

BURSARY POLICY 2019/2020

Equality and inclusion are at the core of our charitable aims and we are committed to working to remove economic, social or geographical barriers that might prevent young people from accessing our opportunities. Our Bursary Fund awards over £650k worth of support every year to ensure that financial barriers don't prevent young people from engaging with our opportunities. We also offer a wide-range of free targeted opportunities, designed to reach young people who face financial, social or geographical barriers that prevent them from accessing high quality drama. We never charge a young person a fee to be in one of our productions. You can find more information on our free opportunities [here](#).

We share the concerns of colleagues and friends in the industry and beyond about the accessibility of creative educational opportunities and if you'd like to get in touch about access you can email us on info@nyt.org.uk.

This policy sets out the financial support available and the eligibility criteria for NYT bursary funding. The following should be noted when applying for an NYT Bursary:

- The National Youth Theatre is not a funding organisation and may not be able to provide financial support.
- There is no automatic entitlement to bursary funding though the National Youth Theatre and we do not offer automatic funding based on set thresholds.
- All bursaries are reviewed and awarded in accordance with this policy.

Introduction

1. Throughout the NYT's 63 year history financial assistance has been given to young people suffering from financial hardship and in the 2000s a Bursary Fund was formally set up to facilitate these payments
2. From 01 April 2014 NYT has provided a non means-tested bursary, *The Bryan Forbes Assistant Director Bursary*
3. From July 2018 NYT committed to offering *The Hugh Bonneville Audition Access Fund*, providing free intake auditions to schools and community groups where arts funding or engagement has been dramatically reduced
4. From Autumn 2018 NYT committed to piloting an offer of waived audition fees for young people from Islington who meet certain characteristics, including qualifying for free school meals.
5. NYT endeavours to optimise the use of the Bursary Fund to provide meaningful support to prospective and current members facing financial barriers, which hinder engagement with NYT activities
6. Each financial year the Finance Department, in consultation with the Senior Leadership Team, set the quota of bursary funding available to each project and department
7. Each financial year the NYT Development Team raise funds through Trusts and Foundations, Individuals, corporate and other supporters to grow the size of the dedicated funding available for bursaries. Fundraising includes initiatives designed to generate named bursary funds that may come with specific criteria.
8. All bursaries are awarded on a discretionary basis and NYT is free to decide which applicants should receive bursary funding and the amount they should receive
9. NYT accepts bursary applications for the following:
 - The NYT REP Company
 - The Bryan Forbes Assistant Director
 - NYT Productions, Acting and Backstage Members

The World's First
Youth Theatre
Discovering Epic
Talent Since 1956

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Registered office:
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National Youth Theatre of Great Britain
A Company Limited by Guarantee
Registered in England and Wales no. 699144
Registered Charity in England
and Wales no. 30607
Registered Charity in Scotland no. SC043665

- Playing Up
- Stepping Up
- Acting Audition and Backstage Interview Bursaries
- Company Membership
- Epic, Backstage, Junior and Senior course fees
- Epic, Backstage, Junior and Senior accommodation
- Travel
- Subsistence
- Personal Hardship
- Access arrangements and additional support

Bursary Fund Management

10. The Bursary Fund is overseen by the Executive Director with support from the Associate Director and the Director of Finance
11. The management team reserve the right to amend the bursary application process and the criteria for eligibility at any time
12. Bursary eligibility criteria and the application process is reviewed annually and any recommendations for changes are submitted to the CEO for approval
13. The management team make decisions based on the information provided within each application and on the available funds. The team are often in the situation where decisions need to be made between applicants. The NYT team is not in a position to receive outside referrals from directors, Associate Artists or staff working on individual projects or productions, but only on the basis of the information provided by the applicant in each case.

