

# **-2022-2023 GUIDELINES-**

## **Environmental Education Field Trip Fund**



The Holliday Park Foundation is pleased to offer a funding program that helps cover field trip costs for local educators interested in visiting Holliday Park. Funds may be used to cover both program fees and transportation. This program is designed to distribute funds in amounts up to **\$500** so all students in Marion County may have the opportunity to attend Holliday Park programs.

### **ELIGIBLE APPLICANTS**

Schools with a minimum of 40% of students receiving free or reduced lunches are eligible for funding. The school or school district including public, private and parochial schools- kindergarten to grade 12- must be within the boundaries of Marion County. Each request shall be for one specific field trip. The total possible award is \$500 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 \$500 per application.

### **APPLICATION PROCESS**

Submit completed applications to Holliday Park Nature Center. Applications for the 2022-23 school year will be accepted until May 31, 2023. Awards will be made on a first-requested, first-received basis for eligible applicants until all available funds have been awarded. 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**

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 exhausted. If multiple applications are sent from a single 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 may be deemed ineligible.

## ELIGIBILITY CRITERIA FOR FUNDING

- Schools must have a minimum of 40% of students receiving free or reduced lunches.
- Educator must work in a school or school district within the boundaries of Marion County.
- Funding request is only for program fees and transportation costs to and from Holliday Park.
- Individual students are only eligible for one field trip.
- Other costs associated with field trip (such as lunch) are to be covered by other sources of funding.
- The field trip is planned to take place after receipt of signed cooperative agreement and before June 30, 2023.
- If funded, cooperative agreement must be signed and returned **prior** to date of the field trip.

## FUND DISTRIBUTION

The agreed upon amount of program fees will be paid by the Holliday Park Foundation on the day of the field trip. Transportation funds will be paid directly to the transportation company after the field trip is completed. A transportation reimbursement request must be submitted to Holliday Park within 14 business days following the date of the field trip.

## ACCOUNTING AND FISCAL REQUIREMENTS

- This is a funding program only; the Holliday Park Foundation is not providing or contracting for the provision of transportation services nor scheduling park field trips.
- No funding will be provided if the field trip is canceled.
- The field trip must be scheduled and the signed cooperative agreement must be returned to Holliday Park prior to the date of the field trip.
- All transportation reimbursement requests must be received within 14 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 the billing request.
- Educators are encouraged to publicize their funding awards on social media. Acknowledging the scholarship, awarded by the Holliday Park Foundation, will help promote and grow the program so more schools may benefit. Follow Holliday Park on Facebook @IndyHollidayPark and Instagram @HollidayPark.