



## NORTH TEXAS SQUARE AND ROUND DANCE ASSOCIATION

### LESSONS GRANTS APPLICATION TIPS

Revised April 2017

1. Lessons grants are normally awarded twice a year at the February and August NORTEX quarterly meetings.
2. NORTEX CLUB DUES PAID? Y\_\_ N\_\_ - All member clubs are required to pay annual dues to the association (NORTEX). These dues are normally paid each May. Your club president or club treasurer should have this information. The application has a yes or no section for this information. Do not leave this area blank as it is a requirement for consideration of a grant.
3. NORTEX QUARTERLY MEETING ATTENDED (DATES) \_\_\_\_\_ - NORTEX quarterly meetings are normally held in August, November, February and April for the NORTEX year July – June. When completing the application, it is acceptable to use the month and year (August 2012) when specifying when your club delegates attended quarterly meetings. It is not necessary to attend all four meetings of a NORTEX year, but active support of these meetings is a requirement for consideration of a grant. Do not leave this area of the application blank. Do not put “All”. See the NORTEX website, [www.nortex.org](http://www.nortex.org), for a listing of the quarterly meeting dates.
4. ASCAP/BMI LICENSE ATTACHED Y\_\_ N\_\_ - At the beginning of each set of lessons, request a copy of the instructors ASCAP/BMI License. The instructor doesn't have to be a member of the North Texas Callers Association, but a copy of the license is required to be submitted with the application. The application has a yes or no section to specify if a copy of the license is attached. You must attach a copy of the license as it is a requirement for consideration of a grant. Please note that neither the committee nor any NORTEX officer has a file containing copies of the licenses. You must obtain a copy from your instructor.
5. An application can be submitted after each set of beginner lessons (Basic/Mainstream, Club 50 or other), as long as a club meets the requirements for consideration of a lessons grant. There is no limit on the number of applications a club can submit in a twelve month period.
6. If a grant has been awarded, there is no waiting period before another application can be submitted.
7. If an application has been submitted to the North Texas Callers' Assn. or the Texas State Callers' Assn., a club can still submit an application to the NORTEX Lessons Grants Committee.
8. Supporting documentation can include many items and make for a stronger application. Items that have been attached in support of the grant applications include:
  - Club roster with new members identified
  - Lessons roster
  - Lessons flyer(s)-some clubs make different flyer presentations for the same set of lessons
  - New dancer dance flyer
  - Invitation to prospective students to a get acquainted evening (such as chili suppers, barbeques, etc.)
  - Club expenses for the get acquainted evening
  - Copy of club receipts of expenditures

- Copy from the Promenade of the club flyers, news articles, etc.
  - Copy of handouts (such as tri-fold advertising)
  - Recap listing of club expenditures other than or including advertising
  - Copies of newspaper articles or advertising
  - Packets the club supplies to members for distribution to prospective students
  - Club newsletters with lessons and/or new dancer dance information
  - Copies of emails containing information about lessons and/or new dancer dance
9. NORTEX FUNCTIONS THE CLUB SUPPORTED (CHECK ALL THAT APPLY) - Attending NORTEX functions such as Round-Up, Installation, Teen Scholarship dance are not required to be considered for a grant. However, showing the club's participation in the association functions makes a stronger application. NORTEX is composed of member clubs so supporting another club's new dancer dance should be included in the "Other" caption of this section. It is not necessary to list all the clubs you have visited but don't just check the "Other" line, put New Dancer Dance. You can also list attendance at special meetings, gatherings of the association or serving the association:
- a. NTCA/NORTEX GRAM Committee new dancer dances
  - b. NTCA/NORTEX GRAM Committee lessons seminar
  - c. NORTEX leadership seminars
  - d. Club members volunteering for NORTEX committees; such as budget, finance review, round-up
  - e. Club members serving as elected or appointed NORTEX officers
10. Some expenditures that are acceptable for inclusion in an application include:
- Club expense for the purchase of student badges
  - NTCA/NORTEX GRAM Committee \$10 discount used by a student to reduce the cost of taking lessons
  - Club costs of mailings to prospective students
  - Club costs for meals and/or snacks provided at lessons or get acquainted evenings
  - Club costs associated with printing flyers, etc.
  - Club costs associated with operating its own building for lessons (includes electricity, gas, water, etc.; recommended to get an average cost per night)
11. A club can submit an application even if there is no hall rent or caller cost incurred by the club. Advertising and other lessons expenses can be submitted. Normally these expenditures should be over \$200.
12. JOINING AN ACTIVE NORTEX CLUB - If another club brings students to your lessons yet isn't helping sponsor the lessons, be sure to include any students joining that club in the number of students joining an active NORTEX club. Don't consider just the students that joined your club.

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