Travel Bursary Guidelines

What is the purpose of the Bursary?

The bursary is available to assist with travel expenses to support attendance by heritage organisations to a Resourcing Scotland's Heritage event where travel costs would otherwise prevent volunteers / staff attending. The award of a bursary is discretionary and will not necessarily meet your full costs.

Who can apply?

The bursary is open to all volunteers or staff of heritage organisations in Scotland that wish to take part in a Resourcing Scotland's Heritage event. Priority is given to:
- Staff and volunteers based in rural locations where travel and accommodation costs of attendance would be prohibitive
- Volunteers in small organisations

How much can I apply for?

Bursaries for travel will be based on either bus or second class rail fare (ticket or receipt must be attached to the claim form) **or** on a mileage rate of 30p per mile (receipts not required for mileage claims). Bursaries will be based on the most cost effective method of travel. Flights will be considered from Orkney, Shetland and the Western Isles, and where it can be shown that flying is the most cost-effective method.

We are not able to cover subsistence costs.

Bursaries may be applied for each event that you attend. There is no limit to the number of applications you can make.

How do I apply?

Prior to the course...
If you would like to know if you will be awarded a bursary in advance of attending the course, please complete the Bursary Application Form and email it, with proposed travel costs, to info@scotheritage.org

The application will be assessed and you will be notified of the outcome in advance of the course date. If successful you will be required to submit receipts / tickets before payment is made.

After the course...

If you would like us to consider an application for support after the course, you will have 1 week after the course date in which to complete and return the application form along with receipts / tickets.

Application forms can be:

- Emailed to info@scotheritage.org when booking a course place
- Collected in person on the day of the course (please request this at time of booking)
- Downloaded from our website
- Submitted up to 1 week after the course date

Completed applications forms?

Completed application forms should be posted along with receipts / tickets after the course to:

RSH Project Manager
c/o Arts & Business Scotland
11 Abercromby Place
Edinburgh, EH3 3LB

You will receive an email informing you of the decision and any payment will follow.

BACS is the preferred method of payment, Cheques can be issues to your organisation if required.

For further information on this scheme, please contact RSH Project Manager
info@scotheritage.org or 0131 556 3353

Resourcing Scotland's Heritage
Travel Bursary Application Form

Event Details

Title	
Date	

Details of Payee

Name of Participant	
Name of Payee *(if different)*	
Position	
Name of organisation	
Address	
Are you a	Volunteer / Full-time employee / Part-time employee / *

Claim Details

Mode of Travel *(this should be based on the most cost effective method of travel)*			Bus / Rail / Plane *	
From:		to:	Fare	£
Mileage *(calculated at 30p per mile)*				
Distance		Miles x 30p per mile		
Amount claimed	£			

Reason for Applying

Please provide a brief statement in support of your application:

Payment Details

Please pay my travel bursary by BACS transfer	
Account Name	
Organisation	

Account Number	
Sort Code	
Please pay my travel bursary by Cheque, payable to	
Name	
Organisation	
Address	

* *Please delete as necessary*

★ **All Receipts must be attached** ★

For office use only –

Travel receipts checked:		
Amount payable for travel:		£
Total:		£
Authorised by:		**Code :**		**Date:**	