



Art Explora Time Odyssey

Transport Grant application form

Please complete all sections. Incomplete forms will be returned and will result in a delay to payment. Please return to timeodyssey@artexplora.org once completed, along with the invoice and receipt for your travel costs.

Conditions of Payment of a Time Odyssey Transport Grant

1. Transport Grants are for transport to your local participating museum for a Time Odyssey visit by coach only. A list of participating Time Odyssey partner museums can be found on the Art Explora website. A Transport Grant can only be used for the Time Odyssey museum experience.
2. Schools must make their booking for a Time Odyssey visit with their local museum and book their coach travel before applying for a Transport Grant.
3. To claim your travel grant, please **complete this application form**, and **attach an invoice** from your school **addressed to Art Explora** for coach costs accompanied by **proof of travel** i.e. a receipt or invoice from the coach travel provider.
4. Transport Grant **payments will be made in arrears after the Time Odyssey visit has taken place**. Art Explora will confirm with the participating museum that a Time Odyssey visit has taken place, and upon this confirmation the grant will be processed. Art Explora will reimburse the school within 30 days after the visit has taken place. **No payments are made directly to coach travel providers**.
5. Transport Grant payments are made for coach transport costs related to a Time Odyssey visit on the specified date only and cannot be transferred to any other visit or for any other purpose.
6. Transport Grant payments are up to **£500 per coach**. Schools may apply for the cost of their coach travel up to £500. Any cost above this amount must be covered by the school. Schools may apply for more than one coach per visit.
7. Schools must have **completed their Transport Grant claim within three months of their Time Odyssey visit**. Claims submitted after this period will not be accepted.
8. A school may apply for up to three Transport Grants per school year, a maximum of £1500 in total; for example, in the case of a three-form entry school wishing to send an entire year group on a Time Odyssey trip. In the case of applying for multiple Transport Grants to cover multiple classes for a single visit, please indicate the number of classes applied for and the total amount applied for up to a maximum of £1500.
9. Schools may apply for a grant to cover public transport costs, where coach travel is not necessary. In this case, please contact timeodyssey@artexplora.org.
10. Transport Grants are being prioritised to support state schools who have never visited the participating museum before or have not visited in more than 2 years due to financial barriers. Fee-paying schools are not eligible for a Transport Grant but may book a Time Odyssey visit.



I confirm I have read and agree to the above: YES NO

School Details	
School name	
School address	
Contact name	
Contact number	
Bank account sort code	
Bank account number	
Has your school previously applied for a Time Odyssey travel grant?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give the date/s and number of grants received	

Visit Details	
Name of participating museum	
Has your school ever visited this museum before?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Date of Time Odyssey visit	/ /
Number of classes booked	
Number of students booked	
Year group	
Name of coach transport provider	
Total cost of coach transport	

Declaration	
I confirm all details above are accurate. Signature:	
I am authorised to apply on behalf of the school named	





above. Your name and job title:		
Date of form completion	/	/

Evaluation and GDPR		
I agree to be contacted by email following the Time Odyssey visit for purposes of evaluation	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Would you like to subscribe to the Art Explora newsletter?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

By ticking this box and submitting this form, you consent to us storing your responses and using this information for the purpose of the Time Odyssey programme.

Your information will not be used for any other purpose.

*** To claim your travel grant, please ensure you attach to this application form an invoice from your school addressed to Art Explora for coach costs accompanied by proof of travel i.e. a receipt or invoice from the coach travel provider.**

Please send the documents directly to: timeodyssey@artexplora.org alongside this application form.

Please note schools must have completed their Transport Grant claim within three months of their Time Odyssey visit. Claims submitted after this period will not be accepted.