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| **THE WALCOT FOUNDATION** |  | **walcotfoundation.org.uk** |
| **127 Kennington Road London SE11 6SF 020 7735 1925** | **grants@walcotfoundation.org.uk** |
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| **GRANT APPLICATION for Educational Field Trips** |  | 22.11.2012 v6 |
| The best way to complete this is to save it to your computer and fill it in using MS Word. Use the TAB key to move from field to field. Click tick boxes to insert a ‘check’. Please forward us (1) a printed, signed copy by post along with the required supporting documentation and (2) an email copy to grants@walcotfoundation.org.uk  |
|  **TO THE APPLICANT – please read carefully****Our approach to grants for Educational Field Trips** 1. Walcot Grants must not be used to reduce the costs of the trip for every child but instead should be used to *subsidise the costs of those for whom cost is genuinely a barrier to participation*.
2. The School should have a stated policy to ensure through its own budget (or other sources) that **no** child eligible to participate will be left behind because of inability to pay.
3. The School should be certain that those children who have chosen not to participate in the educational field trip have opted out for reasons other than financial ones.
4. Applications for Educational Field Trip grants must be received at least three months before the trip is scheduled to take place.
5. Schools should have a system where children begin paying in installments well in advance of the educational field trip taking place.
6. Lambeth primary schools must have sought other funds for the educational field trip from Lambeth Council. Contact: Richard Blackmore, Primary School Improvement Adviser, Children & Young People’s Service, Tel: 020 7926 9492, Email: RBlackmore@lambeth.gov.uk
7. The costs of the trip should be reasonable.
8. Normally the Foundation awards half the cost of the trip per Lambeth resident pupil in receipt of free school meals. This *also* includes:
* Pupils from households that are financially eligible for free school meals but not eligible for other reasons
* Pupils from households that are financially eligible for free school meals but choose not to take it up
* Pupils from households just above the financial eligibility threshold for free school meals (e.g. in very low waged work receiving significant amounts of Working Tax Credit)

The school will need to have proof of the above on file in case we ask to see it. We aim to audit a handful of educational field trip grants each year to ensure that, in accordance with our Charity Commission Schemes, our grants are being targeted on those the Foundation exists to assist. 1. If a grant is awarded it is at the school’s discretion how the grant is divided amongst the children/young people identified in the application form as long as it is only used for those specific individuals identified in the application form that meet the above criteria.
2. If a grant is awarded, schools will be asked to report to the Walcot Foundation (WF) within **three months** of the educational field trip taking place using the Educational Field Trip monitoring report found on our downloads page of our website (walcotfoundation.org.uk)
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**Applications for Educational Field Trip grants must be received at least three months before the trip is scheduled to take place.**

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| **[A] DETAILS OF THE SCHOOL** |
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| Name of School |       |
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| Address (first line) |       |
| Address (second line) |       |
| Address (Borough) |       |
| Address (city) | London |
|  |
| Postcode |       |
|  |
| Website address | www. |
|  |
| Name of person completing this form |       |
|  |
| Position |       | Telephone  |       |
|  |
| Email |       |
|  |
| Name of Headteacher (if not above) |       |
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| **[B] FOR NON-LAMBETH SCHOOLS ONLY** |
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| B1. What is the total number of children enrolled at your school? |       |
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| B2. Total number of children with Lambeth postcodes? |       |
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| B3. Total number of children eligible for Free School Meals? |       |
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| B4.Total number of Lambeth resident children eligible for Free School Meals? |       |
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| **[C] DETAILS OF PARTICIPANTS AND THE TRIP** |
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| C1. Is the school able to comply with (1), (2), and (3) in section on page 1? |       |
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| Please provide further details if you answer ‘no’ to the above |
|       |
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| C2. If you are a Lambeth primary school can you confirm that you have approached Lambeth Council to see if there is any funding available? |       |
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| C3. Please provide information about the payment options for parents / carers (i.e. instalment systems that have been set up) |
|       |
|  |
| C4. Which year group/groups is/are participating? |       |
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| C5. How many children are in the above group(s) and therefore eligible to attend? |       |
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| C6. How many children are actually participating in the trip? |       |
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| If there is a significant difference between those eligible and those attending – why is this? (remember we look for assurance that no child is left behind for financial reasons) |
|       |
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| C7. What is the standard cost to the parents per child for this trip? |       |
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| C8. What is the total number of Lambeth resident children eligible for free school meals (whether or not they have taken this up)? (see our website for guidance on Lambeth postcodes) |       |
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| C9. How many of these children are actually participating? |       |
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| C10. Please provide a brief description of the trip including the location and number of days and how it fits into the curriculum (no more than 250 words) |
|       |
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| **[D] TOTAL COST AND BUDGET** |
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| D1. How much funding in total are you requesting from the Walcot Foundation? NB: we normally award one-half of the cost per FSM pupil participant | £      |
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| D2. Please give a full breakdown of all project/running/capital costs related to this grant request.  |
| **Item of expenditure** | **Cost** | **Calculation** |
| *EXAMPLE: Activity cost* | *£1000* | *£100 x 10 children participating, quoted from organisation A* |
|       | £      |       |
|       | £      |       |
|       | £      |       |
|       | £      |       |
|       | £      |       |
| TOTAL | **£**          |  |
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| D3. Please provide details of how the remainder of the trip is being paid. How much is being subsidised by the school budget and / or other charities and fundraising efforts?  |
| Income | From what source |
| £      |       |
| £      |       |
| £      |       |
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| **[E] PAYEE DETAILS** |
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| If a grant is awarded, it will be paid by either BACS or cheque. Please ensure you provide accurate payee details (check with your finance officer or accountant if unsure). |
| E1. Cheques should be payable to | <enter correct payee details here please> |
| E2. Bank Details are as follows< Name of Bank >Sort Code Account NumberName on Account  |  |
| **[F] DECLARATION** |
| * I certify that the information I have given in this application is complete and correct. *(Please note that a decision will be based on the information given on this form. If a grant is awarded and the information is subsequently found to be incorrect, any grant that had been awarded could be withdrawn and you could be asked to repay any monies already paid)*.
* The school has no objection to the data contained in this application being held by the Walcot Foundation.
* **The following documents have been attached to this application form:**
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| A copy of the school’s policy as described in (2) on page 1 of the application |[ ]
| Copies of any correspondence that has gone out to parents regarding this trip  |[ ]
| Any monitoring reports that are due from past WF educational field trip grants |[ ]
| Copies of any booking forms or quotes to verify the costs outlined in the application |[ ]
|  |
| **Signature of person completing this form** |  | Date       |
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| **Signature of Headteacher****(if different from above)** |  | Date      |
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| **We ask that you please provide us with two copies: (1) a signed copy by post and (2) an email copy.****Send the hard copies to The Grants Team Walcot Foundation 127 Kennington Road SE11 6SF****And the email copy to: grants@walcotfoundation.orguk.****Please note that incomplete forms will be returned for completion.**  |
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walcotfoundation.org.uk