



## Mesa Verde National Park Transportation Scholarship Fund 2018-2019 school year

*Travel grants are made possible through the generous work of park partners in education: The National Park Foundation and the Mesa Verde Museum Association.*

### Eligibility

- **4th grade** students/classes will receive funding priority. Other grade levels may be eligible; please contact the education office for approval.
- **Title I schools** will be given priority for funding. Public, private, and charter schools are eligible.
- Students/schools within a 300 mile radius of Mesa Verde National Park will receive funding priority for the 2018-2019 school year.
- Full or partial scholarship may be awarded, not to exceed \$500 per bus.
- Classes are eligible for reimbursement once per school year.
- Classes may visit the park on teacher-led, independent field trips and/or participate in ranger-led education programs. Please visit the Mesa Verde web page, "Planning a Field Trip" for more information:  
<http://www.nps.gov/meve/learn/education/planafieldtrip.htm>

### Deadlines

- 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.
- You can schedule educational tours in advance of your trip. Once approved, the funds will be held for your class. For example: In February, Ms. Taylor reserves an educational tour for May 3<sup>rd</sup> and submits her travel grant application. Once the grant application is approved, the bus funding will be held for her trip.

### IMPORTANT Information

- **An invoice reflecting actual costs is required for reimbursement. The invoice must come from the bus company, district transportation office, principal's office, or the school board.**
- Reimbursement checks will be mailed within two weeks 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. Submit the travel grant application.
2. Schedule a ranger-led educational tour, if desired.
3. Submit the form at least two weeks prior to your travel date. Email the **signed form** to [MEVE\\_Education@nps.gov](mailto:MEVE_Education@nps.gov) or fax to 970-529-5013
4. You will receive an email confirming or denying the reimbursement request.
5. After your visit, your school office or transportation district must submit an invoice to secure reimbursement.
6. Reimbursement checks will be mailed to the school or district upon receipt of the invoice.

*If you have questions please email [MEVE\\_education@nps.gov](mailto:MEVE_education@nps.gov) or call (970) 529-5079.*



National Park Service  
U.S. Department of the Interior

Mesa Verde National Park  
P.O. Box 8  
Mesa Verde, Colorado 81330

## Mesa Verde National Park

### Education Program

### Travel Grant Application 2018-2019 school year

Travel grants are available for regional schools who wish to visit Mesa Verde National Park. Travel grants will be awarded on a first-come, first-served basis, until funds are depleted for the year. Funding is made possible through assistance from the National Park Foundation and the Mesa Verde Museum Association. Travel grants are to be used for transportation costs only, and may not fully cover costs.

**TO APPLY:** Complete this form and email it to [MEVE\\_Education@nps.gov](mailto:MEVE_Education@nps.gov) or fax to 970-529-5013

A. APPLICANT INFORMATION			
NAME OF SCHOOL:		NAME OF TEACHER/CONTACT PERSON:	
SCHOOL LOCATION: (City, State)		EMAIL OF CONTACT:	
		SCHOOL PHONE:	SCHOOL FAX:
Number of students	Number of adults	Grade (4 <sup>th</sup> grade given priority)	Is your school a Title 1 school? _____ Yes _____ No
Date of visit:		Are you participating in ranger-led activities? _____ Yes _____ No	
Check payable to:		Mail check to:	
<small>(Check will be issued by the Mesa Verde Museum Association)</small>			

B. ESTIMATED TRANSPORTATION COSTS	
Category (enter all applicable costs)	Amount
Round-trip mileage _____ miles X \$ _____ per mile X number of buses _____	\$
Driver salary (hourly pay X trip hours):	\$
<b>"Actual cost" invoice must be submitted upon completion of your trip)</b>	Total: \$

C. AUTHORIZED SIGNATURE		
TEACHER OR SCHOOL REPRESENTATIVE:		
(Name)	(Title)	(Date)

#### OFFICIAL USE ONLY

Date Received:	Approved _____	Disapproved _____	Justification:
Confirmation of funding _____	Reviewed by:		
Entered in school roster:	MVMA:	Date request received _____	Date check mailed _____
Routed to MVMA:	Check # _____	Amount _____	

Questions? Contact the education office at [MEVE\\_Education@nps.gov](mailto:MEVE_Education@nps.gov), or call (970) 529-5079