

ROUNDHOUSE BURSARY POLICY GUIDANCE FOR YOUNG PEOPLE



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 from as little as 50p/hr). The funds through which we provide our bursaries are *limited* and so we encourage you to be as honest as possible in your 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.

The quickest way to request financial support is to ask a referral agency to fill out the bursary application form on your behalf. Examples of who can act as your referrer include:

- Teacher
- Youth worker
- Coach
- Pastor
- Support worker
- GP
- Or any professional that has been working with you to support you.

If you are not currently being supported by any service, you are still welcome to come in during Bursary Drop-in *with your completed forms* to discuss your current situation. Bursary Drop-in runs every Thursday when the Roundhouse Studios are open, from 6:00pm – 8:30pm. Young people are seen on a first come first served basis so there may be a wait to be seen.

If you are also unable to make the Thursday evening drop-ins, then please *still fill out the relevant forms* and send it to advicebase@roundhouse.org.uk with information on how best to reach you. Your case will be discussed with you either at a face-to-face meeting or over the phone during the Youth Support Team's working hours.

Please see the Bursary Application Checklist at the end of this guide to know which forms to fill out.

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.



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 your bursary application form if you feel this will be an issue.
- On your first visit, you can ask our Visitor Services 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 you feel comfortable in the space.

Using the Bursary

- When you are prompted for payment through our Visitor Services team, all you need to say is that *you would like to pay using your bursary*.
- It is your responsibility to know how much you have left and to come in to Bursary drop-in if you need to top up your bursary. You can ask staff at Studios Reception to find out how much you 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
- You must claim back travel within the week (i.e., receipts cannot be saved up to be claimed back at a later date)

Your bursary is active for a year from the date it is agreed after which point unused / inactive bursaries are wiped.

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
New to Roundhouse:	<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
Been to Roundhouse before:	<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
Has received Roundhouse Bursary in the past:	<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 as we have Outreach Holds¹ available on projects

¹ 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 you may be able to skip the application stage and go straight to audition.