

Educational Visits and Learning Experiences Grant Application Questions

Please note that this is **not** the application form. This page is provided to help you preview the questions and prepare your answers in advance.

When you are ready to complete and submit your application, please log in to the Community Area and access the official application form by clicking the "**CLICK HERE... to apply for grants**" button.

In the full application, you will also be asked to confirm your details as Coordinator and verify your organisation's name and borough. You will also be able to save your application and return to it later.

Application form:

1 Please answer our short eligibility test:

The following questions appear as a tick box on the full application.

Are you applying at least 21 days before the trip: Yes No

The trip will provide an educational, learning or skills development opportunity for your young people: Yes No

Are you applying for no more than £20 per person? For day trips or residentials (or for SEN, PRU or Alternative Provision up to £60 per young person for day trips and up to £100 for overnight residentials) to a maximum total grant value of £1,200: Yes No

You are applying for fees, ticket costs and/or travel only (note: we do not pay for core staff salary costs): Yes No

The trip is taking place in the UK: Yes No

You are aware that if your application is successful and you accept the grant offer, we will reimburse you AFTER the trip has taken place, following the receipt of a satisfactory report and receipts from your organisation: Yes No

If the answer to all of these questions is 'Yes' then your trip is eligible for the Educational Visits and Learning Experiences Grant.

2 Trip Details

Where is the trip taking place (e.g. Science Museum or Royal Greenwich Observatory)?

What date is the trip taking place?

Is this an overnight residential? Yes No

What educational or learning activities will take place during the trip? If the trip includes a specific workshop, tour or exhibition, please provide a short description.

Please describe the educational benefits and/or learning outcomes of the trip. Please also describe how it will help young people to develop their skills, confidence and/or voice.

How many young people (YP) aged 11 - 25 will be attending the trip?

If you take more than 60 YP the maximum grant will be £1,200 and if you take less than 60 YP the maximum is £20 per YP. (Up to £60 for day trips and £100 for residential trips for Special Needs Groups, PRUs and Alternative Education Provisions. Additional staff costs may be considered for these groups)

Are you taking a specific group of young people? If so, please tell us more about them and explain why this trip is relevant for them. (e.g. 'Tuesday night SEND group or year 12 Drama students')

How will you help your young people to think about what they've learnt during the trip (e.g. writing a journal, group discussion, feedback from)?

How many adults costs are you including in this application?

Please select: 0 1 2

Please note: The maximum grant award for any Educational Visit and Learning Experience Grant for all applications will be £1,200.

3 Costs

What we will fund: all organisations can apply for a contribution of up to £20 per head for day trips or residentials. Please provide a breakdown of the costs of the trip. You may include the cost of tickets; entrance, workshop or participation fees; and transport costs for young people. You may also include the cost of up to two adult places to support the trip.

We recognise that SEND, PRU and Alternative Provisions may incur additional costs to carry out trips with young people and you may take less young people overall. For these organisations, you may apply for a higher per head allowance

(of up to £60 per head for day trips and up to £100 per head for residential). You must provide details of these additional costs, which could include; tickets/travel for additional staff places; staff salary or freelance fees above usual contracted hours; hire of an accessible coach or an additional mini-bus; parking fees; the cost of hiring a translator or sign language interpreter for the trip. Please note we will not be able to consider this higher value per head allowance without being provided with the additional cost information. If the grant is awarded, you will need to be able to provide receipt/s or evidence for all costs.

For all trips, regardless of organisation type, the maximum total grant award is £1,200. If the total cost of the trip is higher than this, your organisation will need to fund the remaining costs.

Please briefly summarise the costs of the trip (SEND, PRU and Alternative Provisions should also include any additional costs) below:

Total amount of funding you are requesting (maximum £1,200): £

Total cost of the trip: £

4 Please tick this box to confirm that this trip will be conducted in accordance with your internal policies and procedures, including any relevant risk assessment, health and safety and safeguarding practices: ☐

5 Please tick this box to confirm that the information that you have provided is true and accurate: ☐

Now that you've drafted your **Educational Visits and Learning Experiences Grant** application, please log back into the **Community Area** to complete your official application form.