



Brown Family
Environmental Center
at Kenyon College

School Field Trip Scholarship Fund

Grant Guidelines & Application
2015-2016 School Year



Brown Family Environmental Center at Kenyon College

School Field Trip Scholarship Fund Grant Guidelines

Overview

The Brown Family Environmental Center (BFEC) at Kenyon College was created in 1995 to serve the College and surrounding community with a mission to conserve natural diversity, engage people of all ages with nature, and create opportunities for research and environmental education.

The field trip program for visiting school groups was one of the first programs initiated at the center, and has since served over 16,000 children. Field trips provide invaluable hands-on learning opportunities and address specific academic content standards. What's more, they give children opportunities to develop personal connections with nature that can last a life time.

The School Field Trip Scholarship Fund was created in the Spring of 2011 to help schools fund the cost of taking field trips to the BFEC.

Rules & Eligibility

- Eligible schools must:
 - be a private or public elementary school in Knox County.
 - have sustained significant or complete funding cuts for field trip fees in the last three years, OR
 - have 50% or greater eligibility among enrolled elementary students for free or reduced lunch.
- Schools that do not meet the above eligibility standards but can demonstrate other extreme circumstances or need may also apply and should provide those details in their applications.
- Grants will be awarded on a first-received, first-funded basis until all funds have been awarded.
- Depending on demand, the BFEC may limit awards to one grade level per school building.
- Schools may apply for funds for both the field trip fee and transportation costs, though depending on demand, the BFEC may only partially fund requests.

When to Apply & Schedule Your Field Trip

Field trips are offered seasonally, for five weeks in the fall (mid-September through late October) and in the spring (late March through early May).

Applications may be submitted up to six months in advance of the desired field trip date. (i.e., groups seeking a fall field trip date may apply in May). Applicants are strongly encouraged to apply at least one month prior to the start of the desired field trip season, which allows ample time for scheduling before available dates are filled.

For the fall field trips, teachers are encouraged to submit applications in mid-to-late August. Applications must be received no later than September 7th.

For spring field trips, teachers are encouraged to submit applications in early March. Applications must be received no later than March 18th.

The BFEC can not guarantee availability for groups applying after these dates.

Before applying, applicants should also review:

- BFEC “Field Trip Program List.” Applicants will be asked to indicate their desired program on the application.
- “How to Schedule Your Field Trip” instructions, which details available time slots for field trips, volunteer requirements, fees, etc.

Award Notification

Applicants will be notified of their award status by email within two weeks of receipt of the application. If an award is made, staff will contact the grantee to schedule the field trip.

Grant Payment

Transportation costs: payment may be made directly to the school or the transportation company providing busing. **Payment will be issued after a field trip evaluation form AND receipt or invoice** for transportation have been submitted. It is the applicant’s responsibility to submit this paperwork in a timely manner. An evaluation sheet has been included at the end of this document.

Field trip fees: field trip fees will be waived for schools that are awarded a grant for this expense.

For Questions or to Request / Submit Applications

Please direct all questions and requests for applications to BFEC Facilities & Program Assistant, Jill Kerkhoff, at the email below. Applications may be downloaded and completed electronically or printed and completed by hand. Applications may be submitted via email, fax, or hard mail, and should be sent to:

Jill Kerkhoff
Facility & Program Assistant
P.O.Box 508, Gambier, OH 43022
Phone: 740-427-5053
Fax: 740-427-5054
Email: kerkhoffj@kenyon.edu

BFEC School Field Trip Scholarship Fund Grant Application

GENERAL INFORMATION

Teacher Name:

Date:

Grade Level Taught:

School Name:

School Mailing Address:

City/State/Zip:

Phone:

Fax:

Email Address:

FIELD TRIP INFORMATION

Name of selected field trip program for your visit:

Number of class rooms & total number of students participating:

Number of staff / volunteers participating:

ELIGIBILITY

Please describe how you meet the eligibility criteria listed in the grant guidelines (funding cuts, free lunch program, or other extreme circumstances).

If your school has made field trips to the BFEC in the past and was able to fund expenses, please describe how your funding circumstances have changed and why grant funds are now needed.

FUNDING REQUEST

Applicants may apply for transportation funding and waiver of field trip fees; please list both below.

<i>Transportation Costs</i>	
<p>Transportation costs may include driver wages, fuel costs, and/or transportation cost per/mile. In the space below, please include a cost estimate detailing these expenses. (i.e. hourly wage x expected number of drivers x hours). <i>Please verify this information with the district's transportation department or company before submitting your application.</i></p>	
Transportation funding requested:	\$
<i>Field Trip Fee</i>	
<p>Please calculate your expected field trip fee below. The cost of field trips is \$2/student, up to a maximum of \$40/class room. The lower of the following two numbers will be your fee:</p>	
<p>Number of class rooms: ____ x \$40 each = \$</p>	
<p>Number of students: ____ x \$2 each = \$</p>	
Field trip fee requested:	\$
TOTAL request (transportation + fee)	\$

Partial Funding

Will you be able to participate if you receive partial funding of your request?

VERIFICATION

As school administrator (principal or superintendent) and applying teacher, we verify that the information provided in this application is correct to best of our knowledge.

Administrator Name *(please print)*:

Administrator Signature:

Date:

Phone:

Email Address:

Teacher Name *(please print)*:

Teacher Signature:

Date: