



One Act Play Festival

Acting Support for Kids

Guidance

Procedures for the administration of requests for hardship funding for Youth teams attending Divisional or National Festivals

Teams will be assumed to have accessed Divisional/National expenses for Royalties and for Scenery transport in the usual way.

Teams should complete an application form (see attached) and submit it to the National Office.

The National Office will forward the ASK Fund application to the appropriate Division (for Divisional Festivals) or Executive (for National Festivals).

The Division/Executive will assess the application on the criteria given below and decide how much, if anything, they can contribute. The Division/Executive then return the application along with a payment/pledge equal to this contribution to the national treasurer. This contribution will be deposited in the ASK Fund for onward transmission to the club.

If the Division/Executive are not funding the whole amount applied for, the National Treasurer and Vice-Chairs will consider a contribution from the nationally held ASK Fund.

The amount of assistance finally agreed will be paid centrally from the ASK Fund

The criteria on which an application will be assessed are as follows:

1. Has the group made a reasonable effort at fund raising themselves? There may be a time constraint at divisional level which makes this impossible. If there has been no opportunity for local fundraising go to point 4.
2. Has the group undertaken fund raising themselves? If they have not done this despite available time to do so, they will not receive any award.
3. If a group has raised funds is the amount raised reasonable?
4. Have the participants contributed to the cost?
5. Has the group used any of their own funds?
6. Has the group organisation been such as to minimise the cost?
7. Is the amount requested appropriate to:
 - a. The size of the cast;
 - b. The distance travelled.