**Arts Alive fully-funded School Residency: claim form**

1. **Learning professional**, please fill in the top part of this form, including the number of pupils and staff present, and pass it on to your artist-in-residence.

2. **Artist**, please fill out the bottom half of this form, **attach any receipts** (**or photos of receipts**) for travel/subsistence, and send the form in to us by post or email. If you’re working in a team of artists, each artist should fill out and submit a separate claim form, just as you would each send a separate invoice.

3**. Evaluation:** We’d be grateful if both learning professionals and artists could fill out the short session diary after each session – this helps us develop the programme and secure its future: <https://www.surveymonkey.co.uk/r/AAresdiary>

**Queries:** email: arts.alive@scottishbooktrust.com; post: Arts Alive School Residencies, Scottish Book Trust, Sandeman House, 55 High Street, Edinburgh, EH1 1SR.

## SCHOOL INFORMATION – to be filled in by the school leading the residency

School:

Name of co-ordinator:

Which artist is this claim form for?

How many session fees for the named artist is this form for?

How many pupils and staff attended each session/s? Please list separately if claiming multiple sessions e.g.

*Date – 25 pupils, 3 staff*

*Date – 32 pupils, 5 staff.*

Learning professionals, please now fill in the very quick session diary for each session: <https://www.surveymonkey.co.uk/r/AAresdiary>

**Date of session: Date of form (if different):**

## ARTIST INFORMATION

**ARTIST NAME:**

**ARTIST EMAIL:**

**Fee claim:** number of residency sessions\_\_\_\_\_\_\_ @ £175 per session **£**

**Artist evaluation fee** (£10 per session, where surveys are returned): **£**

**Travel:** Rail £\_\_\_\_\_\_ Car (miles \_\_\_@ 45p per mile) £\_\_\_\_\_\_ Other £ \_\_\_\_\_\_ **£**

**Subsistence claim:**  **£**

**Sub-total £**

If VAT registered, fill in your VAT number and calculate VAT against the whole of the sub-total.

VAT No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **VAT £**

**If you are VAT registered you *must* also submit a VAT invoice with your claim.**

**Total with VAT £**

**Print artist name:**

**EVALUATION**

Artists, please now fill in the very quick session diary for each paid session. Thank you! <https://www.surveymonkey.co.uk/r/AAresdiary>

### Guidelines for expenses

The set fee per residency session is £175. To claim expenses, you must provide receipts for everything except mileage.

### Travel

Please use surface transport where less expensive. (Rail: standard class fare only; car @ 45p per mile).

### Subsistence

Please include all receipts for accommodation (up to £50 per overnight stay) and refreshments (up to £25 per overnight stay, or up £10 if no overnight) i.e. a maximum claim of £75 per overnight stay. **We cannot honour your claim unless all receipts are included.**