



CHURCHVILLE SCHOOLHOUSE TRANSPORTATION GRANT

The Elmhurst History Museum's Transportation Assistance Grant is available to eligible schoolchildren outside of Elmhurst who wish to visit the historic Churchville Schoolhouse in Bensenville, IL for an authentic, first person experience that transports students and teachers to a typical 1910 school day. Processing may take up to two weeks to complete and recipients will be notified by phone. Completion of application does not guarantee a free field trip.

ELIGIBILITY AND POLICIES

- Grants are dispersed to eligible applicants on a first come, first serve basis.
- Limit of one application/eligible school/academic year
- Availability is limited to 5 field trips (each trip is one class) with a limited transportation grant of \$200/class. Programming fees are free for recipients.
- Groups must have 15 or more participating students to be eligible to receive the grant. Classes can be combined to meet the minimum as long as the final number of participating students does not exceed 35.
- Eligible schools must be Title I and/or have 50% or more of students receiving free/reduced lunch. Proof of eligibility is required upon submittal of application.
- Field trips must be booked a minimum of one month prior to requested date. The months of October through February have the most open availability although teachers are free to request any dates during the academic year.
- Schools must arrange their own transportation and will be reimbursed for their approved grant amount, up to \$200.00/bus. Transportation grant funds cannot be used to pay for bus cancellation fees or penalties if a group cancels its visit or fails to uphold their agreement with the bus company. The Elmhurst History Museum will not pay bus companies directly.
- Schools must invoice the Elmhurst History Museum within 30 days following the trip to receive reimbursement. The invoice must be on school letterhead, display the school address, and reflect the date of the field trip as well as the total for bus transportation. Handwritten or email invoices are not acceptable although you may send a pdf or jpeg copy of your invoice attached to the body of an email. Completed invoices should be sent to: Coordinator of Public Programs and School Services, Elmhurst History Museum, 120 E. Park Ave., Elmhurst, IL 60126.

If you have any questions, please contact Coordinator of Public Programs and School Services, Jessie Sekiya, by email at jess.sekiya@elmhurst.org or by phone at 630-530-6879.



TRANSPORTATION GRANT APPLICATION

Please return this application and supporting documentation to:

Elmhurst History Museum (Attn: Coordinator of Public Programs and School Services)

120 E. Park Ave.

Elmhurst, IL 60126

Email: jess.sekiya@elmhurst.org

Phone: 630-530-6879

School Information

School District _____

Name of School _____

School Address _____

City _____ Zip Code _____

Principal Name _____

Phone Number _____ Email _____

*Is your school a Title I designated school or do 50% or more of your students receive free/reduced lunch? YES NO

Has your school received a Transportation Assistance Grant from the Elmhurst History Museum in the past? YES NO If yes, please include dates _____

Teacher Information

Teacher Name _____

Phone Number _____ Email _____

Grade _____ Course/Subject _____ Number of Students _____

Number of Chaperones _____ Number of Buses _____

Requested Dates of Field Trip (Please choose 3) _____

Requested Time of Field Trip _____

* Proof of eligibility must be supplied with completed application to be considered for a grant.

Agreement

If awarded a Transportation Grant, I agree to comply with all requirements of this grant application.

- *I understand this is a reimbursement grant and that the Elmhurst History Museum will not schedule buses or pay bus companies directly.*
- *I understand that the Elmhurst History Museum will not distribute grant funds for cancellation fees or bus penalties.*
- *I agree to submit a copy of the transportation invoice and that failure to do so will result in non-reimbursement of transportation funds.*
- *I agree that photos and/or video may be taken as part of the field trip. These may be used for marketing purposes and social media by the Elmhurst History Museum. While school names may be included, no identifying information for individual students will be made public.*

Teacher's Printed Name _____

Teacher's Signature _____ **Date:** _____

Required School Administrator Approval

I have reviewed the Teacher's completed application and approve this visit to Elmhurst History Museum's Churchville Schoolhouse.

School Administrator Printed Name _____

School Administrator Signature _____

Title _____ **Date:** _____