



Created in partnership



The British
Museum

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. 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.
8. 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.
9. 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

Print Name:	
Signature:	
Date:	

Please return to timeodyssey@artexplora.org once completed

Optional: I agree to be contacted by email following the Time Odyssey visit for purposes of evaluation (please delete as appropriate) YES / NO

GDPR

By circling 'yes' and submitting this form, you consent to us storing your responses and using this information for the purposes of the Time Odyssey programme.

Your information will not be used for any other purpose.