Eligibility

14. Applicants must be current NYT applicants or members, Playing Up or Stepping Up Participants or have a letter of acceptance for one of NYT's intake courses
15. The applicant must be aged between 13-26 years of age
16. The applicant must be a UK resident and have legal status in the UK
17. The applicant must be able to prove financial hardship or the requirement for additional financial outlay above any advertised costs, in order to engage with NYT activities
18. The Bryan Forbes Bursary requires the successful recipient to be:
 - 18-30 years of age
 - have previous professional experience within the industry

Conditions

19. Applications are only accepted during advertised date ranges. Applications received outside of the advertised date ranges will not be considered
20. Incomplete applications will not be considered
21. Evidence of financial hardship such as evidence of household income or proof of receipt of benefits must be provided as part of the application process, with exception to the Bryan Forbes Bursary
22. NYT reserves the right to pursue repayment of bursary funds, along with a £50 administration fee, if a young person withdraws from NYT activities
23. NYT does not provide bursaries for rent or loss of earnings in any circumstances

The NYT REP bursary

24. Members who have successfully gained a place on the REP training course are eligible to apply for a bursary for the period of the course
25. There will be an initial payment at the start of the course followed by equal monthly instalments and is subject to the members' continuing good attendance
26. The amount of the bursary is dependent on a submitted application along with proof of income

27. If NYT accrues any unused bursary for the year e.g. a member leaves their course early, funding will be reallocated for future applicants

The Bryan Forbes bursary – Assistant Director

28. Upon a successful interview the Bryan Forbes Assistant Director will be eligible for a training bursary of £10,000
29. There will be an initial payment at the start of the course followed by equal monthly instalments and this bursary is subject to the Assistant Directors' continuing good attendance, managed by the Associate Director. Failure to complete the full period of the NYT REP will result in the forfeit of the remaining balance of the bursary.

NYT Productions

30. To qualify for a Production bursary an applicant must be cast in a role after a successful audition or offered a Backstage position
31. A Production bursary must be applied for at the earliest opportunity and within 5 working days of the production offer being confirmed. No applications will be considered outside of this timeframe.
32. Accommodation costs may be considered for a bursary contribution when relocation is a requirement of the casting and all other daily return transport options are reasonably ruled out
33. Travel costs to the location will be considered for support. In line with our Environmental policy NYT reserves the right to only consider the cheapest available public transport or to request car pool options where appropriate
34. Hardship Bursaries may be provided in exceptional circumstances (see below)

Intake Courses

35. To qualify for a course or accommodation bursary an applicant must be accepted onto a NYT intake course after a successful audition
36. A discretionary bursary of up to 100% of the course and accommodation cost may be awarded subject to assessment of the application
37. The applicant must pay any balance outstanding in full before the start of the course
38. Travel fees may be covered in some cases
39. Hardship Bursaries may be provided in exceptional circumstances (see below)

Acting Audition, Backstage Interview and Membership Fees

40. NYT cannot cover travel to an audition or interview unless eligible under an Access and Inclusion bursary (see below)
41. NYT can cover a discretionary bursary of up to 100% of the Audition Fee
42. Applicants must submit an application for a bursary at least 10 working days prior to their desired audition date.
43. Applicants may only apply for a bursary for one audition or interview date.
44. Audition and Interview fees may also be waived through initiatives including but not limited to; the Audition Access Fund, the Islington Pledge and Audition Schools Partners.

Travel bursary

45. This may be paid to those members who live over 8 miles away from any NYT training centre and where travel creates a barrier to attend an NYT course
46. Travel bursaries within London zone 3 will be exclusively paid to support bus travel, unless particular circumstances render this unreasonable
47. Travel bursaries are awarded after review of a bursary application
48. Notification will be emailed to the applicant with the granted bursary amount to the email address provided at the time of application
49. Travel bursaries are paid directly to the named member on the application by BACS

50. Travel bursaries are awarded in line with the NYT environmental impact and sustainability policy whereby participants are expected to travel by public transport where options exist to do so. Where travel by car is the only available option then participants may be asked to make reasonable adjustments to their journey in order to 'car pool'.

