



MORAY & NAIRN EDUCATIONAL TRUST

INDIVIDUAL TRAVEL GRANT APPLICATION FORM

This form is to apply for a grant for a young person (school age) to participate in educational school excursions

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 www.moray.gov.uk/moray_standard/page_142831.html

SECTION A: APPLICANT DETAILS

Full name of pupil: _____

Name of school: _____

Full name of parent/carer: _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Pupil Date of birth: _____

Parent Email Address: _____

How long have you been resident at the above address? _____

How long have you been resident in the Moray & Nairn area? _____

SECTION B: TRAVEL DETAILS

Note: attendance on educational excursions will be confirmed with the school

Place young person is travelling to: _____

Travel dates: From: _____ To: _____

Reason for travel:
(including educational purpose for travel) _____

Cost of travel: £ _____

Please include a copy of the school letter confirming the cost of the travel

Please turn to page 2

SECTION C: PARENT / CARER DETAILS AND HOUSEHOLD INCOME*

* The term 'Parent' or 'Carer' refers to the young person's mother, father, carer, step-parent or parent's partner who lives in the same address detailed in Section A of this form.

If the young person detailed in Section A of this form lives on their own, then the young person should include their own income below instead of the income of the parent / carer.

Parent / Carer 1

Parent / Carer 2

Name (including title):

Relationship to young person:
(e.g. parent, step-parent)

Marital status:

Daytime telephone number:

Are you in receipt of Housing Benefit or Council Tax Reduction from Moray Council?

Yes ☐ No ☐

If **yes**, do you consent to share the income, savings and household information that was used to assess your entitlement to Housing Benefit and/or Council Tax Reduction being used for the purposes of processing the application?

Yes ☐ No ☐

If you have answered **Yes** above, **please sign and date the Declaration at Section D**

If you have answered **No** above, you need to provide income evidence information:-

Parent / Carer 1

Parent / Carer 2

Occupation:

Annual employment income:
(please enclose P60)

£

£

Annual self employment income:
(please enclose tax return form)

£

£

Annual income from Benefits:

(please enclose your most recent Universal Credit Awards Notice or letter from Department of Work & Pensions)

£

£

Annual income from pensions which are liable to tax – state, private, armed forces, widow's pension, etc:
(please provide evidence)

£

£

Annual income from alimony or maintenance payments
(please provide evidence)

£

£

Annual income from any other source:
(please provide evidence)

£

£

Total gross annual income:

£

£

Lone parent household? (if yes, please provide proof – for example, a Council Tax Notice showing single adult household discount)

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 parent/carer: _____

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.

Attendance for the trip will be confirmed with the school. If any money is owed to the school then the award will be paid to the school, and the school will then be responsible for refunding any instalments already paid. If the school trip has been fully paid, the award will be paid directly into the bank account of the parent/carer.

SECTION F: EQUAL OPPORTUNITIES MONITORING

Please complete the Equal Opportunities Form on page 5.

Place it in a separate envelope marked PRIVATE & CONFIDENTIAL and send it with your application form.

Please send your completed application form to:
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

Please ensure that all documents for proof of income have been included. Failure to send in the relevant documents will delay the processing of your application.



EDUCATIONAL TRUST APPLICATIONS EQUAL OPPORTUNITIES FORM

Place this completed form in a separate envelope marked PRIVATE & CONFIDENTIAL and send it with your application form.

Equal Opportunities forms are separated from Trust application forms and are used for statistical purposes only.

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Date of birth of pupil

Ethnic Origin (please tick one category)	
White – Scottish	
White – Other British	
White – Irish	
White – Polish	
White – Other	
White – Gypsy/Traveller	
African – African/Scottish/British	
African – Other	
Caribbean or Black – Caribbean/British/Scottish	
Caribbean or Black – Other	
Asian – Indian/British/Scottish	
Asian – Pakistani/British/Scottish	
Asian – Bangladeshi/British/Scottish	
Asian – Chinese/British/Scottish	
Asian – Other	
Mixed or multiple ethnic groups	
Other – Arab	
Other – Other	
Not Disclosed	
Not Known	
Other (please state)	

Religion (please tick one category)	
Buddhist	
Christian	
Hindu	
Jewish	
Muslim	
Sikh	
Other Religion	
No Religion	

Sex (please tick one)	
Male	
Female	

Disability (please tick one)	
Disabled	
Not Disabled	

Marital Status (please tick one box)	
Married	
Single	
Divorced	
Widowed	
Separated	
Cohabiting	

Sexual Orientation (please tick one box)	
Heterosexual	
Lesbian	
Bisexual	
Gay	
Prefer not to say	

The term trans is used to describe people whose gender identity is not the same as their sex registered at birth.	
Do you consider yourself to be trans or have a trans history? (over 16s only)	
No	
Yes	
Prefer not to say	

Asylum Status (please tick where appropriate)	
Asylum Seeker	
Refugee	