paragraph 14.4 a) above.
- c) The Director will review the application for completeness and will ensure that it meets all criteria for obtaining a bursary. Incomplete applications will be returned to the applicant with explanation and may be resubmitted at a later date. For the purposes of determining priority of application, the date of receipt of an amended application will be the date on which it is received by the Director.
- d) Where the Director is of the view that an application from an active Dance Leader meets all applicable criteria, the application may be forwarded to the EOSARDA Treasure for processing and payment made as per the claim.
- e) Notwithstanding the foregoing, the Director may, at his or her discretion, refer any application to the Board for its review, approval, or rejection.
- g) Bursary applications from a *prospective* Dance Leader, if judged complete by the Director, require approval of the Board prior to compensation being provided.
- h) The Board's decision in any such matter is final.

### **14.6 Ontario Square & Round Dance Federation (Ontario Federation) Application**

- a) An application for a Dance Leader Bursary may be made to the Ontario Federation in conjunction with the application to EOSARDA. Their process details and application form are attached as Chapter 14 Appendix 2.

### **14.7 Canadian Square & Round Dance Society (CSRDS) Application**

- a) An application for a Dance Leader Bursary may be made to the CSRDS in conjunction with the application to EOSARDA and the Ontario Federation. Their process details and application form are attached as Chapter 14 Appendix 3.

**Chapter 14  
Dance Leader Support**

**Appendix 1**

**EASTERN ONTARIO SQUARE AND ROUND DANCE ASSOCIATION  
APPLICATION FOR A DANCE LEADER BURSARY**

**PLEASE NOTE THAT NO FUNDS WILL BE ADVANCED UNTIL  
THE COMPLETION OF YOUR PROJECT. IN ALL CASES, COPIES OF PAID  
INVOICES ARE REQUIRED IN ORDER FOR PAYMENT TO BE MADE.**

**Name of Applicant:** \_

**Address:** \_

**Telephone Number:** ( )

**Email:**

**A. DESCRIPTION AND DATE OF ACTIVITIES**

**B. DANCE LEADERS – CURRENT**

Please attached a detailed statement as to how this training will be of benefit to you.

**C. DANCE LEADERS – PROSPECTIVE**

Please present a detailed business plan showing:

- . how this training will be of benefit to you;
- . how it will help you accomplish your dance leadership goals; and
- . how you intend to put it to use in the Eastern Ontario Region

**D. AMOUNT OF REQUEST**

Total Expenditures	\$	(Please attach all invoices/receipts)
Less 50%	\$	
Balance	\$	

Amount of Grant requested (Maximum \$250) \$

List of attachments:

**Signed:**

**Date:**

Revised November 10, 2019

## Chapter 14 Dance Leader Support

### Appendix 2

(See <https://squaredance.on.ca/bursaries/>)

#### Ontario Square & Round Dance Federation Bursary Assistance Program

#### **BURSARY APPLICATION CRITERIA for Caller/Cuer/Leader Schools and Clinics**

##### **General**

1. The Ontario Square and Round Dance Federation's Bursary Assistance Program is designed to help offset expenses incurred while attending the School or Clinic. Applicants may apply through their Home Association, to the Ontario Federation. This Bursary is available to...
  - (a) Any dancer wishing to become a Caller / Leader / Instructor in the different dance categories (square, round, clogging, line, western) sponsored by their local Association, and/or Provincial Federation, and/or Canadian Square and Round Dance Society, or
  - (b) Any current Caller / Leader / Instructor sponsored by their local Association, and/or Provincial Federation, and/or Canadian Square and Round Dance Society wishing to upgrade their skills, or
  - (c) If your area has no local Association, a local Club may act as a sponsor.
    - i) All applications must be for the current fiscal year (Apr1-Mar 31);
    - ii) Applicants will not be considered for a bursary two years in a row, but first time Applicants may submit 2 applications within a 3-year period;
    - iii) Length of course will be taken into consideration.
1. New instructors and applicants from remote areas will be given preference over instructors wanting refresher training. Preference will also be given to those wishing to attend schools and clinics within the home area/province, and also if a Club is being started by the applicant.
2. Assistance may also be approved for a Callerlab or Roundalab Accredited Caller / Cuer / Leader to conduct a school or clinic within Ontario.
3. Early application for bursaries is encouraged.
4. Caller Bursaries are available from three levels (Association, Federation, Society). Please note that each bursary has its own current application form (which must be used), and its own deadline date.

