

MUSA Young Artist Award

Travel subsidy application form information sheet

In order to support schools wishing to visit MUSA for a MUSA Young Artist Award workshop we're offering to fund up to two-thirds of your transport costs.

To apply for funding read the terms and conditions found below and complete the form on the following page. You can return the form in one of the following ways:

1. By post to:

Matt Sheard
Museum Collections Unit
University of St Andrews
87 North Street
St Andrews
KY16 9AE

2. By email to:

museumlearning@st-andrews.ac.uk

Applications must be received by 31st January 2018.

We only have a limited pot of money and decisions about who to fund will be based on the distance a school has to travel, the deprivation levels in the school's catchment area and the number of pupils the school will bring relative to the cost to us. If you are able, it may be beneficial to request less than the full two-thirds of the total cost as this may mean you are more likely to receive funds. If you need the full two-thirds, however, please don't be put off from requesting it.

To make the most of your subsidy you may want to bring two classes on the same day and combine your trip to MUSA with a visit to somewhere else in the area. You can find suggestions on the FAQs page of the MUSA Young Artist Award website.

Please note that funding is limited and applicants are not guaranteed funding. Applicants will be informed of decisions regarding funding by 2nd February 2018.

MUSA Young Artist Award travel subsidy application

Terms and conditions

By applying for a MUSA Young Artist Award travel subsidy you agree to be bound by the following terms and conditions.

Eligibility

1. All schools visiting MUSA to participate in a MUSA Young Artist Award workshop are eligible to apply for this travel subsidy.
2. Pupils may participate in other activities during their time in St Andrews but all pupils must, as part of the trip, participate in a MUSA Young Artist Award workshop.

Applying

3. Only one application is permitted per school per year.
4. Applications should be submitted in one of two ways:

By post to:

Matt Sheard
Museum Collections Unit
University of St Andrews
87 North Street
St Andrews
KY16 9AE

By email to:

museumlearning@st-andrews.ac.uk

5. Applications must be received no later than 5pm on 31st January 2018.
6. Schools may apply for **up to** two-thirds of the cost of their transportation. A quote from the transport provider that the school intends to use should be included in the application.

Funding decisions

7. Applying for a MUSA Young Artist Award travel subsidy does not guarantee that you will receive funding.
8. Decisions on funding will be decided, at their absolute discretion, by the Museum Collections Unit at the University of St Andrews. Their decision will be final and no correspondence shall be entered into by the University of St Andrews.

9. Funding decisions will give consideration to three criteria:
 - a. The distance a school has to travel
 - b. How effective the funding will be based on a cost to pupil number ratio
 - c. The relative deprivation of the school's catchment area.
10. Applicants will be informed of the decision by 2nd February 2018.
11. Schools may be offered a reduced sum than that for which they have applied.
12. Your award is not confirmed until you have received a confirmation of workshop booking(s) from the University of St Andrews. This will detail the amount you have been offered.

Claiming an award

13. Schools must pay the relevant travel provider in advance of receiving the funding. The University of St Andrews will pay the subsidy directly to the school upon receipt of:
 - i. A completed claim form
 - ii. A copy of receipt of payment from the travel company
 - iii. Entries to the MUSA Young Artist Award.
14. In the event that entries to the competition are not received then payment will not be made to the school.
15. With the exception of cancellation on the part of the University of St Andrews, payment will not be made in the event that the school does not attend all the MUSA Young Artist Award workshops that they have booked for that year. This includes cancellation arising from events outside the control of the school.
16. Payment will be made **up to** two-thirds of the cost of travel. In the event that the cost of travel is less than expected and that as a result the amount awarded is more than two-thirds of the actual cost of travel then only two-thirds of the actual cost will be reimbursed and not the full award.
17. Payment will only be made up to the amount awarded as detailed in your confirmation letter. Additional payments will not be made in the event that travel costs are higher than expected.

Liability

18. The University of St Andrews is not liable for injury or financial loss as a result of you accepting this subsidy. The University will not enter into disputes between the school and third parties, including transport providers.

MUSA Young Artist Award

Travel subsidy application form

Teacher's name: _____

School name: _____

School address: _____

Contact telephone number: _____

Contact email address: _____

Quote from transport provider: _____

Transport provider: _____

Subsidy amount requested: _____ Number of pupils attending workshops: _____

I would / would not* be willing to accept a smaller amount of money than that requested.

* Delete as applicable

Signed: _____ Date: _____

I confirm that I have read and agree to the terms and conditions.