



# Environmental Education Transport Fund Application Form

Read the guidelines on page two, then fill out this form and email to [education@horizons.govt.nz](mailto:education@horizons.govt.nz) & we will be in touch to let you know if your funding application has been successful.

## School Details:

School:

Teacher:

Address:

Phone number:

Email:

District:

- Ruapehu
- Whanganui
- Rangitikei
- Tararua
- Manawatū
- Horowhenua
- Palmerston North

## Field Trip Details:

Date:

Number of students:

- Manawatū Estuary
- Te Āpiti – Manawatū Gorge
- Tōtara Reserve
- Pūkaha National Wildlife Centre
- Otorohanga Kiwi House
- Bushy Park Tarapurui
- Central Energy Trust Wildbase Recovery Centre

## Transportation Details:

- Bus
- School van or other school transport
- Private car

Full cost of transport: *(Please attach copy of quote)*

How much are you applying for? *(you are able to apply for up to \$500)*

# Fund Guidelines

This fund supports school to explore some of our region's iconic sites.

## Who can apply?

Schools or ECE Centres in the Horizons Region who are taking a field trip to one of our regions iconic sites that include:

- The Manawatū Estuary
- Te Āpiti – Manawatū Gorge
- Tōtara Reserve Regional Park
- Pūkaha National Wildlife Centre
- Otorohanga Kiwi House
- Bushy Park Tarapurahi
- Central Energy Trust Wildbase Recovery Centre

## How much can I apply for?

Schools can apply for up to \$500 (excluding GST), between the 01 July -30 June annually. The funds can be used towards bus transport or petrol towards school van transport (should you have your own transportation – we pay up to .55cents per km)

The bus fund is open all year or until all funds have been allocated.

## What information do you need for payment?

Once your application has been accepted we will check to see if you are set up in our finance system. If you are not we will send you a new creditor form which you will need to complete and send back to us with proof of your bank account details to [accounts@horizons.govt.nz](mailto:accounts@horizons.govt.nz).

We will provide you with a purchase order number. You will need to book and pay for your transport directly with the bus provider and send us your completed invoice to [accounts@horizons.govt.nz](mailto:accounts@horizons.govt.nz) for reimbursement. If you are claiming back petrol please provide us with an invoice with the total km distance travelled return per vehicle)

Please make sure your invoice is made out the Horizons Regional Council and contains the following information:

- PO Number
- GST number
- Breakdown showing the GST portion of your payment separately

## Do I need to provide a report after our field trip?

We don't require an official report from you, however we would like to hear how your field trip went, so once you get back please send us an email with some details of what you did and a few photos that we are able to share on our social media channels and in newsletters.