School Trips Grant

Frequently Asked Questions

Table of Contents

1. Eligibility
2. The Application Process
3. The Funding
4. If my school is successful
5. I still have a question

Eligibility

Which schools are eligible to apply for the funding in Year 3?

To be eligible to apply for the programme your school must:

- be based in one of our eligible areas of **Burnley (Lancashire County Council), Grimsby (North East Lincolnshire County Council)** and **East Lindsey (Lincolnshire County Council)**
- be a government-funded school – your school must not be a fee-paying school
- have 33% or more free school meal eligible students if your school is in Burnley or Grimsby, or have 37% or more free school meal eligible students if your school is in based in East Lindsey
- have 100 pupils or more on roll. Schools under this level could consider a joint application with another school that meets the eligibility criteria. The combined total of pupils must exceed 100. Please contact the Schools Programme Manager to discuss – schools@cloreduffield.org.uk

- commit to six off-site trips a year per child for every child in your school (primary schools), and/or to three off-site visits a year per child for every child in your school (secondary schools)
- not have received School Trips Grant funding previously

We are inviting schools in **Burnley (Lancashire County Council), Grimsby (North East Lincolnshire County Council) and East Lindsey (Lincolnshire County Council)**

Visit this link to read the full list of eligibility criteria for the grant.

Are Special Schools, Pupil Referral Units (PRUs) and Alternative Provision Academies eligible to apply?

No, Special Schools, Pupil Referral Units (PRUs) and Alternative Provision Academies are not eligible to apply for this grant. However, ARBs (Area Resource Base) within a school may be considered in the funding, as part of the 6 or 3 trip plans for all students.

Does the funding cover Early Years Foundation Stage?

The funding is eligible for pupils in Key Stages 1 – 5 only. The funding cannot be used to fund trips for nursery children.

My school comes just under the % FSM threshold for eligibility. Can I still apply?

No. You can only apply if your school has 33% or more free school meal eligible students if your school is in Burnley or Grimsby, or 37% or more free school meal eligible students if your school is in based in East Lindsey.

The Application Process

What is the deadline for applying?

The deadline for applying is **18:00 on Friday, 27 November 2026**.

How much detail do I need to include in the application? For example, do I need to identify trip venues or organisations in the initial application phase?

In the application form, you will be expected to tell us about your current school trips programme. How will this grant transform your current school trip provision? How would the programme of school trips help you deliver your school curriculum and any wider school ambitions and priorities? There is a maximum of 500 words for this part of the application process.

When writing your statement you could consider the following prompts:

- What your current school trip provision consists of (we are asking for the headlines here, and not the detail)
- Why are you applying for this grant?
- What you want to change in the short, medium and long-term for the children and teachers?
- How this grant will help you to make this change?

The Foundation will use this statement to help inform our decision making. We will decide on a final cohort of schools within our priority areas and within the funding envelope of the programme.

You are not required to include details of venues or organisations that you intend to visit within the initial application. However, you should include an overview of your current trips provision and how you hope to use the funding to create a programme of school trips that will enhance the curriculum and provide enrichment opportunities for your students. You should demonstrate how the funding would help make a significant step-change in provision of school trips.

If successful, you will then be expected to work up a detailed and ambitious school trips plan, including names of high-quality venues and organisations and submit this to the Schools Programme Manager by **22 March 2027**.

Can my school make a joint application with another school?

Yes. However, this option is only open to schools with fewer than 100 pupils on roll. If you are interested in making a joint application, please contact the Schools Programme Manager at schools@cloreduffield.org.uk

Can we apply as a Multi-Academy Trust or Federation, or do we have to apply as individual schools?

Schools must apply individually and should not apply as a MAT or Federation. Schools with fewer than 100 pupils on roll may be eligible to make a joint application with another school that also meets the eligibility criteria. Please contact the Schools Programme Manager at schools@cloreduffield.org.uk to discuss before making an application.

Is there any support provided during the application and planning stages of the programme?

Yes. We are hosting two information webinars for schools on the 12 and 13 October 2026, 16:00-17:00. To register please visit our School Trips Grant webpage

If you have any questions before you submit your application you can contact the Schools Programme Manager at schools@cloreduffield.org.uk

Successful schools can also draw on the support of the Schools Programme Manager during the planning and delivery phase of the Grant.

When will I find out if my school has been successful?

Successful schools will be notified w/c 8 February 2027.

Will I receive feedback on my application?

Sorry, we are a small team, therefore we cannot commit to providing feedback to unsuccessful schools.

The Funding

Will my school receive 100% of the funding up front?

