

Jean Milligan Memorial Fund (JMMF)

Guidelines for applicants

Applications should fall under one of the following RSCDS strategic aims:

1. To promote Scottish dancing globally as a fun, friendly and healthy activity
2. To help branches promote Scottish dancing in their area
3. To provide appropriate support for Scottish dance teachers and musicians

What can the JMMF be used for:

- Scholarships for up to £1,000 to attend worldwide RSCDS events (*see notes below)
- Supporting Branch events
- Other activities which promote and develop Scottish country dancing as well as the RSCDS Centenary

Who can apply?

Any individual member or Branch may submit an application.

***Scholarships for individuals**

NOTE – Scholarship applications for Teaching Certificate training undertaken at RSCDS Summer School (available for members aged over 35) or to attend Spring Fling (available for members aged 35 and under) MUST be completed using the appropriate online application form link on the [Scholarships webpage](#).

All other types of scholarship applications (up to £1,000) should be completed using the JMMF online application form and should demonstrate evidence of how the request links to the RSCDS Strategic Plan (aims listed above). If an individual is applying for teacher training funding then they should also submit a supporting statement from the course leader.

Branch Events and Activities

- JMMF provides small grants (up to £1,000) to support new initiatives, innovation, creativity, and outreach activities, which further the aims of the RSCDS.
- Activities and events must show demonstrable links to the RSCDS Strategic Plan (aims listed above).
- Activities and events must demonstrate benefit to their area/community/Branch.
- Applications should demonstrate evidence of event planning e.g. outline of planned event, including teaching requirements, hall hire, and anticipated numbers.
- Applications may be made for teacher and/or musician fees, publicity, hall hire etc.
- Applications for recurring expenditure or regular events, or for the total cost of any activity or event, are unlikely to be successful and will normally be declined.

Budget

All applications must be accompanied by a detailed budget and a clear explanation of the reasons for, and basis of, the contribution sought. If they have not already done so, Branches must submit a copy of their most recent accounts with their application. (See sample Budget template below - Appendix A.)

Deadlines

Applications will be considered on a rolling basis and the appropriate committee will consider as received within 4-6 weeks.

Help & support

If you would like to discuss your application before submitting the form, please contact the RSCDS Office info@rscds.org.

Completion and submission of form

The [JMMF online application form link](#) is available on the RSCDS website. Any supporting documentation should be sent to info@rscds.org and clearly marked as JMMF funding application.

Sample Event Budget

Event: Name _____
 Date _____
 Co-ordinator _____
 Venue _____

Estimated Costs Details (not all will necessarily be relevant for a particular event):

Hire of hall _____	£.....
Band _____	£.....
Catering _____	£.....
Complimentary tickets _____	£.....
Hotel _____	£.....
Travel expenses _____	£.....
Accommodation _____	£.....
Teachers' fees _____	£.....
Musicians' fees _____	£.....
Gifts in lieu of fees _____	£.....
Janitors / other staff _____	£.....
Sound equipment _____	£.....
Musical instruments _____	£.....
Printing distribution _____	£.....
Other (please specify) _____	£.....
Total Costs	£.....
Proposed charge for each participant _____	£.....
Estimated number of attendees _____	£.....
Estimated profit or loss _____	£.....
Funding from Branch _____	£.....
Funding sought from JMMF _____	£.....