

TRANSPORT FUND APPLICATION FORM

School	Class/Room
Address	Year(s)
	Decile
Booking Contact	Phone (Term Time)
Email	
Trip Supervisor	Supervisor Mobile
Email	
Have you already booked your tickets with TICKETMASTER?	YES NO
What is the total cost of travel for the bookings?	\$
How much money are you requesting from the Transport Fund?	\$
How many individual students do you intend to bring?	No.
Please circle method of transport: Hired Bus Public Transport Other, please specify:	
Is there anything else we should know?	
HAVE YOU ATTACHED AN ESTIMATE OR QUOTE?	YES NO

APPLICATIONS CLOSE: FRIDAY 5 MARCH
NOTICE OF OUTCOME OF APPLICATION: WEDNESDAY 10 MARCH

Office Use Only: Transport Fund Applicant	
Date Received	/ / 21 No.
Response Sent	/ / 21
Travel Reimbursement Amount	\$
<i>Invoices for Transport Grants to be received by Friday 4 June</i>	
Invoice for Grant Received	/ / 21
Invoice Paid \$	/ / 21

Please complete all sections of the form and email, along with a copy of your transportation quote, to: schools@writersfestival.co.nz

Applications are assessed on a needs basis. Successful applicants will be required to submit an invoice by 4 June in order to receive their funds. If you wish to apply for help towards the cost of transport, please complete the details above. Supported by The Potter Masonic Trust.