

# Annual Report

**April 1st 1998 - March 31st 1999**

Trustees David A G Crombie

Anthony J Knapp

Dr Marion North

## The Management Committee

1. Meetings took place on the following dates:

June 3rd 1998

September 9th 1998

December 9th 1998

March 3rd 1999

2. Retiring members

Sheryl Aitcheson resigned from the committee. Judith Chapman, Tina Cockett and Jennifer Jackson finished their term of office and, in order to ensure continuity, were all co-opted to serve for another year.

3. New Committee members

There were two new committee members: Gregory Nash and Jean Johnson Jones.

## Scholarships

### Awards for 1998/99

#### STATISTICS

Applications	98
Scholarships	29
Reserves	3

Sum applied for	£
	56,064.10

Sum allocated	£
	11,949.50

#### Travel destination

	Applicants	Awardees	Reserves
Europe & Russia	18	9	
USA & Canada	37	10	2
S America & W	13	3	1
Indies			

Africa	10	2	
Asia & Australia	20	5	
Total	98	29	3

#### Travel from

	Applicants	Awardees	Reserves
London & environs	42	11	
Other	56	18	3

#### Gender

	Applicants	Awardees	Reserves
Female	79	21	3
Male	19	8	

#### Age

Range	Applicants	Awardees	Reserves
20 - 55			32 - 48
30 & under	46	10	
31 - 50	48	16	3
50 & over	4	3	

#### Assigned awards

Gillian Lynne Renee Waterman	Kerry Carter, Helen Plewis Emma Wyke, Milla Kauhanen David Mackintosh, Andrew Stephen, Tracey Zgutka
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Seven scholarship winners withdrew and all three reserves were offered scholarships.

#### Administration of awards

1. Changes have been made to the way in which money is given to recipients. It was decided that 1998/99 scholarship winners would not be sent money with which to buy their tickets but would be provided with travel advice and tickets by a specified travel agent who would invoice the charity monthly. The travel agent was recommended by Janet Eager who has experience of working with him as have a number of dance companies. The travel agent undertook to take advantage of competitive prices and to work within the limits set by the selection committee.

2. Taking into account minor adjustments, the amount originally offered totalled £12,049, following withdrawals and the offer of scholarships to reserves the amount allocated was £10,471.50 and the actual amount spent on travel was £9,900.76. The use of the travel agent meant that we were notified of withdrawals much earlier and so did not send money to people who were not able to take up their scholarship, and money was saved when the price of tickets was less than was originally estimated. In many cases the scholarship given was able to cover insurance as well as travel.

3. Following some difficulty in obtaining reports from recipients in the past various procedures have been put into place to ensure that we are sent proof of travel and a report from each recipient. These appear to be working well as few reports are now outstanding.

## **Selection Procedure**

1. No significant changes have been made to the underlying criteria for selection or the selection process.
2. The new selection forms and selection criteria forms were considered helpful.

## **Publicity**

1. In May a press release and list of recipients were sent to 42 journals, 44 critics and 38 national dance organisations, agencies and associations.
2. In the autumn 520 small posters and leaflets were mailed, including ones to theatres currently staging musicals. Advertisement were placed in four journals/magazines.

## **Finances**

1. The accounts for the year ending 31 March 1999 show that all expenditure was within budget and that owing to the fact that so many scholarship winners (7) had to withdraw and only three reserves had been named less money was spent on awards than anticipated. Our use of a travel Agent also led to a saving. As a result income was exceeded by expenditure by only £3,148, considerably less than anticipated. It is our policy to spend capital that we are given and so, as there is enough capital to continue at the present level of spending for a number of years, the charity normally proposes deficit budgets (of around £6,000 per annum).
2. Once again committee members have borne much of the administrative cost themselves.
3. We have received donations through Gift Aid of £1,500 including a gift of £1,000 from Gillian Lynne and we are grateful for the continuing support from the Linbury Trust (£5,000 over 3 years). Further income comes from covenants set up in 1997 and some cash donations.

B J Lewis (Chair)

August 1999