



# Connect Kids Transportation Reimbursement Grants Program Guidelines and Application

The *Connect Kids Transportation Reimbursement Grants Program* is a bus transportation grant program connecting New York public school children with nature and New York State history by providing reimbursement grants to public schools for visits to a New York State park, nature center or historic site (Parks), or a Department of Environmental Conservation (DEC) Environmental Education Center for a special guided educational program or self-guided field trip at Parks properties only.

## How Does It Work?

The *Connect Kids Transportation Reimbursement Grants Program* will reimburse up to \$750 of the transportation costs for public school children to visit a New York State park, nature center or historic site or DEC's Five Rivers Environmental Education Center, Reinstein Woods Nature Preserve and Environmental Education Center, Rogers Environmental Education Center, Stony Kill Farm Environmental Education Center, or Norrie Point Environmental Center. Grants are available on a first come, first served basis and may reimburse bus costs, tolls, and the fee for the bus to enter into the park or historic site. Schools will pay for services upfront and then be reimbursed. Chaperones who drive separately will not be covered by this grant program and will need to pay any fees associated with the field trip.

## Eligibility

K-12 educators in Title 1 schools are eligible to apply. Each class is eligible for one transportation grant per academic year.

## Timeline

Applications will be accepted starting July 1, 2016 for field study trips during the 2016-2017 academic year.

## How to apply

Prior to completing the transportation grant application, educators will make required arrangements with staff at the field trip destination. A complete list of NYS parks, nature centers and historic sites can be found at [nysparks.com/](http://nysparks.com/) under the *Visit* tab. Information on the DEC Environmental Education Centers can be found at [dec.ny.gov/education/74.html](http://dec.ny.gov/education/74.html). Information about DEC fish hatcheries can be found at <http://www.dec.ny.gov/outdoor/7742.html>.

Teachers interested in a special guided program should confirm the program date and time with State Park Nature Center or Historic Site staff or DEC Environmental Education Center staff.

Self-guided trips should be confirmed with the State Park or Historic Site manager. For self-guided programming ideas, contact Susan Carver at 518-474-6736 or [susan.carver@parks.ny.gov](mailto:susan.carver@parks.ny.gov).

When making arrangements, advise the Parks or DEC staff member that you are applying for a Transportation Reimbursement Grant. A signature by a staff member at the time of the field trip is a requirement of the grant.



Once arrangements are confirmed, the teacher completes sections 1 and 2 of the transportation grants program application (School/Field Trip Information) and email to Connect Kids Transportation Grants at [parksbusgrant@parks.ny.gov](mailto:parksbusgrant@parks.ny.gov). Applications **must be submitted** before the field trip.

When the application is received, and if funds are available, the application will be approved and the form will be returned to the teacher. If funds are not available, the teacher will be informed. Applications may take up to three weeks to process.

### On Date of Field Trip

Bring the application form with you to the site; Parks or DEC staff must verify the visit by signing the application. If the class is taking part in a guided program, the guide will sign to verify the visit. If the field trip is self-guided, the application will be verified and signed by onsite Parks staff.

### Reimbursements

Once the field trip is finished, the teacher will complete section 3 of the application form (Reimbursement Information) and submit **original** documentation for the following to Parks within 30 days of the field trip:

1. Completed Connect Kids Transportation Grants Program Application
2. Proof of payment to a private bus contractor or fee for use of school-owned bus
3. Receipt(s) for any tolls
4. Receipt for the bus entry fee to the park or historic site.
5. Program fee receipt

Submit to:

Ms. Susan Carver  
NYS OPRHP, EMB, 2<sup>nd</sup> Floor  
625 Broadway  
Albany, NY 12207

Once the documentation is reviewed and approved, a reimbursement up to, but not more than, \$750 will be made directly to the School District.

### Questions?

Contact Susan Carver at 518-474-6736 or [susan.carver@parks.ny.gov](mailto:susan.carver@parks.ny.gov).

*Connect Kids Transportation Grants Program* is administered by NYS Parks in cooperation with Governor Andrew Cuomo's office and is funded through the NYS Environmental Protection Fund.



# Connect Kids Transportation Grants Program Application

## Section 1

### School Information

Teacher Name \_\_\_\_\_

Email Address \_\_\_\_\_

School Name \_\_\_\_\_ School District \_\_\_\_\_

School District Address \_\_\_\_\_

City/Town \_\_\_\_\_, NY ZIP \_\_\_\_\_

School District NYS Vendor ID# \_\_\_\_\_

(10 digit number assigned by the Office of the State Comptroller (OSC) to your agency for the purpose of doing business with the State of New York)

## Section 2

### Field Trip Information

Destination \_\_\_\_\_

Field Trip Date \_\_\_\_\_ Alternate (Rain) Date \_\_\_\_\_

Guided Program: NYS Nature Center or Historic Site, or DEC Environmental Education Center

Contact Name \_\_\_\_\_ Program Time \_\_\_\_\_

Self-guided Trip: NYS Park or Historic Site

Contact Name \_\_\_\_\_

Type of Transportation Provider to be used

Private Provider \_\_\_ School District Bus \_\_\_

Class Grade \_\_\_\_\_

Approximate Number of Participants: Students \_\_\_\_\_ Adults \_\_\_\_\_

**Schools must adhere to the site's ratio of students to adults.**



Parks, Recreation  
and Historic  
Preservation

Department of  
Environmental  
Conservation

# Section 3

## Reimbursement Information

### A) Bus Cost (complete 1 OR 2)

#### 1) For schools that contract with a private bus contractor

Private Bus Provider \_\_\_\_\_ Contact Name \_\_\_\_\_

Provider Phone \_\_\_\_\_ Provider email \_\_\_\_\_

**OR**

#### 2) For schools that use school district buses

School District Bus Driver Name \_\_\_\_\_

Number of hours \_\_\_\_\_ x hourly wage \$ \_\_\_\_\_ = Total for Driver \$ \_\_\_\_\_

Number of miles \_\_\_\_\_ x mileage rate \$ \_\_\_\_\_ = Total for Mileage \$ \_\_\_\_\_

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**B) Tolls \$** \_\_\_\_\_

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**C) Bus Entry Fee \$** \_\_\_\_\_

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**D) Program Fee \$** \_\_\_\_\_

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**Total Amount of Reimbursement Request (A + B + C + D) \$** \_\_\_\_\_

| NYS Parks Use Only   |  |
|--|--|
| <b>Application</b>   | <b>Reimbursement</b>                             |
| Date Application form received _____                       | Date Reimbursement form received _____           |
| Confirmation Number _____                                  | Bus Invoice Y / N                                |
| Funds Available Y / N                                      | Tolls Receipt Y / N                              |
| If Yes, Date Approved Application returned to School _____ | Bus Entry Fee Receipt Y / N                      |
| If No, Date Teacher Informed _____                         | Program Fee Receipt Y / N / NA                   |
| <hr/>  |  |
| <b>Day of Field Trip</b>                                   | Total amount approved for reimbursement _____    |
| Parks/DEC staff verification of visit _____                | Date submitted to Grants for reimbursement _____ |
| Signature _____  | Date reimbursement processed in SFS _____        |
| Printed Name _____   |  |
| Date _____   |  |

