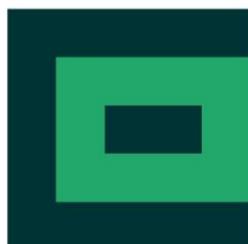


The Clan Trust
School Farm Visit Transport Cost Grants – 2018-2019

In partnership with



**Easton
+ Otley
College**

We are grateful to the Clan Trust (a charitable trust whose objectives include education in agriculture) for continuing to provide the funds so that we are able to make grants towards the cost of transporting school children for farm visits.

The grants are administered for the Clan Trust by the Schools Department at Easton & Otley College.

Grants for visits to Norfolk farms in 2018-2019

Grants will be available for Norfolk schools towards the cost of transport for educational visits to working farms in Norfolk.

Grants of up to £65 - assessed on a sliding scale relating to the cost of the coach - will be made towards the transport costs of visits to farms where the farmer or farm staff member organising and leading the visit is accredited by CEVAS*.

Smaller grants, of up to £50 – assessed on a sliding scale relating to the cost of the coach - will be made towards the transport cost of visiting farms without CEVAS accredited staff.

Where the journey has been made in a school minibus, grants will be made at a rate of 45p per mile – up to a maximum of £25.

**CEVAS - Countryside Education Visits Accreditation Scheme – accredited farmers have undertaken training in the provision of suitable facilities, health and safety arrangements and information for school groups. Please visit www.countrysideclassroom.org.uk for information about farms to visit.*

How to apply for a School Farm Visit Transport Cost Grant

Applications for grants must be made on the 2018-2019 form, which will be provided by the host farmer.

An account of the visit (children's work will be fine) and copy of the coach receipt must be sent with the grant application. If photographs of children are included with the report they should be suitable for publication. The visit account will be passed on to the Clan Trustees and may also be used in displays and reports.

Where the journey has been made in a school minibus a statement of the mileage covered from school to the farm and back, signed by the Headteacher, should be sent with the application form.

How is the grant paid?

The grant awarded will be paid from the fund held by Easton and Otley College for NFEL by BACS into the account that you specify on the application form, you will be sent a letter notifying you that the grant is being paid. Easton and Otley College are unable to pay the grant by any means other than BACS.

Grant applications must be received within six term time weeks of the visit taking place. We are not able to promise any payment for applications received later than that. If there is a reason that the application cannot be made within this period please contact the Schools Technician at Easton Campus immediately as we may be able to reserve some funds for the application.

Further information from Ruth Cannon, Schools Technician, Easton & Otley College
01603 731257 schools@eastonotley.ac.uk

Completed grant applications should be sent to
NFEL (Transport Grants), c/o Ruth Cannon, Easton & Otley College, Easton, NORWICH. NR9 5DX