

## National Mississippi River Museum & Aquarium Bus Grant Application Form

The National Mississippi River Museum & Aquarium is honored to offer Bus Grants for regional schools (Pre-Kindergarten – High School), thanks to the generous support of the John Deere Foundation.

The National Mississippi River Museum & Aquarium Bus Grant is a grant designed to fund field trips to the National Mississippi River Museum & Aquarium. The grant will begin August 2016 through June 2017 and offered on a first come, first serve basis.

### ELIGIBILITY & REQUIREMENTS

Any school interested in visiting the National Mississippi River Museum & Aquarium in the 2016 – 2017 school year is eligible for funding.

- The group must have at least 15 students.
- Groups are welcome to attend an educator lead tour or self-guide tour and add any other options such as our 4D theater, educational programs or exhibits, to your experience.
- Limited to 2 grants per school
- Grant will not exceed \$110 per group
- Grant Cycle will end June 2017 or when all funds are allocated
- Available dates and times will occur on a first come, first serve basis.
- Guided tours are available Tuesday – Thursday only
- Self-guided tours are available Friday – Monday and weekends. Self-guided tours may be available on other days depending on the time of year.
- April - June is the busiest time for school groups, Thursday being the most popular. We recommend planning your visit as early as possible to eliminate any scheduling issues.
- After field trip is completed an evaluation form and transportation bill/receipt must be submitted to receive payment

### WHERE SHOULD I SEND THE COMPLETED APPLICATION?

The completed application will be emailed directly to [mwersinger@rivermuseum.com](mailto:mwersinger@rivermuseum.com).

### HOW ARE GRANTS SELECTED?

Grants will be awarded on a first-requested, first awarded basis and will be reviewed by our staff. Grants will continue to be awarded until funding has been depleted within the August 2016- June 2017 school year. Once funds are depleted, the grant cycle will end and notification will be posted on the National Mississippi River Museum & Aquarium's website.

### HOW WILL I BE NOTIFIED IF I HAVE OR HAVE NOT BEEN AWARDED FUNDING?

We ask that you allow 3 weeks for the application process. This allows staff 1 week to process the application before booking your visit. All visits, regardless of scholarship status, must be booked 2 weeks in advance to receive group rate pricing and reserve staff for guided tours and educational programs. We will review and approve the application based on information provided on the form. Applicants will be notified of their award status via email.

### HOW ARE GRANTS PAID?

Grant recipients will receive a check made payable to the school. Checks will be sent by US Mail. Reimbursement for travel (Bus Grant) will be paid after the field trip is completed and upon submission of transportation bill/receipt and paid account from the National Mississippi River Museum & Aquarium. This could take up to two weeks. Every effort will be made to process the scholarship in a timely matter.

#### AWARD TERMS & CONDITIONS

Completion of the scholarship application does not constitute a confirmed reservation. Confirmed reservations will be in the form of a contract and must be signed and returned. Field trip visits are dependent on availability and are scheduled on a first-come, first-served basis. Upon entering the National Mississippi River Museum & Aquarium, you hereby release all photos or videos in which you may appear that may be shot during your visit. The museum may use said photos for promotional materials, social media, impact reports, etc.

As outcome measurements are vital to fund these opportunities, we ask that you consider the following at the completion of your visit:

- Completion of teacher survey after your program
- Group thank you message to the sponsoring organization containing student/child quotes and teacher commentary regarding group's visit/experience