

# **-2015-2016 GUIDELINES-**

## **Environmental Education Transportation Fund**



Friends of Holliday Park is pleased to offer a funding program to help cover the transportation cost for educators interested in the field trip opportunities offered at Holliday Park, but who are limited by the cost of transportation. This program is designed to distribute reimbursement funds in amounts up to **\$300** to participating Marion County educators.

### **ELIGIBLE APPLICANTS**

Any educator in a school or school district within the boundaries of Marion County, including public, private and parochial schools- kindergarten to grade 12- may apply for funds. Each request shall be for one specific field trip. The total possible award is \$300 per application. Schools can apply for multiple field trips, however, each student will only be eligible to attend one field trip. If multiple applications are sent from the same school, applications must clearly indicate that different students will be participating in each trip. If this is not clear, one or more of the applications will be considered ineligible.

### **MAXIMUM FUNDING AMOUNT**

The maximum award is \$300 per application.

### **APPLICATION PROCESS**

Submit completed applications to Holliday Park Nature Center. Applications for the 2015-16 school year will be accepted until May 31, 2016. Awards will be made on a first-requested, first-received basis for eligible applicants until available funds have been awarded. Friends of Holliday Park will notify applicants within 30 days from receipt of application whether their request has been funded. Recipients will receive a cooperative agreement for review and signature prior to date of field trip.

### **SELECTION PROCESS**

Friends of Holliday Park and Holliday Park staff will review all applications to determine eligibility. Awards will be made on a first-requested, first-received basis until available funds have been awarded. If multiple applications are sent from one school, applications must clearly indicate that different students will be participating in different field trips. If this is not clear, one or more of the applications will be deemed ineligible.

## **ELIGIBILITY CRITERIA FOR FUNDING**

- Educator must work in a school or school district within the boundaries of Marion County.
- Funding request is for transportation costs to and from Holliday Park only.
- Individual students are only eligible for one field trip.
- Other costs associated with field trip (for example, program fees and lunch) are to be covered by other sources of funding.
- Field trip is planned to take place after receipt of signed cooperative agreement and before June 30, 2016.
- If funded, cooperative agreement must be signed and returned prior to date of the field trip.

## **FUND DISTRIBUTION**

The funds will be paid after the field trip is completed and upon submission of reimbursement request complete with copies of the transportation receipts. The reimbursement request and receipts must be submitted to Friends of Holliday Park within 30 business days following the date of the field trip.

## **ACCOUNTING AND FISCAL REQUIREMENTS**

- These are reimbursement funds only, and Friends of Holliday Park is not providing or contracting for the provision of transportation services.
- The signed cooperative agreement must be returned to Friends of Holliday Park prior to the date of the field trip.
- Reimbursement requests, including transportation receipts, must be received within 30 business days of the date of the field trip.
- Only the amount of transportation costs incurred up to the awarded amount will be reimbursed. Payment will be disbursed within 30 days of receipt of reimbursement request.