



For field trips during the 2022-2023 school year

Questions?

Contact [Jenni Ryan](#), Program Specialist for Arts Education, at 314-340-6857.

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.

Big Yellow School Bus grant will pay up to \$300 of transportation expenses for student field trips to educational activities such as exhibitions, concerts and performances. To be eligible, the destination must already receive funding from the Missouri Arts Council. The grant does not pay for other expenses including teacher or administrative time, or 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 for one or multiple field trips. The amount will be determined by the actual cost indicated on the invoice or bill from the transportation company (which must be submitted with the invoice and final report). An eligible school may receive one Big Yellow School Bus grant during the 2022-2023 school year.

The grant is paid with an Electronic Funds Transfer (EFT) into the school bank account. Schools must be registered in the Missouri Vendor System ([registration instructions](#)). Schools that are receiving funds from the state are already registered. [Grants Manager Joan White](#) (314-340-6855) can assist you. Vendor registration can be addressed after the application is submitted.

Eligibility Requirements

- To be eligible the school must be a Missouri-based, public, private, or charter school that provides daily education to PK-12 grade students.
- If private or charter school, it must also be recognized as tax-exempt by the IRS (Internal Revenue Service) and registered with the Missouri Secretary of State as a nonprofit organization.

Eligible Destinations and Activities

- Eligible destinations are programs that are funded by the Missouri Arts Council. A list of MAC grant recipients by community is available in [Excel](#) and [PDF](#). If you believe your destination is funded by MAC and is not shown on the list, please contact [Jenni Ryan](#), Program Specialist for Arts Education.
- MAC will not fund travel to student competitions, student performances, or musical clinics.

Application Deadline

Applications must be submitted by the first Monday of the month that is at least 6 weeks in advance of the field trip. For example, if the field trip occurs April 19, the deadline is the first Monday of February. If the first Monday falls on a holiday, the deadline will be Tuesday.

To encourage advance planning, MAC accepts early applications. Applicants will receive informal 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 [Jenni Ryan](#), Program Specialist for Arts Education, to discuss the destination and field trip date.
2. Make necessary arrangements with representatives at the field trip destination.
3. Before submitting the application, public schools must get approval from their superintendent. Private and charter schools need approval from their school principal (or equivalent position). If awarded the grant, their **electronic** signature will be required for the grant agreement.
4. Locate the FEIN (Federal Employee Identification number) and SAM-UEI (unique 12-digit alpha numeric identification number).
 - Private and Religious-Affiliated Schools: Generally, each school location has its own SAM-UEI number. Follow the directions in the [Guide to Obtaining a SAM-UEI](#). If you have a question about SAM-UEI number, contact [Keiko Ishida](#).
 - School Districts: Each school district has one SAM-UEI number that can be used for all school buildings. Contact the school district administration office for the number. You might ask for the person that handles reporting for Free and Reduced Meals.
5. Use the [How to Register](#) for instructions to register your school district or school (if charter or parochial school) at: <https://missouriarts.smartsimple.com>.
6. Complete the FY23 Big Yellow School Bus grant application at https://missouriarts.smartsimple.com/s_Login.jsp. Consult the [Guide to Using the Grant System](#) for instructions about accessing the application form.
7. 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.

Getting Prepared for Post-Award Activities

- **Detailed instructions** will be provided with the award letter, grant agreement (contract), final report, and invoice.
- MAC will send an email to the authorizing official whose name was entered on the application. The message will include a link to the **Grant Agreement**, and instructions for using the online signature system. The authorizing official must sign the form within 7 days. MAC will countersign the grant agreement, and send you a copy by email.
- **MAC Acknowledgement**
 - Required: Grant recipients must notify the governor, state representative and senator of their MAC grant award. And then provide a copy of these letters with the final report. A sample of a legislator letter may be found [here](#) (scroll to bottom of webpage).

- **Extra Credit:** MAC 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 website. You may download eight versions of [MAC logo](#) in three different formats. JPEG is the most commonly used format. You also may use the phrase, “Financial assistance for this field trip has been provided by the Missouri Arts Council, a state agency.”
- **All expenses must be paid by the applicant prior to invoicing MAC** for the grant money. This means that the school/district must have sufficient cash reserves to pay for the expenses upfront and then wait about 4-5 weeks for reimbursement. Incorrectly completed invoices will delay processing.
- **Once the field trip is completed, it is time for you to prepare the [MAC Invoice and Final Report](#) for reimbursement. All final paperwork must be submitted no later than 30 days after the last field trip.** Exception: The deadlines are different for field trips in May and June.
 - MAC Invoice is due no later than 30 days after the last field trip or Monday, May 22, 2023, *whichever occurs first*.
 - Final Report is due no later than 30 days after the last field trip or July 17, 2023, *whichever occurs first*.
- **Changes:** MAC understands that changes happen. It’s important that you contact [Jenni Ryan](#), Program Specialist for Arts Education, when this occurs. While the changes might seem small to you, problems can occur if MAC doesn’t know about them. Changes may include date and destination of field trip; contact information; mailing address; and authorizing official.

