

Educational Travel Grant Scheme 2022/23

Application form valid for 2022/23 School/Groups Travel Grant Scheme

**Eligible costs**

Funds will be provided **for up to 75%, but not exceeding £200** of the total transport costs based on the number of criteria met. Grant payments will be limited to one grant award per school/group in any one financial year. Payments will be capped dependent on overall funding availability.

* Transport to and from school or group meeting place to Loch Lomond & The Trossachs National Park (LLTNPA)
* Costs of accessing Inchcailloch Island for Outdoor Learning activities
* Invoices/proof of payment must be received prior to payment being issued by the NPA and **must** show the date the service was used.
* Applications **must** be received before the visit has taken place.

# Suggested funding criteria

The activity applied for should where applicable:

* Raise awareness and understanding of Loch Lomond & The Trossachs National Park
* Involve National Park Ranger Services where possible
* Help deliver Curriculum for Excellence through Outdoor Learning experiences
* Priority will be given to schools and groups from areas of multiple deprivation and those who have not participated in the National Park (or worked with the Ranger Service) previously

**Applicants**

* Schools within Scotland (within and out with the NP)
* Groups and intermediaries who support and work with people experiencing some form of disadvantage

**Payments**

* Payments will **only** be made **after the visit** to the School/Group applying for funding support and **not** to any third party (e.g. Coach hire companies)
* Payments will be made by BACS transfer directly to the account you have provided with your application
* Proof of costs can be provided either as a written quote or pro-forma invoice from the company or submission of travel fares (e.g. rail/bus tickets) to allow an initial assessment. **A copy of the paid invoice must be provided once the visit has taken place.**

**Evaluation**

Applicants **must** provide a short report of their trip summarising activities undertaken, what they have learned about the National Park, and where possible, include photographs (with permissions for LLTNPA use). You must submit this evaluation along with the invoice for the costs for travel prior to being awarded the funds from the National Park Authority.



APPLICATION FORM FOR 2022/23

SCHOOL / GROUP TRAVEL GRANT SCHEME

1. **SCHOOL/ GROUP INFORMATION**

|  |  |
| --- | --- |
| School/ Group Name | Insert group name here |
| Address | Insert address here |
|  |  |
|  |  |
| Post Code | Insert Postcode | Telephone Number | Contact tel num |
| Contact email address | Please provide at least one contact email address |
| Teacher/Group Leader Name | The lead contact name for your group |
| Number of pupils/group members |  | Tick box if your school/group **have previously received** funding from Travel Grant scheme? | **[ ]**  |

**2. SITE INFORMATION**

|  |  |
| --- | --- |
| Location for activities | Please provide the location within the Park you will be visiting |
| NPA staff member contacted | The name of NPA staff member you have been discussing your visit with | Ranger Service Support being provided for visit? |  **[ ]**  | Has support request been confirmed? |  **[ ]**  |
| Date of visit |       |
| Cost of bus hire  |       | Cost of ferry (if applicable) |  | *Please provide us with proof of cost (see note under Payments)* |
| Cost of public transport tickets |  |  |  |

1. **CURRICULAR INFORMATION**

**If visit is not linked to the Curriculum, please skip to Section 4**

**What activities will take place?**

|  |  |
| --- | --- |
| Subject or Topic Area to be studied (must have relevance to the National Park) |  |
| Which particular areas of the Curriculum are you studying, linked to the visit? (Specific CfE contexts and content rather than just broad attainment outcomes) |  |
| What pre-visit work will have been covered before the visit? |  |
| What do you expect the pupils to learn? |  |
| What classroom-based follow-up work have you planned? |  |

1. **NON-CURRICULUM LINKED VISITS**

|  |  |
| --- | --- |
| Please give a general outline of your planned itinerary |  |
| What would you like your group to learn/benefit from their trip to the National Park? |  |

1. **SUPPORTING DISADVANTAGE IN SCHOOLS**

If relevant, please complete this section in order for us to apply criteria based on supporting disadvantage in schools.

|  |  |
| --- | --- |
| Is your school listed as being in a deprived area as per the SIMD index?<http://www.sns.gov.uk/Simd/Simd.aspx> |  |
| What percentage of pupils in your school receives free meals? |  |
| Any other relevant information |  |

Loch Lomond & The Trossachs National Park Authority may reimburse up to 75% but not exceeding £200 of bus or minibus hire or public transport for **DAY** visits, related to the Curriculum for Excellence or learning about Loch Lomond & The Trossachs National Park

DECLARATION

I certify this as a proper claim for expenditure actually incurred and understand and accept the stated conditions governing the claim.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank****Sort Code** |  | **-** |  | **-** |  | **Account Number:-** |  |  |  |  |  |  |  |  |

 **Account Name Please check this box if you have previously provided your account details [ ]**

|  |  |
| --- | --- |
|  |  |

Please send this completed form by email to: education@lochlomond-trossachs.org

This **must** be accompanied by a Ranger Education Booking form. Response will be by email.