REVISED (12/10/26) SUBSIDY POLICY

In line with our Equal Opportunities Policy/ number one rule that **no-one should ever be left out for <u>any</u> reason** – we operate a Subsidy Fund. Any member of the company is entitled to a part or, in exceptional circumstances, full Subsidy 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.

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 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 the information overleaf to be as clear as possible... If you are confused at any stage please speak to Liz Light on 07939 681709 or liz.light@stage2.org. In any case, you must now speak to Liz before submitting a Subsidy Form.

BEFORE YOU APPLY YOU MUST

1. Use the table overleaf to check you understand the activity, the total cost and how to apply. 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. Speak to Liz about your application.
4. 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** (with contact details i.e. address, email and/or phone number)
   Be handed in to Liz <u>by</u> 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 Liz who will write it for you. It can be from the parent/carer, the child or a combination – whatever suits you.

All Subsidy Applications must be **written & signed by** a parent, teacher or social worker (or equivalent guardian) and be **given to Liz 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
Term Fees (12 Sundays – ½ or full days)	£190 (£150 for siblings) **before Priority booking.**	Read this sheet **carefully** and speak to Liz directly.about each term's application when you submit the form.	**Before the end of Priority Booking.** (Unless new member or by prior arrangement)	As soon as the activity has finished (**by** 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. **Please personalise this with examples of how the child benefitted and why this was important.** Thank Yous for tickets and events can be included as a composite in the Thank You/ Acknowledgement at the end of the term. This is at the request of our accountants as it completes the paper trail. It is also vital to be able to include new quotes (anonymously) in all of our funding applications.	Confirm which option(s) you will be doing with Liz when submitting the form.
LAMDA Lessons (10 private lessons)	£140 - £160	Read the LAMDA Sheet on the Print Table **thoroughly.** Speak to Liz directly.about each term's application when you submit the form. Watch a Showcase Evening.	Before the end of the previous term so that Tutors can be worked out in advance.		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.
LAMDA Exam	£47 – £114	Speak to Liz directly.about this when you book for the term - see above.	Before the end of the previous term.		Contributions should be made wherever possible – this is a lifelong, formal qualification with certificates, medals and UCAS points!
Show Tickets	£15	See Liz on a Sunday and verbally request. It will depend on availability and selling patterns.	As early as possible as soon as tickets are on sale.		Tickets for Shows cannot be guaranteed unless for the Dress Rehearsal.
Extra Events	£5 - £10	See Liz on a Sunday and verbally request	As early as possible as soon as tickets are on sale.		Must book in advance to secure place/seat – **not on the night.**
Residentials	Various	Discuss with Liz.	Before application deadline or at the Interview stage		Could include Edinburgh, Butlins, etc.
Misc (Travel, meals, 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 **anything** that will support your time at **Stage2**!

N.B.

- Contributions encouraged to make the fund go further.
- Fresh applications must be made each term.
- New subsidies cannot be processed if a previous one has not been completed i.e. no Thank You received.

Updated 12/10/26 - MSW