ARTS & CULTURE TREK GRANT
2020-21 GRANT ELIGIBILITY & APPLICATION GUIDELINES

BUS GRANTS
Michigan Council for Arts & Cultural Affairs, is offering grants of up to $500 to Michigan K-12 schools for the transportation cost of an arts or culture related field trip.

ELIGIBILITY
- Applications will be accepted on a rolling basis online at www.smartsimple.com through Friday, April 16, 2021.
- The field trip must take place between October 1, 2020 and June 30, 2021.
- Applicants must be an accredited Michigan preK-12 educational institution, public or non-public school, private school, home school, school district, intermediate school district/regional educational service agency or an accredited Head Start program.
- Grants will only be awarded to one applicant per educational institution.
- A certified teacher leading the field trip must be the primary contact.
- Travel and expenses associated with student competitions and/or performances, such as student band festivals, choir, or theatre tours are not eligible.
- Incomplete applications, trips without specific dates, and applications without transportation estimates will not be considered.
- Private/personal transportation costs are not eligible (i.e. parent’s cars).

APPLICATION CHECK LIST
- Plan your trip to an approved non-profit organization.
- Obtain permission from your school principal to apply for the Arts & Culture Trek Grant. Make reservations with your field trip destination. Discuss your collaboration with them. Obtain a written estimate for the transportation costs.
- Plan how you will incorporate your trip into classroom learning.
- Review the enclosed application questions and prepare materials to complete application online.
SUBMITTING YOUR APPLICATION

Grant Opens: **August 15, 2020**
Grant Closes: April 16, 2021 (or until all funds have been expended)

1. Submit your application online along with your estimate at [www.smartsimple.com](http://www.smartsimple.com).
2. Select a destination.
3. Applicants will be notified of the status of their grant request, by email.
4. If approved, your grant contract will be emailed to you and must be signed by your school administrator, and returned by email or US mail.

REIMBURSEMENT

1. **FUNDS ARE DISTRIBUTED ON A REIMBURSEMENT BASIS**, after the trip has occurred. Awardees will be provided a link and instructions to submit their final report online. Awardees must send letters informing their state senator and representative about the grant. They must also obtain a PAID receipt from their transportation provider dated on or after the trip. Final reports must be received by July 31st, 2021.
2. MCACA will reimburse the school for actual transportation costs (not to exceed the grant award) within approximately 60 days of receipt of the final report.

QUESTIONS?

Please contact
APPLICATION QUESTIONS

SCHOOL INFORMATION
• Official Name of School
• Address
• Federal Tax ID#
• School District (if applicable)

PRIMARY CONTACT
The applicant must be a certified teacher.

SCHOOL PRINCIPAL
The school principal must approve the application and will be asked to sign off on the award, if granted. Provide name and email.

STUDENT INFORMATION
Indicate how many students will be on the trip and what grade level(s).

TRIP INFORMATION
• Select the name of organization to be visited
• Describe the destination, performance/exhibit.
• Estimate date of visit (between Oct. 1, 2020 and June 30, 2021).
• Grant amount requested (cannot exceed $500). Applicant must upload an estimate (JPG, PDF) from a transportation provider. Providers may be in district or from an outside bus company. Grant request cannot exceed transportation estimate.

Application Questions and Review Criteria

• How will you prepare your students in advance for attending this event, and how will you follow up after they return to the classroom?
• Describe how you are collaborating with the organization you are visiting in order for your students to get the most benefit from the experience.
• Describe your school or district field trip policy. How many trips are taken per year? How are they funded?
• How will attendance at this event meet educational goals and help your students achieve specific learning outcomes