

## 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, Summer Schools, productions, masterclasses, trips, tickets, photos, even drama school auditions and travel etc. We are very proud to say that we have never rejected a claim in our 40-year history.

**Wherever possible the applicant must make a contribution to the cost, and the Subsidy Fund will meet the balance.** Remember that funds are limited (and lots of families are using it at the moment due to the cost of living crisis) 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 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/support with your application, please speak to Liz Light on 07939 681709 or [liz.light@stage2.org](mailto:liz.light@stage2.org).

### BEFORE YOU APPLY YOU MUST

1. Read through the table overleaf to check you understand the activity, the total cost and the deadline for applying. There are slips and info sheets available for the majority of activities, so please give these a read too so you fully understand the commitment and costs and can make an informed choice.
2. Ask Staff if you have any questions at all – we are here to help!
3. Think about how much you can contribute (and pay via cheque/cash/PayPal at the same time as handing in the Application Form).

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

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

This can be done as a letter/card that you write yourself, or you can do it as a video if you prefer. Alternatively, come in on a Sunday and you can even dictate your Thank You to staff who will write it for you. It can be from the parent/carer, the child or a combination – whatever suits you.

**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 overleaf).**

**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, though anonymous quotes may be used at the request of Funders.

We understand that financial circumstances change (especially with the current economic uncertainty!), and therefore request that you consider with a fresh eye with every request what you are able to contribute, so that it is an accurate reflection of your current financial circumstance. **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. We do reserve the right to reject an application if we suspect dishonest conduct.

## STAGE2 SUBSIDIES BY ACTIVITY

Activity	Cost	How to Apply	When to Apply	At the end...	Notes
<b>Term Fees</b> (12 Sundays – ½ or full days)	£180 (£140 for siblings) before Priority booking.	Fill in the Subsidy Application Form	Ideally by end of previous term. Definitely before 1 <sup>st</sup> day of the term.	As soon as the activity has finished ( <b>by</b> the last session for Term Fees and LAMDA), you should submit a Thank You/ Acknowledgement letter, card or video from either the parent/carer or the child.	Confirm which option(s) you will be doing with Ryan/Liz when submitting the form.
<b>LAMDA Lessons</b> (10 private lessons)	£140 - £160	<ul style="list-style-type: none"> <li>- Read the LAMDA Sheet on the Print Table <b>thoroughly</b></li> <li>- Speak to Mark/Liz about which performance style you want to do/grades</li> <li>- Watch a Showcase Evening</li> <li>- Fill in the Subsidy Application Form</li> </ul>	Before the end of previous term so that Tutors can be worked out in advance.	If possible, please personalise this with examples of how the child benefitted and why this was important.	LAMDA is a UCAS accredited qualification, equivalent to GCSEs and A-Levels. It does require additional work outside of lessons, including keeping a file of research and handouts.
<b>LAMDA Exam</b>	£50 – 105	Fill in the Subsidy Application Form	Speak to Liz/Mark if you intend to do this when you book for the term. This subsidy claim would then need to be in by 2 <sup>nd</sup> Week of the LAMDA Term.	Thank Yous for tickets and events can be included as a composite in the Thank You/ Acknowledgement at the end of the term.	Contributions should be made wherever possible – this is a lifelong, formal qualification with certificates, medals and UCAS points!
<b>Show Tickets</b>	£12-£15	See Liz at booking times on a Sunday and verbally request	Main House Shows <ul style="list-style-type: none"> <li>- As early as possible once tickets are on sale</li> </ul> Studio Shows <ul style="list-style-type: none"> <li>- Dependent on sales</li> </ul>		Tickets for Studio Shows cannot be guaranteed unless for the Dress Rehearsal.
<b>Extra Events</b>	£5 - £10	See Liz at booking times on a Sunday and verbally request	By the last Sunday before the event.		Must book in advance to secure place/seat – <b>not on the night.</b>
<b>Residentials</b>	Various	<ul style="list-style-type: none"> <li>- Discuss with Ryan/Liz</li> <li>- Fill in the Subsidy Application Form</li> </ul>	Before application deadline or at the Interview stage		Could include Edinburgh, Butlins, etc.
<b>Misc</b> (Travel, refreshments, photos, etc.)	Various	Discuss with Liz and agree on either a verbal request or a letter/email depending on the amount requested.	As need arises/ circumstances change/options are presented.		Can claim for <b>anything</b> that will support your time at <b>Stage2!</b>

### N.B.

- Contributions always welcome – submit with completed form, adjusting the totals section as necessary.
- New subsidies cannot be processed if a previous one has not been completed i.e. no Thank You received.