



## **FST Bursary Application Guidelines**

The FST Bursary aims to nurture the development of professionals working within the performing arts in Scotland by supporting an attachment to an established theatre, dance or opera company, venue or design team in the UK or internationally.

The objectives of this scheme are to develop the applicant's skills and experience as a professional performing arts practitioner and to encourage the adoption of best practice.

### **Person Specification**

This bursary is open to professionals working in roles centred around the development, creation, production or presentation of work. These roles would be inclusive of but not limited to: producing, directing, design, choreography/movement, sound, technical/production, creative learning, artistic development.

### **Project Specification**

The Bursary operates as a partnership between the applicant and host organisation and any submission to the programme must be jointly developed. The specific nature and responsibilities of each agreement will vary and will be negotiated between the applicant and the company prior to application.

A company and the applicant can apply to work together for a minimum of 3 and maximum of 12 weeks full time equivalent (weeks need not be consecutive). Typically awards for up to 12 weeks will be considered where there is a strong rationale for this amount of time.

Whilst we recognise that having a bursary holder is beneficial for the host company, please note that the key aim of this programme is to ensure an effective learning experience for the applicant and that is the main criteria on which all applications will be assessed.

Please note that this bursary is aimed at supporting a solid learning experience between a bursary holder and a host who has more experience in the relevant field.

If you are looking for funding to create a piece of work or run a project you may want to consider [Open Fund | Creative Scotland](#)

### **Funding Available**

The bursary is paid at a stipend of £450 per week. This is an educational bursary and therefore tax free. Host companies are required to make a commitment of a percentage of the total bursary of

£450 per week as outlined below:

- FST Organisation or Individual members: 15% from host, 85% from FST (Host - £67.50 per week + 15% expenses)
- FST Associate members: 20% from host, 80% from FST (Host - £90 per week + 20% expenses)
- Non-members: 25% from host, 75% from FST (Host – 112.50 per week + 25% expenses)

N.B. The FST membership categories above refer to the status of either the host company or the applicant – so where the host or the applicant is an Organisation or Individual member, the contribution from the host is 15%.

In addition to the bursary, successful applicants will be awarded reasonable expenses, which will be assessed on a case by case basis and must be directly related to fulfilling the bursary placement. A percentage of this will also be contributed by the host company, as outlined above.

FST requests that recipients use public transport where possible.

### **Selection Criteria and Application Process**

The key elements that should be included in your application are as follows:

- A statement about why undertaking a bursary with this particular host is a clear expansion of the experience of the applicant
- Detail on how the placement will extend the applicant’s knowledge of their specific
- A clear outline of how the host company will integrate the applicant into the creative process, guaranteeing a high-quality learning experience
- An articulation of how the applicant will be supported during the placement including supervision and coaching/mentoring
- A timeline for the bursary period highlighting the duration planned for key areas/tasks
- Evidence of applicant’s commitment to Scottish dance, opera and theatre (as appropriate)
- A clear rationale for the partnership expressing why you have chosen to work together
- A budget indicating the total cost of the bursary, this must be submitted on the template supplied
- An up-to-date CV from the applicant (applications submitted without a CV will not be considered)

Proposed placements should not start within 7 weeks of the application deadline.

Applicants must complete the online application form by the application deadline to be considered. Alongside a panel of industry professionals FST will evaluate all applications against the selection criteria and select the successful recipients.

## **Equalities, Diversity and Inclusion**

Equalities, Diversity and Inclusion are a legal and moral duty. FST believes they are critical to the vibrancy of the organisation and of the overall dance, opera and theatre sector in Scotland. As the membership and development body for professional dance, opera and theatre in Scotland we want to exemplify best practice and support our members and the wider sector to develop and share that as a standard working practice. In order to achieve this, it is critical that we support artists and practitioners who are currently under-represented. Therefore, we particularly welcome applications from artists who share protected characteristics which include but are not limited to: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We are also keen to ensure that we support Bursaries across the whole of Scotland, so welcome applications from projects based in more rural or remote locations which have been traditionally under-represented.

## **Privacy Statement**

Upon receipt of your application FST will save an electronic copy of your documents in our digital filing system. Applications will be shared with a small number of industry professionals who will assess the applications at the selection panel meeting, after which they will delete any information they hold.

FST will hold details of successful applications for our records but we will destroy all copies of unsuccessful applications by six months after the selection panel meeting.

## **Monitoring, Evaluation and Crediting**

At the end of the project a joint evaluation which reflects on the benefits and outcomes of the placement must be submitted to FST. Your bursary guidance notes (which you will have to sign and return to confirm your bursary) will outline the form the report should take.

This bursary is made available with funding from Creative Scotland. Host companies are required to include the FST and Creative Scotland Lottery logos and the following credit in the biography or after the name of the bursary holder in the production programme:

Supported by a Federation of Scottish Theatre Bursary funded by Creative Scotland.

## **Further Information**

If you have any queries about the FST Bursary, please contact Fiona McCurdy, Professional Development Manager at FST on [fiona.mccurdy@scottishtheatre.org](mailto:fiona.mccurdy@scottishtheatre.org) (Please note: Fiona works part time, her usual working days are Monday, Wednesday, Thursday and a half day on Friday).