

## HERITAGE EDUCATION – SCHOOL VISITS TRAVEL SUBSIDY

### What is the Travel Subsidy for?

The Scottish Government's heritage education travel subsidy is offered to schools throughout Scotland to encourage visits to heritage sites of national importance in support of Curriculum for Excellence. It provides financial assistance with transport costs between the school and the chosen site for either teacher-led visits or for groups taking part in facilitated education programmes.

### Where can I go?

- Any Historic Environment Scotland site – staffed or unstaffed. A full list of sites across Scotland, from prehistoric sites to abbeys and castles, can be found at: [historicenvironment.scot](https://www.historicenvironment.scot)
- The following National Trust for Scotland sites: The Battle of Bannockburn, Culloden, Robert Burns Birthplace Museum: [nts.org.uk](https://www.nts.org.uk)
- David Livingstone Birthplace: [david-livingstone-birthplace.org](https://www.david-livingstone-birthplace.org)
- New Lanark World Heritage Site: [newlanark.org](https://www.newlanark.org)
- Scottish Jewish Heritage Centre: [info@sjhc.org.uk](mailto:info@sjhc.org.uk)

### When can I travel?

The subsidy is available all year round for the sites listed above.

### How much can I claim?

75% of transport costs, up to a maximum of £350. Scotland's special schools and units can apply for 100% of transport costs, up to a maximum of £350. Funding is limited and priority will be given to schools in areas with high indicators of multiple deprivation.

### How do I apply?

- Make a booking by contacting the site/organisation you wish to visit.
- Obtain a quote for travel costs (e.g. from a coach company).
- Complete the travel subsidy application form (p2) and submit it to [travelsubsidy@hes.scot](mailto:travelsubsidy@hes.scot)

### How will I receive the subsidy?

After your visit, and within one month of the visit date, please submit a copy of the paid bus company invoice or group travel receipt to [travelsubsidy@hes.scot](mailto:travelsubsidy@hes.scot)

A BACS payment will be made to the school usually within 30 days of the receipt of a valid claim being processed by our finance unit. Please do not send details for BACS payments unless requested by Historic Environment Scotland Finance Unit.

For further information email [travelsubsidy@hes.scot](mailto:travelsubsidy@hes.scot)



## SCHOOL VISITS TRAVEL SUBSIDY – APPLICATION FORM

Name of school:

School address:

Name of organiser:

Telephone number:

Email address:

Which site have you booked?

What date have you booked?

**What is the purpose of the visit?** (Please tick the option that fits best)

Participating in an educational activity provided by the site (please specify below)

Class project on subject related to site (please specify below)

Other – please specify:

### Visit arrangements

How many miles away (approximately) from your site is your school?

How many students will be taking part in the visit?

What is the age/stage of the students?

What are the estimated transport costs for your visit?

Are you a Special School or Unit?

YES

NO

Please now email your completed form to [travelsubsidy@hes.scot](mailto:travelsubsidy@hes.scot)

For office use only	Estimated subsidy	Actual subsidy