Hardship Bursary

51. A hardship bursary may be awarded to those members whose household income is below £16,000 or those with exceptional circumstances
52. Notification will be emailed to the applicant with the granted bursary amount to the email address provided at the time of application
53. A hardship bursary may contribute towards attending an NYT training course and should be used to pay for meals, personal hygiene products, laundry and non-essential costs including materials for the course and or production
54. The hardship bursary will be paid directly to the named member on the application by BACS
55. Per diems may be allocated in exceptional circumstances at NYT's discretion
56. A contribution to childcare costs arising specifically from participation in an NYT Programme may be considered if all reasonable alternatives and options have been exhausted

Playing Up Bursary

57. Funded by the Leverhulme Trust all Playing Up and Stepping Up students that live further than walking distance from the course location will be automatically entitled to a daily travel bursary of £5 per day that the course runs. Students of the Playing Up and Stepping Up courses will be provided with a Oyster Card that will be topped up weekly in advance of attendance to support off tube or bus travel. If a student travels by train from outside London and would prefer for the travel bursary to contribute to their train costs, arrangements will be made for alternative weekly or monthly payments.
58. When a student is absent from class the travel bursary for the number of days absent will be deducted from the following week's top up allocation.
59. If a student does not require the full travel bursary (their travel costs are under £5 per day from their home address to the course location) they will be allocated the amount required and remaining funds will be reallocated to students that have a higher financial need or who have further to travel.
60. The cost of an initial oyster card will be met by NYT but lost / replacement cards must be paid for by the Playing Up / Stepping Up student.
61. As a member of City and Islington college Playing Up / Stepping Up students will be provided information on how to access any travel, childcare or hardship grants that are available through the college, following enrolment onto the academic course (this can be 28 days after the commencement of the course). NYT is a separate organisation from the college and has no influence over criteria or funding available from year to year.
62. No other bursaries for living costs, accommodation costs or loss of earnings can be offered whilst studying on Playing Up or Stepping Up. If a Playing Up Student fulfils the criteria and is eligible for NYT Travel, Hardship or Access and Inclusion Bursaries they may apply to them directly.

Access and Inclusion Bursaries

63. NYT wishes to support all participants across our programme including all those with access and inclusion needs or specifically needs arising from a disability. We recognise that needs are individual and each case will be assessed in dialogue with NYT. Applicants will be asked to engage with NYT proactively to discuss other potential ways in which their needs and requirements on the course may be met in order to ensure that the funding available in the Bursary Pot can be shared as widely as possible.
64. An Access and Inclusion Accommodation Bursary for carers will be considered in order to support participants through NYT Programmes. NYT reserve the right to request sharing accommodation in these circumstances, where appropriate.

65. Travel costs for carers will be considered
66. NYT cannot cover wages and living costs for carers or recruitment costs/agency fees
67. In addition to direct bursary payments, NYT will consider additional support staff to be directly employed by NYT to support the individual and the group. Where appropriate, these staff and Associates will be briefed both by NYT and by the individual and their representatives.
68. In addition to direct bursary payments, NYT will consider covering the costs for additional specialist needs including BSL, Language Interpreters, etc to enable full participation by both the individual and the group

Payments

69. The REP and Bryan Forbes bursaries will be paid monthly during the period of engagement
70. Travel and hardship bursaries will be paid on a schedule. Recipients of travel and hardship bursaries will be notified of the payment schedule in advance of the project
71. Epic, Intake and accommodation bursary's are in-kind bursary's where no cash is transferred to an applicant, if the member is not awarded a full bursary he/she must pay the balance outstanding in full before the course begins
72. Direct payments made to the members will be through BACS transfer, to accounts in the member name only, unless otherwise requested in the application form
73. Checks will be carried out on the member attendance throughout the duration of the course

Data Use

74. NYT is compliant with GDPR Regulations and manages data according to current guidelines
75. Supporting documentation is deleted from NYT's account 20 days after the application closing date
76. NYT acknowledges the sensitive nature of bursary applications, and only shares the information included in any application with staff members involved in the allocation of bursary funds
77. NYT uses a third party website to collect bursary applications
78. NYT pays a premium subscription to ensure the highest levels of data protection and security offered by the third party supplier
79. NYT is not responsible for any data misuse as a result of breach of the third party supplier

The Application Process

80. NYT expects that all applicants will have made an attempt to raise funds for the project prior to submitting their application, or have significant barriers preventing an attempt to fundraise, to be detailed during the application process
81. Applications are only accepted through the advertised medium for the project
82. Applications must be received prior to the closing date and must be completed in full
83. Where there is no advertised closing date or timeframe communicated elsewhere in this policy or directly, applications to the bursary fund must be received at least 21 days prior to the commencement of the project
84. Where evidence of financial hardship is required, this must be submitted as part of the application. NYT does not accept supplementary evidence after the closing date
85. Where the applicant is unable to supply evidence of financial hardship, due to exceptional personal circumstances, an NYT reference form may be used to provide the required evidence.
86. The applicant, and any person assisting the applicant with their application, must both sign the declaration before an application can be considered
87. The applicant will be asked to share the outcome of previous bursary applications to NYT. Whilst there is no barrier to the number of bursary applications supported for an individual member, this may affect final decisions when deciding between applications of equal merit.

Reference Form

88. NYT only requires a reference where an applicant is unable to provide evidence of their financial hardship

89. NYT does not require a character reference at any point during the bursary application process
90. NYT does not make decisions based on the quality of a person's contribution to our programme and recognises that such qualitative references are subjective
91. An NYT Bursary Reference Form can be found at NYT's website
92. The Bursary Reference form should be completed by a working professional, who knows the applicant well and who is able to verify the applicants personal circumstances truthfully and accurately
93. The referee should not be related to the applicant and should be a person of good standing in the applicants community, or work in (or be retired from) a recognised profession
94. The contact details, job title of the referee and relationship to the applicant must be provided on the reference form
95. It is the responsibility of the applicant or applicants' representative to notify referees that they may be contacted by NYT representatives, in order to verify the applicants circumstances

The Review Process

96. Bursary applications are reviewed concurrently, after the application closing date
97. Bursary applications undergo a three stage review process
98. First Stage Review is conducted by the Project Manager. The Project Manager makes first stage recommendations for the allocation of Bursary Funds having reviewed all applications for the project.
99. Second Stage Review is conducted by a peer review or Line Manager. The second stage reviewer reviews the recommendations and either confirms or suggests alterations to the allocation of bursary funds
100. Third Stage Review is conducted by The Executive Director or a member of the Senior Management Team to meet deadlines. The Director reviews the amended recommendations and either confirms or suggests alterations to the allocation of bursary funds
101. The Directors decision is final

Bursary Outcomes

102. Applicants are notified of their bursary outcome within 14 working days of the application closing date
103. Bursary outcomes are sent via email to the address provided with the application
104. Applicants receive the outcome of their bursary application only.
105. Bursary Outcomes are as follows:
 - All bursary funding applied for awarded
 - Part bursary funding applied for awarded
 - No bursary funding applied for awarded
 - Applicants will be asked to accept their bursary allocation within 3 working days of the Award Outcome being received. Alternatively applicants will have the option to appeal.

Appeals

106. Applicants are entitled to appeal their bursary outcome for the following reasons:
 - A significant change of circumstances since the submission of the application
 - Evidence that an application has not undergone three stage review
 - Evidence of bias, prejudice or preferential treatment
107. Appeals should be received in writing to the email address provided with the bursary outcome, within 5 working days.
108. Appeals undergo a review by a member of NYT Management, who was not on the original review panel, and their recommendation is made to the Executive Director (or alternative Director as appropriate)
109. Applicants are notified of the outcome of their review within 5 working days

110. Outcomes of appeal decisions are final
111. Applicants may only appeal a bursary award on one occasion per project
112. Applicants are advised that the appeal may also result in the reduction of the original bursary award made.
113. The Finance and Sub Committee of the Trustees of NYT are responsible for the fair allocation of Bursary funds and may be involved in an appeal outcome where appropriate.

Prohibitions

114. Applicants who are found to have made false statements or submitted fabricated evidence on their application form will be barred from all future bursary funding and may have their NYT membership or intake course place revoked
115. Applicants who attempt to influence the bursary application process through bribery, blackmail, coercion or extortion will have their NYT membership or intake course place revoked and will be barred from all future engagement with NYT
116. NYT does not permit or consider advocacy for an applicant from any third party
117. In no circumstances will travel costs be met from outside the UK

Feedback and Comments

118. Applicants to the bursary fund are welcome to provide feedback and constructive criticism at info@NYT.org.uk