WWI COMMEMORATIVE PROGRAMME – SCHOOLS GRANTS

BATTLEFIELD SITE VISITS

Guidance Notes and Application Form

As part of the Scottish Government’s five year commemorative programme this fund has three parts; WW1 Battlefield Site Visits, WW1 Conversations event, Women in WW1 Projects.

WW1 Battlefield Site Visits

Secondary schools in Scotland are eligible to apply for a one off subsidy to participate in a battlefield visit to Gallipoli or the Western Front. The subsidy arrangements, which span six school years from 2013 until 2019, are intended to provide assistance with costs associated with a school battlefield visit and to support pupils to develop a deeper understanding of the causes and consequences of the First World War and its impact on people’s lives.

The scheme is available to all secondary schools in Scotland and a maximum of £6000 per visit will be allocated as a one-off payment. Costs can include travel, accommodation and costs associated with tour guides, however the flexible approach of the scheme, enables schools and local authorities to decide how to allocate funds.

Subsidies will be paid as reimbursements of incurred costs and you will be expected to submit all relevant receipts after the visit has been undertaken. The Travel Subsidy Application Form asks you to estimate in advance the anticipated costs associated with the visit. Whilst it may not be possible to obtain precise totals in advance of expenditure, it is important that you carefully research the projected costs so your estimate is as accurate as is possible. To apply for a subsidy, please complete a subsidy application form. Application forms must be completed by the coordinating teacher.

An additional one off subsidy payment may be available for remote schools who have incurred additional travel costs. Evidence of costs will have to be provided as part of the application process.

As part of the WWI commemorative programme, schools are encouraged to share their learning experiences. School visit details will be shared with Education Scotland, to facilitate the exchange of experience about the visit and its legacy. This may include work undertaken in advance and evidence of how the learning is disseminated in the school and wider community.

Who can apply?

Any Scottish secondary school can apply for a subsidy; however funding is limited and not guaranteed. Applications should meet the following criteria:
• The visit must be for a genuine educational purpose and booked in advance
• Priority will be given to schools in areas with high indicators of multiple deprivation in accordance with the Scottish Government’s Scottish Index of Multiple Deprivation
• This scheme is intended to provide a one off subsidy payment per school for a single battlefield visit

Where can I go?

• Any WWI Western Front or Gallipoli battlefield site.

When can I travel?

• We would expect trips to take place during term time; however this is not an essential criteria.

How much can I claim?

• A maximum of £6000 per visit will be allocated under the subsidy. A one-off payment will be made directly to the school. It is a matter for the school to decide how the funding is distributed.
• A further one off subsidy may be available for remote schools who incur additional transportation costs.

How do I apply?

• Make a booking by contacting the site or organisation you will use to manage your visit.
• Complete the subsidy application form (please note this form must be completed in full or the subsidy will not be awarded) and return by email to: learning@hes.scot or susanne.simpson@hes.scot

Or by post to: Historic Environment Scotland, Learning & Inclusion, Holyrood Park Education Centre, 1 Queens Drive, Edinburgh EH8 8HG or fax to 0131 652 8151

How will I receive the subsidy?

• After your visit, send copies of the travel, accommodation and tour guide final invoices to the above email, address or fax number. The total amount due will reimbursed to the school by BACS transfer.

If you have any queries please phone Susanne Simpson, Historic Environment Scotland on 0131 652 8154.
APPLICATION FORM

Name of School

Address

Local Authority

Organiser

Telephone Number

Email Address:

Please note that confirmation will only be made by email

Which site have you booked?

What dates have you booked?

Please provide further details; total costs and details of the anticipated impact of this trip.

1. Total cost per pupil:

2. Details of impact:

   (a)  

   (b)  

   (c)  

Visit arrangements

Are you using a battlefield tour company to facilitate your visit?

No: ☐ yes: ☐ If yes please provide the name of the Company

How many students/teachers will be taking part in the visit?

Students..............................
Teachers..............................

What is the age/stage of the pupils?

What is the school role?

Total school role: ______

What is the FME of your school?

Free school meals entitlement:

Please indicate the number of learners in your school who are in each of the SIMD deciles 1, 2 and 3.

SIMD 1: ___ SIMD 2: ___ SIMD 3: ___

Have you applied to this subsidy scheme on a previous occasion?

No: ☐ yes: ☐

I am happy to be contacted by Education Scotland to share the learning legacy

No: ☐ yes: ☐

Please now: e-mail to learning@hes.scot or susanne.simpson@hes.scot or post to:

Historic Environment Scotland,
Learning Services,
Holyrood Park Education Centre,
1 Queens Drive,
Edinburgh
EH8 8HG

Or fax to 0131 652 8151

For official use only
Date Subsidy Awarded
Date Paid