



Missouri State Parks Bus Grant Application Guidance

Purpose

The purpose of the bus grant program is to promote natural, cultural and recreational opportunities at Missouri state parks and historic sites. Missouri State Parks offers busing grants to underwrite the cost of field trips for schools and non-profit organizations in an effort to connect children with nature.

Eligibility and Grant Requirements

Public school districts, private schools, charter schools and youth-focused nonprofit organizations with 501(c)3 status are eligible to submit applications. Assistance is available only to schools and organizations located within Missouri.

To maximize funding availability statewide, two grant applications per school district may be awarded during the initial review (only one application per school per fieldtrip will be accepted). Additional applications may be considered after all awards have been made and upon funding availability.

Funding must be used to underwrite the costs of transporting youth (Pre-K through 12th grade) to a Missouri state park or historic site. Information on eligible fieldtrip destinations can be found on the Missouri State Parks website: mostateparks.com.

Examples of eligible costs include: standard mileage for buses or vans owned by a school or organization, charter bus costs and wage/salary costs for bus drivers. The grant does not pay for other related costs such as admission fees, food, or lodging. Applicants are responsible for making all transportation arrangements.

Applicants must contact the state park or historic site to coordinate field trip activities prior to submitting a grant application.

Applicants must agree that, if awarded this grant, they must provide proof of visit by 1) Posting a photograph on social media of the visit, tagging @MoStateParks, and collecting permission to publish from everyone depicted in the photo, or 2) emailing a photograph documenting the visit to the park or historic site to: mspgrants@dnr.mo.gov, and indicating "proof of visit for bus grant" in the email subject line. If submitted by email, please indicate whether the photo may be posted on social media or used in parks marketing material. Applicants must also agree that Missouri State Parks can use any photographs they post on social media with the @MoStateParks for bus grant marketing purposes.

Grant Request

No match is required for this grant. The applicant may request up to \$750 to cover travel expenses to transport youth to and from an eligible field trip destination.



MISSOURI DEPARTMENT OF NATURAL RESOURCES
 DIVISION OF STATE PARKS
MISSOURI STATE PARKS BUS GRANT PROGRAM

SCHOOL DISTRICT OR ORGANIZATION NAME		MAILING ADDRESS	
CITY	STATE	ZIP	

1. APPLICANT PROFILE

TYPE OF APPLICANT (Check one) <input type="checkbox"/> PUBLIC SCHOOL <input type="checkbox"/> PRIVATE SCHOOL <input type="checkbox"/> CHARTER SCHOOL <input type="checkbox"/> NON-PROFIT YOUTH ORG.			FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)	
SCHOOL REQUESTING FIELD TRIP		MAILING ADDRESS		
CITY	COUNTY	STATE	ZIP	
NAME OF AUTHORIZED OFFICIAL (e.g. superintendent, principal)		OFFICIAL TITLE		
EMAIL ADDRESS		PHONE		
PROJECT MANAGER (e.g. teacher or field trip coordinator)		TITLE		
EMAIL ADDRESS		PHONE		
DATE(S) OF PROPOSED FIELD TRIP(S)	NUMBER OF ADULTS ATTENDING	NUMBER OF SCHOOL AGED CHILDREN ATTENDING	BREAK DOWN BY GRADE (e.g. 2nd=16, 3rd=14)	

2. FIELD TRIP DESTINATION PROFILE

NAME OF MISSOURI STATE PARK OR HISTORIC SITE TO BE VISITED (PLEASE CONTACT PARK PRIOR TO MAKING APPLICATION.)		
PARK CONTACT	TITLE	DATE OF CONTACT WITH PARK

3. TRANSPORTATION COSTS

TRANSPORTATION TYPE (e.g. school bus, charter bus, van)	TRANSPORTATION COST ESTIMATES (ATTACH SUPPORT DOCUMENTS)
REQUESTED GRANT AMOUNT	_____ Miles X \$ _____ per mile X _____ buses = _____ Subtotal _____ drivers X \$ _____ per hour X _____ hours = _____ Subtotal

4. FIELD TRIP OBJECTIVES BRIEFLY DESCRIBE YOUR OBJECTIVES FOR THIS FIELD TRIP (One Paragraph)

I understand that, if awarded this grant, I must provide proof of visit by 1) Posting a photograph on social media of the visit, tagging @MoStateParks, and collecting permission to publish from everyone depicted in the photo, or 2) emailing a photograph documenting the visit to the park or historic site to: mspgrants@dnr.mo.gov, and indicating "proof of visit for bus grant" in the email subject line. If submitted by email, I will indicate whether the photo may be posted on social media or used in parks marketing material. I agree that Missouri State Parks can use any photographs I post on social media with the @MoStateParks for bus grant marketing purposes.

HOW DID YOU LEARN ABOUT THIS OPPORTUNITY? EMAIL FROM MISSOURI STATE PARKS PRESS RELEASE A COWORKER OTHER _____

"I hereby certify that the information contained in this application packet is true and correct to the best of my knowledge. I understand that the application will be rated solely on the information provided on the application and in the enclosed supporting documentation. The submission of incorrect information and the lack of required documentation can result in this application being withdrawn from consideration for funding. I also certify that I timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax."

SIGNATURE OF AUTHORIZED OFFICIAL	DATE
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Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Would you like to receive information and assistance regarding the agency's veteran services? For information visit http://mostateparks.com/CitizensMilitaryService , or send an email to moparks@dnr.mo.gov or call 800-344-6946.	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Application Deadlines

Applications must be submitted by email or mail by **May 8, 2024** for field trips planned for the 2023-2024 school year (July 1, 2023 to June 30, 2024). This grant is non-competitive and will be awarded on a first come, first served basis using the following criteria:

- The applicant is an eligible school or non-profit youth organization.
- The applicant's school/organization is located within Missouri.
- Funding request is for transportation costs only (e.g. mileage, fuel, bus driver).
- The applicant is visiting/touring a Missouri state park or historic site.
- The grant application shows evidence that the field trip has been coordinated with Missouri State Parks staff. To encourage advanced planning, Missouri State Parks accepts early applications. Applications will be time and date stamped.
- For grant applications received on the deadline, some consideration will be made for geographic distribution of funds. Grants may be awarded first to applicants in areas of the state that have not yet received funding.
- The applicant is a registered vendor in SAMII.

Application Checklist

- Make necessary arrangements with representatives at the field trip destination. A list of state parks and historic sites can be found at: mostateparks.com.
- Obtain a copy of a document that verifies the transportation cost. This could be an agreement with the transportation company, vehicle rental agreement or letter from the school district superintendent or authorizing official. **This document must be included with your Bus Grant application.**
- Complete the application. Copies of the grant application and guidelines can be obtained online: mostateparks.com/page/55065/outdoor-recreation-grants.
- Submit the application by **May 8, 2024**.

Submit completed applications via email or mail to:

Missouri State Parks
Attn. Bus Grant Program
PO Box 176
Jefferson City MO 65102
mispgrants@dnr.mo.gov

EMAIL SUBMISSION IS PREFERRED

Managing awards

Missouri State Parks bus grants are paid by electronic funds transfer when the grant is awarded. Please let your school's or organization's fiscal manager know about these Bus Grant funds. Grantees are no longer asked to request reimbursement of funds; however, all grantees must agree to make documentation of the actual cost of the trip available upon request for auditing purposes. Should an applicant be unable to attend the fieldtrip after receipt of funds, it is the responsibility of the applicant to return the grant funds to Missouri State Parks. Additional requirements will be outlined in grant award documents.