

**Stage2 Subsidy Application Form**

**Section 1: Applicant / Child(ren)s Details**

Parent/Guardian Name		Relationship to Child(ren)	
Child's Name		Age	
If applying for more than one child, please list Sibling details below:			
Sibling #1		Age	
Sibling #2		Age	
Full Address			
Email		Phone	
Financial Aid Requested for (tick)	Term Fees	LAMDA	Other <i>Please State</i>
Which Term would the Subsidised activity take place within:		<i>Autumn, Spring, Summer</i>	
Do you wish this Application to remain confidential from your child(ren)? Please tick :		YES	NO

**Section 2: Current Circumstances**

I am applying for a Subsidy because I am... *(Please tick relevant boxes)*

- a. A Single Parent.....
- b. Currently Unemployed.....
- c. Receiving Child Care Benefits
- d. Claiming Free School Meals.
- e. A full-time Carer.....
- f. Earning less than £10k p/a....
- g. On Child Tax Credit.....
- h. Receiving Income Support.....
- i. Other.....

*If you have selected any of the points a-h, please proceed to Section 3. If you have selected Other, please tell us why:*

Empty text box for providing details if 'Other' is selected.

**Section 3: Proof of Current Circumstance**

**Stage2** reserve the right to ask for further clarity when receiving a Subsidy application, this could include the provision of any of the following documents: *(This information would remain confidential)*

- Your most recent Bank Statement*
- Income Support Letter*
- Proof of Child Care Benefits*
- Child Tax Credit*
- Free School Meals Acceptance Letter*
- Income Based Jobseekers Allowance Letter*

**Section 4: Financial Aid Statement**

I am requesting the sum of		I am able to contribute the sum of	
<b>To the Total Cost of:</b>			

**Section 5: Declaration**

*By signing this Document I accept that this is an accurate & honest representation of my current circumstances. Failure to comply with the details of the Subsidy Policy (as listed overleaf) may lead to the rejection of future Subsidy Applications.*

Parent/Guardian Signature:	Date:
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## SUBSIDY POLICY – PLEASE READ

In line with our Equal Opportunities Policy and our number one rule that **no-one should ever be left out for any reason** – we operate a Subsidy Fund. Any member of the company is entitled to a subsidy contribution for any aspect of **Stage2** that costs money - fees, LAMDA tuition (though the candidate must pay for the exam), productions, masterclasses, trips, even drama school auditions and travel etc.

**Wherever possible the applicant must make a contribution to the cost and the Subsidy Fund will meet the balance.** Remember that funds are limited so please make sure your request is **genuine and that you have tried your best to raise your maximum contribution.**

We need to consistently raise the money from trusts, companies and individuals to maintain this Fund and are accountable for every penny that we spend. This means **we must ensure that there is correct paperwork for every stage.** We aim for this policy to be as clear as possible... If you are confused at any stage or want any help with your application, please speak to Core Staff (Liz Light or Alex Butler).

### BEFORE YOU APPLY YOU MUST

1. Think about how much you can contribute (and submit cheque/cash at the same time as the Application Form).
2. Read all information about the 'activity' you are applying for i.e LAMDA info sheets, booking forms, options sheets etc. so you understand the commitment and costs and can make an informed choice.

### BY THE END OF THE 'ACTIVITY' YOU MUST

1. Hand in a Thank You letter from the member (or parent/guardian), which must:
  - Acknowledge **what** the subsidy was for and **how** it benefited them.
  - Be **signed** and **dated** (with full contact details i.e. full postal address, email and phone number)
  - Be handed in to Core Staff **by** the end of the activity/term. **PLEASE DO NOT MAKE US CHASE YOU FOR THIS.**

### APPLICATION DEADLINES

New Members	Current Members
<b>Term Fees</b>	
If you have not taken part in a <b>Stage2</b> Term before you must have submitted a Subsidy Application prior to your first day of joining.  <i>Please read the current members section if you wish to continue involvement in the following term.</i>	If you have claimed a Subsidised place for a term's Fee previously you must submit your Subsidy Application for the following term <b>before</b> the Priority Booking Deadline of that term.  <i>Details of this date are included in the Diary that your child will receive upon attending their first session.</i>
<b>LAMDA Tuition</b>	
LAMDA Tuition requests can only be made from your <b>second term</b> of Membership.	LAMDA tuition requests and contributions must be in <b>by</b> the last Saturday of the previous term.
<b>Trip or Activity requiring Reply Slip</b>	
The request and contribution <b>must</b> be submitted with the reply slip.	
<b>ANY REQUESTS THAT MISS THE STANDARDISED DEADLINES CANNOT BE ACCEPTED</b>	

**All Subsidy Applications** should be **written & signed by** a parent, teacher or social worker (or equivalent guardian) and be **given to Core Staff prior to the Specific Activities Deadline (stated above).**

**Stage2** is committed to the non-biased treatment of Children in regards to their background, ability or household income. Your child's use of the Subsidy Policy is strictly confidential and the details provided in this application will be seen only by Core Staff whose duties require access to this Information. Your information will not be passed to any third parties. Any change of circumstance that affects your use of the Subsidy Policy must be reflected when you next apply for a Subsidised Activity Placement and should represent an accurate statement of your current financial circumstance. Failure to comply with the aforementioned, and if suspected of dishonest conduct, may result in the rejection of future Applications. **Stage2** Staff reserve the right to reject an Application on the basis of dishonest conduct but will endeavour to reach a conclusion after closely liaising with the Applicant prior to doing so. We have not rejected a claim in 29 years. **Stage2** Staff cannot advise you on the amount you contribute to your Child's Claim – this varies from household to household and must reflect a genuine request for a specific financial need.