



## He Tohu Travel Fund for Schools Application Form

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Please forward the completed form to:

The Foundation Manager  
Te Puna Foundation  
PO Box 1467  
Wellington 6140

Phone: (04) 474 3009  
Email: [info@tepunafoundation.org.nz](mailto:info@tepunafoundation.org.nz)  
Website: [www.tepunafoundation.org.nz](http://www.tepunafoundation.org.nz)

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**Note:** This application form consists of 2 pages. All sections must be completed  
This form, accompanied by your proposed travel itinerary, must be submitted

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### School Information

School Name

Name of Principal

Postal Address

School Telephone Number

School E-mail Address

School Website

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Have you applied for funding before? If so, when?  
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### School Contact Person

Name

E-mail Address

Mobile telephone

Have you made a booking to visit the Exhibition and Learning Programme in Wellington?

Have you made a booking for a Learning Programme at He Tohu Tāmaki in Auckland?

## Visit to Wellington or Auckland Central

Arrival Date

Date of Visit to *He Tohu*

Time of Visit to *He Tohu*

Total Number of Students  
Visiting

Number of Adults

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Please enter the number of students from each year level attending the visit

Year 5

Year 6

Year 7

Year 8

Year 9

Year 10

Other

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Number of Parents/  
Caregivers with the Group

Number of Teachers with  
the Group

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Is this your Schools first  
visit to Wellington or  
Auckland Central?

How often does your school  
come to Wellington or  
Auckland Central?

How far is your school in  
Kilometres from Wellington  
Central or Auckland Central?

Use the 'distance calculator' hosted by AA Travel : <http://www.aatravel.co.nz/main/time-distance-calculator.php>

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How did you find out about Te Puna Foundation's *He Tohu* Travel Fund for School?

Tell us about your school  
For example: geographical location, decile rating, student population

*Please take the time to read the FAQs on the following pages before submitting your application.*

## Frequently Asked Questions

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### Who can apply for Assistance?

All primary and secondary schools in New Zealand are eligible to apply for travel assistance to visit the exhibition in Wellington or the learning space in Auckland.

The level of assistance will be based on a graduated scale according to the distance in kilometres from the school to Wellington or Auckland CBDs. Priority will be given to schools:

- furthest away from Wellington or Auckland
- that exhibit a special need or exceptional circumstances
- with students participating in either of the programmes for the first time

### How many students are eligible for funding?

Funding is available for:

- up to 38 Students as well as 2 accompanying parents per school
- other school groups on a case by case basis
- Students should preferably be attending years 6 to 11 but all applicants will be considered.

### How do I book to attend a He Tohu Learning Programme?

Te Puna Foundation only manages applications for travel assistance to attend the Learning programmes.

All enquiries and bookings to attend the He Tohu Exhibition and Learning Programmes are made directly to the Programmes team at the National Library in Wellington on this email address [bookings@hetohu.nz](mailto:bookings@hetohu.nz) or the He Tohu Tāmaki team at [servicestoschools@dia.govt.nz](mailto:servicestoschools@dia.govt.nz)

Further information on the Programme can be found here <https://natlib.govt.nz/he-tohu/learning/school-visits>

### How do I calculate the distance from my school to the Wellington or Auckland CBDs?

Using the travel assistance scale, use the “distance calculator” hosted by AA Travel in the link below to calculate your schools distance from Wellington or Auckland CBDs.

<https://www.aa.co.nz/travel/time-and-distance-calculator/>

#### **KMs from Wellington or Auckland CBDs**

Up to 200 = Up to \$25 per Student: Up to \$50 for two accompanying parents

Up to 400 = \$40 Per Student: \$80 for two accompanying parents

Up to 600 = \$60 per Student: \$120 for two accompanying parents

Up to 800 = \$80 per Student: \$160 for two accompanying parents

Over 800 = \$100 per Student: \$200 for two accompanying parents

### How do I apply for funding?

All applications must be on the Official Application Form which is available to download from the ‘Apply Now’ button at the top of this page.

A copy of the planned Travel Itinerary for the visit must be attached to the application form. All sections of the application form must be completed and signed by the School Principal.

The subsidy is only available to those who wish to participate in the National Library’s He Tohu Exhibition & Learning Programmes provided by the in-house Programme teams.

**Schools may apply for assistance only once per calendar year and the visit to He Tohu must take place within twelve months of an application being approved.**

**Applications to the He Tohu Travel Fund will be considered four times each year.** Closing dates for each round of applications will be 31 March, 30 June, 30 September and 31 December, for visits in each following quarter.

Applications, accompanied by the proposed travel itinerary, **MUST** be submitted via email to the Foundation at [info@tepunafoundation.org.nz](mailto:info@tepunafoundation.org.nz) no later than six (6) weeks prior to the intended visit to He Tohu.

If posting, please address to:

The Foundation Manager  
Te Puna Foundation  
PO Box 1467, Wellington 6140

## Who considers the Applications?

The Foundation Manager will assess all applications and then make recommendations to the Board of Trustees according to funds available at any one period.

The Board will make its decision based on the schools application and may consult with other agencies or organisations, as appropriate.

The Boards decision will be final and no correspondence will be entered into once decisions have been made.

## How is the Travel Grant Paid?

The Travel Grant will be paid approximately 30 days in advance of the visit to He Tohu. Funds will be transferred electronically to the School's nominated bank account.

Under no circumstances will any funds be transferred to a private or business bank account.

The School Principal must agree (by signing the Application Form) to refund any funds advanced to the School with 10 days if the visit is cancelled.

## Who will be advised if the application is successful?

The School Principal will be notified of the Foundation's decision via email or telephone.

## What happens if the visit is cancelled?

Should the visit to Wellington or Auckland not proceed on the dates specified, the Foundation must be notified via email immediately and reimbursed within 10 days for any funds allocated to the school.

Te Puna Foundation's Bank account details will be provided to the School in an email to enable a refund to be made.

## What is the duration of the *He Tohu* Learning Programme?

The duration of the He Tohu Learning Programmes are: **Two hours.**