



## School Trips Grant

### Frequently Asked Questions

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## Eligibility

### Which schools are eligible to apply for the funding in Year 1?

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

- be based in one of our eligible local authority areas of Blackpool and Cornwall or be a school in Portsmouth with an existing partnership with the Clare Duffield Foundation
- be a government-funded school – your school must not be a fee-paying school
- have over 25% or more free school-meal eligible students
- 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)

We are therefore inviting schools in **these local authority areas only** to apply for this first round of funding.

- Blackpool Council – list of [schools in Blackpool](#)
- Cornwall Council – list of [schools in Cornwall](#)

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 will not be eligible to apply for this pilot grant.

## **The Application Process**

### **What is the deadline for applying?**

The deadline for applying is 18:00 on Friday, 31 January 2025.

### **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.

If successful, you will then be expected to work up a detailed trips plan, including names of venues and organisations and submit this to the Schools Programme Manager by 2 May 2025. Please note, schools will not be expected to work on their detailed trips plans over the Easter holidays.

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

We are hosting two information webinars for schools on the 13 and 14 January 2025, 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, Cara Williams, at [schools@cloreduffield.org.uk](mailto: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 10 March 2025.

### **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
- we receive a report that details how well learning objectives were achieved through each trip
- you submit a closing statement of 500 words that tells us whether and how your schools' offer has been transformed.

- the headteacher, SLT lead, Grant Programme Lead and small group of students completes a half-hour interview with our evaluators on the process and experiences of this pilot programme,
- one image of each Year Group on a trip with permission for the Clore Duffield Foundation to use on their website 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 within the first year of the Grant should use the funding during the 2025-26 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.

### **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 to share learnings if one of their schools is successful in securing a grant.

## What kind of trip does the funding cover?

Schools could consider trips to major regional and national museums, galleries, theatres, heritage sites; 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 and built heritage or industry and more rural places of interest or beauty, including the seaside and national parks.

We will not fund:

- theme park visits
- trips to professional sporting fixtures
- residential (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

## 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.

## 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

6. refreshments

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
- residential (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

### **Can the Grant be used to fund residential?**

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](#).

### **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.

### **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.

### **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 2). 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
- we receive a report that details how well learning objectives were achieved through each trip
- you submit a closing statement of 500 words that tells us whether and how your schools' offer has been transformed.
- the headteacher, SLT lead, Grant Programme Lead, and small group of students completes a half-hour interview with our evaluators on the process and experiences of this pilot programme,
- one image of each class on a trip with permission for the Clore Duffield Foundation to use on their website 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 and two senior representatives of the Local Authority or the Academy chain (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. The Grant Programme Lead must take part in a short initial interview with the Grant evaluator. The Headteacher, SLT lead, Grant Programme Lead, and a small group of students must agree to a half-hour evaluation interview at the end of the funding programme with the Grant evaluator.

### **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, Cara Williams, at [schools@cloreduffield.org.uk](mailto:schools@cloreduffield.org.uk)