



Grant Application Guidelines

Please read before completing grant funding request on next page.

Overview

The American Frontier Culture Foundation, the non-profit 501c3 organization whose purpose it is to support the Museum, raises funds each year to provide assistance for school education programs conducted by the Frontier Culture Museum of Virginia. The funds are privately donated and are not part of any state or federal entitlement programs.

The goal of the Trailblazers Field Trip and Outreach Grant Program is to help the Frontier Culture Museum of Virginia reach as many schoolchildren in the state of Virginia as possible. Areas that the Foundation can assist in funding are student admission and transportation.

Please visit <http://www.frontiermuseum.org/education.html> for a downloadable PDF of the educational programs offered at the Museum and for preparatory information that may assist you in applying for your grant. Grant funds are not intended to replace the normal responsibility of the schools, students and parents in paying for programs, and are not guaranteed for the same schools each year.

THE GRANT DECISION

Grant awards decisions are made by a joint Museum/Foundation committee. Please submit your application by the 15th of the month for consideration at the committee's next meeting (e.g. submit by 10/15, decision on first Friday in November). Decisions are made the first week of each month for completed applications.

Based on the grant money available, grant awards are based on the following criteria:

1. How the program meets specific needs of the students
2. Need demonstrated

Once your application has been submitted, Museum staff will contact you to verify that it has been received and ask any follow-up questions, if needed. After committee review, Museum staff will contact the school to provide the funding decision.

THE GRANT AWARD

Should your application be approved, the Foundation will issue an award letter announcing the decision, grant amount, and any further instructions. Logistics specific to your program will be made with education staff at the Frontier Culture Museum of Virginia.

QUESTIONS:

Please contact us with questions or concerns:

By Phone: 540-332-7850

By Email: education@fcmv.virginia.gov

By Fax: 540-332-9989

By Mail: Frontier Culture Museum of Virginia
Attn: Education Grant Program
PO BOX 810
Staunton, VA. 24402

WHAT THE TRAILBLAZERS FIELD TRIP OUTREACH GRANT PROGRAM FUNDS

Student Admission

Student admission costs for:

- field trips (\$3/student)
- classroom outreach (\$3/student)
- virtual programs (\$125/class)

There is no charge for school staff admission.

Note: Additional chaperones accompanying the class on a traditional field trip aren't covered by the grant and will be required to pay their admission in the Visitor Center when they arrive.

Transportation (Traditional Field Trip Only)

Field trip transportation funds may be awarded to schools whose distance is more than 50 miles from the Museum. Please provide estimates or quotes of expected transportation costs to assist the committee in making a funding decision. Your application will not be considered until all information is received.

Note: If full transportation funds are awarded, the school may not visit other sites using the transportation paid for through the grant program without express written permission.

- **School Buses**
 - If school bus transportation is awarded, reimbursement will be made directly to the school district transportation office after the field trip has occurred and an invoice has been submitted to the Foundation.
 - It is the responsibility of the teacher to make this information available to the school district's transportation office and inform them they must submit an invoice to the Foundation for payment. Normal reimbursement is \$1.50 per mile.

Note: No staff costs will be reimbursed.

- **Charter Buses**
 - If charter bus transportation is awarded, it will be based on the quotes submitted with the application.
 - It is the teacher's responsibility to solicit competitive quotes for the application.
 - If approved, the teacher must also reserve the bus after making reservation arrangements.

Note: The grant award is restricted to paying actual field trip transportation costs. The school shall refund any grant where the field trip does not occur.

Transportation Reimbursement

For reimbursement of transportation costs, the Foundation requires documentation of the costs incurred by the school. The reimbursement will be for the amount listed in the grant award letter. The turnaround time on the reimbursement is approximately two weeks.

- The Foundation will issue a reimbursement check to the school for the amount listed in the grant award letter after the field trip has occurred and the necessary documentation received. If paying up front is a concern, in the past, many charter companies have been flexible with receiving payment after the visit. Please check with them when collecting quotes to see if that is an option.
- In certain circumstances, the Foundation may be able to issue a reimbursement check to your school in advance. This is only possible if a signed bus contract is submitted to the Foundation.

Grant Funding Requests

- I am requesting funds for: Student Admission
- virtual program
 - classroom outreach
 - field trip

Notes: School staff admission is free
Non-school chaperone admission is ineligible for grant funds

- Transportation (Only applies to traditional field trips)
If you are seeking transportation assistance, are you able to provide partial funding?
- **No**
 - **Yes**
- If yes, please help us understand the sources of that funding?

Amount? _____

How will the Museum's program meets specific needs of the students?
What are the goals and objectives for this Museum program? What SOLs or other standards will be met?
Describe your need for program assistance (e.g. include school data on free or reduced price meals, Title 1 status):
Have you received grant funds from us in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was your award?
Estimated transportation costs (if requesting). Please send in at least two quotes or estimates. Application will not be considered until all information is received.

I agree to have my students write thank you letters, draw pictures, and/or create a presentation of their experience, what they learned, and what they liked best after our program. Please send to:

By Email: education@fcmv.virginia.gov

By Mail: Frontier Culture Museum of Virginia
Attn: Education Grant Program
PO BOX 810
Staunton, VA. 24402

Reservation is not complete until receipt of confirmation notice.

FOR MUSEUM STAFF ONLY

GRANT FUND AWARDS:

Funds have been awarded for:

Admission

Transportation

Notes:

Notes:

Initials:

Date: