

2024-2025 Transportation Grant Application

Grants Specifics

Funding Range:

- Award amounts, up to \$1000, are dependent upon the number of applications received.
- Please view the "2024-2025 Funding Opportunities from MAEOE" presentation prior to completion of the grant application. Viewing this presentation is a requirement to apply for this grant. *See Page 2 for more information.*

Eligibility Requirements:

- Any public or private Maryland school can apply.
- Any non-profit organization working with a school can apply.
- One grant will be awarded per school and/or organization.
- Both a school and an organization cannot apply for funds to cover the same field experience.
- Costs associated with this field experience **MUST** be paid by the school first. *Costs incurred will be reimbursed after a final report is submitted.*
- Your school principal/administrator **MUST** know you are applying for transportation funds. *If your administrator/principal is NOT aware that you are applying for this grant and that the costs incurred will be reimbursed, your application could be declined.*
- A quote from the bus transportation company prior to grant approval is mandatory.
- Your school's IRS Form W-9 in a PDF format is required.
- Field experience **MUST** occur in Maryland.

Funding Guidelines:

- The travel for the field experience must occur on or before 6/6/2025.
- An award agreement must be reviewed and signed.
- An interim report must be submitted two months prior to field experience.
- A final report must be submitted two weeks after the field experience is completed with a detailed budget, proof of payment by the school to the transportation company (e.g., evidence of paid invoice to bus company), and receipts for any other approved field experience expenses. *Final reports submitted after the two weeks run the risk of not being reimbursed.*
- Limited funds are available. Awards will be granted on a rolling basis until all funds are allocated.

Distribution of Funds

- All funds are reimbursed to the school.
- Sales tax is not reimbursed. A school's non-profit status should be used to make purchases.
- An itemized list of expenses with proof of payment to the bus company needs to be included in the final report.
- The school will be reimbursed by MAEOE after the final report is reviewed and approved.

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2024-2025 Funding Opportunities from MAEOE

Please view the "[2024-2025 Funding Opportunities from MAEOE](#)" google slideshow. Viewing this presentation is a requirement to apply for this grant.

* 1. Did you view the "2024-2025 Funding Opportunities from MAEOE" google slideshow (link provided above)?

- Yes, I have viewed the "2024-2025 Funding Opportunities from MAEOE" google slideshow.
- No, I have not viewed the "2024-2025 Funding Opportunities from MAEOE" google slideshow.

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School Principal or Financial Administrator Approval

If your administrator/principal is NOT aware that you are applying for this grant and that the costs incurred will be reimbursed, your application could be declined.

* 2. Do you have administrator approval for this trip?

- I have talked with my administrator/principal and they are aware I am applying for transportation funds and that the costs associated with this field experience must be paid by the school first. After I submit the final report with receipts and proof of payment to the bus company, my school will be reimbursed for these costs.
- I haven't talked with my school's principal/administrator yet, but I plan to in the near future.

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Grant Application Questions

* 3. Primary Contact First and Last Name:

* 4. Primary Contact School Email Address:

Email address

5. Primary Contact Personal Email Address (*in case we do not get a response from your school email address*):

Email address

* 6. Primary Contact Phone Number (*provide a number that can be used to easily reach you if we have questions*):

* 7. School Principal or Financial Administrator Contact First and Last Name (*this contact must be the person responsible for the financial transactions at your school*):

* 8. School Principal or Financial Administrator Contact School Email Address:

Email address

* 9. School Principal or Financial Administrator Contact Phone Number (*provide a direct phone number for this person where they can be reached if we have questions*):

* 10. School/Organization Name:

* 11. School/Organization Mailing Address (*this is where the transportation reimbursement check will be mailed*):

Street Address:

City:

State:

Zip Code:

* 12. County where your school/organization is located:

* 13. Field Experience Details (*field experience must occur in Maryland*):

Site Name - Location
of Field Experience

Site Location County

14. If you are partnering with a center or organization, enter the name below.

* 15. When will this field experience take place (MM/DD/YYYY)? *If the date is after 6/6/2025, you will not be eligible for this transportation money.*

* 16. How many students will attend the field experience?

* 17. Indicate the grade(s) of the students (check all that apply):

- Kindergarten
- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th
- Other

* 18. What is the goal of this field experience?

* 19. How will this field experience increase environmental awareness in your students?

* 20. How will you evaluate this field experience?

* 21. How will this field experience impact your teaching and curriculum?

* 22. Does the field experience host site offer professional development and/or educational resources to teachers prior to the trip?

- Yes
- No
- Not Sure

* 23. Does the host site offer pre- and post-trip student resources?

- Yes
- No
- Not Sure

* 24. Enter the amount of money you are requesting.

* 25. Budget:

- Download [2024-2025 Transportation Funding Budget Worksheet](#) (linked here)
- Complete the information requested on the tabs located at the bottom:
 - **Timeline** - The timeline is a planning document and must include specific dates and details about the trip
 - **Budget Spreadsheet** - Do not include sales tax (schools and nonprofits should use tax exemption certificate when making purchases). *Sales tax will not be reimbursed.*
 - **Transportation Quote** - A quote from the bus transportation company prior to grant approval is mandatory.
- Share **a link** to the complete worksheet. *Make sure the link has no restrictions and can be viewed by anyone.*

* 26. IRS Form W-9:

Share **a link** to your school's IRS Form W-9 in a PDF format. Reimbursement funds cannot be sent to your school unless this form is provided. Since the time frame to distribute these funds is very short, we are requesting this form now. *Make sure the link has no restrictions and can be viewed by anyone.*