##### **Progression of Application:**

Step One: Local Association – Contact your local association for information

Step Two: Provincial Federation – deadline date: February 28th (OSRDF)

Send application to: [cuegerry@gmail.com](mailto:cuegerry@gmail.com) (or by surface mail to

Gerry & Jim Sawtell, 8 Eileen Crescent, Stittsville, ON K2S 1M3

Step Three: Canadian Society – deadline date: June 15th (CSRDS) –

Information: [www.csrds.ca/bursary/](http://www.csrds.ca/bursary/)

Revised November 10, 2019

## **Chapter 14 Dance Leader Support**

5. Bursary Assistance may also be obtained solely from the Canadian Square & Round Dance Society. Their current application form is to be completed and submitted to the Federation for its comments, before being forwarded to the CSRDS. Applications must be submitted to CSRDS and approval granted prior to taking the course.
6. Applicants will be notified as soon as possible of acceptance or rejection. The bursary will be paid to the applicant when the Post Course Information Page with attachments is received. The attachments include proof of successful completion of the course as well as an itemized list of actual expenses incurred (with copies of receipts) while attending school.
7. Bursaries are awarded for up to 50% of expenses incurred, the total amount from bursaries not to exceed your expenses. The current maximum amount of the bursary is \$400 from Federation. In case of numerous applications, lesser amounts may be granted.

### **How to Apply**

1. All Applications must be submitted on Official Federation Stationary to ensure consistency within applicants.
2. If current application forms for an Ontario Federation Bursary are not available from local Associations, forms may be obtained from the Secretary of the Ontario Square and Round Dance Federation or the Professional Development Committee. Current Bursary application form is available below.
3. The Federation Bursary Application form should be filled in by the applicant, signed, and forwarded to the local Association (or local Club, in areas without associations). Sufficient time should be allowed for the Association to process the application, and forward it, so it is received by the Federation Professional Development Committee by the February 28th deadline. Applications must have area Association approval and comments before being forwarded to Federation.

Applications for an Ontario Federation Bursary must include:

1. A current Federation Bursary Application Form, signed and completed – as well as a brief summary of the personal history of the applicant including:
  - a) Dance experience in levels and number of years danced;
  - b) Teaching (Caller / Cuer / Leader) experience, if any;
  - c) Itemized anticipated/actual expenses i.e. registration, travel, and accommodations;
  - d) Other relevant information to assist with the evaluation.
2. A course flyer or description of the school or clinic.
3. Endorsement(s) and/or comments with signature of a responsible official, by each appropriate lower level i.e. Club, Caller, Association, etc.

Application may be forwarded by e-mail or surface mail so that application arrives before the deadline date of February 28th.

Revised November 10, 2019

## **Chapter 14**

### **Dance Leader Support**

Note: All applicants for an OSRDF bursary must be valid members of Federation and the Society for the current year. Sponsoring Clubs should also be valid members. This keeps the liability insurance for the training course at a minimum.

Professional Development Committee Chairpersons for OSRDF:

Gerry & Jim Sawtell

8 Eileen Crescent

Stittsville, ON K2S 1M3

[cuergerry@gmail.com](mailto:cuergerry@gmail.com)

Phone: 1-613-836-5795

## Chapter 14 Dance Leader Support



### Ontario Square and Round Dance Federation

#### CALLER / CUER / LEADER BURSARY APPLICATION FORM

The Ontario Federation Bursary is available to new callers, cuers, clogging / line / western dance instructors and current instructors who wish to learn and / or upgrade their skills.

#### Applications must to be received by February 28th.

Name: \_\_\_\_\_ Partner's Name \_\_\_\_\_  
(Family name first)

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Number of years danced \_\_\_\_\_ Years as instructor \_\_\_\_\_

Level most commonly danced \_\_\_\_\_ Level instructed \_\_\_\_\_

I am a paid-up member of the Society for the current year. YES [ ] NO [ ]

Name of Sponsoring Club \_\_\_\_\_

School or Clinic you wish to attend \_\_\_\_\_

Have you applied for any other financial support for this year? YES [ ] NO [ ]

If yes, please provide details \_\_\_\_\_

Have you received financial support before for similar training? YES [ ] NO [ ]

If yes, please provide details: \_\_\_\_\_

Include a covering letter to summarize the reason for the application, choice of course, and any other relevant information to assist in the evaluation. Include a flyer/description of the course, and names of instructors. Applicants attending recognized Canadian schools will be given preference. Include a copy of your bursary application made to your local Association (EOSARDA, T&D, SWOSDA, etc.).

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount of financial assistance granted by the Association \$ \_\_\_\_\_

\_\_\_\_\_  
Association Approval (Signature, Association, and Position)

\_\_\_\_\_  
Date

Nov 1, 2018

**NOTE: This page to be submitted with application for course / school / clinic bursary  
Official OSRDF forms must be used to ensure comparable data is received by all applicants!**

## Chapter 14 Dance Leader Support

### Chapter 14 – Appendix 3 Canadian Square and Round Dance Society (CSRDS)

#### Bursary Application Criteria

Any dancer wishing to become an instructor in the different dance categories sponsored by the Society (Modern Square, Round, Clogging, Line, Contra) or current instructor wishing to upgrade skills may apply, through their Provincial Federation to the Canadian Square & Round Dance Society for a bursary to help offset the expenses incurred.

