

FST Go, See, Network, Share Fund Guidance

Purpose of the fund

The purpose of this fund is to:

- Encourage more exchange with UK and international practitioners;
- Broaden and complement sectoral engagement in critical debate and dialogue;
- Inform areas of artistic and management best practice; and
- Support increased cross-border working and touring.

This fund aims to support FST members (Full and Individual) by funding attendance at key sector events, both domestic and international, including conferences, showcasing events, festivals and sector body meetings where attendance provides significant opportunity for continued professional, creative and project development. The intention is that members will share the learning from their attendance with their peers.

Who can apply?

FST Full and Individual members. More than one member of a company can attend but only one bursary per company will normally be allocated per event.

What expenditure is eligible for support?

- Event registration costs
- Economy travel
- Accommodation
- Reasonable local transportation costs
- Childcare costs

Please note that you are responsible for determining your liability for any tax relating to payments made to you.

How much can I apply for?

Applicants can apply for any (budgeted amount) up to a normal maximum of £1,000 – applications over this amount will only be considered where an exceptional opportunity is demonstrated or cost is significant due to location of the event. If you intend to make an application for more than £1,000, please contact FST to discuss in advance.

What are the deadlines?

There are four deadlines per year:

- 30 June
- 30 September
- 31 December
- 31 March

The event should normally occur in the 3 months following the deadline, although longer lead times may be appropriate especially where long-haul air travel is involved. Funding will not be provided retrospectively i.e. after an event has taken place.

How will applications be assessed?

The FST team will check applications for eligibility and completeness. In the event of us receiving more applications than we can fund, priority will be given to:

- Applicants who have not previously received funding
- Applications which make a strong case for benefit to the wider sector with clear plans on how this will be delivered

The FST Board may provide input to decisions on the request of the FST team.

How will the funds be paid?

If you receive funding we will send you a payment form to give us your BACs details, our preferred form of payment. We would prefer to pay the funds in one installment after the event, once you have sent us the receipted expenditure, to reduce administrative overheads. However, we recognise that this might present cash flow problems, for instance if you are buying flights or booking travel in advance, and if that's the case we can make arrangements to pay in installments, again when we have your receipted expenditure.

What do I need to do during/after the event?

If you receive funding and you are using social media during the event, please tag us @FedScotTheatre or Facebook. We ask you to provide a very brief report, suitable for sharing on our website and/or social media, about your attendance. This can take the form of a picture, short film, written piece, story, song, dance, haiku, etc. We also ask you to provide us with 3-5 'top tips' to support people attending this event, or a similar event, in future.

Further information

Please [contact the FST team](#) for further information or to discuss a specific application.