**PLEASE NOTE: This is a working document only. All grant applications must be submitted online through the grants portal.**

Field Trip Grants - 2024/2025

*Community Foundations of the Hudson Valley*

*Field Trip Grants - 2024/2025*

Welcome to the Community Foundations online application process. Guidelines for grant programs can be found on our website [communityfoundationshv.org](http://communityfoundationshv.org/) . **It is important for you to read and understand the grant program’s guidelines, submission, and notification dates before starting an application**.

Please follow the instructions below in order to correctly complete the application.

### ELIGIBILITY CRITERIA FOR GRANT FUNDING:

**This grant program is designed to distribute funds in amounts up to $2,000 per field trip to public schools in Dutchess and Ulster Counties to enhance classroom learning opportunities.**

There is not a limit of requests that can be made per school. However, **schools will generally be limited to no more than two field trip grants each (cap of $4,000 total)**, as the competitive application process warrants.

### Funding priority will be given to high need districts, schools and students.

* **Summer programs, clubs and after-school/extracurricular programs are not eligible.**
* **Teachers should seek funding from their school or district first.** Apply only if that source is depleted or not available.
* Field trips must be tied to educational curricula.
* Field trips should occur during the regular academic year and generally during school hours.
* Field trips must occur off site from the school.
* Funds may cover transportation, admissions, or to help defray the costs of students who do not have the ability to pay for their portion in cases where students/families are expected to pay all or a portion of the cost.
* The proposed field trip should be reasonable and appropriate.

### DEADLINES:

Applications **must be submitted** by the following deadlines in order to receive notification for planning purposes:

### Early Bird Deadline: August 15th

For trips or dates or needing a decision prior to October 15th ***(notifications to go out mid- September)***

### Fall/Winter Deadline: September 15th

This is for trips with anticipated dates between October 15th – January 30th ***(notifications to go out in early October)***

### Winter/Spring Deadline: December 31st

This is for trips with anticipated dates between February 1st – June 30th ***(notifications to go out in late January)***

To avoid losing work, click on the "Save As Draft" button located at the top and bottom of the page at least once per hour. We recommend saving your application after attaching each document to the application.

Before submitting your completed application, we strongly suggest that you click on **"Application Packet or Print Packet"** at the top of the page. This will allow you to create and save a PDF of your application and all attachments for your records and/or for you to share with others. You will also see if all of your attachments are displaying the information requested correctly. **Please check spelling, grammar, and math in your budgets.**

If you have questions, please contact the Community Foundations (845) 452-3077 or email [grants@communityfoundationshv.org](mailto:grants@communityfoundationshv.org)

# Project Name\*

**Questions with a “\*” are required.**

Name of Project

## Character Limit: 100 Please note character limits when creating your responses.

# School Name\*

Please indicate the full name of your school. (Do not include school district here)

*Character Limit: 250*

# Please indicate your school's county:\*

**Choices** Dutchess Ulster

# School District\*

Indicate the public school district where you are employed.

**Choices**

Arlington Beacon DC BOCES

Dover Ellenville Highland Hyde Park Kingston Marlboro Millbrook New Paltz Onteora Pawling Pine Plains

Poughkeepsie Red Hook Rhinebeck Rondout Valley Saugerties Spackenkill

UC Boces Wallkill Wappingers Webutuck

# Date(s) of Field Trip\*

Briefly indicate the date(s) planned for the field trip.

## Be mindful of the grant submission and notification dates detailed above to ensure you will receive notification in time for your planning.

*Character Limit: 1000*

# Field Trip Destination\*

Briefly indicate the destination(s) for the field trip. Include name and address (City, State) of the destination(s).

*Character Limit: 500*

# Number of Students Participating on Field Trip\*

Please indicate the total number of students who are expected to go on the field trip.

*Character Limit: 5*

# Grades Level(s) of Students\*

Indicate the grade level(s) of the students participating on the field trip.

*Character Limit: 100*

# Special Class

Indicate if the students are part of a specific class group from the school. For example: History, Music, Art, Science, etc. If the field trip is for all students in a grade level please leave blank.

*Character Limit: 5000*

# Field Trip Description\*

Describe how the field trip will connect to curricular and educational goals.

## Please be specific and include state educational standards if appropriate.

*Character Limit: 10000*

# Pre Field Trip Learning\*

Describe pre field trip related activities (related academic activities that will precede the trip).

## The field trip is expected to connect to key themes in the curriculum.

*Character Limit: 10000*

# Post Field Trip Learning\*

Describe post field trip related activities (related academic activities that will occur following the trip). The field trip is expected to connect to key themes in the curriculum.

## The field trip may be a preceding or culminating activity, but it must be directly connected to the curriculum.

*Character Limit: 10000*

# Total Field Trip Budget\*

Indicate the **total expected budget** for the field trip.

This should include all expenses that the school/students will incur. This budget may exceed the amount requested for the grant if appropriate.

## All field trip expenses must be included and may not be limited to expenses related to the grant amount requested.

*Character Limit: 20*

# Field Trip Expenses\*

List all of the specific expenses for this field trip including transportation; admissions, food, etc. (include all expected expenses). Expenses may exceed the amount requested for the grant if appropriate.

## Please provide specific details related to all field trip expenses and be sure to double check that the expenses equal the total expense amount provided above.

*Character Limit: 750*

# Field Trip Revenues\*

Describe/list the sources of funding for this field trip ***(including expected family contribution, this grant, PTA funds, school/district, etc.).***

*Character Limit: 750*

# Amount Requested\*

What is the amount requested from this grant program. **Requests may not exceed $2,000 per field trip.**

*Character Limit: 20*

# Additional Materials

(Optional) If you have relevant materials relating to the field trip you may attach them here. If these documents exist in electronic format you may attach them using the Browse button.

*File Size Limit: 5 MB*

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# School Principal Authorization (Electronic Signature)\*

Enter the full name, title, email and the date of submission (e.g. Jane Smith, Principal, [jsmith@school.com,](mailto:jsmith@school.com) 9/15/24) of the School's Principal.

*Character Limit: 150*

# School Principal Approval of Application\*

By entering the signature information of the School's Principal above and clicking "I Agree" below, you certify that the Principal has reviewed and approved this application and the statements contained in this application are true and correct to the best of your/their knowledge and belief.

**Choices**

I Agree

I Do Not Agree