Questions?

Contact [Jenni Ryan](#), Program Specialist for Arts Education, at 314-340-6857.

Big Yellow School Bus Application Questions

Applicant Information

Popular Name, School Name, Department, Art Program or Doing Business As

Are you a new or returning MAC applicant? New indicates that your organization has not applied for any funding at MAC within the last three fiscal years.

NEW: SAM UEI Number. This is a unique 12-digit alpha numeric identification number that is issued at no cost through the federal SAM.gov website.

- Private and Religious-Affiliated Schools: Generally, each school location has its own SAM-UEI number. Follow the directions in the [Guide to Obtaining a SAM-UEI](#). If you have a question about SAM-UEI number, contact [Keiko Ishida](#).
- School Districts: Each school district has one SAM-UEI number that can be used for all school buildings. Contact the school district administration office for the number. You might ask for the person that handles reporting for Free and Reduced Meals.

Type of School or Organization: Public School / Private School / Charter School

Occasionally there are questions about payables or receivables related to your grant. Please provide the name of someone that we can contact with questions.

Accounting Contact Name / Title or Position in School / Phone Number (###-###-####) / Email

Project Information

Date of Field Trip. Must be within the fiscal year, July 1 through June 30.



Additional Dates

Multiple Destinations. If funds are requested to pay for more than one field trip, enter additional dates after clicking on the blue "Additional Dates" button. (MAC will fund multiple field trips; the award will not exceed \$300.)

New Window Text: Additional Dates. Click on the "+" button to start adding additional dates.



Student Field Trip Participation

Student Field Trip Participation. Click on the blue "Student Trip Participation" button to enter the expected number of students at each grade level. Be sure to indicate the total number of students for each grade level.

New Window Text: Click on the "+" button to enter the expected number of students at each grade level that will participate in the field trip. Be sure to indicate the total number of students for each grade level.

Grade Level

Total Students

How many adults will accompany students on the field trip?

Provide the name and address of the school from which the students would travel.

Provide the name and address of the field trip destination.

Provide the name of the organization providing the arts activity.

What is the performance, exhibition or other activity in which the students will participate? How will the activity relate to other school activities in the curriculum?

Budget

What is the estimated cost of transportation for this field trip? The Big Yellow School Bus Grant may reimburse up to \$300. This amount should include only transportation costs. Do not include teacher or administrative costs, or admission fees. Figures will be rounded to the nearest dollar.

What type of transportation will be used? Estimate the distance and time needed for the trip. How is the cost determined?

Attachments

Attachment Instructions

- Clearly title/name the file and provide a description.
- Use .pdf file format, except for the board list which must be an Excel spreadsheet. Alternative file formats include: .doc and .docx.
- Sample documents available [here](#).

IRS Tax Exempt Status Letter

Public School Districts, Public Universities/Colleges, and Public Institutions are exempt from this requirement.

This is required from all nonprofit applicants that have never submitted their IRS Tax-Exempt Status Letter in this system. The letter should include your FEIN number. Link for [Sample Letter here](#).

IRS Form 990

NEW THIS YEAR: Attach the public copy of the most recently submitted Form 990-N (postcard), 990-EZ, or 990. Program Specialists check the Annual Return to determine eligibility at Application and Interim Report submission as well as invoice processing.

Public School Districts, Public Universities/Colleges, and Public Institutions (like state or city agencies or parks and recreation departments) are exempt from this requirement.

Missouri Annual or Biennial Registration Report

Public School Districts, Public Universities/Colleges, and Public Institutions are exempt from this requirement.

Attach the most recent annual or biennial report. This is only required of 501(c)3 organizations. You may download your records online at the Missouri Secretary of State website. Search for your organization at [here](#). Sample documents are available [here](#).

Vendor Input Instructions (This can be addressed after application submission)

- If this is the first time the school has applied to the Missouri Arts Council AND currently does not receive state funding, then the school must register in MissouriBUYS using [these instructions](#). This will enable the state to pay the grant funds by Electronic Funds Transfer.
- If you have any questions about registering or revising your school's MissouriBUYS account, contact the [Grants Manager Joan White](#).

Compliance Statement

By clicking "Submit," I:

- Attest that this document is submitted with the full approval of the board of directors; Attest that the information submitted with this document is correct;
- Agree to meet all administrative obligations of the project funded by the Missouri Arts Council.

Note: The authorizing official's name and title below provides your agreement that the information submitted with this document is correct. Public School District authorizing official is the Superintendent. Private School authorizing official is the Principal

Authorizing Official's First and Last Name

Authorizing Official's Title

Authorizing Official's Email

Authorizing Official's Day Phone

Submitting Person's First and Last Name

Submitting Person's Title

Submitting Person's Email

Submitting Person's Day Phone