



PHOENIX ART MUSEUM TRANSPORTATION GRANTS

TRANSPORTATION GRANT PROCESS

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. Funds are limited and grants may not cover the entire cost of your busing.

Complete the application and submit for field trips occurring any time during the current school year. Bus grants cover transportation costs, up to a maximum \$300 reimbursement per trip. Title I designated schools receive priority.

SELECTION AND NOTIFICATION

Due to high demand, there may not be adequate funding to award all eligible applicants. Applications will be considered based upon available 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 FIELD TRIP

You can apply for a transportation grant before scheduling a field trip. However, because funds are limited we cannot hold grants for unscheduled field trips longer than 30 days from the date of the grant. 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 five weeks advance notice.

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 the invoice from the transportation provider. This invoice must include the school name, address and date of the field trip, plus the actual cost per mile, number of buses and driver fees charged to the school or district for transporting students to and from the Museum. Invoices from the school will not be accepted. Submit a copy of the invoice 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 your invoice. A check will be mailed to the address provided on your application. Payment will not be made before your field trip. 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 and signed by a school administrator prior to submitting. Please see www.phxart.org/education/educators for updates regarding transportation grants.



TRANSPORTATION GRANT APPLICATION

Phoenix Art Museum is pleased to offer funds to assist with transportation costs for school groups who would otherwise not be able to visit the Museum. Funds are limited and reimbursement is not guaranteed until you receive confirmation of award, and may not cover entire cost of your bus.

REQUIREMENTS:

Prior to the field trip

1. Complete this application and submit it to Education@phxart.org
2. Receive emailed notification of approval

After the field trip

1. Submit copy of the transportation invoice within 30 days of field trip (include 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 (Must be scheduled within 30 days of award notice)

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

Where should reimbursement check be mailed? School address listed above -OR-

Mail to _____ Attn. _____

Address _____ City _____ Zip _____

PLEASE NOTE

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 of funds School max)
 Date school notified _____ Funds held