



The Royal Scottish Country Dance Society Belfast Branch



Recognised as a Charity by the Inland Revenue - Ref: XR1740

Myra Beattie Bequest Fund (MBBF)

Background:

Myra Beattie served as Belfast Branch Chairman 1981-84 and 1990-91. Following her Chairmanship Myra was made an Honorary Member of the Branch for her dedication and services to the Branch. Myra very generously bequeathed a proportion of her estate to the Belfast Branch:

"...to be used at the discretion of the Branch Committee of the said Royal Scottish Country Dance Society to promote Scottish Country Dancing in Ulster, particularly in the training of children and teenagers".

Branch Aims and objectives:

Belfast Branch of RSCDS exists to promote and develop Scottish Country Dancing for the benefit of present and future generations particularly in its locality by:

1. promoting and encouraging Scottish Country Dancing for all ages and abilities;
2. providing support to Scottish Country Dancing by maintaining high standards of teaching, training musicians, and publishing relevant supporting information; and
3. supporting and widening the local networks of Scottish Country Dancing and working with other groups and branches in the wider context.

Belfast Branch Committee, therefore, in 2017 set up the Myra Beattie Bequest Fund Committee to administer the Bequest to support Branch teaching and events, in particular initiatives, innovations, educational and outreach activities which promote Scottish Country Dancing and are likely to lead to encouraging young people in Ulster to benefit from access to the fun, fitness and friendship which it offers for persons of all ages. This was approved at the Branch AGM (24:05:2017).

In order to be considered for funding from the Myra Beattie Bequest Fund

Applicants must complete the application form (MBBF1), which is available from the Branch Secretary and can also be downloaded from the Branch's website.

Pre-application advice may be sought from a Branch Officer without prejudice.

The committee appreciates that, by necessity, they require considerable detail to make an informed decision regarding all applications, in order that they may support relevant projects. The application form is designed to take account of various possible applications to the Fund and therefore not all questions may seem relevant to an applicant's particular reason for seeking funding. All applicants are, however, asked to complete the form with as much information as is possible. If a potential applicant has a particular query or needs guidance before completing and submitting the form, please get in touch with the Branch Secretary.

Application to the Myra Beattie Bequest Fund

GUIDANCE NOTES

I. TIMETABLE FOR SUBMISSION OF AN APPLICATION

- 1.a Applications should normally be made **at least four months** before the starting date of the project/activity for which funds are being sought. In exceptional circumstances later applications may be considered provided there is time for the committee to exercise due diligence.
- 1.b There are **four closing dates** each year for the receipt of applications. These are **28th February; 31st May, 31st August and 31st October**, following which applications will be considered *in confidence* by the MBBF Committee and its decisions referred to the next available meeting of the Branch Committee for approval.
- 1.c Applicants will normally be informed of the outcome of the application **no later than two months from the relevant closing date**.
- 1.d Applications should be signed, dated and submitted, together with any supporting documents to: RSCDS Belfast Branch Hon. Secretary at the address provided OR may be uploaded and sent by email to: secretary@rscdsbelfast.org

2. COMPLETION OF THE APPLICATION FORM

- 2.a Applications may be made for individual funding or for a group project, in which case one person should be appointed as the group's applicant and named contact person.
- 2.b It is in the applicant's interest to make sure that they complete all relevant sections. Otherwise, the application may be returned for clarification or could be rejected.
- 2.c All applications should demonstrate links to the stated aims of the Branch and of the Fund.
- 2.d Applicants are encouraged to prepare the project description and estimated budget as specifically as possible.
- 2.e Application forms may be completed by hand or electronically but must be clearly legible. If completed application is submitted by email an electronic signature is acceptable.
- 2.f **If applying for funding to attend an RSCDS Teaching Certificate course** please note the additional requirement that confidential references will be sought from at least two of the applicant's current class teachers regarding the applicant's suitability to undertake the course. The Branch Secretary can provide further information.

3. AFTER THE EVENT/COMPLETION OF PROJECT FOR WHICH FUNDING HAS BEEN AWARDED

3.a All successful applicants will be required to provide a post-event report, briefly outlining how the funding has helped their event/project. It should include itemised accounting of expenditure, with receipts for all outgoings, as appropriate. This report should be submitted **within one month** of the event/project which has received funding from the MBBF.

3.b Any unused pre-funding should be returned with the report.