No, your school will receive 90% of the funding amount when your School Trips plan has been approved by the Clore Duffield Foundation. All schools who apply for the funding must be able to commit to the final 10%. The final 10% of your budget will be released when:

- your programme of visits is complete,
- you have submitted a final financial report with evidence of spend
- the Foundation receives a report that details how well learning

objectives were achieved for each trip,
- students and teachers have completed evaluation as agreed in the Letter of Agreement
- the headteacher and Grant Programme Lead participate in an online reflection workshop with our evaluators on the process and experiences of this programme,
- one image of each Year Group on a trip with permission for the Clore Duffield Foundation to use for press and marketing purposes has been provided.

Can the funding be split over different academic years?

No, the funding must be spent within the same academic year. Successful schools should use the funding during the 2027-28 academic year.

How many trips does the funding need to cover and is this flexible?

Primary schools will be expected to run 6 trips for every student across the academic year. Secondary schools will be expected to run 3 trips for every student across the academic year. This is a requirement of the funding and is not flexible.

If we visit two (or more) venues in a day does that count as two (or more) trips?

The Grant should be used to fund 6 (for Primary) or 3 (for Secondary) trips on different dates. However, if travelling further afield and visiting two very distinct settings, that may be considered as two trips, but this must be approved by the Foundation in advance.

What happens if not all trips are completed? For example, due to bad weather or transportation cancellation.

Schools must complete the agreed number of trips set out in their Stage 2 Application (6 trips for every pupil at Primary level and 3 trips for every pupil at Second level). If a trip is cancelled, the school must inform the Foundation as soon as possible and discuss any feasible alternative trips with the School Programme Manager. Alternative trips must not be booked without approval from the Schools Programme Manager.

Can the funding be split across different schools within the same Multi Academy Trust?

No, the funding must be used by one school but we would encourage schools within Multi-Academy Trusts or Federations to share learnings if one of their schools is successful in securing a grant.

What kind of trip does the funding cover?

Schools should include high quality trips to major regional and national museums, galleries, theatres, heritage sites; venues and organisations of national significance; to see or participate in live music, dance and drama productions or workshops; to try new activities such as kayaking, hiking, climbing; to visit cities such as London, Manchester or Bristol and built heritage or industry and more rural places of interest or beauty, including the seaside and national parks; trips out of county or region.

Schools must put together programmes that allow pupils to experience a wide range of high-quality venues and organisations; allow for a significant step-change in the school's current school trips provision and stretch the school to try something new.

We will not fund:

- theme park visits
- trips to professional sporting fixtures
- residentials (costs of overnight stays were necessary may be considered, for example to facilitate a visit to London from Cornwall),
- inter-school team sports events and competitions
- trips outside the United Kingdom
- trips to universities or careers fairs
- first aid training
- outdoor clothing required for school trips, although it may be considered if it would prevent any pupils going on a trip
- forest school training for onsite school delivery
- trips to swimming classes

Can we use third party providers to arrange trip schedules on the school's behalf?

No, funding can not be used to pay for third party providers (travel companies) to organise trips on your school's behalf. If you need advice or support to plan a particular trip, please contact the Schools Programme Manager.

Can the funding be used to help pupils gain a qualification? For example, a trip to do a high ropes course to support a GCSE or BTEC in PE.

No. The funding should not be used to fulfil part of a qualification.

Can the funding be used for reward trips?

No, the funding must not be used to fund reward trips. Trips should be planned to support the delivery of the curriculum and provide enrichment opportunities for every pupil on roll in the school.

Where can I find information about potential trip venues and locations?

When putting together your yearly trips programme we advise you **to choose trips and experiences from a menu of quality providers**.

We recommend that you look at the following examples:

- Learning Outside the Classroom (LOtC) accredited organisations,
- the Arts Council England National Portfolio Organisations list,
- the Accredited Museums list
- Sandford Awards list.

You may be able to access help and support from other partners in putting together your School Trips Programme. For example, the Outdoor Education Advisors Partnership (OEAP) has a network of Advisors in every local authority. They may already have a relationship with your Education Visits Co-ordinator. You can also access support from the Foundation's Schools Programme Manager.

What costs are eligible within the Grant Agreement?

1. transport

2. supply teacher or admin time to arrange the trip

3. teacher cover required to run the trip

4. additional staffing cost to attend and support the trips

5. tickets and workshops provided by high quality venues and organisations

6. refreshments (e.g. dinner for any overnight trips, ice creams on a theatre trip)

7. Some CPD to support teachers to select and run high quality visits. The Schools Programme Manager, Clore Duffield Foundation can advise how to access this.