- a) All applicants must be for the current calendar year
- b) Applicants will not be considered for a bursary two years in a row
- c) Applicants from remote areas are usually given preference
- d) Length of course will be taken into consideration

Current maximum amount of Society bursary is \$500 per application. The Committee is authorized to award lesser amounts based on the costs of registration, transportation, accommodation and the length of the course.

Bursary applications must be received by the Professional Development Committee by **June 15th** for consideration for the current calendar year. Applicants will be notified by July 15th of the Committee's decision. Confirmation of course attendance must be sent to the Professional Development Chairperson no later than 30 days following course completion. Bursary will be paid to applicant when proof of course completion is received. Upon completion of caller/cuer training, an itemized list of expenses for registration, travel and accommodations and a photocopy of your receipts *must* be submitted. The Course Evaluation Form must accompany the expense claim before the applicant will receive the funding.

#### How to apply

You can download the [Bursary application form here](#) or they may be obtained from your Provincial Square & Round Dance Federation or your [Provincial Director](#) of the Canadian Square & Round Dance Society or the Society Professional Development Chairperson.

#### Application must include:

14. A copy of the current Society [application form](#);
15. A course flyer/description;
16. Applicant's letter must include:
  - number of years danced;
  - teaching experience;
  - area need for dance instructor;
  - reasons for choice of particular course;
  - itemized anticipated expenses i.e. registration, travel and accommodations;
17. **Sponsor's letter** and phone number, should Application require additional information to recommend the applicant. Sponsor may be a caller/cuer/instructor or a club. Sponsors must not be

Revised November 10, 2019



## **Chapter 14 Dance Leader Support**

connected in anyway to the caller/cuer school you are attending.

The application form and covering letters should be sent to your Provincial Federation President. He/she will endorse the application and include his/her phone number before sending it to the Professional Development Chairperson.

**THE PROFESSIONAL DEVELOPMENT COMMITTEE MUST RECEIVE APPLICATIONS BY June 15th FOR THE CURRENT CALENDAR YEAR.**

### **Professional Development Committee Chairperson**

Bill Treleaven

233 – 4th Street, Milestone, SK. S0G 3L0

Phone: 1-306-436-4615

Email: [tree-line@hotmail.com](mailto:tree-line@hotmail.com)

**NOTE:** PROVINCIAL FEDERATIONS and LOCAL ASSOCIATIONS may also have bursary assistance programs available for caller/leader training. Contact your representatives of these groups to find out what is available!

# Chapter 14 Dance Leader Support

**Canadian Square & Round Dance Society**  
*Friendship from coast to coast / L'amitié d'un océan à l'autre*

## **Bursary Application Form**

Available to new callers/cuers/clogging/line/contra dance instructors and current instructors wishing to upgrade skills.

NAME \_\_\_\_\_ PARTNER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE (home) \_\_\_\_\_ (work) \_\_\_\_\_

NAME OF CLUB(s) \_\_\_\_\_

I AM A PAID UP MEMBER OF MY ASSOCIATION/FEDERATION FOR THE YEAR \_\_\_\_\_

SCHOOL YOU WISH TO ATTEND \_\_\_\_\_

HAVE YOU APPLIED FOR OR RECEIVED OTHER FINANCIAL SUPPORT FOR THIS SCHOOL  
THIS YEAR? YES\_\_\_ NO\_\_\_  
IF YES, AMOUNT APPLIED FOR OR RECEIVED \$ \_\_\_\_\_

**AMOUNT REQUESTING FROM SOCIETY \_\_\_\_\_**  
**(Applicant should not expect to receive more assistance in total than the total extent of the costs or expenses being applied for)**

Please enclose a flyer/description which includes an outline of the course and the names of the instructors. Those attending recognized Canadian schools will be given preference.

Attach a **covering letter** to summarize reason for application, choice of course and other relevant information to assist with the evaluation; (see reverse)

### **BRIEF HISTORY OF APPLICANT**

Number of years danced \_\_\_\_\_ Years as Instructor \_\_\_\_\_  
Level Most Commonly danced \_\_\_\_\_ Level Instructed \_\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

### **PROVINCIAL FEDERATION/ASSOCIATION**

If your province has no Provincial Federation/Association, a club affiliated with the Canadian Square & Round Dance Society, may endorse the application.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
DATE

APPLICATIONS ARE AWARDED ON THE BASIS OF INFORMATION RECEIVED. **INCOMPLETE APPLICATIONS CANNOT BE CONSIDERED.** CHECK REVERSE FOR DIRECTIONS UNDER "HOW TO APPLY".

The Professional Development Committee must receive Bursary Applications **by June 15th** for consideration for the current calendar year.

**Revised: March 19, 2011**

Revised November 10, 2019

**Chapter 14**  
**Dance Leader Support**

Revised November 10, 2019