

## ROUNDHOUSE BURSARY POLICY GUIDANCE FOR REFERRAL AGENCIES



**The Roundhouse is committed to ensuring all young people have access to the arts.**

The Roundhouse Bursary scheme is designed to support young people aged 11-25 that may not otherwise be able to access the Roundhouse due to financial barriers.

As an arts charity for young people, we endeavour to make our projects and studios hire fees as low as possible (with hire fees starting as low as 50p/hr). The funds through which we provide our bursaries are limited and so we encourage individuals to be as honest as possible in their application.

The Bursary can be used to help support with costs such as:

- [Roundhouse project fees](#)
- [Emerging Artist Membership \(EAM\) Fees](#)
- [Hire fees for rehearsal spaces and studio facilities](#), as part of your EAM
- Transport expenses within London (for travel to and from the Roundhouse **only**)
- Materials required for a Roundhouse project
- Childcare
- 1:1 support worker, carer or interpreter

Other items may be considered eligible for a bursary and will be assessed on a case by case basis.

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To save a young person having to talk through their situation multiple times, if the bursary form is filled by a staff member that works directly with the young person, then the Roundhouse is able to process the bursary immediately (without needing to speak to the young person directly).

### **Studio Bursary VS. Travel Bursary**

The two areas where bursaries are granted most frequently are Studio Bursary and Travel Bursary. *Studio Bursary* is electronic money that can be used to cover EAM membership fees, studio hire fees and project fees. *Travel Bursary* is real money and YPs can have their travel costs reimbursed by our Visitor Services staff at Studios Reception.

### **Studio Bursary Options:**

**For new [Emerging Artists Members](#)**

- First time Studio Bursary usually around £40:
  - £20 to cover their Emerging Artists Membership fee
  - £20 for them to use to book Studio spaces independently (you can see more information on hire prices and membership entitlements in the [EAM Info Pack](#)).

**For young people wanting to come onto a [project](#)**

- Full project fees covered
- Young people are allowed to sign up to more than one project per term.

Our projects follow school terms and are released around 3 – 4 weeks before each term starts (Autumn, Spring, Summer & Summer Holidays) – you can see our [current projects here](#).

### For young people wanting to become EAMs as well as come onto a project

- Full cost of project fees and EAM membership covered
  - Additional Studio Bursary for studio hire fees limited to £10 (to enable an earlier check-in on their engagement and support needs)
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### First visit for new Studio users (both projects and EAMs)

- New Studio users are usually asked to bring in photo ID with their date of birth on it (passport, driving license, etc) AND a proof of address (a bank statement, utility bill, etc.).
  - We understand this may not always be possible for young people. Let us know on the bursary application form if this will be an issue.
- On their first visit, the young person is welcome to ask staff at Studios Reception for a tour of the Studios. It may not always be possible at particularly busy times but they will do their best to ensure the young person feels comfortable in the space.

### Using the Bursary

- When the young person is prompted for payment through our Visitor Services team, all they need to say is that *they would like to pay using their bursary*.
- It is the young person's responsibility to know how much they have left and to come to Bursary drop-in to top up their bursary if they need to. They can ask staff at Studios Reception to find out how much they have left.

### Travel Bursary

- Travel can only be reimbursed for journeys *within Greater London* and must be *to* and/or *from* the Roundhouse (i.e., we do not cover travel cards).
- Journeys need to be evidenced in one of three ways:
  1. receipt,
  2. photo of journey history at any machine at a tube stop, or,
  3. screenshot of journey history from online Oyster account
- They must claim back travel within the week (i.e., receipts cannot be saved up to be claimed back at a later date)

### Bursary Drop-in:

- Bursary Drop-in runs every Thursday when the Studios are open, from 6pm – 8:30pm
- If the young person's bursary has run out and they still require financial support, then they would need to come to Drop-in in order to get their account topped up

- This allows us to be able to check in with the young person, see how they're getting on and to introduce them to the wider range of support available through our Advice Base.

## BURSARY APPLICATION CHECKLIST

	Bursary to pay for a Project	Bursary to pay for an Emerging Artist Membership	Both Project fees and EAM	Bursary for other costs
<b>New to Roundhouse:</b>	<input type="checkbox"/> Bursary application form <input type="checkbox"/> Project enrolment form	<input type="checkbox"/> Bursary application form <input type="checkbox"/> Emerging Artist Membership form	<input type="checkbox"/> Bursary application form <input type="checkbox"/> Emerging Artist Membership form	<input type="checkbox"/> Bursary application form
<b>Been to Roundhouse before:</b>	<input type="checkbox"/> Bursary application form <input type="checkbox"/> Project enrolment form	<input type="checkbox"/> Bursary application form <input type="checkbox"/> Emerging Artist Membership form	<input type="checkbox"/> Bursary application form	<input type="checkbox"/> Bursary application form
<b>Has received Roundhouse Bursary in the past:</b>	<input type="checkbox"/> Bursary application form <input type="checkbox"/> Project enrolment form	<input type="checkbox"/> Bursary application form	<input type="checkbox"/> Bursary application form	<input type="checkbox"/> Bursary application form

## FORMS

- [Bursary Application Form](#)
- [Emerging Artist Membership Form](#)
- [Project enrolment form](#) (you can also enrol directly onto a project by clicking 'Enrol Here' on the project page online)
  - If a project looks to be full once you enrol online, still get in touch via [advicebase@roundhouse.org.uk](mailto:advicebase@roundhouse.org.uk) as we have Outreach Holds<sup>1</sup> available on projects

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<sup>1</sup> For any projects that are not application based, we will usually have Outreach Holds available so even if a project looks fully booked online there may still be places available. For audition-based projects, there are also Outreach Holds so the young person may be able to skip the application stage and go straight to audition.