

Federation of Dance Clubs of New Brunswick, Inc.

Club Bursary Application

Criteria

Any paid up club to the Federation of Dance Clubs of New Brunswick, Inc. as of the current calendar year of the application may apply for a bursary from the Federation only if there's sufficient funds at the time to cover the application.

Purpose

The purpose for a club to apply for a bursary from the Federation is to help with the offset of costs within their club for one of two items – General expenses relating to the continuation of dancing within their club **or** for an Advertising campaign that would attract new dancers to join and retain to help build a club.

Amount of Bursary

The maximum amount that can be applied for by any one club could be, but not guaranteed, an amount of \$500.00. Successful applicants may apply every two years. Unsuccessful applicants may apply annually.

Application Submission

An application can be submitted any time during a calendar year. The current slate of Directors of the Federation of Dance Clubs of New Brunswick, Inc. will be the review committee for all applications. A discussion amongst all directors will be held either during a regular scheduled board meeting or via email discussion for all. All responses to applications received will be within 30 days of receipt of the application. All applications will be sent to the current President either by way of electronic or surface mail. A received response will be given to all applicants upon receiving all material.

Bursary Application Documentation Requirements

The following documents are required to process this application.

1. A copy of the current application form
2. An itemized list of current income and expenditures for a club for the last 3 months of activity.
3. Current balance of bank account at time of application.
4. A cover letter to summarize the reasons for the application, which must include:
 - a. Number of year club has been in existence
 - b. Current attendance numbers to confirm income and expenditures
 - c. Has any outside funding been sought after other than this bursary?
 - d. If applying for Advertising – proof of the advertising with drafts of your advertising plan along with quotes if any for areas in which you plan to advertise (radio, tv, community event)
 - e. Any lapse in membership dues of the club or any of it's members to the Federation and reasons why

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Bursary Application Form

Applicants Name: _____

Address: _____

Postal Code: _____

Phone Number: _____

Email: _____

Club Position: _____

Club is a paid member to the Federation of Dance Clubs of New Brunswick: _____

Reason for application: _____

Amount Requested: \$_____

Date of Application: _____

Signature of Club Officer: _____

of Pages with Application: _____

For FDCNB Usage:

Date Received: _____

Eligible for Bursary: Yes _____ No _____

Amount of Bursary Recommended _____ **Date:** _____

Treasurer Advised: Date _____ **Paid Via Cheque #** _____ **Date** _____