**Guidelines – Retraining Grants**

What are Retraining Grants?

The definition of Retraining is ‘teach (someone) new skills to enable them to do a different job’

Retraining grants are designed to help dancers who are moving into a post- performance career. The maximum support available for Retraining Costs grants from this charity is currently £2,500.

Who can Apply?

You are welcome to apply for a Retraining grant if you are a professional dancer who wishes to retrain in an area outside of performance work, and meet the qualifying years for applying (currently three years, need not be continuous). Student work does not count towards your professional experience.

We are delivering these grants in collaboration with the Dancers Career Development (DCD). We suggest that you contact them to arrange a one to one careers advice session before applying to us, if you have not already received advice on your chosen path of study (link to DCD contact). Details of your application to us, including any funding we award, may be shared with the DCD. **If you do not wish your information to be shared please let us know on the application form. In that case, you will be eligible for funding from this charity only.**

We may be able to help you if you do not meet the qualifying years for DCD, but do meet ours. If this is the case please get in contact with us to discuss your situation prior to making an application, by phone or email – 01273 327119 or application@dancefund.org.uk.

What you can apply for

The intention of providing retraining grants is to support dancers to develop and expand their skillset and qualifications, and sometimes purchase necessary items, which will enable them to work towards a fulfilling and financially secure post-performance career. We are currently accepting applications for items on the DCD’s approved list of retraining needs (see link).

The Application Process

To help us get a clear picture of you, we ask for details of your financial situation prior to retraining on the application form, as well as the levels of income and expenditure when you are on the course itself; you can tell us this when you complete your retraining budget. While retraining the amount you earn may be measurably less. If you think it would be helpful, you can tell us more about the amount of income you will be losing when retraining, and the impact it will have on you financially.

Essential documentation:

* A completed application form via our online portal
* A recent and comprehensive CV of your professional dance career, including specific dates of each contract/employment, i.e. dd/mm/yy. CV must be in PDF or Word format.
* A bank statement (in a PDF, JPEG or Word format) that clearly shows the last full month of transactions, your name, address, account number and sort code
* A retraining budget. Your budget should include all income you will receive during retraining and the necessary costs involved with undertaking the chosen training or career development programme. Please use the budget template provided. (link to budget)
* The name of the course and duration Place of study and detailed information on the course (include copies of info downloaded from website or course prospectus). Please note:- you must provide proof of acceptance onto your chosen course.

Please read this checklist of requirements before submitting your application form:

The questions on the application form are designed to guide you so you know exactly what is required when completing it. You can also save the form and return to it if you wish. Here are the main things we will be asking for:

* Income and expenditure details of your situation prior to retraining (you can supply details of your income and costs during retraining in your retraining budget breakdown document).
* Details of **all**funding you have received or are receiving from any charity such as other benevolent funds within the last twelve months.
* If you share the costs of living in your accommodation, either with your partner or in a house share, you will need to show your contribution to household expenses.
* The amount of your partner’s income (if they live with you) so we have a full picture.
* Any children and details of the caring arrangement – e.g. do they live with you part-time, full-time?
* If you are a carer for someone, full details of the caring arrangement.
* Details of your retraining plans – please complete this in the section provided on the application form.

Applications that are incompletely filled out, and/or applications without the essential supporting documentation requested, will be rejected. If we can we will try and let you know the reason why your application failed. The safest way to make sure your request is considered is to make sure that we have all the information we need at the time of applying.