We will not fund:

- theme park visits
- trips to professional sporting fixtures
- residentials (costs of overnight stays where necessary may be considered to facilitate further away trips),
- inter-school team sports events and competitions
- trips outside the United Kingdom
- trips to universities or careers fairs
- first aid training
- outdoor clothing required for school trips, although it may be considered if it would prevent any pupils going on a trip
- forest school training for onsite school delivery
- trips to swimming classes

How much money can my school apply for?

Below we have outlined the amount of grant available, however, please note, this is indicative only as will depend on the size of your school.

- £6,357 per class/form group at Primary school level (six visits a year) multiplied by the number of classes/forms in your school. E.g. a two-form entry Primary school with 14 forms across all years could apply for up to £89,000 for a one year programme.

- £3,441 per class/form group at Secondary school level (three visits a year) multiplied by the number of classes/forms in your school. E.g. a Secondary school with 53 form/classes in total across all years could apply for up to £183,000 for a one year programme.

Is the funding eligible for EYFS?

The funding is for pupils in Key Stages 1, 2, 3, 4 & 5. The funding cannot be used for pupils attending nursery.

Can the Grant be used to fund residentials?

No, the grant can only be used to fund day visits, however, if an overnight stay is necessary to facilitate a trip, this may be considered.

For full details of the types of trip the Grant can fund please read the Grant Guidance.

Does every pupil need to go on all 3/6 trips?

Yes, you must put together a programme of trips for every pupil on roll. The programme must plan for every pupil to take part in all 3 or 6 trips. We recognise there may be some drop out due to attendance on the day. We would encourage schools to support pupils or families of pupils to feel confident in pupils attending all trips. The Foundation has created a free resource to help support parents and carers who may be feeling anxious about attending a trip. Available to download from our website.

Can the funding be used to put towards staff training and CPD?

Yes, if training or CPD is necessary for your staff who will be planning and leading school trips, then some of the funding can be used towards this. This must be approved by the Clore Duffield Schools Programme Manager in advance.

Can the Grant be used to fund staff planning time and cover?

Yes, a small proportion of the Grant may be used to cover staff planning time and cover. This must be approved by the Clore Duffield Schools Programme Manager in advance.

If my school is successful...

If my school is successful, will we get the amount we asked for?

Upon receipt of all applications, we will need to balance the funding envelope across prospective schools and so we may offer you a smaller amount than you applied for however, it will still allow you to undertake the required 6 trips for every pupil at Primary level and 3 trips for every pupil at Secondary level. Please do not proceed with paying for any trips/ travel until the final funding

amount has been agreed in writing by the Schools Programme Manager and the Letter of Agreement is in place.

If my application is successful, how and when can I expect to receive my payment?

The grant payment will be made at two points during the funding period. Your school will receive 90% of the funding amount once your School Trips plan has been approved by the Clore Duffield Foundation Schools Programme Manager (Summer 1). The final 10% of your budget will be released when:

- your programme of visits is complete
- you have submitted a final financial report with evidence of spend using the template provided by the Foundation
- we receive a report that details how well learning objectives were achieved through each trip
- students and teachers have completed evaluation as agreed in the Letter of Agreement
- the headteacher and Grant Programme Lead participates in an online reflection workshop with our evaluators on the process and experiences of this programme
- one image of each Year Group on a trip with permission for the Clore Duffield Foundation to use for press and marketing purposes has been provided

We will be in touch to confirm your banking details ahead of payment. A provisional payment schedule will be included in your Letter of Agreement.

Do you have a contract with Schools (grantees) and are there reporting requirements?

All grantees will be expected to sign a Letter of Agreement covering what the grant may be spent on, when the grant might be received, reporting and evaluation requirements. The Letter of Agreement must be signed by the Headteacher and another member of the Senior Leadership Team or senior representative of the Multi Academy Trust or Federation (if applicable). You will be required to report on your project using the Reporting Templates provided by the Schools Programme Manager.

If successful, will my school be required to take part in any evaluation?

Yes, all schools who are successful will be required to take part in evaluation. Full details of the evaluation requirements will be outlined in the Letter of Agreement.

Do we need to provide any images of the pupils on school trips?

Yes, schools must provide at least one image of each Year Group on a trip with permission for the Clore Duffield Foundation to use on their website or other dissemination purposes. Schools will be responsible for obtaining photo permission from any pupils included in the images.

I still have a question

For further information, a copy of the Grant Guidance can be found here

Please feel free to contact the Schools Programme Manager at schools@cloreduffield.org.uk