



Missouri State Parks Bus Grant Application Guidance

Purpose

The purpose of the bus grant program is to promote natural, cultural and recreational opportunities at Missouri state parks and historic sites. Missouri State Parks offers busing grants to underwrite the cost of field trips for schools and non-profit organizations in an effort to connect children with nature.

Eligibility and Grant Requirements

Public school districts, private schools, charter schools and youth-focused nonprofit organizations with 501(c)3 status are eligible to submit applications. Assistance is available only to schools and organizations located within Missouri.

To maximize funding availability statewide, two grants per school district may be awarded during the initial review. Additional applications may be considered after all awards have been made and upon funding availability.

Funding must be used to underwrite the costs of transporting youth (Pre-K through 12th grade) to a Missouri state park or historic site. Information on eligible fieldtrip destinations can be found on the Missouri State Parks website: mostateparks.com.

Examples of eligible costs include: standard mileage for buses or vans owned by a school or organization, charter bus costs and wage/salary costs for bus drivers. The grant does not pay for other related costs such as admission fees, food, or lodging. Applicants are responsible for making all transportation arrangements.

Applicants must contact the state park or historic site to coordinate field trip activities prior to submitting a grant application.

Grant Request

No match is required for this grant. The applicant may request up to \$500 to cover travel expenses to transport youth to and from an eligible field trip destination.



MISSOURI DEPARTMENT OF NATURAL RESOURCES
 DIVISION OF STATE PARKS
MISSOURI STATE PARKS BUS GRANT PROGRAM

SCHOOL DISTRICT OR ORGANIZATION NAME	MAILING ADDRESS		
CITY	STATE	ZIP	
SCHOOL REQUESTING FIELD TRIP	MAILING ADDRESS		
CITY	STATE	ZIP	

1. APPLICANT PROFILE

TYPE OF APPLICANT (Check one) <input type="checkbox"/> PUBLIC SCHOOL <input type="checkbox"/> PRIVATE SCHOOL <input type="checkbox"/> CHARTER SCHOOL <input type="checkbox"/> NON-PROFIT YOUTH ORG.		FEDERAL TAX ID NUMBER	COUNTY
NAME OF AUTHORIZED OFFICIAL (e.g. superintendent, principal)		OFFICIAL TITLE	
MAILING ADDRESS	CITY	STATE	ZIP
EMAIL ADDRESS	PHONE	FAX	
PROJECT MANAGER (e.g. teacher or field trip coordinator)		TITLE	
MAILING ADDRESS	CITY	STATE	ZIP
EMAIL ADDRESS	PHONE	FAX	
DATE(S) OF PROPOSED FIELD TRIP(S)	NUMBER OF ADULTS ATTENDING	NUMBER OF SCHOOL AGED CHILDREN ATTENDING	BREAK DOWN BY GRADE (e.g. 2nd=16, 3rd=14)

2. FIELD TRIP DESTINATION PROFILE

NAME OF MISSOURI STATE PARK OR HISTORIC SITE TO BE VISITED (PLEASE CONTACT PARK PRIOR TO MAKING APPLICATION.)		
PARK CONTACT	TITLE	DATE OF CONTACT WITH PARK

3. TRANSPORTATION COSTS

TRANSPORTATION TYPE (e.g. school bus, charter bus, van)	TRANSPORTATION COST ESTIMATES (ATTACH SUPPORT DOCUMENTS)
REQUESTED GRANT AMOUNT	_____ Miles X \$ _____ per mile X _____ buses = _____ Subtotal _____ drivers X \$ _____ per hour X _____ hours = _____ Subtotal

4. FIELD TRIP OBJECTIVES BRIEFLY DESCRIBE YOUR OBJECTIVES FOR THIS FIELD TRIP (1-2 Paragraphs)

I hereby certify that the information in this application is true and correct. I further certify that the organization that I represent has sufficient resources to conduct this project while awaiting reimbursement from the Department of Natural Resources.

SIGNATURE OF AUTHORIZED OFFICIAL	DATE
SIGNATURE OF PROJECT MANAGER	DATE

Application Deadlines

Applications must be submitted by email or mail by **February 28, 2020** for field trips planned for the 2019-2020 school year (July 1, 2019 to May 31, 2020). This grant is non-competitive and will be awarded using the following criteria:

- The applicant is an eligible school or non-profit youth organization.
- The applicant's school/organization is located within Missouri.
- Funding request is for transportation costs only (e.g. mileage, fuel, bus driver).
- The applicant is visiting/touring a Missouri state park or historic site.
- The grant application shows evidence that the field trip has been coordinated with Missouri State Parks staff. To encourage advanced planning, Missouri State Parks accepts early applications. Applications will be time and date stamped, and early applications will receive funding priority.
- For grant applications received on the deadline, some consideration will be made for geographic distribution of funds. Grants may be awarded first to applicants in areas of the state that have not yet received funding.

Application Checklist

- Make necessary arrangements with representatives at the field trip destination. A list of state parks and historic sites can be found at: mostateparks.com.
- Obtain a copy of a document that verifies the transportation cost. This could be an agreement with the transportation company, vehicle rental agreement or letter from the school district superintendent or authorizing official.
- Complete the application. Copies of the grant application and guidelines can be obtained online: mostateparks.com/page/55065/outdoor-recreation-grants.
- Submit the application by **February 28, 2020**.

Submit completed applications via email or mail to:

Missouri State Parks
Attn. Business Grant Program
PO Box 176
Jefferson City MO 65102
mispgrants@dnr.mo.gov

Managing awards

Missouri State Parks Bus grants are reimbursed (with an electronic funds transfer) after completion of the fieldtrip and submission of an invoice and New Vendor Registration form (if not already registered as a vendor with the State of Missouri). All expenses must be paid by the applicant prior to invoicing MSP for reimbursement. Additional requirements will be outlined in grant award documents.