

## BANFFSHIRE EDUCATIONAL TRUST SCHOOL TRAVEL GRANT APPLICATION FORM

This form is for schools or youth organisations to apply for an educational excursion grant

Write in BLOCK CAPITALS using black or blue pen.

Privacy Notices are available to explain how personal information may be collected, used, stored, shared and securely disposed of, the legal basis for doing so, and what your Data Subject Rights are. Privacy Notices are available from our website at <a href="https://www.moray.gov.uk/moray">www.moray.gov.uk/moray</a> standard/page 142831.html

SECTION A: APPLICANT DETAILS		
Name of applicant:		
Name & address of school:		
Telephone number:	Postcode:	
Email Address:		
SECTION B: DETAILS OF F	DPOPOSAL S	
Details of the proposals for which the grant is being requested including costs and number of children participating:		
Number of children participating:		
Cost per child:	£	
Total cost of excursion:	£	

Please turn to page 2

SECTION C: DETAILS OF OTHER FUNDING FOR THE PROPOSALS			
The contribution to be made by the school:	£		
The amount of assistance to be received from other sources:	£		
SECTION D: DECLARATION			
I declare that, to the best of my knowledge, all of the information I have given in this application is full and correct in every respect. I undertake to supply any additional evidence which may be required by the Education Authority to verify the information given, and also to inform the Authority immediately of any change in financial or other circumstances which might affect the value of any Grant awarded.			
Should the amount of the Grant be revised for any reason, I undertake to refund any amount received by me in excess of the revised amount. I understand that the giving of false information, withholding of relevant information or failure to comply with the conditions of award may lead to the termination of any Grant and to the recovery of any amounts paid by the Education Authority.			
Signature of applicant:	Date:		
SECTION E: PAYMENT OF AWARD			

The closing date for applications is 30th September each year. If your application is received after this date it will be held until the following year. Any award from the Trust will be paid directly into a bank account via a BACS transfer.

<u>Please send your completed application form to:</u> Education, Moray Council, High Street, Elgin, IV30 1BX

If you have any queries please contact Education at the address above, or telephone 01343 563374, or email education@moray.gov.uk