

## Buses for Bairns Transport Assistance – Application Form

<b>School Name:</b>	
<b>Address:</b>	
	<b>Postcode:</b>
<b>Telephone Number:</b>	
<b>Email address:</b>	
<b>Head Teacher:</b>	
<b>Contact Name:</b>	
<b>Date of Proposed Visit:</b>	
<b>Name of Property:</b>	
<b>Study Topic:</b>	
<b>Class(es) (eg. P1, P2/3):</b>	
<b>Total Number of Pupils:</b>	
<b>Educational Membership?</b>	<b>Yes</b> (please provide membership number) ..... <b>If NO, would you like further information sent to you? YES/NO</b>
<b>Website:</b> <a href="http://www.ntslearning.org.uk">www.ntslearning.org.uk</a>	<b>Are you aware of the National Trust for Scotland's Learning website? YES / NO</b> <b>Have you ever used the website? YES / NO</b>
<b>Total cost of Transport:</b>	

1. Schools must apply before a visit to a Trust site.
2. The scheme relies on donations. During periods of high demand, we cannot guarantee that your school will receive a subsidy. It is on a 'first come, first served' basis. (Apply as soon as you can.)  
**What to do:**
3. Complete the application form and return to Learning Services at the address below (by post or by email).
4. A letter will be issued within 2 weeks advising whether you have been successful and the amount that will be offered. This amount will not exceed £100.
5. Following your visit, please send a school invoice for the awarded amount to Learning Services with a copy of your receipted invoice from the coach company as proof of cost.
6. A BACS payment will then be issued to your school.

**Please return completed forms to:** Learning Services, Hermiston Quay, 5 Cultins Road, Edinburgh EH11 4DF **or by email to:** [learning@nts.org.uk](mailto:learning@nts.org.uk)

The National Trust for Scotland, as a data controller, is committed to protecting your personal data. We will process any personal data provided on this form for the purposes of processing the travel subsidy application and contacting you regarding your application and visit. Further information about how we handle your personal data and your rights, can be found in our Privacy Policy at [www.nts.org.uk/privacy-data-protection](http://www.nts.org.uk/privacy-data-protection).