



The Ontario Square & Round Dance Federation Inc.

Leadership Training Grants Program APPLICATION FOR LEADERSHIP TRAINING GRANTS

Issue Date: Nov. 16, 2002

Applications must be received by the Professional Development Committee at least six months prior to the clinic/training.

Name of Sponsoring organization _____

Name & address of contact person _____

Position in the sponsoring committee _____

Number of members _____

Total cost of clinic _____ Amount of assistance required _____

Cost for members _____ Costs for non-members _____

INCLUDE A COPY OF THE PROPOSED BUDGET FOR THE TRAINING COURSE AS WELL AS A COPY OF THE PREVIOUS YEAR'S FINANCIAL STATEMENT.

Dates of clinic _____ Number of hours of instruction _____

Subjects to be covered during the clinic and reasons for the selection. _____

Anticipated attendance at clinic _____

Name of clinician(s) under contract for the clinic (attach biography). _____

Other pertinent information that might help the PD Committee decide to provide financial assistance.

Applicant's Signature & Date _____

Comments & Signature of Association (or club if no area association exists). _____

Association Signature & Date _____

Ontario Square & Round Dance Federation

Leadership Training Grants Program

LEADERSHIP COURSE EVALUATION FORM

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

1. Name of the sponsoring organization _____

2. Name of the clinician(s) _____

3. Did the clinician 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 clinician conduct himself/herself 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.

Attendees: Please return this questionnaire to the sponsoring organization.

All evaluation forms are to be sent by the sponsoring organization to the Ontario Square & Round Dance Federation, Professional Development Committee before final payment will be received.

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PURPOSE:

The purpose of establishing a Grants Program is to provide financial assistance for Associations/Instructors groups affiliated with the Ontario Square & Round Dance Federation to sponsor leadership training for new dancers or upgrade established callers/cuers/dance instructors.

ELIGIBILITY:

1. Grants are available to sponsor leadership training in the following dance categories: square, round, clogging, line, contra and western.
2. Any Ontario S&RD Federation affiliated group is eligible to receive a training grant providing it is able to establish:
 - a) the program could not be held without financial assistance
 - b) it has not received an Ontario Federation Grant for a period of 3 years.

RULES:

1. The most recently approved Ontario Federation application form must be used.
2. Groups must demonstrate financial need by submitting:
 - a) a copy of the previous year's financial statement
 - b) a proposed budget for the training course including any financial assistance received from another organization
3. A written application must be received by the Professional Development Committee at least six months prior to the clinic. Applicants will be notified of the committee's decision within sixty days of the year in which the clinic is to be held.
4. A summary of the clinician's training and experience must be included.
5. Include a course outline with the application
6. Those attending the course must be willing to complete a course evaluation and return it to the sponsoring group.
7. No application will be considered for clinics or workshops that have already been held.
8. Include a copy of the promotional/advertising literature being used.
9. Individuals are not eligible for a leadership grant.
10. Those attending an Ontario Federation Grant Receiving Course are not eligible for an Ontario Federation Bursary.
(Revised Nov. 16/02 to enable those attending a Ontario Federation Grant Receiving Course to be eligible for an Ontario Federation Bursary)

RECOMMENDATIONS:

Favourable consideration will be given to a group if:

1. It has not sponsored a training course during the past three years using grant money from the Ontario Federation.
2. The program is open to all Ontario Dance Instructors whether they are members of the sponsoring body or not.
3. The course is twelve to sixteen hours minimum.
4. The number taking the course is five or more.
5. The sponsoring group must be prepared to pay 50% of the costs either through matching funds or the collection of tuition fees.
6. Any additional cost incurred will not be covered by the Ontario Federation.

GRANT AMOUNT

1. The amount of the grant is 50% of costs but no greater than \$500.00.
2. All conditions being equal, grants will be awarded on the first come - first served basis.
3. Half of the grant will be paid in advance of the clinic - the other half when the evaluations have been received.
4. If the clinic is canceled, for whatever reason, the money must be returned to the Ontario Federation.
5. A portion of the grant is to be returned should the clinic realize a profit or have lesser expenses than budgeted.

EXCEPTIONS:

1. Clinics or workshops held in remote areas will be given extra consideration.
2. One day courses and courses with less than five students will only be considered in extreme circumstances.