



Canal Classrooms Transportation Scholarship Fund

This grant is made possible through the generous work of park partners in education: the C&O Canal Association, the C&O Canal Trust, the Friends of Historic Great Falls Tavern, Freedom's Run, and the National Park Foundation. If you have questions about scheduling a field trip or completing this form, please contact cocanaleducation@nps.gov or call (301) 714-2213.

Eligibility

- Public, private, and charter schools.
- Students may be pre-kindergarten through grade 12. University and colleges are not eligible.
- Field trips must take place within the boundary of the C&O Canal National Historical Park and students must participate in curriculum-based (Canal Classrooms) ranger-led programs. Independent Teacher-led field trips are not eligible for funding.
- Schools are required to send a thank you letter, addressed to "Friends of the C&O Canal". Mail letters to: C&O Canal National Historical Park 1850 Dual Highway, Suite 100, Hagerstown, MD 21740. Letters will be shared with park partners and donors. Students should sign their teacher's name in the closing, for example: From: Ms. Smith's class.
- Funding is prioritized for Title I schools and underserved audiences. Full or partial scholarship may be awarded, not to exceed an amount of \$500.00 per field trip.
- Classes are eligible for reimbursement once per school year.

Deadlines

- Bus funding availability varies each year. Bus stipends are awarded on a first come, first serve basis.
- Requests for reimbursement must be received at least two weeks prior to your field trip date. Confirmation of your application status will be sent via email within one week of submitting the application request. However, you can schedule your field trip in advance and if approved, bus funding will be held for your class. For example, In September Ms. Smith submits her bus application and reserves a field trip date for the following May. The bus amount will be held for her trip.

IMPORTANT Information

- An invoice from the bus company, the district transportation office, the principal's office, or the school board is required as part of the reimbursement request. Submit the invoice with this application.
- Reimbursement checks will be mailed within 30-days following the field trip.
- As a condition of funding, park staff and partners may photograph students in the park. Please confirm with park staff when reserving your field trip if you do not want students to be photographed during programs.

Instructions

1. Contact the park to schedule your field trip date and program(s).
2. Submit the transportation application and invoice **AT LEAST 2** weeks prior to your field trip date.
3. Submit the form and invoice via email to cocanaleducation@nps.gov
4. We will respond via email confirming or denying the reimbursement request within 5 business days.



Office Use Only

Date reviewed: _____

Approved by: _____

Approved Amount: _____

Funding Source: _____

Transportation Scholarship Application

Today's date _____

School name _____

Type Public school Private school Charter school

Title I/Target/FARM? Yes No

Grade(s) _____

e-mail for bus reimbursement _____

Sponsoring teachers _____

(list all homeroom or subject teachers participating in the field trip)

Program date _____

(if the date is dependent on funding or has not been finalized, please provide the anticipated date)

Program location _____

(must be in the park)

of students _____

	\$		=		\$	
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of buses X Cost per bus = Amount of reimbursement requested

(Contact your bus company or district transportation coordinator for an invoice. You must attach an invoice to this application.)

Check payable to _____

Mail check to _____

For marketing purposes only:

Has your school received a C&O Canal bus reimbursement in the past year? Yes No

How did you hear about this grant? Teacher/School NPS website Partner website Ranger