**Land of the Fanns School Travel Fund**

**Application Form**

**Section 1: Contact Details**

|  |  |
| --- | --- |
| School Name |  |
| Primary/Secondary/Other  (Please state) |  |
| Address |  |
| Main point of contact  (Applicant’s name) |  |
| Job title |  |
| Telephone | Landline:  Mobile: |
| E-mail |  |

**Section 2: Please tell us about your proposed visit**

|  |  |
| --- | --- |
| Date of your visit |  |
| Location (Site name & postcode) |  |
| Duration (e.g. day or no. of hours) |  |
| What do you plan to do there? |  |
| How many pupils will benefit? |  |

**Section 3: Costs and Funding**

|  |  |
| --- | --- |
| What is the cost of the coach hire for your visit?  (coach hire only and not the actual cost of your visit) |  |
| How much funding are you asking for from the Land of the Fanns School Travel Fund? |  |
| Your school will need to pay for coach hire in advance and reclaim this expense through the Land of the Fanns School Travel Fund by providing evidence of the expenditure to the Land of the Fanns team. | |

**Section 4: Signature and declaration**

|  |  |
| --- | --- |
| Name:  Date: | Signature:  (a typed name will be sufficient if the application is submitted from that individual’s email address) |
| Declaration  I have read and understood the application process. In dating, signing and submitting this document I confirm that, to the best of my knowledge, the information provided is correct and I confirm that any Land of the Fanns funding awarded will be used exclusively for the purposes described. | |
| Additional note to applicant  Please note that decisions to award funding are subject to a formal decision-making process. You must not place any reliance whatsoever on the support of Land of the Fanns until formally notified in writing that your application has been successful.Accordingly, any expenditure that you incur or commit to in the course of preparing your proposal is incurred and/or committed to entirely at your own risk.  Please note that Land of the Fanns will require a post-visit written update from your school describing your visit and the benefits gained. This information (including any photos) could be used for Land of the Fanns marketing, by partners to Land of the Fanns and shared with the National Lottery Heritage Fund. You will be contacted by a member of the Land of the Fanns team shortly after your visit to discuss this requirement. | |

**Section 5: Please help us to understand and improve the way we work**

|  |  |  |  |
| --- | --- | --- | --- |
| How did you find out about the Land of the Fanns School Travel Fund?  (Please tick one or more of the following) | | | |
| Your visit location |  | Social Media |  |
| Website (LotF/Other) |  | LotF Event |  |
| Leaflet |  | Other(please explain) |  |
| LotF Staff Member |  |  |  |

**Please e-mail your completed application to** [**landofthefanns@thameschase.org.uk**](mailto:landofthefanns@thameschase.org.uk)

**Thank you for submitting your application**