

# PHOENIX ART MUSEUM

## Transportation Grants

2016-2017

### Transportation Grant Process

Phoenix Art Museum Transportation Grants are awarded to subsidize transportation to and from Phoenix Art Museum for eligible schools. Awards are intended as reimbursement for funds actually paid by the school, and will be processed after your field trip, upon our receipt of a copy of invoice from your transportation provider. Grants may not cover the entire cost of your busing.

The priority application deadline for the 2016-17 school year is November 4, 2016.

Complete the application and submit by the priority deadline for field trips occurring any time during the 2016-2017 school year. Applications received by the priority deadline will be eligible for reimbursement according to the following schedule:

- 100% of actual transportation cost (maximum \$300 reimbursement per trip) for Title I designated schools.
- 50% of actual transportation cost (maximum \$150 reimbursement per trip) for non-Title I designated schools.

### Selection and Notification

Due to high demand, there may not be adequate funding to award all eligible applicants. Applications received after the priority deadline will be considered based upon available remaining funds. If your school is selected to receive funding, you'll be notified by e-mail within 4 weeks of our receipt of your application. You are not guaranteed funding until you receive written approval.

### Schedule your Fieldtrip

You can apply for a transportation grant before scheduling a field trip. For best availability of dates, schedule your field trip as early in the school year as possible. Daily student capacity is limited, and visits during popular times and special exhibitions fill early. Scheduling a docent-led tour requires a minimum of three weeks advance notice.

### Important Details

Schools are limited to a maximum of 2 grants, per school, per academic year. Only Arizona-based schools are eligible. Grant monies will be disbursed following your field trip and upon our receipt of invoice from the transportation provider. Ensure this invoice includes your school name, address and date of the field trip. Submit this to the museum within 30 days of your field trip.

**Mail to:** Phoenix Art Museum  
Education Department  
1625 North Central Ave. Phoenix, AZ 85004-1685

**Fax:** (602) 307-2001  
**Email:** Education@phxart.org

Please allow up to 4 weeks processing time following our receipt of invoice. Check will be mailed to the address provided on your application. Phoenix Art Museum cannot accept responsibility for paying a transportation provider directly.

Field trip cancellations or date changes less than two weeks prior to scheduled field trip date may result in forfeiture of awarded grant. Phoenix Art Museum cannot be responsible for any expenses resulting from cancelling or changing a scheduled field trip. Applications must be approved by school administration prior to submitting.

Please see <http://www.phxart.org/education/educators> for updates and announcements regarding transportation grants.

School \_\_\_\_\_

Date rec'd \_\_\_\_\_

# Transportation Grant Application

2016-2017

Limited funds are available to help cover transportation costs for school groups who would otherwise not be able to visit the Museum. Reimbursement is **not guaranteed** until you receive confirmation of award, and may not cover entire cost of your bus.

## ► REQUIREMENTS

### Prior to fieldtrip

1. Complete this application and submit it to Phoenix Art Museum
2. Receive emailed notification of approval

### After fieldtrip

1. Submit copy of transportation invoice within 30 days of field trip (ensure it includes school information and date of visit).
2. Reimbursement will be processed within 4 weeks of receipt.

School name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip code \_\_\_\_\_

Field trip coordinator \_\_\_\_\_ Email address \_\_\_\_\_

Title I eligible?  YES  NO School is:  Public  Charter  Private

Has field trip been scheduled?  YES: Date of field trip \_\_\_\_\_ Order # (from confirmation email) \_\_\_\_\_  
 NO (field trips require 3+ weeks' notice: [www.phxart.org/education/bookaprogram](http://www.phxart.org/education/bookaprogram))

Anticipated # students \_\_\_\_\_ / # adults \_\_\_\_\_ / # busses required \_\_\_\_\_ / Est. cost per bus \$ \_\_\_\_\_

Additional comments: \_\_\_\_\_

Upon receipt of award, mail check to:  School address listed above -OR-

Mail to \_\_\_\_\_ Attn. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

## IMPORTANT

Signatures acknowledge acceptance of the terms of this Transportation Grant. Schools are limited to a maximum of two grants per academic year. *This application does not guarantee school will receive funding.*

\_\_\_\_\_  
Signature of field trip coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of school administrator

\_\_\_\_\_  
Date

### Grant Status (Museum use only)

APPROVED (up to \$ \_\_\_\_\_)  DENIED ( lack funds  school max.  other: \_\_\_\_\_)

Received by deadline |  Title One

Date school notified \_\_\_\_\_  funds held /  recorded /  sent to acct. \_\_\_\_\_

Notes:

Total to be paid:

\$ \_\_\_\_\_