



FEDERATION OF DANCE CLUBS OF NEW BRUNSWICK

Bursary Application Criteria

(Bursary documentation consists of six pages)

Any PAID UP MEMBER of a Registered Club (Square, Round, Contra, Clog, or Line Dance) in the Federation of Dance Clubs of New Brunswick (FDCNB) wishing to become a Caller / Cuer / Instructor in any of the five recognized dance forms, or any current caller or cuer wishing to upgrade skills may apply for a bursary to help offset the expenses incurred.

Preference will be given to new Callers, Cuers, Instructors before those seeking refresher training.

Preference will also be given to those wishing to attend recognized Canadian schools and clinics.

Any applicant who is eligible for a CSRDS Bursary must also submit an application for such Bursary.

FDCNB Bursary applications must be submitted to the Federation Bursary Committee by June 30th for consideration that year. Applicants will be notified of acceptance or rejection immediately upon review by the Bursary Committee but not later than July 21st.

The current maximum amount of Federation assistance is:

- a) The remainder of the applicant's expenses, up to a maximum of \$500.00, if the applicant has received a bursary from CSRDS;
- b) All of the applicant's expenses, up to a maximum of \$500.00, if the applicant is eligible and has applied for, but not received a bursary from CSRDS;
- c) All of the applicant's expenses, up to a maximum of \$500.00, if the applicant is not eligible for a bursary from CSRDS,

The Bursary will be paid once the Bursary Committee has reviewed the following documentation, and has presented results for approval at a FDCNB Directors Meeting:

- (a) Confirmation of course completion from the school or clinic;
- (b) Itemised list of expenses with copies of receipts, including the amount of CSRDS assistance received; and
- (c) A completed attendee's Course Evaluation Form. (Maximum 30 days after course completion).

The Federation may approve up to TWO applications per year.



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Bursary Application Documentation Requirements

The following documents are required to process this application.

- 1) A copy of the current application form;
- 2) A course flyer/description;
- 3) A covering letter to summarise reason for application, which must include:
 - a) number of years danced;
 - b) Teaching experience, if any;
 - c) area need for dance instructor;
 - d) reasons for choice of particular course;
- 4) Sponsor's Letter. The sponsors must be a current Caller, Cuer, or Instructor. Sponsors must not be connected in any way to the Caller/Cuer school being attended.

Additional Information:

- (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 eligible for CSRDS Bursary must also apply to CSRDS;



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Caller/Cuer/Leader Bursary Application

Applicants Name: _____

Address: _____

Postal Code: _____

Telephone Nr(s): _____

E-mail: _

I am a paid up Member of the FDCNB (Membership number on CSRDS Card): _____

Name of School you wish to attend: _____ Date: _____

Are you eligible, and have you applied for a CSRDS or other bursary? _____

You must apply if you are eligible. If not eligible, please explain why. _____

CSRDS Professional Development Committee Chair Person may be found at
<http://www.squaredance.ca>

E Mail and Telephone Number of above Contact: _____

AMOUNT REQUESTED FROM FDCNB: \$ _____

Form Approved at a FDCNB Directors Meeting _____ March _____ 2013.



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Expense Claim

To be submitted after course completion

All expenses to be in Canadian funds ONLY

An applicant should not expect to receive more assistance in total than the total extent of expenses. The FDCNB Bursary is limited to a maximum \$500.00 of remaining expenses after any other financial assistance is applied.

Allowable Expenses include:

Registration fee _____

Accommodations _____ **nights @** _____ **per night: Accommodation total** _____

Travel allowance _____ **KMs @ \$0.40 per KM: Travel Total** _____

Total Expenses _____ **Amount received from CSRDS** _____

Note: mileage rate set by Revenue Canada on an annual basis.

A Course Evaluation completed by the undersigned must accompany the final expense claim

Claimant's Signature _____ Date _____



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Course Evaluation Form

Course attendees - Please complete the following clinic evaluation form and return to the sponsoring organization.

1. Name of the School/ Course _____
2. Name of the teacher(s) _____
3. Did the teacher(s) cover the designated subjects and meet all expectations as outlined in the advertising literature?

4. Do you feel the clinic will result in an improvement in your calling/cueing/dance instruction? _____

Explain _____

5. Did the teacher(s) conduct themselves in a professional manner? _____

6. Were you pleased with the overall educational program? _____

7. Would you attend another clinic sponsored by the same organization? _____

8. If you were not pleased with any portion of the clinic, please comment. _____

9. Any additional comments you wish to make.

A Copy of the evaluation forms to be sent to the Bursary Committee before final payment will be made.



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BURSARY COMMITTEE USE ONLY

Applicant Name: _____ **Membership #:** _____

Date application received: (no later than June 30) _____

Sponsor Letter: YES NO

Eligible for Bursary Funds: YES NO

Date applicant advised of decision: (July 21 deadline) _____

Date course evaluation and expense claim received: (Maximum 30 days from course completion)

Amount of Bursary Award recommended _____

(To be determined following Course completion and deduction of additional support)

Amount approved by FDCNB Board of Directors _____

Treasurer advised to issue cheque to applicant (Date) _____

Bursary committee comments:

Bursary Committee will consist of two (2) members of the Board of Directors

Member #1: (Name and Signature)

Member #1: (Name and Signature)