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# Missouri State Parks Bus Grant Application Guidance

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## 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 nonprofit 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 grant applications per school district may be awarded during the initial review (only one application per school per field trip will be accepted). 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-12 grade) to a Missouri state park or historic site. Information on eligible field trip destinations can be found on the Missouri State Parks website: [mostateparks.com](http://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.

Applicants must agree that, if awarded this grant, they must provide proof of visit by 1) posting a photograph on social media of the visit, tagging @MoStateParks, and collecting permission to publish from everyone depicted in the photo, or 2) emailing a photograph documenting the visit to the park or historic site to: [msspgrants@dnr.mo.gov](mailto:msspgrants@dnr.mo.gov), and indicating "proof of visit for bus grant" in the email subject line. If submitted by email, please indicate whether the photo may be posted on social media or used in parks marketing material. Applicants must also agree that Missouri State Parks can use any photographs they post on social media with the @MoStateParks for bus grant marketing purposes. Please email your social media posts to [msspgrants@dnr.mo.gov](mailto:msspgrants@dnr.mo.gov).

## Grant Request

No match is required for this grant. The applicant may request up to \$750 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	
<b>1. APPLICANT PROFILE</b>							
TYPE OF APPLICANT (Check one) <input type="checkbox"/> PUBLIC SCHOOL <input type="checkbox"/> PRIVATE SCHOOL <input type="checkbox"/> CHARTER SCHOOL <input type="checkbox"/> NONPROFIT YOUTH ORG.						FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)	
SCHOOL REQUESTING FIELD TRIP				MAILING ADDRESS			
CITY			COUNTY		STATE		ZIP
NAME OF AUTHORIZED OFFICIAL (e.g., superintendent, principal)			OFFICIAL TITLE	PHONE		EMAIL ADDRESS	
PROJECT MANAGER (e.g., teacher or field trip coordinator)			TITLE	PHONE		EMAIL ADDRESS	
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)	
<b>2. FIELD TRIP DESTINATION PROFILE</b>							
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	
<b>3. TRANSPORTATION COSTS</b>							
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			
<b>4. STATEMENT OF NEED BRIEFLY EXPLAIN THE NEED FOR THIS FUNDING</b>							
<b>5. FIELD TRIP OBJECTIVES BRIEFLY DESCRIBE YOUR OBJECTIVES FOR THIS FIELD TRIP (One Paragraph)</b>							
<input type="checkbox"/> I understand that, if awarded this grant, I must provide proof of visit by 1) posting a photograph on social media of the visit, tagging @MoStateParks, and collecting permission to publish from everyone depicted in the photo, or 2) emailing a photograph documenting the visit to the park or historic site to: mspgrants@dnr.mo.gov, and indicating "proof of visit for bus grant" in the email subject line. If submitted by email, I will indicate whether the photo may be posted on social media or used in parks marketing material. I agree that Missouri State Parks can use any photographs I post on social media with the @MoStateParks for bus grant marketing purposes.							
HOW DID YOU LEARN ABOUT THIS OPPORTUNITY? <input type="checkbox"/> EMAIL FROM MISSOURI STATE PARKS <input type="checkbox"/> PRESS RELEASE <input type="checkbox"/> A COWORKER <input type="checkbox"/> OTHER _____							
"I hereby certify that the information contained in this application packet is true and correct to the best of my knowledge. I understand that the application will be rated solely on the information provided on the application and in the enclosed supporting documentation. The submission of incorrect information and the lack of required documentation can result in this application being withdrawn from consideration for funding. I also certify that I timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax."							
SIGNATURE OF AUTHORIZED OFFICIAL						DATE	
Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable?				<input type="checkbox"/> YES <input type="checkbox"/> NO		May the agency share your contact information with the Missouri Veterans Commission to provide with information regarding available veterans benefits and services?	
Would you like to receive information and assistance regarding veteran benefits and services?				<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
						General information may also be found on the Missouri Veterans Commission's website: <a href="https://veteranbenefits.mo.gov/events/">https://veteranbenefits.mo.gov/events/</a>	

## Application Deadlines

Applications must be submitted by email or mail by **May 12, 2026** for field trips planned for the 2025-2026 school year (July 1, 2025 to June 30, 2026). This grant is noncompetitive and will be awarded on a first come, first served basis using the following criteria:

- The applicant is an eligible school or nonprofit 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.
- 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.
- The applicant is a registered vendor in MissouriBuys.

## 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](https://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. **This document must be included with your Bus Grant application.**
- ☐ Complete the application. Copies of the grant application and guidelines can be obtained online: [mostateparks.com/page/55065/outdoor-recreation-grants](https://mostateparks.com/page/55065/outdoor-recreation-grants).
- ☐ Submit the application by **May 12, 2026**.

## Submit completed applications via email or mail to:

Missouri State Parks  
Attn. Bus Grant Program  
PO Box 176  
Jefferson City MO 65102  
[mispgrants@dnr.mo.gov](mailto:mispgrants@dnr.mo.gov)

## **EMAIL SUBMISSION IS PREFERRED**

## Managing awards

Missouri State Parks bus grants are paid by electronic funds transfer when the grant is awarded. Please let your school's or organization's fiscal manager know about these Bus Grant funds. Grantees are no longer asked to request reimbursement of funds; however, all grantees must agree to make documentation of the actual cost of the trip available upon request for auditing purposes. Should an applicant be unable to attend the field trip after receipt of funds, it is the responsibility of the applicant to return the grant funds to Missouri State Parks. Additional requirements will be outlined in grant award documents.