



For field trips occurring between August 15, 2016 and June 15, 2017

**Big Yellow School Bus Grant** provides up to \$300 to help schools meet the transportation costs of educational field trips to arts institutions and activities in Missouri that are funded by the Missouri Arts Council. Eligible destinations include art museums and music, dance, and theater performances.

Experiential learning through cultural institutions is critical to a child's academic development. These visits help foster creativity and innovation, among the most important skills for students to develop today. Big Yellow School Bus encourages schools to explore and experience all that Missouri's cultural life has to offer.

### **What does the grant fund?**

The Big Yellow School Bus Grant will pay transportation costs for student field trips to approved arts activities including festivals, exhibitions, and performances. The grant does not pay for other related costs including admission fees. Applicants are responsible for making all transportation and destination arrangements.

### **Grant Request**

No match is required for this grant which will pay up to \$300. The amount will be determined by the actual cost indicated on the invoice from the transportation company. Any eligible school may receive one Big Yellow School Bus Grant for field trips occurring between August 15, 2015 and June 15, 2016.

### **Eligibility Requirements**

To be eligible to apply for the Big Yellow School Bus grant the applying school must be a public, private or charter school, Missouri-based, nonprofit, and tax-exempt that provides daily education to K-12<sup>th</sup> grade students. In addition, Community Arts Program grant recipients may apply on behalf of their local schools without affecting their own limited MAC grant opportunities. This is intended to expand the number of schools receiving arts education funds and reduce their grant administration burden.

### **Eligible Destinations and Activities**

Eligible destinations are programs that are funded by the Missouri Arts Council. A list of MAC grant recipients by community can be found here: <http://bit.ly/1NkGn1h>. If you believe your destination is funded by MAC and is not on the list please contact Julie Hale, Arts Education Program Specialist (contact information is on next page). Travel to student competitions and student performances is not eligible. The grant will fund clinics only if the students will attend a MAC funded performance.

### **Application Deadline**

Applications must be submitted by the first Monday of any month, at least six weeks in advance of the field trip. For example, if the field trip occurs November 19, the deadline is the first Monday of October. If the first Monday falls on a holiday, the deadline will be Tuesday. To

encourage advance planning, MAC accepts early applications. Applicants will receive notification of funding within six weeks of the deadline submission.

This grant is not competitive and will be awarded as funds are available.

### **Getting Started**

1. Before you begin the application contact Program Specialist Julie Hale (see below) to discuss the destination and field trip date.
2. To access the online grant system send the following to [julie.hale@ded.mo.gov](mailto:julie.hale@ded.mo.gov):
  - name and title of the grant contact person, • phone number and email address,
  - name of the school district, • name of the school, • FEIN and DUNS#.With this information a profile for the school district and the school will be created. A username and password will be provided for accessing the application form.
3. Make necessary arrangements with representatives at the field trip destination.
4. Before submitting the application public schools should get approval from their superintendent, private schools will need approval from their school principal. If awarded their physical signature would be required at least twice during the funding period.
5. After receiving the username and password, login to complete the Big Yellow School Bus 2017 application.
6. Applications may be submitted early, but must be submitted by the first Monday of the month that is at least six weeks before the field trip.

### **Julie Hale Arts Education Program Specialist**

[julie.hale@ded.mo.gov](mailto:julie.hale@ded.mo.gov)  
314-340-6853  
866-407-4752 (toll free)  
800-735-2966 (TDD)

### **Managing the Award**

All expenses must be paid by the applicant prior to invoicing MAC for the grant money. Once the field trip is completed it is necessary to prepare an invoice and final report for reimbursement. Detailed instructions will be provided with the award letter and grant agreement (contract). All final paperwork must be submitted no later than 30 days after completion of the project.

### **MAC Acknowledgement**

Grantees must upload copies of letters sent to the governor, state representative and senator notifying them of their MAC grant award onto the final report. A sample of a legislator letter may be found here: <http://mac.culturegrants.org/navigation/links/page/sample-documents>. The Missouri Arts Council appreciates any acknowledgement of our funding support to the school community. This may be done in a school newsletter, take home flier, permission slip or web site. The MAC logo is available here: <https://www.missouriartscouncil.org/page/32>.